



Registration form 2027

Pre-school

DETAILS OF TODDLER

Surname: _____

Name: _____

Date of Birth: _____

Gender: _____

Home Language: _____

Number of Children in the Family: _____

Where did you hear from us: _____

Previous School Attended: _____

Date Toddler Starts with Us: _____

Any Behavioural Problems: _____



DETAILS OF PARENTS:

Marital Status: _____
 Who Does the Toddler Currently Live _____
 with: _____

	Person responsible for the account.	
	Parent/ Guardian 1	Parent/ Guardian 2
Surname:		
Name:		
ID Number:		
Occupation:		
Titel:		
Employer:		
Tel nr work:		
Cell nr:		
E-Mail Adress:		
Home Adress:		
PO Box Adress:		
Work Adress:		

Contact Person In Case Of Emergency:

	Person1	Person 2
Surname:		
Name:		
Relationship:		
Tel Nr Work:		
Cell Nr:		
E-Mail:		
Home Adress:		



Medical Information:

Doctor: _____

Tel Nr: _____

Medical Aid Name: _____

Medical Aid Number _____

Does he/she suffer from any of the following?

Diabetes: _____ Asthma: _____ Epilepsy: _____ Heart Conditions: _____

Childhood illnesses your child has had: _____

Allergies: _____

Medication taken daily: _____

Operations undergone: _____

Speech/Hearing problems: _____

Complications at birth?

Yes

No

If yes, describe briefly:

--

Is immunization up to date?

Yes

No

A copy of your child's immunisation card must be submitted together with the form, as well as proof of further immunisations when your child goes for follow-up immunisations.

			Signature	
	Yes	No	Parent/Guardian 1	Parent/Guardian 2
Hereby both parents give consent that the staff member on duty may provide medical assistance to the child in case of an emergency.				
If the family doctor/dentist is not available, both parents give consent that the child may be treated by another doctor/dentist in case of an emergency.				

Signature Parent/ Guardian: _____

Date: _____



FINANCIAL INFORMATION:

REGISTRATION FEE R500 (Non-refundable)

FULL DAY FEES: 06h30-17h30		CHOICE (x)
12 Month Plan <i>Only Available on Debit Order</i>		
1st Child:	R4 850 p/m	
2nd, 3rd, 4th child:	R4 680 p/m	
11 Month Plan		
1st Child:	R5 290 p/m	
2nd, 3rd, 4th child:	R5 140 p/m	

OR

HALFDAY FEE: 06h30-14h00		CHOICE (x)
12 Month Plan <i>Only Available on Debit Order</i>		
	R4 360 p/m	
11 Month Plan		
	R4 770 p/m	

OR

ADHOC FEE: 06h30-17h30		CHOICE (x)
3 Consecutive Days per Week: R2 990 p/m		

School fees are payable in advance before/on the 7th of each month.

BANK DETAILS:

Capitec Business

Bank code: 450105

Account Number: 1051522978

Current

10% Discount if the full year's school fees are paid on/before 20 December 2025. 5% Discount if the full year's school fees are paid on/before 20 January 2026 – if the child leaves the school during the year, the normal fee will be calculated and the balance refunded.

Signature: _____

Date: _____



DEBIT ORDER CONSENT AND INFORMATION FOR 2027				
SECTION A – HOLDER OF THE AUTHORITY AS BENEFICIEARY:				
Kleuter Kampus Wierdapark (Pty)Ltd				
Adres: 395 Theuns Van Niekerk Street, Wierda Park, Gauteng, 0157				
Contact number: 012 653 3749		E-Mail: finansies@kampus.co.za		
Bank details: Capitec Business, Bank code: 450105, Account number: 1051522978, Type: Current				
The Reference number on your account will show: KLEUTERWPK				
SECTION A – HOLDER OF THE AUTHORITY AS BENEFICIEARY:				
ID Number (Contract Reference Number)				
Full Name and Surname				
Cell Number				
Work telephone number				
E-mail address				
Place of work				
SECTION B - PAYER BANKING DETAILS:				
Name of Bank				
Bank Code				
Account type (Mark with X)	Savings	☐	Cheque	☐
Account number				
SECTION C - PAYMENT DETAILS				
Date adjustment rule:	YES	Collection day may not change	NO	
Collection day may change:				
Collection start date				
Collection day (Monthly)				
Amount				
Child name and surname				
• I Authorise the Holder of the Authority as Beneficiary to use the functionality of Tracking supported by the Debi Check Payment Stream. • I hereby Authorise the Bank to debit my account.				
Signature:		Date:		



Rules and Regulation:

