



Great Foundation

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ENROLMENT FORM – CONTRACT / INDEMNITY DOCUMENT

Learner Information

Date of Admission: _____

Child's Name: _____ known by: _____

Surname: _____

Date of Birth: _____ ID Number: _____

Age: _____ Sex: _____

Previous school attended?

_____ Tel Number: _____

1. Birth Certificate
2. Learners Latest year end report
3. Learners Most recent report
4. Copy of Vaccination card
5. Copies of Parents I.D documents
6. Financial Clearance Certificate from previous school must be attached to this.

Mother's Information

Mother's Full Name: _____

I.D Number: _____

Occupation: _____

Work Tel: _____ Home Tel: _____

Cell: _____

Email Address: _____

Physical Address: _____

Postal Address: _____

Code: _____

Father's Information

Father's Full Name: _____

I.D Number: _____

Occupation: _____

Work Tel: _____ Home Tel: _____

Cell: _____

Email Address: _____

Physical Address: _____

Postal Address: _____ Code: _____

Health Questionnaire

Copy of child's original clinic card will be required

	Yes	No
Is your child presently on medication?		
Does your child have any allergies?		
Has your child any problems with:		
Hearing?		
Sight?		
Speech?		
Does your child show any sign of nervousness?		
Has your child ever been referred to a(n):		
Occupational Therapist?		
Speech Therapist?		

If yes for any of the above mentioned, please supply details:

Family Doctor's name: _____ Telephone no: _____

Medical Aid name: _____ Medical aid no: _____

Do we have your permission to call any local doctor to attend to any emergency regarding your child: Yes No

Do you agree to meet all expenses incurred? Yes No

Please supply us with a copy of both parents ID documents as well as a copy of the medical aid card/number and name.

Declaration (1) by parent(S) / Guardian:

I/We _____ (father) and _____ (mother)

declare that the information herein as supplied by me/us is correct and to the best of my /our knowledge.
I / We hereby agree/confirm that:-

1. Agree to abide by the Great Foundation Primary's rules as in Annexure A of this document
2. Agree to pay a **non-refundable Application Fee of R200-00 paid to the office**. Means the fee payable by the Parent/s to cover all administrative cost involved in registering a Child at the School;
3. On acceptance to Great Foundation Primary, agree to pay a **non-refundable Registration fee of R1000-00**. Means the amount of money paid by the Parent/s to the School, after a Child has been offered a firm place in the school, to indicate their acceptance of a place in the School. This is a non-refundable deposit which the School may require be increased from time to time.
4. You have absolute responsibility for the payment of any Fees applicable to your Child as Pupil attending Great Foundation Primary. You also acknowledge that the fees are **payable in advance** in accordance with the provisions of the Fee Schedule, as amended by Great Foundation Primary from time to time. If you are unclear about any of your financial obligations, Great Foundation Primary, will on request, provide a written explanation. The school has the right to charge interest on any fees or monies owing by you not paid on or before the due date. All payments must be paid into the bank. We do not accept cash at the office.
5. Late penalty fee: a **late penalty fee of R150** will be levied, added to the following month's statement/invoice and the parent/guardian shall be held responsible for this fee;
6. All overdue accounts will be **charged 5% interest** on the overdue balance per month. All outstanding monies need to be paid in full.
7. Fees are advised to the parent(s) in a monthly statement via e-mail and the fees are **payable in advance**, over a period of 12 months (January – December). This means that the first payment should be in our bank account by the 1st of January for any specific year and the last payment will be made on the 1st of December for any specific year. Should you require it over 10 or 11 months, please send this request in writing to the office.
8. Agree that Great Foundation Primary, at its option but without being so obliged, will be entitled to institute any legal proceedings for the recovery of any monies owing by you as a liquidated debt or debts to Great Foundation Primary in any magistrate's court, having jurisdiction, in terms of sections 45 and 28 of the Magistrates' Courts Act. Agree to pay legal and collection fees incurred on overdue accounts.
9. The parents and/or legal guardian hereby confirm that they are jointly liable as co-principle debtors for the payment of any fees notwithstanding any other indication and/or nomination of any other person in the "Person Responsible for Payment of Great Foundation Primary" - **Annexure B**.
10. All the expenses incurred in the usual course of the education of the pupil by Great Foundation Primary will constitute the fees and fees are set annually. The parents and/or legal guardian and/or person responsible for payment acknowledge that Great Foundation Primary fees will be reviewed on an annual basis and may be subject to annual increases. Great Foundation Primary shall give the parents and/or legal guardian and/or person responsible for payment notice of any decision to increase the amount of the fee.
11. **If the pupil is to withdraw either from Great Foundation Primary (Pty) (other than at the normal leaving date) or from any activity charged for as supplemental, the parent(s) need to give one term's notice (3 months) to Great Foundation Primary in writing and is required to complete a withdrawal form to be submitted to the Principal's office by no later than the last week of the term preceding the notice term. Such notice will be subject to written acceptance / rejection by Great**

