

## Preschool Enrolment Form 2018 / 2019

### WHAT WE BELIEVE

We believe that learning is a **journey** of exploration,  
a **collaboration** between learner and teacher,  
inspired by **curiosity**,  
guided by professional **insight and commitment**,  
grounded in **community values** and  
focused on the **natural development** of each child's potential.

*Thank you for your interest shown in Broadacres Academy!*

Please note that the process to enrol a learner takes a minimum of 2 (two) working days once ALL the documentation specified below has been supplied. By submitting this signed application, you agree to a mandatory credit check.

LEARNER NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

DATE OF ADMISSION: \_\_\_\_\_

### APPLICATION CHECKLIST

1x Colour Photo of the Learner	A Copy of Medical Aid Card
A Copy of the Learner's Birth Certificate	A Copy of the Learner's Latest School Report
A Copy of the Learner's Clinic Card	Completed MySchool Application Form
Proof of Payment of R300 Non-Refundable Application Fee	Transfer Documents & Financial Clearance from Previous School
A Copy of Both Parents' ID Documents	Completed Debit Order Form

### Office Use Only

Application Fee Paid:	Allocated Class Name:
Accountability Report:	Welcome Pack Sent:
Academic Screening & Feedback (if required):	Administration Lists:
Loaded on Xero:	Communication Distribution Lists:
Accounts Notification:	

## APPLICATION FOR ADMISSION

The personal information hereby provided by the parent and / or custodian will be used and processed as is necessary to carry out actions and functions for the conclusion or performance of the agreement entered into between the parties. The confines of the agreement will not be overstepped and the documentation collected and/or personal information given will not be used for any other purpose other than that of the performance of the agreement unless otherwise required by law or prior authorisation obtained.

### 1: Learner's Particulars

Surname				
First Name/s				
Preferred Name		Gender	Male	Female
Date of Birth		Nationality		
Home Language		Religion		

### 2: Sibling Particulars

Surname		First Name	
Current School		Which Grade	

Surname		First Name	
Current School		Which Grade	

### 3: Learner Medical Info

Medical Aid Name			
Medical Aid Number			
Doctor's Name		Doctor's Number	

### 4: Learner Medical History

Has your child had any of the following? Please tick the applicable box – and provide details where YES

Nose Bleeds	Y	N	
Head Injury	Y	N	
Respiratory Disorder	Y	N	
Febrile Convulsions	Y	N	
Headaches	Y	N	
Chronic Medication	Y	N	
Used an Inhaler	Y	N	
Been Hospitalised	Y	N	
Grommets	Y	N	

**5: Learner Allergy History**

Please indicate which allergies your child may have – and provide details where indicated YES

	Yes	No		Yes	No
Dairy			Nuts		
Soya			Grass		
Eggs			Pollen		
Fish			Wheat		
Bees			Other:		

Failure to disclose any allergies to the school means that we might not be able to provide sufficient medical intervention, and cannot be held liable should any harm / injuries be sustained.

**6: Learner Educational & Developmental History****6.1 Current School Information**

School Name		Current Grade	
Principal's Name		Teacher's Name	
School Tel No.		Reason for Leaving	

**6.2 Development**

General Disposition	
Fears and/or Anxieties	
Social Integration	
Likes & Dislikes	
Strengths and/or Weaknesses	
Sporting Ability	
Other:	

**6.3 Support**

Has your child received any of the following?

Please provide details where applicable – along with relevant reports and documentation

Speech Therapy	
Occupational Therapy	
Other Therapy	

**7: Parents/Legal Guardian/s' Particulars**

	Mother	Father
First Name		
Surname		
Preferred Name		
Nationality		
Identification/Passport Number		
Marital Status		
Home Tel No		

Mobile No		
Work No		
Email Address		
Home Address		
Postal Address		
Work Address		
Employer		

**8: Parent Communications**

	Mother	Father	Both Parents
Learner Lives with			
Class Communications to be emailed to			
School Account to be emailed to			
Include on Learner's Class WhatsApp Group			

**9: Alternative Contact Details**

Relationship		Contact Tel No	
First Name		Surname	

**10: Photograph Consent**

Please confirm consent for the publication / use of photographs of your child / children in Social Media

Media Type	School Facebook, Website, and Blog. Press, Parenting Hub, Jozi Kids and/or any appropriate platform.	Consent	Yes	No
Remarks				

**11: Marketing Info**

Please tell us where you heard about Broadacres Academy?

<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Internet Search	<input type="checkbox"/> School Website / Facebook Page
<input type="checkbox"/> Other Publication	Specify:	
<input type="checkbox"/> Referral	Specify:	

**12: Services/Networking**

We would like to know if you as a Parent / Guardian, have any expertise or networking connections to recommend or offer to our school e.g. Signage, Veterinary Services etc.

