

Enrolment Form

DETAIL OF YOUR CHILD TO BE COMPLETED BY PARENT OR GUARDIAN

CHILD'S NAME(S) IN FULL			GENDER	
			M <input type="checkbox"/>	F <input type="checkbox"/>
CHILD'S DATE OF BIRTH			CHILD'S ID NUMBER/PASSPORT	
Date	Month	Year		
Country of Birth			Race Type	
Main language spoken at home			Second language spoken at home	

Primary Caregiver Details (this caregiver is responsible for payment of school fees)

FIRST NAME
SURNAME
RELATIONSHIP TO CHILD
MARITAL STATUS
ID NUMBER
MOBILE PHONE NUMBER
WHATSAPP NUMBER (IF DIFFERENT TO MOBILE PHONE NUMBER)
EMAIL ADDRESS
HOME ADDRESS
CITY/TOWN

Secondary Caregiver Details

FIRST NAME
SURNAME
RELATIONSHIP TO CHILD
MARITAL STATUS
ID NUMBER
MOBILE PHONE NUMBER
WHATSAPP NUMBER (IF DIFFERENT TO MOBILE PHONE NUMBER)
EMAIL ADDRESS
HOME ADDRESS
CITY/TOWN

PROVINCE

PROVINCE

ADDITIONAL CAREGIVER – this individual may collect this child from school

NAME	PHONE NUMBER

THIS HOME QUALIFIES FOR AND RECEIVES A SASSA GRANT		IF YES, PLEASE PROVIDE A COPY OF YOUR SASSA CARD
YES <input type="checkbox"/>	NO <input type="checkbox"/>	

My child will be attending:	Please tick below
Daycare	
Aftercare	
Combination	

Medical Information

1. PROVIDE A COPY OF CLINIC IMMUNISATION CARD.
2. ENSURE THAT YOUR CHILD IS UP TO DATE ON ALL IMMUNISATIONS.

DOCTOR'S NAME	DOCTORS CONTACT NUMBER	DOCTOR'S ADDRESS

PLEASE LIST ANY KNOWN ALLEGIES	
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HAS YOUR CHILD HAD ANY SERIOUS OPERATIONS OR ILLNESSES? PLEASE PROVIDE DETAILS	
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HAS YOUR CHILD GOT ANY PHYSICAL DISABILITIES OR SPECIAL NEEDS? PLEASE PROVIDE DETAILS	
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IS THERE ANYTHING ELSE THAT WE SHOULD KNOW ABOUT YOUR CHILD MEDICALLY?	
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Educare Centre Agreement

This agreement is made by and between **Annie's Ark Preschool** and

_____ the Parent/Caregiver of

_____ (name of child).

The following has been agreed upon between the two parties beginning _____ (Date)

	Please Tick Or N/A
I/we confirm that all the above information is correct at the time of completing the form	<input type="checkbox"/>
I/we agree that, if any of the information (cell numbers, contact detail, medical information) changes we will inform Annie's Ark Preschool immediately	<input type="checkbox"/>
I have read and agree to full contents of the Parent Manual (in Addendum A below)	<input type="checkbox"/>
I understand that disregarding these policies can result in termination from the GROW Educare Centre.	<input type="checkbox"/>
A non-refundable administration fee of R200 will be paid upfront and will secure a place for my child at Annie's Ark	<input type="checkbox"/>
I agree to the monthly school fee rate of R1600 per month over 12 months or R1745 over 11 months or R1920 over 10 months.	<input type="checkbox"/>
In January, or the first month your child joins, if your child only starts on or after the 15 th of the month, then only half the fees will be required.	<input type="checkbox"/>
I agree that the fee will be paid by the first day of each month or upfront if my child joins after the 15 th of the month	<input type="checkbox"/>
Aftercare fees are R20 per hour or R600 for the month, additional R50 per day for full daycare	<input type="checkbox"/>
Our arrival time at the centre will be 6.30am Our pick up time will be no later than 6.00pm on Mondays to Thursdays and no later than 5pm on Fridays	<input type="checkbox"/>
Any added time will be charged a late pick up fee of R20 per hour.	<input type="checkbox"/>

Indemnity

I, _____ the Parent/Legal Caregiver of
 _____ (Child's name and surname)

hereby give permission for him/her to participate in all the activities of **Annie's Ark Preschool** including sports, games plus any other activities which may arise out of school or in connection with the school day.

