



Attach photo of
child here

Enrollment Forms

Date Of Application		Start Date		Full Day Half Day 3\4 Day	
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Child's Particulars					
First Name			Surname		
Date of birth			age		Gender
Nickname			Home language		Religion
Nationality		Who does the child live with			

Documents to be submitted with the application form	
Document	Attached (office use only)
1. Signed and completed application form	
2. A copy of the child's inoculation certificate and birth certificate	
3. Both parents/guardian's ID Documents	
4. Copy of the ID of the person responsible for payments	
5. Proof of payment (registration fee)	

Initials _____

Mother/ Legal Guardian Particulars

(please notify the school immediately of any changes to your details)

First name				Surname			
ID/Passport no				Marital status		nationality	
Home address							
Postal address							
Occupation				Company name			
Tel (H)		Tel(W)		Cell			
E-mail							

Father/ Legal Guardian Particulars

(please notify the school immediately of any changes to your details)

First name				Surname			
ID/Passport no				Marital status		nationality	
Home address							
Postal address							
Occupation				Company name			
Tel (H)		Tel(W)		Cell			
E-mail							



Initials_____

Medical information		
Does your child have any medical condition that we need to be aware of? If yes please provide details.		
Does your child have any allergies that you are aware of? If yes please provide details		
Should medication/hospitalization become necessary please indicate where applicable	Medical aid name	
	Medical aid number	
	Name of principal member	
Address, name and contact details of your family doctor	Doctor name	
	Doctor contact details	
	Doctor address	
Please note that medication will not be dispensed at school. Should your child be on medication that has to be dispensed during the day they should be at home as they are unwell. The school will contact the parents immediately in the event of your child becoming sick while at school.		

Emergency contacts (other than Parents)					
Name		Relationship		Tel	
Name		Relationship		Tel	

At Rainbow Kiddies we prioritize the safety and well-being of our children. We maintain adequate supervision at all times to ensure a secure environment for all.

In the event of an accident or illness, we will promptly contact the parents or guardians to inform them of the situation.

In the case of a medical emergency, we will immediately contact netcare911 and transport the child to Linksfield hospital for further care.



Initials _____

Previous school\educational history

Up until now where has your child been	At home	Day Nanny	Other Pre-school
If attending another school, please provide the school's name			Please attach the last school report
Has your child received learning/ professional support? e.g. OT, Speech.	Yes	If yes when & why?	
	No		
If your child has received additional support from a professional please attach the report so we can inform teachers of how to help your child further			

Security

Who will be dropping off your child?	
Who will be collecting your child?	
Please note that anyone who is not a legal guardian collecting your child will need to provide the school with a copy of the person's ID and signed permission from the legal guardian before the school can release the child into their care.	

Billing

Who should receive the invoice?	
Email of person paying	
Please note that all school fees must be paid before the 7 th of each month. A late payment fee of R300 will be added onto the bills unless parents have had a meeting stating why the payment is late. For late collection there will be a late collection fee of R100 for every 15 minutes late.	



Initials _____

SCHOOL AGREEMENT

TERMS AND CONDITIONS

1. Overview

These terms and conditions form the basis of a legally binding contract between the Parents of the Child_____ and **Rainbow Kiddies Montessori School** ("the school") and are intended to promote the education and welfare of the child at all times.

2. Enrolment

Upon signature of these terms and conditions, and payment of the registration fee, the child shall be enrolled at the school for an indefinite period of time until terminated with due notice.

3. School terms

The School year consists of 4 (four) terms:

The dates on which the terms commence, and end are at the school's discretion but will correspond with Gauteng independent school terms and will be communicated to the parents at the start of each year.

4. School operating hours

School Hours: 7:00 am – 5:00 pm Mondays - Fridays.

