

# ANIMAL FARM PRE SCHOOL 1

NO. 3 SAN THOME PL.  
 ENTRANCE FROM SAN GABRIEL AVENUE  
 KINGSBURGH  
 DEDERE 0794925681  
 VERONICA 072 72 77148  
 CHARLENE 082 920 8114  
 EMAIL: animalfarmpreschool1@gmail.com



## ENROLMENT FORM

### CHILDS DETAILS

DATE OF ENROLMENT:	ENGLISH OR AFRIKAANS	
SURNAME:		
FULL NAMES:		
NAME USED FOR CHILD:		
DATE OF BIRTH:	ID NUMBER:	
HOME ADDRESS:		
HOME TEL:	CELL:	EMAIL ADDRESS:
ALLERGIES:		
SPECIAL NEEDS:		
WAY OF TRANSPORT TO AND FROM SCHOOL:		

### MOTHERS DETAILS:

FULL NAME AND SURNAME:		
I.D. NUMBER:		
OCCUPATION:		
NAME OF COMPANY:		
WORK TEL:	HOME TEL:	CELL:
ADDRESS (IF DIFFERENT FROM CHILDS ADDRESS):		

### FATHERS DETAILS:

FULL NAME AND SURNAME:		
I.D. NUMBER:		
OCCUPATION:		
NAME OF COMPANY:		
WORK TEL:	HOME TEL:	CELL:
ADDRESS (IF DIFFERENT FROM CHILDS ADDRESS):		

### GENERAL INFORMATION:

FAMILY DOCTOR:	
DOCTORS TEL:	
MEDICAL AID DETAILS:	

KIND REGARDS  
 ANIMAL FARM PRE SCHOOL

IN CASE OF AN EMERGENCY:

CONTACT PERSON OTHER THAN PARENT:	
RELATIONSHIP TO CHILD:	
ADDRESS:	
HOME TEL:	CELL:
<b>CONTACT PERSON IN CASE OF EMERGENCY CAN BE PARENT:</b>	
NAME:	
ADDRESS:	
HOME TEL:	CELL:

RULES:

SCHOOL FEES ARE PAYABLE IN ADVANCE ON THE 1<sup>ST</sup> OF EVERY MONTH. IF FEES ARE NOT PAID AND FALL INTO ARREARS I UNDERSTAND THAT I WILL BE HANDED OVER TO A DEBT COLLECTOR. I UNDERSTAND AND AGREE THAT I WILL ALSO BE RESPONSIBLE FOR ANY FEES INCURRED IN RECOVERING THE MONEY. NO REDUCTION IN FEES WILL BE MADE FOR ANY REASON EVEN IF A CHILD IS ABSENT DURING THE SCHOOL HOLIDAYS, OR DUE TO ILLNESS TO THEM OR A PARENT. BOOK FEES AND ENROLLMENT MUST BE PAID EVERY YEAR AND ARE NON REFUNDABLE.

I UNDERSTAND THAT I HAVE TO GIVE ONE MONTHS NOTICE IF MY CHILD IS TO BE REMOVED FROM THE SCHOOL. I UNDERSTAND THAT IF I FAIL TO DO SO I WILL BE CHARGED ONE MONTHS FEES. THE SAME APPLIES TO THIS NOT BEING PAID AS WITH UNPAID FEES IN ABOVE. NO NOTICE WILL BE ACCEPTED IN NOVEMBER OR DECEMBER, UNLESS THE CHILD IS LEAVING TO GO TO GR. 1. IF SCHOOL FEES ARE INTO ARREARS YOUR CHILD WILL NOT BE ALLOWED AT SCHOOL TILL FULL PAYMENT HAVE BEEN MADE.

NO CHILD WILL BE ALLOWED TO ATTEND SCHOOL IF HE/SHE HAS A CONTAGIOUS DISEASE (MEASLES, MUMPS, CHICKEN POX, LICE, SCABIES, GASTRO, NATAL SORES ETC.) IF A CHILD IS FOUND TO BE ILL, THE PARENT WILL BE NOTIFIED IMMEDIATELY AND ASKED TO FETCH THEIR CHILD. NO EXCUSES WILL BE TOLERATED.

NO CHILD WILL BE HANDED OVER TO UNKNOWN PERSON. IF THE USUAL PERSON WHO COLLECTS THE CHILD CANNOT MAKE IT, IT IS THE PARENTS RESPONSIBILITY TO CONTACT US AND LET US KNOW. WE HAVE A TIME SHEET WHERE WE WILL CAPTURE TIME CHILD ENTER AND EXIT THE SCHOOL GATE.

EVERY PRECAUTION IS TAKEN TO ENSURE YOUR CHILD'S SAFETY AT SCHOOL, HOWEVER ANIMAL FARM PRE SCHOOL CANNOT BE LIABLE FOR ANY ILLNESS OR INJURY SUSTAINED WHILST IN OUR CARE.