I accept that all reasonable precautions will be taken to ensure the safety of my child and that I shall be held responsible for the payment of medical and / or hospital cost should my child be injured at school.

I therefore agree to indemnify and absolve the Principal, helpers, students and staff of **Annie's Ark Preschool** and the GW Foundation, trading as GROW Educare Centres, against and from any / or all claims whatsoever that may arise in connection with any loss or damage to the property of my child or injury to my child.

I agree to hand over responsibility to the principal of the centre or teacher should medical treatment / surgery be necessary for my child. As far as I know, he/she is in good health.

Media Consent and Release Form

I, _____ THE PARENT / GUARDIAN of
_____ (CHILD'S NAME AND SURNAME),

who is enrolled at **Annie's Ark Preschool**,

give permission to the GW Foundation (trading as **GROW Educare Centres**), and any persons acting with their authority and permission, the right to take and create photographs, videos and other graphical depictions of my Child, which may be used on social media, websites and any other media (the "Photographs") to promote and support the work of GROW Educare Centres (including the ECD centre where my child is enrolled).

I understand that

- the Photographs, including the copyright, are the property of GROW Educare Centres, and that I, or someone acting on my behalf, cannot make any claims to these Photographs.
- there is no personal or financial gain to myself or the child.
- the Photographs will be used at the discretion of GROW Educare Centres now and in the future.

GROW Educare Centres will

- take care in using Photographs of children respectfully and within all requirements of the South African law.
- provide or share Photographs with the Parent/Legal Guardian on request and where reasonably possible (for example, through the ECD Centre principal)

Any reference in this document to GROW Educare Centres includes GW Foundation, it's Franchisee ECD Centres, it's Funders, Partners and Supplier companies.

I confirm that I understand this document, which is irrevocable.

Protection of Personal Information

Your privacy is very important to **Annie's Ark Preschool** and to GW Foundation NPC, and all Personal Information collected will be handled in a lawful, justifiable and reasonable manner. We will be as open and transparent as possible with you as to how your Personal Information is handled.

For the purposes of this enrolment form, Personal Information is any form of information that is identifiable with you or _____ (Child's name and surname), which may include but is not limited to name, mailing address, phone number, email address, nationality, and medical history.

GW Foundation NPC's Data Protection and Privacy Policy can be found at www.growecd.org.za

We generally process your Personal Information for the following purposes:

1. the operation of an early learning centre;
2. to provide and maintain a mobile application suite for communication and resource-sharing;
3. to provide interactive features for your use;
4. to provide support;
5. to gather analysis or valuable information so that we can improve our operations;
6. to monitor the usage of the mobile application suite;
7. to detect, prevent and address technical issues;
8. in any other way described when you provide the information;
9. to respond to an e-mail that you have sent to us by return e-mail or by phone;
10. to contact you from time to time, where you have consented to being contacted for marketing purposes or to be put on our mailing list;
11. for such other purposes to which you may consent from time to time; and
12. for such other uses which we are authorised by law to carry out.

By signing this acknowledgement and consent form:

1. you confirm that you have read and understood the privacy policy and this form.
2. you acknowledge, accept and agree that you have given us your consent to the collection, use, disclosure and related processing of your Personal Information as outlined above.
3. you understand that your consent is voluntary and that you are free to withdraw your consent on written notice to us.
4. you understand that your Personal Information may be disclosed by us to third parties, including service providers, associates and potential acquirers (some of which may be located outside of the Republic of South Africa), for the purposes as specified herein and you give us permission to do so.
5. you understand that we may send your Personal Information outside of South Africa and you consent to us doing so.