Half-day children are to be collected by 12:30 pm

Three-quarter-day children are to be collected by 3:00 pm

Full-day children are to be collected by no later than 5:00 pm

5. Public holidays

The School is closed on all South African public holidays. **Should the public holiday land on a Tuesday or Thursday the school will close on the respected Monday or Friday.** Parents may absent their children from school on religious holidays upon prior notification to the school but shall nonetheless remain liable for payment of fees on absent days

6. Collection of the Child

The Child must be fetched by no later than 5:00 pm every day. We will only allow the child to go home with the parents, or with an adult person who is in possession of a written authorisation, signed by both parents, which purports to be a document authorising the bearer to fetch the Child. Proper identification must be provided by an adult. Parents are to make prior arrangements in writing via email, when anyone other than themselves collect the child.

Should the Parents collect the child(ren) after 17h00, they shall be liable for payment of a late collection fee of

R 50.00 (Fifty rand) per fifteen minutes beyond the specified collection time. Please be considerate as staff have families to attend to, as well as make use of public transport.

7. Parents Right to Custody

Should the Parents right to custody of the Child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rest on the parent who retains legal custody of the Child to supply the school with a court order to such effect, The school will not be held responsible for rendering possession of the Child to a parent who may no longer be entitled there-to if proper notification is not provided timeously.

The school must be provided with a certified copy of custody and visitation court order in order to enforce this.

8. Webcam Monitoring of the Child

If a parent requests a recorded version of an incident, it must be requested within 48 hours of an incident, failing which the recorded version will not be made available. The recorded version will be made available to view at the school and no video clips will be sent directly to Parents. Please note that the webcam recordings are automatically deleted after 7 days.

9. Clothing

Children are very, active and should wear comfortable clothing and shoes which are suitable for outdoor play. Please do not dress your little one in anything you are worried about staining. Clothes could get soiled during eating, playing and art activities. The school cannot be held responsible for any damage to clothing items.

As a precaution and safety measure against injury and choking please do not let your child wear earrings, bangles, necklaces/teething beads or any items made from beads.

10. Birthdays

Birthdays only happen once a year, we would love to help you make it special. Please plan with your Teacher to send a small birthday cake or snacks to school. Ensure that items in the snack pack are safe and appropriate. **(Be Aware of Children in the Class with Allergies)**

Birthday Parties may only be scheduled from 10 am to 11 pm. Other time slots are not available as this causes disruptions in daily schedule.

11. Educational Program

The school employs the Montessori philosophy and education method to educate the child. The Montessori Method is a specific child centered method of education that involves child led activities. Classrooms with children of varying ages and teachers who encourage independence among pupils. Please feel free to speak to your class teacher should you require any further information on teaching practices.

12. Assessment Reports

The Parents will be issued with an evaluation report for their child's progress in July and December. If a child experiences any behavioural or developmental challenges, parents will be consulted so that the child can be pre-actively assisted.

13. Serious Behavioral Issues

The school by means of written notice reserves the right to request, parents to withdraw or remove the Child from the school with immediate effect, in the event that the School Management considers the child to be continually disruptive or displaying inappropriate behavior. The following process will be used. School informs Parents that they are concerned about child's behavior. An evaluation specialist is recommended. Parents are responsible for all fees relating to the service rendered by the specialist

The specialist will evaluate the child within the School and make suggestions according to how the school and parent should handle the behavior and recommend therapy if necessary.

Suggestions are given to parents and will also be implemented by the school if relevant.

Should the child's behavior not improve with the recommended intervention, the School will furnish the Parents with written notice of cancellation. The School is entitled to any monies due for any part of the remainder of the calendar months during which the notice of termination was given to the parents.