Foundation Primary, to be delivered to the affected pupil's parent(s) and/or guardian(s) during the first week of the notice term.

12. If Great Foundation Primary elects to terminate this contract, it may do so by giving the parent(s) one terms notice in writing, to be delivered to the affected pupils parents(s) and / or guardian(s) by no later than the last week of the term preceding the notice term, and Great Foundation Primary shall not be obligated to provide an explanation for such termination.
13. In the event of termination of this contract as provided for above, the total amount of all outstanding fees and supplemental costs up to and including the last day of the notice period will immediately become due and payable by the affected pupil's parent(s) and/or guardian(s).
14. In cases of absence from school owing to illness or holiday, the monthly fee is still payable.
15. In the event of parents becoming divorced during the period of this agreement, Great Foundation Primary requires a copy of the Divorce Order in so far as it relates to the custody of the pupil and visitation rights. The **joint and several liabilities** for Great Foundation Primary fees and supplemental costs will remain unchanged.
6. Hereby give my/our permission to use any picture of my child taken during school activities or at sporting events for the exclusive use of marketing Great Foundation Primary, for publicity in newspapers and on social media networks.
17. Agree that any information in this application may be used and disclosed to third parties if required for the well-being of my/our child by the Department of Health.
18. Understand that I/we may inspect any information to any emergency regarding my/our child and I/we undertake to meet all expenses incurred.
19. Are aware that my enrolment can be cancelled by the Great Foundation Primary with 7 day's notice and that no reason for such action need to be supplied by Great Foundation Primary.
20. Extra mural activities, not supplied by the school, these activities will be charged for separately by the provider. (Ballet, Karate, swimming lessons).
21. Great Foundation Primary will not be responsible for loss or damage to personal property of pupils whatsoever. Insurance for this will be the responsibility and for the account of the parent(s).
22. Parents agree to pay additional costs for excursions and entertainments, Uniform, **Textbooks and stationery**, Class photos, Therapists – OT, speech, remedial, psychologist/ counsellor etc
23. Family discounts are applicable (1st Child - n/a, 2nd Child -5%, 3rd Child-10%)

INDEMNITY

Pupils are enrolled at, conveyed to/from and transported by Great Foundation Primary/parents who are acting for Great Foundation Primary/individual staff members/servants of Great Foundation Primary entirely at the parent(s) and pupil's risk. Consequently, any damages arising out of illness or bodily injury and medical/other third party expenses may not be claimed for against Great Foundation Primary/any individual staff member/a contractor/sub-contractor. Furthermore, parent(s) waive, abandon and indemnify Great Foundation Primary against any claim arising from any Educational activity involving them, their pupil or people accompanying them (at invitation or not) on the Great Foundation Primary grounds.