1. Registration fees are one-time and non-refundable. To secure a place, the registration fee must be paid in advance.
2. Extracurricular activities are additionally payable directly to the relevant service providers.
3. **Breaking of contract:**
 - When the payment agreement is not met.
 - Your child's account will remain active if we do not receive a written notice letter.
 - If your child leaves school without notice, a month's payment will be added to your child's account as a notice month.
4. **One month's written notice must be given before the 7th of the month if your child will be leaving the school. Please note that if school fees were paid in advance, the refund will be processed over a period of two months.**
5. **Annual increases in school fees** will be announced in September and will take effect in January of the following year.
6. Fees are calculated over 12 months, regardless of whether your child is absent due to illness/vacation and the school fee must be paid monthly according to the agreement. Fees can also be paid over 11 months.
7. No special arrangements can be made in respect of school fees within the first 6 months of legal retention.
8. Kleuter Kampus is a school with Christian values.
9. **Parents/ Guardians will be notified in writing, 48 hours before any activities taking place outside the school grounds.** Disclaimer forms will be sent out and must be signed which will serve as **consent**.
10. **Your child is constantly supervised by Kleuter Kampus staff.** Every possible precaution is taken to avoid accidents. If an accident or incident does occur, the principal and staff of Kleuter Kampus cannot be held legally liable for the accident/incident.
11. **The educational programme starts daily at 08h00 and will be completed at 12h00.** If the toddler comes to school late, there is a possibility that he/she may miss activities that are not always possible to catch up. **Permission is hereby given for your child to participate in daily activities at school.**
12. **All clothing and belongings must be clearly marked.** The school takes no responsibility for lost items that are not clearly marked.
13. **No jewellery, electronic or valuables** may be sent to school.
14. **Your child will receive balanced meals** (breakfast at 08h00, lunch at 11h30 and an afternoon refreshment at 15h00). Each parent is responsible for sending a **lunch box with refreshments to school daily** for the toddler to eat at 10h00. Fizzy drinks and/or candy should be avoided.
15. When a toddler has a birthday, party packets and/or cake may be sent together for the toddler and his/her classmates. Please note, these packets may not contain any toys, sticks of sweets and/or fizzy drinks.
16. The school will be closed on public holidays as well as over December/January (as communicated on the Annual Programme)
17. School Hours:
 - **School hours** are from **06h30-17h30 Mondays to Fridays.**
 - **Office hours** are from **07h00-17h00 Mondays to Fridays.**
 - **Morning staff can receive children in the school grounds from 06h30.**
 - **Toddlers must be picked up from school on time. A fine is given for parents who come late.**
 - Call the office if you're going to be late to avoid unnecessary calls and prevent your child from becoming anxious.
18. The office must be notified in writing if someone else comes to pick up your child. If possible, a photo of the person concerned can be sent to the school's WhatsApp number (068 119 0920).
19. Medicine should not be placed in the child's suitcase under any circumstances. **All medications must be dropped off in the office and recorded in the medicine book.** The class teacher must also be informed of the medication in writing via WhatsApp. It is your responsibility to take the medication at reception at the end of the day and sign up for it.
20. No cash may be stored in a toddler's bag. Kleuter Kampus staff accepts no responsibility for lost cash. All cash must be handed over in the office and a receipt must be received for it.
21. In the event of intentional **damage to school property**, a fine will be levied on the affected child's account.
22. **Kleuter Kampus management reserves the right of access to the school.**
23. The Parent/Guardian acknowledges that all employees, teachers, assistants and other staff members of **Kleuterkampus** are employed and retained by the School and form an integral part of the services



provided to its families. The Parent/Guardian accordingly undertakes that, for the duration of their child's enrolment at Kleuterkampus and for a period of **12 (twelve) months thereafter**, they will not, directly or indirectly, solicit, recruit, employ, engage, contract with or otherwise procure the services of any person employed by Kleuterkampus, whether for themselves, a related person, business or other third party, without the prior written consent of the School. Should a Parent/Guardian breach this provision and employ or otherwise engage a staff member of Kleuterkampus, the Parent/Guardian agrees to pay Kleuterkampus a **conversion fee equal to 25% (twenty-five percent) of that staff member's annual Cost to Company ("CTC") immediately prior to leaving the employment of Kleuterkampus**, which amount shall become due and payable upon commencement of the staff member's employment or engagement by the Parent/Guardian or related party.

The school takes possession of the original registration document.

SLEGS VIR KANTOOR GEBRUIK:

Immunization record

☐

Birth Certificate

☐

Copy of ID's

☐

General Disclamer

☐

Registration fee

☐

Debit order

☐

I accept and undertake to adhere to the above rules and regulations promptly.

Handtekening: _____

Datum: _____



KLEUTER KAMPUS WIERDAPARK GENERAL DISCLAIMER

1. ACCESS TO THE PREMISES OF KLEUTER KAMPUS, WIERDAPARK, 395 THEUNS VAN NIEKERK ST, WIERDAPARK

- a. The right of access to KLEUTER KAMPUS WIERDAPARK, is reserved.
- b. All persons, as well as children, who enter KLEUTER KAMPUS WIERDAPARK do so at their own risk.
- c. The parents or guardians or persons who sign the indemnity, as well as the children who enter the premises, undertake to respect and comply with the rules and regulations of KLEUTER KAMPUS WIERDAPARK as set out in the contract.

2. GENERAL DISCLAIMER:

The general disclaimer document must be completed and signed before your child can be admitted to KLEUTER KAMPUS WIERDAPARK.

