



EDEN PRE-PRIMARY AND DAY CARE (PTY) LTD
REG: 2015/118524/07

 044 - 8730712

 086 428 0666

 Info@edenpreprimary.co.za

 www.edenpreprimary.co.za

 6 Market Street, George, 6530

APPLICATION FORM

Kindly take notice that enrolment of your child(ren) is subject to acceptance of the following terms and conditions, which, by your signature hereto, you accept in full, without any reservation:

1. Where reference is made to "us/we/the school", reference is made to Eden Pre-Primary and Day Care (PTY) Ltd. Where reference is made to "you", reference is made to the parent or guardian who enrolls the child(ren) into the school and who accepts responsibility for the compliance of the terms and conditions contained herein.
 2. The fees payable is for services rendered on our normal working days, Monday to Friday, excluding Public Holidays, from 07:00 to 17:30. An extra fee of R50 will be charged for every 15 minutes that you're late to pick up your child(ren).
 3. Fees are due and payable on or before the last day of every month of enrolment, regardless of attendance or not. You will remain liable for any and all fees even in the event that you or the child is prevented from attending the school for any reason whatsoever outside the school's failure to provide such service. In other words, you will remain liable to perform (pay) fees under this agreement even though the services have not been rendered to you or the child, unless the reason for the deprivation of such service is as a direct result of the school's actions. This includes force majeure events (in which circumstances you will remain liable to pay fees). You undertake to pay in advance before you go on leave to ensure that your child(ren)'s place will be reserved. (There will be no discount should your child(ren) does not attend any day for whatever reason or in respect of Public Holidays / extended long weekends that falls on a weekday).
 4. Fees include our care services and meals (breakfast and lunch), but excludes the following which you will be responsible to provide:
 - lunchbox (snack) for 10:00 and 14:00 (per day)
 - 1 packet of wipes (per month) and 1 box of tissues (per term)
 - Registration fee of R _____ .
 5. You may cancel your child(ren)'s enrolment by giving at least one calendar month's written notice, except for the month of November during which you may not give notice of cancellation for December. In enrolling your child(ren) you hereby accept that attendance for November will include fees payable for the following month of December and that we shall not accept cancellations.
- Initial:**_____ **Initial:**_____
6. The amount of R_____ is payable on registration of your child(ren). School fees are paid over a period of 12 (twelve) months as well as the school's transport. The school reserves the right to increase any fees within its sole and absolute discretion. Should fees be increased, you have the right to cancel the agreement with the school without any penalty.

Initial (Mother):_____

Initial (Father):_____



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7. Should any payment be in arrears for a period of 15 (fifteen) calendar days, we may cancel this agreement with immediate effect.
8. Should we have to institute legal proceedings to collect any fees that are in arrears, you shall be liable to pay the legal costs, calculated on an attorney-and-client scale, including tracing costs and collection commission.
9. Kindly take notice that we require the following information about your child(ren) to enable us to ensure proper care and treatment, if necessary, of your child(ren). Your application will be unsuccessful if the application form is incomplete. In enrolling your child(ren) at our school, you, the undersigned parent(s) hereby give consent to us to receive, store and use special information of your child(ren) for the purpose of our business, as required in section 34 of the Protection of Personal Information Act 4 of 2013.
10. We pride ourselves in providing a service in which it is of utmost importance to ensure a cohesive, well structured disciplined and child friendly environment for the children. It is therefore critical that parents/guardians, and their children, need to abide by school discipline and rules which the school may institute and amend within its sole and absolute discretion. Failure to comply with any of the rules of the school which ensures the cohesive nature of the environment, may lead to expulsion of any child and the immediate termination of the relationship between the school and yourself.
11. You will ensure that the children and/or any person who communicates with the school on behalf of a child, or who enters the premises of the school, will abide by the school rules.
12. Admission to the school is completely within the discretion of the school. Refusal of any application or admission may be taken without any obligation to provide reasons for such refusal.