Consent is given for my/our child/ward to take part in any and all activities of Great Foundation Primary, whether conducted on Great Foundation Primary premises or extra-mural, including, but not limited to, games, sport, tours and excursions of general, cultural, vocational, educational, historical and scientific interest.

We/I fully understand and accept that all such activities shall be undertaken at my/our child's/ward's own risk, and we/I, on behalf of myself, my spouse, my/our executors and my/our aforesaid child/ward indemnify, hold harmless and absolve the Principal and Staff , as well as their duly authorised agents

Great Foundation Primary (Pty) Enrolment Form - Contract and/or representatives against and from any or all claims, costs or expenses, howsoever arising, including legal costs, arising in connection with any injury to and/or death of my/our aforesaid child/ward and/or loss theft of or damage to his/her property occurring during the course of such activities during the enrolment of the Pupil/s at the Great Foundation Primary.

CONFIDENTIALITY AND REFERENCES

Parent(s) consent to Great Foundation Primary supplying information and a confidential reference to any educational institution that the pupil is considering attending. While every attempt is made to ensure that such references given on a pupil's character, aptitude and ability are fair, Great Foundation Primary will not accept liability for any loss that the parent/pupil is alleged to have suffered in relation to such a reference having been given.

Parent(s) consent to Great Foundation Primary making use of information and photographs relating to their pupil for the purposes of communicating and managing relationships with pupils and former pupils and in the normal course of providing an education for pupils.

MEDICAL EMERGENCIES AT SCHOOL

- 1.1.1 Should the need arise for a child to be treated for a scrape, bump, or minor laceration, all parents will be notified at the end of their school day, and ALL incidences are recorded in our incident book.
- 1.1.2 Parents should note the following:
 - 1.1.2.1 Wounds are cleaned out with warm water and the following cream is applied on a wound:
Germolene – antiseptic
Arnica – bruising
- 1.1.3 **Under no circumstances is a staff member allowed to administer medication to a child – ALL medication is to remain at home. (Unless the Principal and the teacher has been informed and permission granted in writing in the message book.)**
- 1.1.4 In the case of a more serious injury, the parent/parents/guardian will be contacted immediately by telephone.
- 1.1.5 **In the case of an emergency an ambulance will be called, under NO circumstances will a staff member be permitted to transport a child to an emergency room.**
- 1.1.6 Please be aware that should your child NOT be on a Medical Aid, or if you have not provided your medical aid details and a copy of the medical aid membership card and the child's identity document, a state ambulance will be called. If you have supplied us with your medical aid details and a copy of your medical aid membership card, a private ambulance will be called.

I/ we parent/guardian of _____, hereby GIVE / DO NOT GIVE trained staff members at Great Foundation Primary permission to administer CPR, until medical assistance arrives on the scene.

Full Name: _____ (Mother/Guardian)

Signed: _____

Place: _____ Date: _____

Full Name: _____ (Father/Guardian)


Signed: _____

Place: _____ Date: _____

Declaration (2) by Parent(S) / Guardian:

PARENT'S OBLIGATIONS:

The parent(s) undertake(s) to:

1. Complete and return the medical form and advise Great Foundation Primary of any health or medical condition, disability or allergy their child has or develops.
2. Inform Great Foundation Primary in writing, prior to admission and enrolment, of any situations where special arrangements may be needed in relation to their child.
3. Advise Great Foundation Primary any reason for their child's absence from Great Foundation Primary and where possible obtain Great Foundation Primary's prior consent.
4. Sign the enrolment contract, pay the registration fee, provide proof of payment of registration fee and provide all the required documentation to secure the place being offered to their child or risk enrolment cancellation without notice.
5. Concur that Great Foundation Primary cannot accept responsibility for the child off Great Foundation Primary premises unless he/she is taking part in an Great Foundation Primary activity or is under the Great Foundation Primary' supervision.
6. **Keep their account in good order to the satisfaction of Great Foundation Primary.**
7. Without detracting from any specific obligations contained in this contract, you are required to: fulfil your own obligations under these terms and conditions; **encourage your Child** in his or her studies, and give appropriate support at home; keep Great Foundation Primary (Pty) informed of matters which affect your Child; maintain a courteous and constructive relationship with Great Foundation Primary staff; and attend meetings and otherwise keep in touch with Great Foundation Primary where your Child's interests require you to do so.
8. The Parent/s accepts that their Child will abide by the Great Foundation Primary Rules. They acknowledge that the discipline of Great Foundation Primary is under the control of the Principal, who has the right to refuse to allow a Child to return to Great Foundation Primary, or to demand his/her immediate withdrawal from the Great Foundation Primary, or to suspend, or to expel a Child for a serious breach of discipline as laid down in Great Foundation Primary's Code of Conduct.
9. The Principal may, at his/her discretion, require you to remove or may suspend or expel your Child if her or your behaviour in failing to co-operate with Great Foundation Primary is in the reasonable opinion of the Principal so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at Great Foundation Primary or the well-being of Great Foundation Primary's staff or to bring Great Foundation Primary into disrepute.
10.  The Principal may, at his/her discretion, require you to remove or may suspend or expel your Child from Great Foundation Primary, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside Great Foundation Primary) is seriously unsatisfactory and in the reasonable opinion of the Principal that the Child's removal is in Great Foundation Primary's best interests or those of your Child, other children or the wider Great Foundation Primary community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. Great Foundation Primary will not be required to give you a full term's written notice under these circumstances. Should the Principal exercise this right, and where applicable, your deposit will be forfeited. However, any pre-paid fees will be refunded to you.
11. In the event of your Child requiring emergency medical assistance, you will reimburse Great Foundation Primary within 7 (seven) days for the cost of the emergency admission deposit required by the hospital or clinic. You also agree to reimburse Great Foundation Primary within 7 (seven) days for all other medical costs incurred in the treatment of your Child.

DOMICILIUM CITANDI ET EXECUTANDI

The parties choose as their *domicilia citandi et executandi* their respective addresses:

Great Foundation Primary: Great Foundation Primary property situated at

19 Lonely Road, Selcourt, Springs, 1559

Father/Guardian (physical address): _____

_____Postal Code _____

Mother/Guardian (physical address): _____

_____Postal Code _____

Consent & Indemnity:

Both parents to please sign this agreement

We, the under signed, hereby declare that:

1. We commit ourselves to the financial responsibilities concerning our child's participation in and obligation towards Great Foundation Primary.
2. All fees will be paid in advance in 12 instalments, as prescribed annually by the Great Foundation Primary.
3. We will support high educational standards by creating a place where our child can study. We will encourage our child to complete all homework and school assignments timeously.
4. We undertake not to tarnish the authority of Great Foundation Primary by spreading negative rumours, but to discuss any issue with the School authorities.
5. Great Foundation Primary reserves the right to exercise discipline as required in the education of our child and in agreement with us as parents.
6. **We shall give a full term's (three months) notice if we do not wish to continue our association with Great Foundation Primary, or to pay a full term's (3 months) fees, which will be payable immediately if you wish to withdraw your child immediately or over the remainder of the term that your child will attend.**
7. We appoint the staff of Great Foundation Primary to act on behalf of parents if emergency medical treatment of a child is required if said parents cannot be contacted immediately.
8. We accept that our child will be required to take part in educational and sports activities away from the school grounds.
9. We understand that no person, employee or Great Foundation Primary itself can be held responsible for any loss or costs incurred regarding our child, (physical or otherwise).
10. Great Foundation Primary cannot be held responsible for any loss or damage to the personal property of your child and or Pupils are enrolled at, conveyed to/from and transported by
11. the School/parents who are acting for the School/individual staff members/servants of the school entirely at the parent(s) and pupil's risk. Consequently, any damages arising out of illness or bodily injury and medical/other third-party expenses may not be claimed for against the School/any individual staff member/a contractor/sub-contractor. Furthermore, parent(s) waive, abandon and indemnify the School against any claim arising from any school activity involving them, their pupil or people accompanying them (at invitation or not) either on the School campus or on the Great Foundation Primary grounds.
12. Consent is given for my/our child/ward to take part in any and all activities of Great Foundation Primary, whether conducted on the school premises or extra-murally, including, but not limited to, games, sport, tours and excursions of general, cultural, vocational, educational, historical and scientific interest.