14. Correspondence/Communication

As your child is our highest priority and our staff need to focus on child-related issues during the day, we request that you abide by the following communication rules:

- Minimal non-urgent telephonic contact with school during the day
- Preferably correspond via e-mail
- Parents may not contact staff on their personal telephone numbers.
- Parents may not contact Management outside of normal operation hours.
- All problems or concerns should be discussed with the Manager during operating hours and by appointment.
- Appointments may not be scheduled before 09.00 am or after 14.00 pm as these are the busiest times of the school.
- Parents must inform the school if there are any changes to their contact details such as telephone numbers, cell numbers, e-mail, physical address etc.
- Please do not hesitate to discuss any changes or difficulties at home with the School Manager as this helps us better understand your little one.
- Newsletters are sent on a regular basis

15. Medical Matters

Under the Medicine and Related Substance Amendment Act of 2015, we are not permitted to dispense any medicine. Children who are sick and need medication are required to stay home until they are well enough to return to school or at least be kept at home for the first two days of treatment.

Parents must complete a Confidential Medical Information Form concerning the child's health and must inform the School in writing if the child has been exposed to or develops any medical condition, health problem, incapacity, or allergy.

Children suffering from an infectious conditions such as but not limited to chicken pox, coughs, pink eye, colds etc may only return to school with a Dr's note saying that the child is well enough to attend school.

The School reserves the right as its sole discretion, to send the child home for medical reasons. Under no circumstances should medication be placed in a child's school bag.

The Parents hereby specifically authorise the School, at its reasonable discretion, to facilitate emergency medical treatment, including blood transfusions, general anaesthetic, and operations by an appropriately qualified medical professional, as necessary for the health and welfare of the child.

16. Allergies

Parents should indicate on the registration form whether the child is allergic to any food or other substances. Please ensure that the school is informed verbally of all allergies. Parents must note that they are responsible for keeping all information with regard to the allergies and related changes up to date in writing.

Emergency medication for serious known allergies should be provided by the Parents to the school with written instructions regarding administration of the same, in line with the conditions set in section 7 above.

17. Payment of fees

The fees are payable monthly in advance and parents undertake to pay the fees on presentation of an invoice, but no later than the 7th day of each month. Should the 7th day of the month fall on a weekend or public holiday, then payment should be made the next immediate business day. If parents do not receive an invoice every month, they must still pay the total due to avoid late payment charges. All parents are entitled to pay the Non- Refundable Registration Fee and non-Refundable Levy Charge upon enrolment, The School reserves the right to allocate all payments received at its sole and absolute discretion. Fees are payable without deduction whatsoever, free of exchange and way of Electronic Funds Transfer or cash.

(NOTE: No cheques, debit or credit card payments accepted).

18. School account changes

A calendar months' written notice must be given to the office notifying us of any changes to the school account i.e. Half-day children changing to Full-day children.

19. Late payment of fees

Fees are due monthly, in advance, by no later than the 7th day of every month. Parent(s) Financial Concessions are not made for public holidays or any other reasons whatsoever. If school fees are not paid by the 07th working day of each month R 300 will be added onto the next months account. Should fees not be paid on time the school reserves the right to ask you to keep your child at home until fees are paid. Notice will not be accepted for the end of November. In the event of fees not being paid for any reason whatsoever and it becomes necessary for the use of a debt collecting agency or the services of an attorney you will be liable for all costs incurred as a result of the debt collection process.

20. Suspension for non-payment

Where fees are not paid, on or before the 7th of the month, we urge you to contact the school office immediately to advise when payment will be made. Failure to make payment or contact the school office will result in suspension and access to the school being denied to your child from the 7th of the month until such a time that the school fees have been paid in full. In the event that fees have still not been paid within 20 (twenty) business days from the date of invoice from the School, this matter will unfortunately be handed over to our debt collectors and may result in legal action being taken against you. Accounts which are consistently paid after the due date may compromise your child's position at the school.

21. Absenteeism

Parents are obliged to notify the school prior to any absenteeism of their child for any reason whatsoever. Fees are payable irrespective of absenteeism for any reason whatsoever.

22. Indemnification

We hereby acknowledge that the school will make every effort to ensure the proper care and safety of the child and his/her possessions, whilst the child is under the school's direct supervision. We hereby undertake not to institute action against or claim or hold liable the school, its teachers, assistants, or other employees, for any injury or damage, which might be suffered by us or our child/ren resulting from any act whatsoever.