INDEMNITY:

13. Although the school, its staff or any representative of the school will endeavour to ensure that the children are being taken care of in a safe environment, we do not take any responsibility for any theft or loss of, or any damage or destruction to any property of whatsoever nature (including clothing, IT equipment, books or any other personal possessions), brought on to the school premises by you or your child.
14. You, as the parent or guardian hereby indemnifies and agree to hold harmless, the school, its employees, its owners and/or any staff, as well as their authorised agents and/or representatives, against actions, proceedings, claims, demands, liabilities, losses and reasonable costs in expenses whatsoever in respect of or in connection with any damage or loss to property, real or personal, and injury to persons including injury resulting in death, arising out of or as a consequence of your child's enrolment at the school save that liability will not be excluded under this indemnity for loss occasioned by wilful misconduct.

Initial (Mother):_____

Initial (Father):_____



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15. Save as otherwise agreed to the contrary in writing, you consent to your child participating under proper supervision, both in and outside the school, in all games and activities arranged by the school. Subject to the school taking reasonable care to avoid harm and save for any gross negligence and/or wilful misconduct on the part of the school, its owners or its staff, as well as their authorised agents and/or representatives, the school is not responsible for loss or damage resulting from any activities and/or programs and you indemnify the school against any claims in this regard.

Initial:_____ **Initial:**_____

16. Notwithstanding any information requested by the school, you will inform the school in writing, prior to admission and enrolment, of any special needs, whether it is educational or physical, that is relevant to us taking proper care of your child(ren). In the event of your child requiring urgent medical assistance, you hereby grant permission to your child receiving such emergency medical assistance. You also agree to reimburse the school within 7 days for all medical costs incurred in the treatment of your child.

17. The school, or its representatives or employees, will not be held responsible for any damages whatsoever in making urgent decisions in case of emergency. You authorise the school and its staff or representatives to act on your behalf in case of emergencies.

18. In the event of this application form being signed by someone other than the parent or guardian, by signature hereof you (the signatory), bind yourself jointly and severally in your personal capacity as surety and coprinciple debtor with the parent or guardian for payment to the school of any amounts which are owing and may at any time become owing to the school.

19. Payment of any fees are accepted on a without prejudice basis. No indulgence or grant of any extension by the school will constitute a waiver of its rights under this contract or otherwise.

20. In the event that the school fees are reviewed and increased by the school (with reasonable notice), you have a right to cancel this contract without any penalty. You need to take note that, if you do not cancel this agreement with the school with written notice within 7 days of the school's notification of the increase, it will be accepted that you agree to such increase.

21. The signatories hereto choose the residential address, as stated in the application forms, as your chosen legal address for the service of all notices and legal processes and the e-mail addresses for all other communications by the school to you. The school may also communicate by way of Whatsapp or postal address.

22. You herewith consent that you may be added to Whatsapp groups for purposes of communicating with a specific group of parents. You consent that your personal information, which may be obtained by third parties through this means of communication, is lawful and that you have provided your consent thereto.

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Initial (Father):_____



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23. Any notice or communication required or permitted to be given in terms of this contract will be valid and effective only if in writing, but will be competent to give notice by e-mail or Whatsapp.
24. Any party may by notice to any other party change the physical addresses chosen as its domicilium citandi et executandi.
25. Notwithstanding anything to the contrary herein, a written notice or communication actually received by a party will be an adequate written notice or communication to it.
26. The school chooses 26 Market Street, George, as its domicilium citandi et executandi for all purposes of this agreement.
27. There is a duty on you to inform the school as soon as any personal details for the legal guardian or parents change.
28. The contract between you and the school is governed by the South African law.
29. Notwithstanding any other provision contained in this agreement, we reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist in insuring that the school can provide an efficient and cohesive service to the children and their parents. Any such changes will be communicated to you in writing and will be freely available on request.
30. Upon confirmation that the child(ren) has been successful in its application to be admitted to the school, the terms and conditions contained herein will be the agreement between you and the school and will form the basis of the child's admission to the school.
31. If any term of this agreement is found to be illegal or unenforceable, it will simply be disregarded and of no force and effect. Such invalidity shall however in no way whatsoever affect the validity of the remaining valid provisions.
32. Kindly take notice that we require the following information about your child(ren) to enable us to ensure proper care and treatment, if necessary, of your child(ren). Your application will be unsuccessful if the application form is incomplete. In enrolling your child(ren) at our school, you, the undersigned parent(s) hereby give consent to us to receive, store and use special information of your child(ren) for the purpose of our business, as required in section 34 of the Protection of Personal Information Act 4 of 2013.