13. We accept, that as a private school, the school reserves the right to instate a pass rate of 50%.

Great Foundation Primary (Pty) Enrolment Form - Contract

We fully understand and accept that all such activities shall be undertaken at my/our child's/ward's own risk, and we undertake, on behalf of myself, my spouse, my executors and our aforesaid child/ward to indemnify, hold harmless and absolve the Heads and Staff against and from any or all claims whatsoever which may arise in connection with any injury to and/or death of my/our aforesaid child/ward and/or loss theft of or damage to his/her property occurring during the course of such activities.

- 14. We undertake to pay the required school fees as stipulated & supplemental costs
- 15. We understand that interest per month will be charged on any arrear amounts 60 days and older.
- 16. We undertake to immediately notify Great Foundation Primary **in writing** of any change of address.

Full Name: _____ (Mother/Guardian)

Signed: _____

Full Name: _____ (Father/Guardian)

Signed: _____

Annexure A

Rules and conditions of enrolment regarding Great Foundation Primary (Pty).

This forms part of the enrolment contract.

- **School Hours: School grounds open at 6h30 and school starts at 7h30. All learners to be at school by no later than 7h20 each day.** School Day ends at 13h00 for Grade RR to 2. Grade 3 ends at 13h30. Grade 4 to 6 ends at 13h45. Aftercare starts at 13h00 and ends at 17h00 sharp. **We are not responsible for children after 17h00 and a late fee of R150-00 will be charged.**
- The uniform requirements for learners will be available from reception. Learners are expected to abide by the dress code at all times.
- If a child is absent, for any reason, please inform the school as soon as possible.
- Parents collecting their children after the time agreed according to enrolment must get a message to the Day-care centre informing us as to why you are late.
- The centre will then arrange the child supervised by a baby sitter at an additional minimum fee of R150.00 for the first hour or part thereof and R100.00 per hour or part thereof for any additional time.
- Parents with any query or request regarding their children enrolled at Great Foundation Education Centre must contact the owner without delay.
- **All fees are payable no later than the 1st working day of each month. School fees are due on the 1st of each month, for the month in advance.**
- **It is agreed between Great Foundation Primary and yourself that a penalty of R150 will be charged and a 5% interest on all overdue accounts, will become payable and be charged to your account for every month that the monthly fee is not received in full by the 4th working day.**
- When applicable parents must fill out the medication chart stipulating dosages and the time when medication is to be administered, Medication containers are to be clearly labelled indicating the content and the name of your child. No medicine will be administered unless the medicine chart has been completed by the parent.
- All stationery and clothing must be marked clearly.
- Great Foundation Primary reserves the right to cancel this agreement by giving the parent(s) seven days' notice of such intention without having to supply reasons for such actions.
- Great Foundation Primary is an **English-medium school**. The language of instruction is English. Learners are required to speak English at all times, whilst on the premises of Great Foundation Primary.
- Great Foundation Primary does not tolerate bullying in any form, towards learners and educators, all members of the school staff are committed to promoting a safe and caring environment for the boys and girls in their care. Staff, pupils and parents will work together to address issues of bullying when these arise.
 - Name-calling and teasing
 - Threats and intimidation
 - Hurting physically
 - Extortion (taking things away)
 - Damaging property and belongings
 - Spreading rumours and stories
 - Deliberate exclusion from games and activities
 - Cyberbullying (using the Internet and cellular telephones to torment, threaten or humiliate).
- Pupils or parents can report bullying to the pupil's class teacher and the reporting of bullying should be encouraged. Staff members will take these reports seriously, investigate them thoroughly and provide feedback.