We hereby express indemnify the school its teachers, assistants or any other employees against any other claims, legal action, demands, costs, damage injury and expense including claims of third parties, arising out of any act or actions done by our child, including damage to equipment, apparatus, buildings and property of the school or third parties, whilst in the care or control of the school.

23. Toys Policy

The school has a strict no toys from home policy. We have enough fun educational toys and games for every child to use. The school will not be held liable for the loss or damage of toys or books that children bring from home. These items will be confiscated indefinitely.

24. Consent for Use of Photographs

The Parents hereby consent and give permission to the School to use any photographs, including but not limited to social media, newspapers, magazines, marketing material, or slides for lectures or advertising purposes which contain one or more pictures of the child.

25. Termination

Either the school or the parents may terminate this agreement by 1 (one) full month's written notice to the other, in which event, the parents shall remain liable for payment of all fees during such term and the school shall remain liable to provide the service.

26. Refund Policy

The school cannot be held liable for any refund of fees in case of forced closure as a result of but not limited to a natural disaster, riot, war, health pandemic etc.

27. Reservation of right to make rules

The School reserves the right to make, change, alter or amend its rules, within reason, from time to time and the Parent agrees to abide by any such rule.

28. Compliance with the Popi Act

- I. For the purposes of this clause and any duties or obligations in terms of the Protection of Personal Information Act:
 - a. "Competent Person" shall mean any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child, such as a parent or guardian; and
 - b. "Child" shall mean the learner.
- II. During the course of enrolment of the child, the school will need to collect, organise, process, store and share personal information and special personal information of the child and competent person(s) for the purpose of managing the contractual relationship and to protect the interests of the parties, and/or to comply with contractual obligations set out in the enrolment contract or as may be required by law. Details in this regard, as well as the competent person's rights as data subjects, are outlined in the attached Privacy Notice (Schedule ____) which the competent person is required to sign acknowledgement to.
- III. Where consent is required to process particular personal information, this will be dealt with by way of the specific consent protocols of the school.

Signed at on this day ofyear.....

Father / Legal Guardian

Mother / Legal Guardian

Credit Check Consent Form

CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT

I, the undersigned (consumer's full name and surname): _____

Identity Number: _____ Mobile: _____ Email: _____

Physical Address: _____

Rainbow Kiddies Montessori School Pty (Ltd) cares about your privacy and information security. For more information about how they protect your personal information please see their privacy policy.

You will only process my personal information in accordance with this consent and for the purpose for which you collected it. I agree to provide you with certain personal information when I communicate with you by email, SMS (or any other electronic means) or telephone and make use of your services and/or to do a credit check through a registered credit bureau to obtain my credit report. I agree and give my consent to you to process my personal information for the purposes relating to obtaining my credit report through you and agree that you may share this information for this purpose with a registered credit providers as well as your service providers in order to enable them to process my personal information to determine whether I qualify to have my child at your school including but not limited to do credit checks, fraud checks, checks with and reporting to the South African Fraud Prevention Service.

I consent to the Registered Credit Bureau releasing a copy of my personal credit report ("PCR") in PDF or XML format to the Representative having sight of the content of my PCR for the above purpose. Furthermore, I consent to providing all personal information provided by me to in relation of accessing my PCR to the registered credit bureau for purpose of updating my credit record. The Representative may request my PCR from the registered credit bureau on condition that they undertake: (a) not to host, resell, on-sell or make my PCR available to any third party or agent, or use my PCR to compile any other databases; (b) not to amend or add any information on my PCR or deal with my PCR in contravention of any applicable laws; (c) to take all reasonable security measures to prevent unauthorised access to the information contained on my PCR; (d) to destroy my PCR upon my request or immediately after it has served the purpose for which it was obtained on my behalf; (e) to keep record of any persons who has access to my PCR for as long as it's in my Representative's possession, before it is destroyed. I am aware that I am entitled to one free PCR per year from any registered credit bureau and that I can obtain my free PCR by contacting the credit bureau directly, either telephonically, by way of email, fax or attending on the office of the credit bureau in person. I am aware that I have the right to challenge the accuracy of any information contained on my PCR directly with a credit bureau. Attached to this is a copy of my Identity Document. I confirm that the information furnished herein to the registered credit bureau is true and correct. I agree and explicitly give consent to **Rainbow Kiddies Montessori School** to keep in records a copy of my PCR.

