

# APPLICATION FOR ENROLMENT AT DEUTSCHER KINDERGARTEN BELLVILLE



## SECTION A – PARTICULARS OF CHILD / LEARNER

Surname			
First Names			
Date of Birth			
Gender		Religion	
Home Language		Languages spoken	
Details of any illness/allergies/ special needs/chronic medication			
Medical Aid: Name / Plan / Membership Number			

## SECTION B – FAMILY DETAILS

<b><u>Mother</u></b>	
Surname	
First Names	
Home address	
Home telephone	
Employer/Occupation	
Work address	
Work telephone	
Cell number	
E-mail	
Home language	
<b><u>Father</u></b>	
Surname	
First Names	
Home address	
Home telephone	
Employer/Occupation	
Work address	
Work telephone	
Cell number	

E-mail			
<b>SECTION B – FAMILY DETAILS cont.</b>			
Home language			
Number of children in the family:			
Relationship of the parents(married/divorced/co-habiting/separated)			
If parents divorced/ separated with whom does the learner reside?			
Has your child been enrolled at any other Educational Institute/Daycare/Daymother before? If so, please attach copies of the Developmental Reports to date.			
<b>Emergency Contact 1</b>		<b>Emergency Contact 2</b>	
Surname		Surname	
First name		First name	
Relationship to learner		Relationship to learner	
Mobile phone		Mobile phone	
Home telephone		Home telephone	
Work telephone		Work telephone	

### SECTION C – GENERAL DETAILS

Preferred start date:
Aftercare requirements:
Holiday care requirements:
Will your child attend the DSK:
Where did you hear about the Kindergarten?

### TERMS AND CONDITIONS OF ENROLMENT

**This is an application to enrol the above named child as a learner at the Deutscher Kindergarten Bellville (“the School”). Completion of this application form does not constitute acceptance by the School. Should your application be successful you will be advised by the School and upon notification of acceptance this document will become a binding contract between you as the parents and the School. On acceptance you will receive a copy of this contract signed on behalf of the School.**

**Copies of the child’s clinic card and birth certificate are an application requirement.**

### SECTION D – FEES 2016

Initial fee - only applicable to new admissions	R 500.00
School fees if paid monthly	R 1 890.00
School fees if paid quarterly	R 5 670.00
School fees if paid annually (5%disc)	R 21 546.00
School fees incl. Aftercare monthly	R 2 550.00
School fees incl. Aftercare quarterly	R 7 650.00

School fees incl. Aftercare annually (5%disc)	R 29 070.00
Occasional Aftercare (13h00 – 17h30)	R 50.00
Holiday Program - Full Day fee ( 08h00 –17h30)	R 80.00
Half Day fee (08h00-13h00)	R 50.00
Half Day fee ( 13h00 – 17h30)	R 50.00

**School fees are payable in advance.** School fees are adjusted annually by the Committee to meet inflation, and the operational requirements of the School.

Occasional aftercare must be arranged prior to the day and is payable at the end of the month.

#### **Discount on Full payment**

Full payment of school fees on or before the 31 January 2016 – 5% reduction on school fees.

#### **Method of Payment**

Parents may pay using internet banking or direct bank deposits. Please use the child's name as reference.

For safety reasons, payment at the principal's office are not encouraged.

Banking details: Deutscher Kindergarten Bellville

ABSA Tygervalley

Branch Code: 630510

Account Number: 1157 260215

(NB – Child's name as reference)

#### **Outings**

Class outings are charged separately and the cost is dependent on the chosen activity. Fees will be collected by the class teacher.

#### **Ballet / Gym-fants / Playball / Musical Rascals (Drumming) / Pottery**

These activities are offered privately and all payments must be made directly to the responsible person.

#### **OUTSTANDING SCHOOL FEES**

The following action will be taken in cases where school fees are not paid timeously:

- a) 30 days outstanding - Letter of demand or SMS to remind of outstanding balance.
- b) 60 days outstanding – Final demand with cut-off date for final payment.
- c) Still outstanding after cut-off date: SMS/Telephone call to inform parent of account to be listed for handover to the attorneys and cut-off date thereof.
- d) Outstanding after arrangement dates: SMS/Telephone call to inform parent that their account is still outstanding and that it must be listed for handover to attorneys if we do not receive payment immediately.
- e) By implication debtors will be blacklisted, which will affect their credit worthiness.
- f) The debtor(s) will be responsible for any costs that may occur from being handed over to the attorneys.
- g) Once handed over to the attorneys, all payment to this account must be paid directly to the attorneys.