I, ..... PARENT /LEGAL GUARDIAN OF ..... WHO WILL BE ATTENDING ANIMAL FARM PRE SCHOOL, HAS READ AND AGREES TO THE FOLLOWING CONDITIONS BEFORE ENROLLING MY CHILD.

PARENT SIGNATURE: .....

DATE: .....

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## MORE ABOUT US:

TRADING HOURS 06:15-17:15 MONDAY TO FRIDAY. IF YOU ARE LATE WE HAVE A FEE OF R100 PER CHILD PER 15 MIN LATE STARTING FROM 17:15. THE SCHOOL START FROM AGE 0 TO GRADE R ALL AGES SPLIT IN THEIR DIFFERENT CLASS ACCORDING TO WHAT YEAR A CHILD IS BORN. ALL CHILDREN MUST BE AT SCHOOL AT 08:00AM TO BE INTIME FOR BREAKFAST. SCHOOL FEES ARE R950.00 PER MONTH FOR FULLDAY ASWELL AS HALFDAY. We supply a snack at 14:00pm (jelly) and 16:00pm (bread) other than that you have to provide breakfast and lunch for your child, food must be ready to eat. We provide water in your child's own water bottle of you as parent need to send juice or something else to drink. For babies you send what the baby need eg. Nappies, baby wipes, formula, baby food, baby juice ext.

SCHOOL ROUTINE AS FOLLOW: BREAKFAST AT 08:00AM, MORNING RING AND CLASS ROUTINE, LUNCH AT 12:00PM, SNACK AT 14:00 AND SNACK AT 16:00PM. ALL EXTRA ACTIVITIES WILL BE AFTER 12PM. WE RUN A FULL EDUCATIONAL PROGRAMME AND EACH AGE GROUP WILL BE TAUGHT THE NECESSARY THINGS NEEDED UP TO GRADE R. We are registered with the relevant departments; all certificates are displayed on the wall at school. WE FIRMLY BELIEVE IN LEARNING THROUGH PLAY AND YOUR CHILD WILL BE IN A RELAXED ENVIROMENT. WE BELIEVE THAT EACH CHILD WILL HAVE AT LEAST 12 YEARS OF FORMAL EDUCATION IN THEIR LIVES AND WE LIKE THEM TO BE CHILDREN FOR AS LONG AS POSSIBLE. WE ALLOW THE CHILDREN TO PLAY OUTSIDE AS OFTEN AS POSSIBLE, AS GROSS MOTOR SKILLS ARE AS IMPORTANT AS INTELLECTUAL DEVELOPMENT. WE PROVIDE POTTY TRAINING FOR THOSE WHO NEED TO BE POTTY TRAINED. NO MEDICINE WILL BE ADMINISTER WE ARE NOT A DOCTOR OR NURSE. CONTAGIOUS DISEASES WILL BE SENT HOME IMMEDIATELY. WE WILL DISCIPLINE CHILDREN WHO MISBEHAVE BY PUTTING THEM IN THE TIME-OUT CORNER FOR A FEW MINUTES. IF THIS BEHAVIOUR CONTINUES, WE WILL DISCUSS WITH YOU AS A PARENT.

AS MOST OF THE TEACHERS IN THIS SCHOOL HAVE CHILDREN OF OUR OWN, WE UNDERSTAND HOW IMPORTANT YOUR LITTLE ONE IS TO YOU. FOR THIS REASON WE STRIVE TO MAKE THIS A HOME AWAY FORM HOME SO YOUR LITTLE ONE CAN FEEL SAFE AND SECURE AND HAPPY. MOST CHILDREN WILL START OFF BY BEING A LITTLE SCARD AND UPSET, REMEMBER WE ARE ALL STRANGERS IN A STRANGE PLACE TO THEM. TO EASE THIS PROCESS WE SUGGEST THAT YOU NEVER SNEAK OUT AND LEAVE A CHILD, AS THEY LEARN NOT TO TRUST YOU. ALSO MAKE THE GOODBYE AS QUICK AS POSSIBLE, THE MORE TIME YOU SPENT SAYING GOODBAY, THE MORE TIME YOUR CHILD HAS TO GET SCARED. ALSO, REASSURE HIM/HER YOU WILL BE BACK.

WE DO NOT CLOSE DURING THE YEAR WHEN THE PRIMARY SCHOOLS ARE ON SCHOOL HOLIDAY. WE DO HOWEVER CLOSE FOR 4-5 WEEKS OVER DECEMBER AND JANUARY. SCHOOL FEES DO STILL HAVE TO BE PAID IN FULL EVERY MONTHTH. WE ARE ALSO NOT OPEN ON WEEKENS AND PUBLIC HOLIDAYS.

ALL FEES PAID TO ANIMAL FARM PR SCHOOL ARE NON REFUNDABLE FEES.

GOOD LUCK WITH MAKING THE DECISION AS TO WHICH SCHOOL TO SEND YOUR CHILD.

KIND REGARDS  
ANIMAL FARM PRE SCHOOL