(Tick the appropriate Box) I consent ☐ I do not consent ☐

Signature _____

Date _____

INDEMNITY FORM

I/We,

_____ (Full names & ID of Father / Legal
Guardian of pupil) and

_____ (Full names & ID of Mother / Legal
Guardian of pupil)

Hereby consent to my/our
child(ren), _____ (Full
names of child(ren)) participating in the various activities (including, but not limited to, sports activities,
camps and educational shows) arranged, organised or offered by the School and further agree to the
condition that, while every precaution will be taken for the safety and welfare of my child(ren) and for the
care of his/her/their possessions, I will hold blameless and indemnify all persons, _____
_____ and all other organisations associated with the activity, should any prejudice, loss, damage,
illness or injury occur to my child(ren). This includes an indemnity against recovery of costs resulting from
damage, loss and/or medical conditions or hospitalisation, unless such loss is caused by the negligence,
wilfulness, or deliberate act of the School or one or more of its employees.

I furthermore appoint the school staff supervising any activity organised by the School, to act in *loco
parentis* in respect of my child(ren) should the need therefore arise.

Signed at

on this day ofyear.....

Father / Legal Guardian

Mother / Legal Guardian

Privacy Statement - POPIA

Enrolment Contract

1. Introduction

- 1.1. The competent person(s) understands that the personal information given in this enrolment contract regarding any competent person and the learner is to be used by the school for the purposes of concluding the enrolment contract and performing in terms of such contractual agreement.
- 1.1. The competent person confirms that the information given by it is accurate and complete.
- 1.2. The competent person undertakes to immediately notify the school, in writing, should the personal information of the learner / competent person or any change in the financial circumstances of the competent person occur and agrees to update the information supplied as and when necessary, in order to ensure the accuracy of information.
- 1.3. The competent person is hereby notified that the personal information and provided to the school herein or otherwise, will be collected and processed by the school as envisaged in POPIA.

2. Definitions

- 2.1. **“Competent Person”** means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning the Learner, such as a parent or a guardian and who is supplying the personal information required by the enrolment contract and binds itself to the terms and conditions of this enrolment contract;
- 2.2. **“Learner”** means the child on whose behalf the enrolment contract is entered into
- 2.3. **“Personal information”** means information that identifies or relates specifically to the parents and/or guardians and or any other Competent Person and the Learner, which shall include the information set out in clause 3 hereafter;
- 2.4. **“POPIA”** means Protection of Personal Information Act, 4 of 2013; and
- 2.5. **“School”** means Rainbow Kiddies Montessori

3. Personal Information

3.1. Learner

Type of Personal Information	Purpose	Voluntary / Mandatory	Basis for Processing
Personal details, age, date of birth ID number, passport number	To identify the learner	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Academic record	To determine academic level and grade, special needs, accommodations	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Year of entering School	To do academic planning	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Gender	To determine placement in classes and for statistical purposes	Mandatory	To do compulsory reporting to government departments
Ethnicity, Nationality	For compulsory reporting, statistical and diversity purposes	Mandatory	To do compulsory reporting to government departments
Home language	To determine ability to interact in class and to take steps to assist learner to integrate into class and improve language abilities	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Religious denomination	To accommodate learner during religious activities	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Siblings and other family members who have attended the school	For statistical, communication and invoicing purposes	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Details of medical practitioner and medical information	To enable the school to obtain immediate medical assistance in case of an emergency	Voluntary	To protect the interests of the school and the learner
CCTV recording and footage	For security access purposes	Voluntary	In the legitimate interests of the school and for protection of the interests of the school and for the protection of the rights the learner.
Correspondence	For keeping record of communication between	Voluntary	In the legitimate interests of the school and for

	the school, teachers, learner and competent person(s)		protection of the interests of the school.
Disciplinary records	For good order and safety	Voluntary	In the legitimate interests of the school and protection of the rights of other Learners.
Academic records, reports and information	To manage the education function of the school and provide records and results on progress to the learner	Voluntary	To enable the school to perform its obligation in terms of the enrolment contract, in the legitimate interests of the school and for the protection of the rights the learners.

