



“Train your child in the ways of the Lord and when older, they will not depart from it”

Proverbs 22:6

22 Merrifield Road

Cell: 084 346 8657

Pinetown
3610

Email: celine@pinefieldschool.co.za

Admission Date: _____

APPLICATION FOR ADMISSION

CHILDS DETAILS

Name: _____ Surname: _____

Date of birth: _____

Male/Female: _____

Religion: _____

Home language: _____

Address:

Tel: (____) _____

Brother/Sister at school (child's name): _____

School they attend. _____

Do they come to aftercare? _____

Previous school attended? -----

PARENT/ GUARDIAN DETAILS:

Mother

Name: _____ Surname: _____

Address: _____

Identity no: _____

Occupation. _____

Name of employer: _____

Work address: _____

Work No: (____) _____ Home No: (____) _____

Cell No: _____ Email address: _____

Father

Name: _____ Surname: _____

Address: _____

Identity no: _____

Occupation. _____

Name of employer: _____

Work address: _____

Work No: (____) _____ Home No: (____) _____

Cell No: _____ Email address: _____

Person responsible for fees

Name: _____ Surname: _____

Address: _____

Identity no: _____

Occupation. _____

Name of employer: _____

Work address: _____

Work No: (____) _____ Home No: (____) _____

Cell No: _____ Email address: _____

1. School fees are due in advance or on the 28th of each month.
2. Please note this is a twelve-month contract and not a month to month contract, therefore, ONE FULL calendar months' notice must be given before your child leaves the school, aftercare and/or transport. If you don't abide by this, you will be held responsible for full payment of fees.
3. Notice will NOT be accepted for your child to leave in November or December of any year. Should you give notice during the above months you will be held responsible for full payment of fees. Notice for children leaving at the end of the year needs to be given by latest OCTOBER of every year.
4. Fees are still payable even if your child does NOT attend school and aftercare, transport or holiday care through illness or any other reason. Full fees are still due whether your child attends holiday care or not. Full transport fees are also payable during school holidays whether transport is being utilised or not.

NEXT OF KIN

If we the parents/guardians cannot be reached you can contact:

Name: _____

Number: _____

Relation to child: _____

Name: _____

Number: _____

Relation to child: _____

**CONTACT DETAILS OF ANY OTHER PERSON WHO WILL PICK YOUR CHILD
UP FROM SCHOOL OTHER THAN THE PARENT/ GUARDIAN**

Name: _____

Number: _____

Relation to child: _____

MEDICAL DETAILS

Allergies: _____

Name of Doctor: _____

Tel No of Doctor: _____

Name of medical aid: _____

Medical aid No. _____

In the event of fever/ pain, would it be acceptable to administer Panado? _____ Amount to be given to my child. _____ml.

Please Note:

- 1. Confidential information concerning your child's health should be given directly to the Principal/ Teacher.**
- 2. If any medication needs to be administered, this must be given at home or a special consent letter must be provided.**
- 3. If your child in our opinion needs to be taken to hospital, we will contact you immediately and then take him/her to the nearest hospital.**

RULES:

1. A registration fee of R__350__ will be paid upon application per child. (once off payment) **NON REFUNDABLE**
2. The School fee of R_____per month is paid in advance each month. Please note that there are 4 payment options. **PLEASE ENQUIRE ABOUT DIFFERENT PRICING OPTIONS.** - First option is full payment for the whole year, you will receive a 10% discount if paid up front. -Second option is over a period of 10 months (February to November) resulting in no January or December payments. -Third option is over a period of 11 months (January to November) resulting in no December payment. -Fourth option is over a period of 12 months, if you wish to choose this option please note **FULL FEES** are payable for January and December. **If you fail to pay fees you will be handed over to debt collection and will forfeit your child/children's space in the school.**
3. I hereby commit to paying the school fee by the _____ of every month.
4. A late payers fee of R100 per day will be added to your account if payment is made after the above-mentioned date.
5. A once off fundraising fee of **R700** is payable by the end of July every year as we do not do fundraisers, and this is strictly for the upgrading of the school. (You may pay this off per term if preferred)
6. The school/ aftercare and transport is **CLOSED** for the Christmas season, certain Christian holidays and Public holidays. A note will be sent out. We offer free holiday care for our Pinefields children during the end of term school holidays. During December only 5 days of holiday care will be free. Thereafter parents will receive a discounted price. All other school holidays during the year will remain free for the kids who attend Pinefields. (except public and gazetted school days)
7. **Full fees are payable for December and January. January fees must be paid by the 15th of December with the included increase amount every year.**
8. Utmost attention will be given at all times to ensure your child's safety; however, we will not be held responsible for any injuries or fatalities occurring on the school premises, whilst being transported in the school vehicle or on any school grounds or outings.