Remarks	
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**SCHOOL DEPOSIT & FEES****1: School Deposit**

Preschool	Once-Off
Non-Refundable Admin Fee	R300
Advanced Registration Payment (credited to first payment)	R3,000
Non-refundable Deposit	R2,500

**2: School Policy Regarding Non-refundable Deposit and Admin Fee**

1. Applications for enrolment will be accompanied by a non-refundable application fee in an amount to be determined from time to time and reflected on the application form.
2. The Non-refundable Deposit needs to be paid to secure the child's place once the child has been assessed and the parents have received the "Offer of a Place".
3. For January enrolments, 50% of the total Non-refundable Deposit needs to be made within fourteen (14) days of acceptance
4. The remaining 50% of the Non-refundable Deposit is due to be paid by the last day of the 1<sup>st</sup> Term (April).
5. For Learners enrolling during the course of the year, the Full Non-refundable Deposit becomes payable immediately upon acceptance.
6. The Non-refundable Deposit secures the Learner's space. Failure to make payment will result in the space being forfeited.

**3: School Fees**

School fees are calculated as an annual fee. Parents are given the option of paying this fee annually, termly or monthly. Should you join during the year, the pro-rata amount will be calculated accordingly.

**Preschool**

Please indicate your choice with a ✓

Oldest Child	08h30 - 12h00 (2 & 3 year olds)	Until 14h00 (Includes a hot lunch)	Until 17h30 (Includes a hot lunch & an afternoon snack)
	08h00 – 12h30 (4 & 5 year olds)		
Annual School Fee	<b>R41,250</b>	<b>R51,700</b>	<b>R58,300</b>
Monthly Payments	R3,750	R4,700	R5,300
3 Termly Payments	R13,750	R17,233	R19,433
Annual Payments (incl. 5% Disc)	R39,200	R49,115	R55,385

Please indicate your choice with a ✓

Sibling	08h30 - 12h00 (2 & 3 year olds)	Until 14h00 (Includes a hot lunch)	Until 17h30 (Includes a hot lunch & afternoon snack)
	08h00 – 12h30 (4 & 5 year olds)		
Annual School Fee	<b>R39,200</b>	<b>R49,115</b>	<b>R55,385</b>
Monthly Payments	R3,565	R4,465	R5,035
3 Termly Payments	R13,066	R16,372	R18,460
Annual Payments (incl. 5% Disc)	R37,240	R46,660	R52,615

Fees Include:

Tuition and stationery for the year.

Fees Exclude:

Nappies, creams and wet wipes for children not yet toilet trained

Adhoc Lunches

Adhoc lunch can be provided for Pre-Primary School Learners from 12h30 – 14h00, at a charge of **R50** per lunch which is billed on the monthly invoices.

#### 4: School Policy Regarding School Fees

1. The purpose of this policy is **to ensure that fees due to the school are paid when they are due** and to create a procedure to deal with instances where fees are not paid.
2. Fees are payable as follows:
  - a. **Monthly Fees – by Debit Order only (by the 5<sup>th</sup> of each month)**
  - b. **Termly Fees – by EFT or Credit Card, by the 1<sup>st</sup> academic day of the new term**
  - c. **Annual Fees – by EFT or Credit Card, by the 1<sup>st</sup> academic day of the year**
3. Failure to pay fees on time places considerable and unnecessary burden on the school. We are placed under financial pressure as our ability to meet our own financial obligations is compromised.
4. Should a Debit Order payment be reversed by the bank, this cost will be debited to the parent's account.
5. Annual payments will receive a 5% discount on fees if received by the 1<sup>st</sup> day of the Academic year.
6. Any fees outstanding after 60 days will be handed over to Accountability; this is an outside company that deals with any bad debtors on behalf of the school.
7. Failure to make full payment of the outstanding fees and penalties will result in the pupil concerned being suspended and will not be permitted to return to school until the full outstanding amount is settled.
8. Any school fees and penalties outstanding as at the 1st of December will result in the report and transfer documents being withheld until the total outstanding has been settled. (All schools require reports, transfer documents and credit checks from previous schools.) The school may also terminate the pupil's enrolment for the following year.

9. On late collection of your child, a **PENALTY FEE of R50-00 for the first 15 minutes and then R100-00 for every 15 minutes thereafter will be levied.** Please note that this is a Penalty Fee and is not part of the School Fees, but will be invoiced with the month's school fees, payable by the 5<sup>th</sup> of the following month.
10. This is a legal and binding contract between us, the parents, and Broadacres Academy. The school will be entitled to instruct its attorneys to attend to the collection of outstanding accounts and the parents will be liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees. In the event of action instituted the parent's consent to the Magistrate's Court jurisdiction.
11. We choose as our domicilium citandi et executandi (physical address) for all purposes, including the giving of any notice required or permitted hereunder and any proceedings which may be instituted by virtue hereof, at our Residential Address, E-mail Address, and Postal Address as stated in the Parent's Particulars (Section 7) of the Application for Admission.
12. By enrolling your child at Broadacres Academy, we agree that this Policy will form part of the agreement between us, the parents and the school and that we are bound by it.
13. The school's banking details are as follows:  
Nedbank Current Account – Broadacres Academy and Farm Nursery School  
Account Number: 1522 065 008  
Branch Code: 15 22 05  
Reference: See REFERENCE NUMBER as allocated on the monthly statement.