3.2. **Competent Person(s)**

Type of Personal Information	Purpose	Voluntary / Mandatory	Basis for Processing
Personal details, ID number	To identify responsible parties, for invoicing and debt collecting purposes	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Contact details	To communicate with responsible parties, and invoicing and debt collecting purposes	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Home address domicilium	To communicate with responsible parties, and invoicing and debt collecting purposes	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Relationship to Learner	To determine legal standing of competent person(s) towards learner, to determine custody in respect of decisions and payment liability	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract
Residency status	To determine domicilia	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect

			the legitimate interest of the school
Marital Status / Divorce orders	To assist the school in engaging with the relevant competent person(s), to determine custody in respect of decisions and payment liability	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Business Address	To communicate with responsible parties, emergency contract and invoicing and debt collecting purposes	Voluntary	To enable the school to perform its obligations in terms of the enrolment contract and to protect the legitimate interest of the school
Correspondence	For keeping record of communication between the school, teachers, Learner and Competent Person(s)	Voluntary	In the legitimate interests of the school and for protection of the interests of the School.

4. General

4.1. You are hereby notified as provided for in Section 18 of POPIA, that:

4.1.1. The above information is directly collected from the competent person(s);

4.1.2. The school is the recipient of the information and the responsible party. The address and contact details of the school appears on the enrolment form;

4.1.3. As indicated above, the school may be required by law to share the personal information with the Provincial and National Education Departments, other regulatory authorities, other governmental departments, and persons that the school under law has to share the personal information with.

4.1.4. The school may share the information with administrative staff, education staff, , sport coaches and other staff members, other schools, the Board of the School, ISASA, attorneys, tracing agents, debt collectors and/or other persons that assist with the enforcement of this these terms, persons to whom the school may cede its rights and/or delegates its obligations, any credit bureau, contractors and/or employees of the school who are required to be informed of the personal information in order to enable the school to comply with contractual obligations and/or agreement with the competent person(s).

- 4.1.5. Should the competent person(s) fail to provide the required personal information, the school would not be able to enroll the learner at the school and/or conclude the enrolment agreement in respect of the education of the learner.
- 4.1.6. The competent person(s) and, if applicable, the learner, may access the personal information that the school holds in terms of this enrolment agreement and may request the school to correct and/or delete the information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully and/or no longer authorised to be kept.
- 4.1.7. The competent person(s) and, if applicable, the learner, is entitled to object to the processing of information or withdraw the consent, where the personal information has been provided on the basis of consent. However, such objection or withdrawal of consent may lead to the school being unable to perform in terms of the contract of enrolment, as the information is required for valid reasons.
- 4.1.8. The school may store personal information about the learner and the competent person(s) on cloud servers or make use of internet platforms to manage the education of the learner, which may be located outside of the borders of South Africa. The school will ensure that such cloud servers or internet platforms provide adequate protection in respect of the personal information as is envisaged by POPIA.

4.2. **Complaints**

The competent person(s) and/or, if applicable, the learner may complain about the processing of personal information to the Information Regulator about an alleged contravention of the protection of its information.

33 Hoofd Street Forum III, 3rd Floor Braampark	P.O Box 31533 Braamfontein Johannesburg 2017	Tel No. +27 (0) 10 023 5200 Complaints email: complaints.IR@justice.gov.za
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Signed on ____ day of _____ year ____

Competent Person

Competent Person