Signed at _____ on the day of _____ (Date)

Parent / Caregiver Name: _____ Parent / Caregiver Signature: _____

Parent / Caregiver ID No: _____

DOCUMENTS REQUIRED:

Copy of Parent's/Guardian ID
Copy of Clinic Card of Child

Copy of Birth Certificate of Child
SASSA card (if applicable)

**Please email the filled out enrolment form with the required documents to
anniesark2022@gmail.com or whatsapp the form and documents to +27 71 880 2846**

Addendum A - Parent Manual

Hours of Operation



- Monday to Thursday: 6.30 am until 6.00 pm and Fridays: 6.30 am until 5.00 pm.
- The GROW Educare Centre will be closed weekends and public holidays and specified school holidays.
- The GROW Educare Centre operates during school holidays, but will be closed during the December school holidays.

Arrival and Departure Times



- Children can be dropped off at the GROW Educare Centre from 6.30 am.
- No breakfast served after 9.00 am
- Children of parents who are left at the GROW Educare Centre after 6pm will be required to pay a late fee of R20 per hour.
- Parent/guardian to sign in and out every day, leaving a contact number on the register.

Age Groups of Children



Ages accommodated

0-2yrs		NO
2-3yrs	YES	
3-4yrs	YES	
4-5yrs and Grade R	YES	
Aftercare Gr R-Gr 3	YES	

Arrangements Regarding Fetching and Transport of The Child



- On enrolment parents/ guardians are to notify the centre as to who will be responsible for collecting the child.
- Parents are to notify the Principal if another person will be collecting the child.
- Daily transport is not provided by GROW Educare Centres.
- Should transport be offered as a service at the centre, it is offered independently of GROW Educare Centres.

Outings



- Parents will be notified in writing (including permission slip) at least 3 weeks before an outing.
- Payment or arrangement for payment must be made 5 days before the outing.

Fundraising



- All parents are expected to help with fundraising efforts, financially and/or offering of their time.

Admission of Special Needs Children



- Children with disabilities are welcome to join a GROW Educare Centre should the facilities be suitable.
- Should an individual carer be needed by the child, the parents will provide one at their own cost.
- Testing for HIV/AIDS for attendance at centres is prohibited and as such the Centre does need to know the HIV/AIDS status of children & their families.

Ill or Injured Children



- Children who show symptoms of being ill should be kept at home until they are well enough to attend the centre, and there is no possibility of other children contracting the illness or disease.

Children who fall ill or are injured while in the care of GROW Educare Centres



- If a child is injured whilst in the centre, the seriousness of the injury is assessed immediately.
- If it is a minor injury, that can be treated by the staff, the child will be kept at the centre.
- The parents will be notified at the end of the day when the child is collected. In the case of a more serious injury the parents will be contacted immediately and expected to collect their child and seek medical assistance.
- In the case of an injury requiring immediate medical assistance, staff will call an ambulance.
- A parent must sign the incident report.

Monthly Fees



- Daycare: Enrolment fee per child, annually R19200. Fees must be paid for 12 months of the year @R1600 per month.
- Aftercare: Fees are R20 per hour or R600 for the month.
- A non-refundable once-off admin fee of R200 will ensure your child's place.
- The due date for payment of fees is the 1st day of every month or upfront when your child begins. If your child begins at Annie's Ark from and after the 15th of a month then only half the fees need to be paid for that first month.
- No Cash payments. Here are the bank details for payment of fees:
Account holder: Annie's Ark Preschool
Bank name: Tymebank
Branch code: 678910
Account number: 53000764094
Please use your child's name and surname as your reference.
- If you are in arrears of two months and do not make an arrangement for payment with the Principal, you will be given written notice to make payment and / or find another centre for their child.
- The full amount of fees will be payable whether or not a full month of centre is attended.
- All fees owed to the Centre must be paid in full or legal action will be taken.
- Please give written notice if your child will not be returning to the centre.

Clothing



- At least one clean change of clothing is to be sent in the bags every day.
- Clothing/possessions must be marked with permanent marker.

Food



- Breakfast, lunch and an afternoon snack will be provided as per centre policy.
- Parents to pack a morning snack (a sandwich and/or yoghurt and one fruit).
- No sweets, chips or sweet biscuits please.