9. In the event of a school outing the parents will be notified in writing and this letter will be pasted in the child's message book. Communication with the teacher and with regards to other events in the school will also be done through the message book and/or the Pinefields whatsapp groups.
10. Sweets and toys are not to be brought to school. (We do have a small tuckshop that is run during the week when stock is available.) (Not during Covid19)
11. Please mark all clothing.
12. We will not be responsible for unmarked property. All lost property will be donated to hospice on the last day of the year.
13. If your child is sick, please phone in to inform that he/ she will not be attending school. Please keep your child at home if he or she is sick. If your child is sick and is on medication, we will not give your child medication unless we receive a special consent letter in the note book. We will not take responsibility for anything that happens to your child if you send them to school sick. If you send them to school sick they will be sent back home.
14. Lessons start at 8am sharp so please make sure your child is here by 7:45am so that they can get settled in.
15. School hours are from Monday to Thursday 6.30am to 5.30 pm. Fridays we close at 5.00 pm **PROMPT!** If you are running late for any reason, please phone in and let us know before 5pm. (During Covid we close at 17:15pm sharp/Fridays 17:00pm sharp.)
16. If you pick up your child late, a fee will be served at R100 for every 15 minutes late. Which will be added to the fees of that month if not paid upon collection.
17. Each child is required to have appropriate stationary and toiletries, to help the parents we charge a once off fee for the whole year and get the items ourselves, this is **NON REFUNDABLE** if your child leaves before the end of the year as we buy in bulk and this option includes a big discount for all items purchased. You may choose a second option of buying the items yourselves every term and we will provide you with a list. The money or first term items needs to be in by the 1st of February if you choose to pay for the full year. (Please note that if we have enough bulk stationary and toiletries collected up for the year, any remaining funds go towards the fundraising fee and other new resources lacking/ upgrading of the school.)

18. We offer extracurricular activities and will keep parents updated as these will change every now and again. At the moment we offer ‘build em bricks’ (learning science/maths with lego blocks), pottery, swimming, dancing, vision sports – if you are interested in this please ask your child’s teacher for the application form. Please note these are at an extra cost.
19. **WE DO NOT PROVIDE ANY FOOD.** So please if parents could pack a healthy full day’s lunch for your kids and make sure you pack enough if they are here all day. Here is the routine for food during the day so you have an idea of how much to pack – 7:45am (breakfast/light snack for those who eat breakfast at home); - 9:45am (snack time); 11:15am (lunch time); 2:30pm (snack time). Things such as sandwiches, chips, cracker bread, health biscuits, yogurt, fruit (cut up if your child prefers), healthy left over meals etc. please also make sure your child comes with a non-spill juice bottle as we do not want it leaking in their bags.
20. I give permission to Pinefields School and Aftercare to photograph/video and post images of my child during events and/or activities while at school/aftercare on social media platforms. Yes/No (Please circle)
21. If you withdraw your child from Pinefields School and Aftercare, please note a full months’ notice needs to be given in to us.

The following documents/fee must be accompanied with the above application:

- A copy of child’s birth certificate(certified)
- A copy of immunization card
- A copy of both parents I.D Books(certified)
- Proof of address(certified)
- Administration fee of R350. (once off) **Non-refundable**

Please be informed that no application will be accepted if any of the above documents are missing or the admin fee has not been paid.

STATIONARY LISTS:

Ages 4-6 -

Stationary List. (per term)

2x boxes roll ups.

1x ream of paper

1x pack HB pencils.

2x pritt glues.