## **TERMS & CONDITIONS OF ENROLMENT**

I/We the undersigned \_\_\_\_\_  
hereby declare that the information given in the aforementioned application form is both true and correct.

1. The learner's enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the Board of Governors or their duly authorised representatives (the Board) from time to time.
2. Applications for enrolment will be on the form specified and will be accompanied by a non-refundable application fee in an amount to be determined from time to time and reflected on the application form.
3. Enrolment to Broadacres Academy is subject to passing an entrance assessment.
4. The parents agree to be bound by the rules, regulations, policies and procedures of the school, as determined from time to time, and voiced by the Board and/or the Principal.
5. The Principal will act in "*loco parentis*" (in the place of a parent) whilst the pupil attends Broadacres Academy.
6. The Conditions of enrolment may be amended upon one term's written notice.
7. No indulgence or extensions of time granted by the Board will constitute a waiver of its rights to enforce any condition herein.

8. Fees are payable, either annually, termly or monthly, in advance, free of exchange, deduction or set off.
9. **All Monthly fees need to be paid by debit order.** This debit order is deducted on the 5<sup>th</sup> of each month. The Debit Order Form must be signed and returned before enrolment will be finalised.
10. **Termly and Annual fees** must be paid in advance, either via EFT or Credit Card. We do not allow for cash payments.
11. Fees Non-payment will entitle the Board to withdraw educational services and cancel the Enrolment of the learner forthwith.
12. **A FULL TERM'S WRITTEN NOTICE must be given when withdrawing a child from the school.** This notice should be given on or before the first day of your child's final term at the school, **failing which the full amount of the following term's fees will become due and payable.**
13. Serious breach of the rules, policies and codes may result in a Disciplinary Hearing, Suspension or even expulsion of my child from Broadacres Academy.
14. I undertake to pay on demand the costs of any repair/replacement of any item, damaged or destroyed by my child during his/her tenure at Broadacres Academy.
15. I grant authority to allow my child to attend any authorised school excursions, including any outings and any sporting event, whilst as a spectator or participant.
16. The school contract is an **OPEN-ENDED CONTRACT** and parents need not apply at the school every year. The child will automatically move to the next grade if no **WRITTEN FULL TERM'S NOTICE** is received.
17. We, the parents/guardian, further agree that in the event of an emergency arising in terms of which the pupil will require urgent medication, the pupil may be taken to the nearest hospital, clinic or doctor at the discretion of the Principal or authorised senior staff member. The parents undertake to accept full responsibility for any medical costs incurred in the event of such an emergency.
18. The parents/guardian hereby indemnify and agree to hold harmless Broadacres Academy, the Board of Governors, the Principal and Staff, or the authorised agents or representatives of the aforementioned, against any and all claims, howsoever arising, including negligence, arising out of any injury, death, loss, damage, cost or expense, including legal costs, suffered by the learner or a third party as a result of or during the enrolment of the learner at the school.
19. Fees are not all-inclusive, and the school will be reimbursed for all additional expenditure incurred by the school on behalf of the learner.
20. We the parents accept the terms of "Policy regarding payment of Non-refundable Deposit, Fees and Overdue Payments".
21. We understand that Broadacres Academy is registered with Accountability and Trans Credit Bureau, and agree that Broadacres Academy will perform a credit check at any time they deem it necessary.
22. Broadacres Academy reserves the right to refuse admission based on the credit scoring received from Accountability.



- 23. Broadacres Academy reserves the right to not divulge the full details as received from Accountability to any applicant.
- 24. Should we, the parents/guardian, fail to honour our commitment to pay all fees to Broadacres Academy, Broadacres Academy reserves the right to submit details of our non-performance with Trans Credit Bureau and Trans Credit Bureau may share such information with other credit providers and Trans Union Credit Bureau's customers for prescribed purposes.
- 25. We understand that this is a legal and binding contract between us, the parents/guardian, and Broadacres Academy. The school will be entitled to instruct its attorneys to attend to the collection of outstanding accounts and the parents will be liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees. In the event of action instituted the parents'/guardian's consent to the Magistrate's Court jurisdiction.

As parents / guardians, we hereby sign below as indication that we have read, understood and accept the School Policy and Terms and Conditions of Enrolment as described in the enrolment form.

We agree that our child's admission is subject to the above Terms and Conditions of Enrolment.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Signature of Father

**OR**

\_\_\_\_\_  
Legal Guardian