Eden Pre-Primary and Day Care (Pty) Ltd is in line and compliant with the POPIA Act requirements as stipulated by the Act 4 of 2013. Any personal and/or company information provided to us is confidential and will be kept safe as per legislation.

Initial (Mother): _____

Initial (Father): _____



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33. KINDLY TAKE NOTICE that we shall not accept liability for any harm, injuries or losses suffered as a result of your failure to provide us with incorrect and/or insufficient instructions in respect of your child(ren)'s disability/allergy/dietary requirement and/or medical condition.

DOCUMENTS REQUIRED FOR ENROLMENT:

Kindly take note that your child(ren) will only be accepted for enrolment and registered if we have received the following:

1. A certified copy of your child(ren)'s birth certificate(s);
2. Full details on the prime caretakers of the child (if he/she/they are not the natural parents of the child) and a certified copy of proof of such authorization;
3. A certified copy of the identity document for each person you authorized to bring your child to and to collect your child from us, including the parent(s);
4. Proof that your child received the following inoculations as required by the inoculation policy of the National Department of Health;
5. Proof of the parent(s) physical address. This address will be the *domicilium citandi et executandi* chosen by you/yourselves;
6. Proof of employer's details of the parent liable for payment of school fees.

Kindly take note that we shall have the right to suspend our services and refuse your child to continue to attend our school should any inoculations and/or medical treatment be required, due or overdue. You will remain liable for the payment of the monthly fees in such an event.

Although we strive to take the utmost care and precaution in supervising your child, please take note that certain activities may by its very nature result in damages, loss, harm and/or injuries during your child's participation in or in the process of learning/acquiring skills to participate in the activity. We shall not be liable for any claims in this regard.

I/We, the undersigned hereby request enrolment and confirm that I/we have read, understand and accept the above terms and conditions.

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IMPORTANT QUESTIONS:

Does your child(ren) suffer from any disability? Yes / No

If yes, please provide full details on the disability and any special requirements.

Does your child(ren) have any allergies? Yes / No

If yes, please provide full details and medication or special needs required.

Does your child(ren) suffer from any medical conditions? Yes / No

If yes, please provide full details on the condition and treatment / medication required.

Does your child(ren) have any special dietary requirements (ingredients/allergens/food/ beverages which the child may not consume) for health, religious and / or moral reasons?

Yes / No

If yes, please provide full details.

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BOY		GIRL	
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EDEN PREPRIMARY AND AFTER CARE APPLICATION FORM				
INFORMATION CHILD				
Surname				
Full Names				
Home Address				
Date of Birth				
Home Language		2nd Language		
INFORMATION OF FATHER		BIOLOGICAL FATHER		YES
				NO
Surname				
Full Names				
ID Number				
Marital Status		Unmarried	Married in Community of Property	
		Divorced	Married out of Community of Property	
Employer				
Self Employed / Business name				
Business Address				
Business Contact Number				
Net income / year		R		
Tel (W)				
Tel (H)				
Mobile / Cell number				
Home Address				
Email Address				
INFORMATION OF MOTHER		BIOLOGICAL MOTHER		YES
				NO
Surname				
Full Names				
ID Number				
Marital Status		Unmarried	Married in Community of Property	
		Divorced	Married out of Community of Property	
Employer				
Self Employed / Business name				
Business Address				
Business Contact Number				
Net income / year		R		
Tel (W)				
Tel (H)				
Mobile / Cell number				
Home Address				
Email Address				

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Who will collect your child(ren)?

Name		Relation	
Contact Details	Cell No		
	Landline		
Name		Relation	
Contact Details	Cell No		
	Landline		
Name		Relation	
Contact Details	Cell No		
	Landline		
IMPORTANT: We will not be liable for an emergency at school if we were unable to contact the parent(s) because you neglected to provide us with updated information, if and when it changed.			