2x erasers

1x A5 hardcover book

2x white board marker

Toiletry list. (per term)

2x bars/bottles Dettol soap.

2x pack of 9 toilet rolls.

2x boxes of tissues/wet wipes

1x face cloths

1x 500ml bottle of hand sanitizer

Ages 1-3 –

Stationary List. (per term)

1x 1kg box playdough

2x box fat crayons

1x box finger paint prime colours

2x pritt glue

2x ream paper

Toiletry list. (per term)

2x Dettol soap

2x pack wet wipes

2x pack 9 toilet rolls

2x face cloths

1x 500ml bottle hand sanitizer 70% alcohol

Or you may pay R1000 per year and the school shall supply the stationary and toiletries.

I commit to paying the toiletry fee_____

I commit to bringing in the stationary and toiletries. _____

Banking Details:

Bank: FNB

Acc Name: Celine Van der Walt

Acc No: 62510510705

Branch code: 250655 -

-Please make the reference your child's full name.

Consent form:

I

_____ (parent/guardian),

_____ (I.D No:)

apply to have my child (_____) to be enrolled at Pinefields Preschool and Aftercare and hereby give consent to take part in the school and aftercare curriculum, extra mural activities of the school, including games, athletics and educational tours and activities.

I fully understand and accept that all school activities, aftercare activities, events and excursions shall be undertaken at my child/wards own risk and I undertake, on behalf of myself, my executors, my wife/husband and my child/ward aforesaid to indemnify, hold harmless and absolve Pinefields Preschool and Aftercare, its Owner, the Principal and staff against and from any claims whatsoever that may arise in connection with any loss of or damage to the property or injury, loss, or death to the person of the child/ward aforesaid in the course of being at Pinefields school and aftercare, in the knowledge that the Principal and the staff will nevertheless, take all reasonable precautions and the welfare of the child/ward.

I declare that the above particulars are correct and I have read and understood this application form. I undertake to inform the school in writing of any changes in address and contact details.

Signature of the Parent/Guardian

Date

As a child centred school Pinefields will look forward to a pleasant, long-term relationship with you and your treasured child.

Yours in education

Celine Van der Walt

Educating and Growing Little Minds to Think and Speak in Positive Perfection



Transport consent form

(Please fill in if your child will attend swimming lessons/or will be involved in any sort of transport with Pinefields)

We the parents/Guardians of

Herby agree

- 1. To allow my child/children to be transported from**

From/to Pinefields Preschool and Aftercare and/or from -----
----- to -----
-----.

- 2. I hereby commit to paying the transport fee of ----- before the 28th of every month or date stipulated on application form. (Included in aftercare fees)**
- 3. A late payers fee of R100 per day will be added to your account if payment is made after the above-mentioned date.**
- 4. The school and transport is CLOSED for the Christmas season, school holidays, certain Christian holidays and Public holidays. A message will be sent out. We do not do transport during the school holidays but may be able to assist if your child attends Pinefields holiday care.**
- 5. Full fees are still payable for transport during school holidays and for December and January. January fees must be paid by the 15th of December with the included increase amount every year.**

6. **Utmost attention will be given at all times to ensure your child's safety; however, we will not be held responsible for any injuries or fatalities occurring on the school premises or whilst being transported in the school vehicle.**

7. **Please note this is a twelve-month contract and not a month to month contract, therefore, ONE FULL calendar months' notice must be given before your child leaves the school, aftercare and/or transport. If you don't abide by this, you will be held responsible for full payment of fees.**

8. **Notice will NOT be accepted for your child to leave in November or December of any year. Should you give notice during the above months you will be held responsible for full payment of fees. Notice for children leaving at the end of the year needs to be given by latest OCTOBER of every year.**

9. **Fees are still payable even if your child does NOT attend school and aftercare, transport or holiday care through illness or any other reason. Full fees are still due whether your child attends holiday care or not. Full transport fees are also payable during school holidays whether transport is being utilised or not.**

Childs Name:

Address:

School:

Mothers Name:

Id Number:

Home Address:

Work Address:

Fathers Name:

Id Number:

Home Address:

Work Address:

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I _____ declare that the above information is correct, and I have read and understood this agreement.

Signature

Date