I, _____ PARENT/GAURDIAN of _____
(full name and of child) _____ (date of birth of child) hereafter reported as "my child"
declare that:

- 2.1 I am aware that KLEUTER KAMPUS WIERDAPARK supervises, or plans for, extracurricular activities, outdoor play on playgrounds, excursions and educational programs for the children.
- 2.2 Although KLEUTER KAMPUS WIERDAPARK undertakes to take the necessary and reasonable precautions to ensure your child's safety and well-being during school hours, as well as during all activities, KLEUTER KAMPUS WIERDAPARK is only able to guarantee your child's safety within reasonable limits.
- 2.3 I give permission for my child to participate in all official organised as well as supportive activities of KLEUTER KAMPUS WIERDAPARK. Should my child not be allowed to participate in a specific activity, or there is another reason or restriction for not participating in a specific activity, I undertake to notify KLEUTER KAMPUS WIERDAPARK in writing.
- 2.4 hereby indicate, as far as my knowledge is concerned, that my child is healthy and physically able to participate in the activities offered by KLEUTER KAMPUS WIERDAPARK taking into account that all relevant factors and deficiencies of my child, as stated in writing to KLEUTER KAMPUS WIERDAPARK, are taken into account by the school.
- 2.5 I give permission that, if my child is transported by motor vehicle in an emergency, or in respect of activities offered by KLEUTER KAMPUS WIERDAPARK, that such transport will be undertaken by a licensed and lawful transport operator, employee of KLEUTER KAMPUS WIERDAPARK or parent, with whom arrangements have been made in advance for which transport.
- 2.6 I give permission, should my child need medical treatment or surgical intervention and KLEUTER KAMPUS WIERDAPARK after reasonable efforts, be unable to get hold of me or my designated contact person, (whose identity and details appear in the application for admission to the school), the principal of the school or the most senior staff member, may consent to medical treatment or surgical intervention on my behalf.
- 2.7 I accept, that in the event of an injury, I will be held liable for the payment of all expenses, medical and hospital bills that KLEUTER KAMPUS WIERDAPARK may incur on behalf of my child.
- 2.8 I hereby indemnify KLEUTER KAMPUS WIERDAPARK, its members, as well as members of its governing board and employees from damages and claims that may arise from damage to or loss of property, bodily injury, illness or death of my child, arising out of my child's participation in, and transportation to, any of the activities offered by KLEUTER KAMPUS WIERDAPARK, as well as its curricular business, regardless of whether it was caused by negligent act or omission by any indemnified party. However, this disclaimer

Name & Surname: _____

ID Number: _____

Signature: _____

Signed at _____ on the _____ day of _____ 20 ____.



KLEUTER KAMPUS WIERDAPARK POPI ACT.

The Act obliges all businesses/schools to protect personal information of customers/parents, children and employees. POPI literally applies to everyone who processes personal information,

Under the POPI Act, this is data that can be used to establish your identity. The good news is that the POPI (Protection of Private Information Act) Act – also known as the *Protection of Personal Information Act* – which was already promulgated by the government in 2013, was passed on 22 June 2020 and came into force on 1 July 2021.

In short, this means that a responsible party must ensure the integrity and confidentiality of personal information in its possession or under its control by establishing appropriate, reasonably technical and organisational measures.

The POPI Act applies to anyone who processes any types of records that contain personal information of staff/parents/children. Thus, it sets the minimum standards for the protection of personal information. Processing involves collecting, receiving, recording, organizing, retrieving, or using such information. Furthermore, it also includes the dissemination and making available of such information (free of charge or for a fee).

We therefore want to assure our parents that we strictly enforce the POPI law and that we will keep all information safe and confidential. We will therefore guard against publishing personal data such as addresses, phone numbers and email addresses.

At present, we are in a contractual relationship with our children's parents, and it is essential for us to store, process and process information from both parents and children, which can be identified as personal information, in order to fulfil our obligations in terms of this contractual relationship and therefore consent to the essential information is not a requirement.

However, there are certain aspects where we request your explicit consent and will also grant you when signing this document, namely:

1. It may sporadically prevent us from collecting, storing and processing special personal information as defined in the Act for the purpose of improving our service delivery and to better understand and better meet our customers' needs.
2. Information already and in the future received from you may also be stored for historical, statistical and research purposes even after you are no longer in a contractual relationship with the school.
3. That you consent to the disclosure of your information to communicate services or goods available to you from us as well as the communication thereof.

Name and Surname: _____ Signature: _____

Signed at _____ on the _____ day of _____ 20____.



KLEUTER KAMPUS WIERDAPARK SOCIAL MEDIA DISCLAIMER

The purpose of this disclaimer is to determine whether you, as a legal parent/guardian, give permission for school-related videos or photos of your child to appear for publication (electronically or in hard copy) on Kleuter Kampus' social media platforms or other marketing platforms.

Our school's social media platforms are administered by persons involved in the school and designated by the school. Only appropriate videos or photos will be posted. We always have only our children's interests at heart.

I hereby give _____ parent/guardian of _____
permission for school-related videos/photos of my child to appear on Kleuter Kampus' social media platforms or other marketing platforms.