CONFIDENTIAL: BANKING DETAILS

Name of Account Holder:	Eden Pre-Primary & Daycare
Name of your Bank:	Mercantile Bank a Division of Capitec
Bank Account number:	1050940377
Branch number:	450105
Electronic Banking Reference:	CHILD'S NAME AND SURNAME

PERSON LIABLE TO PAY THE SCHOOL FEES

	Payment Date:	15th	
Biological Mother:		25th	
Biological Father:		30th	
Other: Name and Contact Details:			

MAKE SURE YOU ARE AWARE OF POINT 3 OF THE TERMS AND CONDITIONS WITH YOUR FINANCIAL OBLIGATIONS TOWARDS EDEN PRE PRIMARY AND DAY CENTRE

Initial (Mother): _____

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CONSENT AND GENERAL AUTHORIZATION CONCERNING PERSONAL INFORMATION OF CHILDREN IN TERMS OF SECTION 35 OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 IS HEREBY GIVEN BY:

POPI CONSENT

I _____ consent to you Eden Pre-Primary and Day Care (Pty) Ltd for collecting, using and disclosing my personal information for the following purposes:

- Verifying any information that I give to you (or information that you may collect from other sources) with third parties and third-party databases, including Government agencies.
- Carrying out credit checks on me with a credit-reporting agency for a purpose of making a credit decision affecting me (including debt collection) or for the requirements of the no 34 of 2005: National Credit Act. This will require you to give my information to the credit reporting agency as well as the credit reporting agency providing information about me to you
- Debt recovery including appointing an agent to collect any outstanding

I HEREBY AUTHORISE ANY THIRD PARTY TO PROVIDE MY PERSONAL INFORMATION TO YOU FOR ANY OF THESE PURPOSES.

- I understand that if you disclose my personal information to a credit-reporting agency, they may hold my information on their credit-reporting database and use it for providing credit-reporting services and for any other lawful purpose and they may disclose my information to.
- This only applies to those credit providers who are entitled to participate in positive credit reporting, their subscribers, for the purpose of credit checking or debt collection or for any other lawful purpose.

I/We the undersigned, hereby authorise Eden Pre-Primary and Day Care (Pty) Ltd for any of its associates to conduct credit inquiries and/or obtain credit reports in respect of my/our credit profile, as may be necessary, with the credit bureau of its choice.

Full Name/s:		
ID No/s:		
Signature/s		Signature/s
Date:		Date:

Initial (Mother): _____

Initial (Father): _____



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BANK DEBIT ORDER INSTRUCTION / CREDIT CARD AUTHORITY:

Date: _____

Name and Surname: _____

Contact no. : _____

Address : _____

Child(ren) Name. : _____

(Debtor)

Debit order date: 15th / 25th / 1st each month

Debit Amount : _____

Abbreviated name as registered with the bank : **EDENPREP**

THE DETAILS OF MY/OUR ACCOUNT ARE AS FOLLOWS:

Bank. : _____

Branch/ No : _____

Account Name : _____

Account Number. : _____

Type of account. : _____

This signed Authority and Mandate refers to our contract as dated as on signature hereof ("the Agreement"). I/We hereby authorise you to issue and deliver payment instructions to the bank for collection against my/our abovementioned account at my/our above mentioned bank (or any other bank or branch to which I/We may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

Principal: Ms A Vermaak / Director: Mr B Conradie



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DELETE THAT WHICH IS NOT APPLICABLE

- i. On the 15th / 25th / 1st day ("payment day") of each and every month commencing on _____. In the event that the payment day fails on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account;
- ii. Monthly; on or after the dated when the obligation in terms of the Agreement is due and the amount of each individual instruction due;

I/We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction. I/We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, of such amounts were legally owing to you.

MANDATE

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions had been issued by me/us personally.

CANCELLATION

I/we agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

ASSIGNMENT

I/We acknowledgement that this Authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ on this _____ day of _____ 20__

Signature: _____

Assisted by:

FOR OFFICE USE

AGREEMENT REFERENCE NUMBER

This Agreement reference number is:

Principal: Ms A Vermaak / Director: Mr B Conradie