#### **SECTION E – PARENT CODE OF CONDUCT**

As parents of a learner in the School, we agree:

1. To treat the Committee, all School staff, learners and fellow parents with courtesy and respect at all times;
2. To support and encourage our children in all their academic, sporting and extra-mural activities;

3. To respect and abide by the Constitution of the School;
4. To respect the efforts of educators and regularly communicate with them;
5. To make an appointment prior to visiting the School and to observe all access control measures which have been implemented to ensure the safety of our child and all learners at the School.
6. Not to attempt to discipline any other learner in the School but to bring any concerns to the attention of the Principal;
7. To attempt to instil a love and appreciation of the German language and culture in our children;
8. To promote and teach the German language at home;
9. To encourage our children to actively participate in the programmes and activities of the School;
10. To actively assist the School wherever possible and to promote the values of the School;
11. To listen to our children and to praise their efforts;
12. To resolve any grievances or disputes through open and honest communication.

## **SECTION F – TERMS AND CONDITIONS OF ENROLMENT**

1. The parents signing this agreement are responsible for payment of school fees.
2. If both parents sign they are jointly and severally liable for the payment of the school fees.
3. In the event of a learner being absent due to illness or for any other reason there will be no rebate or adjustment of school fees.
4. The School reserves the right to charge interest at the prevailing prime overdraft rate plus 2% on any fees due to the School that are not paid by due date.
5. The parents acknowledge that the School is not a Public School, and accordingly, the School may refuse access to the School to the learner should school fees be in arrears.
6. The parents appoint their addresses set out in Section B above as their respective domicilium citandi et executandi for the service of all documents and notices.
7. This agreement will remain in force indefinitely but the parents may cancel this agreement and withdraw the learner from the School on one terms written notice to the School. Likewise, the School may elect for any reason to cancel this agreement upon one terms written notice to the parents and the learner will be required to leave at the end of the term.
8. Notwithstanding 7 above, the Principal, after consultation with the Committee, may require a parent to withdraw a learner with immediate effect in cases of serious or repeated misconduct, or where, in the opinion of the Principal, it will be in the best interests of the School or learner or both if the learner were to be withdrawn from the School. In such event the School will refund the parents any amounts paid in advance.
9. The parents acknowledge and understand that the School is an independent pre-primary school and that the purpose of the School is to promote the Christian education of young children through the medium of the German language and culture.
10. The parents acknowledge that the decision of the Principal is final and binding in respect of all academic and school matters.
11. The parents acknowledge that they have been given a copy of the School Constitution and agree to abide with such Constitution.
12. The parents agree that in the event of an emergency the School may employ the services of any emergency service, medical doctor or hospital and the parents agree that they will be liable for any costs reasonably incurred in this regard.
13. The School agrees to use its best endeavours to provide a planned and structured academic and cultural programme to all learners.
14. The School agrees to take all reasonable steps to keep each learner safe and out of harm.
15. The School undertakes to provide regular and honest feedback to parents in respect of their child's progress and development as a learner within the School.

16. The School and parents agree that any dispute arising out of this agreement will be determined by way of arbitration; such arbitration to be conducted informally by an admitted advocate or attorney and in accordance with prevailing arbitration laws in South Africa.

**SECTION G – INDEMNITY**

I/We, \_\_\_\_\_ the parents and legal guardians of the minor child \_\_\_\_\_ hereby expressly indemnify and hold harmless the Deutscher Kindergarten Bellville, its Committee, employees and agents from being held responsible or liable for any death, damage, illness, loss or injury, directly or indirectly, consequential or otherwise to the person or property of our above named minor child while engaged in any activity of the School, while on the School premises or elsewhere.

I / We agree that we have read and understand the above Application for Enrolment. We specifically understand that upon our child being accepted into the School this document will constitute a binding legal contract between us and the school.

We specifically acknowledge that we have read, understand and agree to the following:

- The Parents Code of Conduct
- The Terms and Conditions of Enrolment
- The Indemnity clause

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Mother / Guardian

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Father / Guardian

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Principal

33 Middel Street, Bellville, 7530  
Tel: 021 949 1648  
Email: [principal@deutscher-kindergarten.co.za](mailto:principal@deutscher-kindergarten.co.za)  
[www.deutscher-kindergarten.co.za](http://www.deutscher-kindergarten.co.za)