Great Foundation Primary (Pty) Enrolment Form - Contract
Parents or guardians should:

- Watch for signs of unhappiness in their child's life.
- Be supportive when an incident of cyberbullying is reported as this can be extremely damaging and have lasting effects.
- Inform their child's class teacher if there is any suspicion that their child is being bullied.
- Not take matters into their own hands in confronting the perpetrator or his/her parents.
- Refrain from telling their child to retaliate.
- Help their child to learn positive behaviours that will help him/her not to become a victim.
- Clearly address the situation if their child is found to have abused another boy/girl.
- The Code of Conduct at Great Foundation Primary is aimed at creating, establishing and maintaining a respect for the ethos and values of the school. The Code hereby serves to create a set of guidelines for acceptable behaviour, as well as punishments that may be implemented if the Code is breached in anyway. It should be kept in mind that although the Code is comprehensive in its structure and content, each individual punishment will be assessed in the light of the misdemeanour committed.
- Learners should always strive to maintain the ethos of the school by behaving in a respectful and dignified manner.
- Learners should always remain helpful, polite and considerate of other peoples' needs.
- Racist and sexist comments, abusive language, violent behaviour, bullying and vandalism towards any learner or educator **are not** permitted at the school and will be severely dealt with.
- Learners **are not** permitted to tamper with, damage or deface property belonging to other learners or the school.
- Learners are expected to greet staff and visitors to the school.
- The school environment should be respected, cleaned, cared for and protected by all learners.
- Learners should always abide by the dress code of the school and wear their uniform with pride.
- Learners are encouraged to assist with the discipline of the school and should report any incidents or misdemeanours committed.

In order to show respect, maintain safety, and focus on learning. Learners are required to:-

- Follow directions the first time.
- Speak using polite language, volume and tone.
- Keep hands, feet, and objects to myself.
- Be where I am supposed to be.
- Take care of school property and personal belongings.
- Walk quietly in passages so I do not disturb other classes.
- If learners are absent for control tests, a doctors certificate is required and the learner will write the test on his/her first day back at school.
- If the learner returns after two or more days, he/she will be marked absent for that particular assessment.
- Exceptional circumstances will be taken into consideration and will be dealt with according to the specific situation.
- Please note that **NO second test will be set for the learner if he/she fails to complete the assessment** within the specified time frame.
- Controlling gate access is important in protecting children and staff during school time.
- Entrances into the school from the car park will need to be observed by teachers on duty during "drop off" and "pick up" times.

Full Name: _____(Mother/Guardian)

Signed: _____

Full Name: _____(Father/Guardian)

Signed: _____

Annexure B ACCOUNTS PAGE

**DETAILS OF PERSON RESPONSIBLE FOR PAYING GREAT FOUNDATIONPRIMARY (PTY) ACCOUNT
(To be completed & returned with contract) PLEASE WRITE CLEARLY AND NEATLY**

Surname : _____

Name : _____

ID Number : _____

Relationship to pupil : _____

Marital Status : _____ number of dependants _____

Cell Phone Number : _____

Email Address : _____

Home Address : _____

Home Contact number : _____

Occupation : _____

Work Address : _____

Work Contact number : _____

I, _____ **(FULL NAME)** acknowledge that I will be the person responsible for managing the account associated with the pupil, ensuring that all payment due are paid on the due dates.

I acknowledge all conditions of payment of fees, levies and supplemental costs, the termination and notice requirement of contract and that all parents and guardians are jointly and severally liable.

I authorize **Great Foundation Primary (Pty)** to carry out any **checks and/or traces that may deem fit with any registered credit bureau or credit reference**, to report my payment behaviour to the credit bureau and also list me with any credit bureau in the event of this account not being paid within the **5 day** period for payment.

Signature: _____ Date: _____