



AppleBee Kids Preschool Educare & Aftercare

AFTERCARE Application for Admission to attend AppleBee Kids

(This completed form must be submitted with supporting documentation before admission to **AppleBee Kids**. Please mark with an 'x' where applicable.)

1) Personal Particulars of Child:

Surname: Full first names: Gender:

Identity Number: DOB: dd/mm/yyyy Actual Age:

Nationality: Religion:

First Language: Additional Language:

Biological Place in the Family: Number of siblings:

Residential Address: Ph nr – home:

Intended date of Admission:

2) Current Primary School Information and collection detail:

The primary school where learner must be collected:

Address for collection:

Current Grade that learner is in: School Contact Nr: Teacher:

Collection instruction (days & Times):

Does your child do extra-mural activities? If so, which ones?

.....

3) Medical History:

Medical aid name: Membership no.:

Doctor name: Ph n: Dentist Name: Ph Nr:

Medical History & Previous Surgical Procedures (if applicable):

.....

Details of Chronic medication, if any:

Allergies:

EMERGENCY CONTACT DETAIL: Name: Ph nr:

All children attending our facility should have been immunized or currently be in the process of being vaccinated against the following: tuberculosis (B.C.G), diphtheria, Whooping cough, tetanus, measles, German measles, mumps poliomyelitis.

All documented information relevant to your child (ie: known allergies, previous & current illnesses, physical or learning difficulties, past or present medical therapy including occupational or physical) **must** be included with this application.

By signing this document you acknowledge that your child will be adhering to all aftercare rules & regulations, a copy of which will be supplied to you upon day of admission.

Father's Signature:

Mother's Signature:

Full Names:

Full Names:

Date:

Date:



4) Parental Information:

PARENTS DETAILS:	PARENT 1 (Responsible for Fees):	PARENT 2:
Title:		
Surname:		
Name:		
ID Number: (copy attached)		
Home Language:		
Residential Address:		
Owner / Tenant		
Postal Address:		
e-mail address:		
Phone Numbers: Business		
Home		
Mobile		
Fax		
Marital Status:		
Nationality:		
Occupation / Profession:		
Employer: (provide business name if self-employed)		
Work Address:		
Relationship to Learner:		

5. Alternative Contact Information of person NOT living with child:

Please supply us with Contact information of a friend or relative that can assist us should we be unable to contact you with regards to the well-being of your child.	
Name:	
Phone numbers: Work	
Home	
Mobile	
Relationship to child:	

The following documentation must accompany your application: Birth Certificate, Immunization Card, Copy of Parents' Identity documents. Proof of address

We reserve the right of admission and the right to request a parent to remove a child from AppleBee Kids should we consider this to be in the best interest of the child / school / Parent / family.

I/We acknowledge the following: 1) Confirmation of responsibility for the payment of the school fees, notwithstanding any change in marital status or any divorce agreement. 2) Authorisation to sign this document. 3) Understanding of the contents of this document. 4) That the information furnished is true and correct and undertake to notify AppleBee Kids in writing of any change of these details. 5) That AppleBee Kids requires one full terms' notice for preschoolers and one calendar months' notice for children enrolled in babycare & educare, in writing, (which will be charged for) should my/our child no longer require AppleBee Kids services for whatever reason. 6) The enrolment fee is non-refundable. 7) Ad-hoc charges for consumables (toiletries, stationery, photo's etc.) and or additional service(s) will be added to the monthly account.8) AppleBee Kids is contracted to Transunion ITC (Credit Bureau) & the conduct of this account may be reported to a credit bureau. 9) In the event of a breach of these terms or if the fees are not paid timeously, AppleBee Kids is entitled to institute proceedings against signatories and that such signatories will also be held responsible for all legal costs including sheriff's cost incurred by AppleBee Kids to recover such fees. 10) Progress reports will not be issued if full financial obligation to AppleBee Kids has not been met. 11) Right of admission to AppleBee Kids is reserved and AppleBee Kids reserves the right to suspend / terminate all services with immediate effect in the event of non-payment of tuition fees or due to child / parent misconduct. 12) Cellular phones, electronic devices, smart watches and or any valuables are not permitted on the premises. AppleBee Kids cannot be held responsible in the event of damage or theft of any personal belongings, permissible items or not. 13) I/We will abide by AppleBee Kids terms & conditions of service. 14) Being informed that school fees will increase annually, ie: the January of every year and that school fee payments are due on the 1st day of every month.

Signed at On this day of 20.....

Father:

Mother:

Full Names:

Full Names:



83 Janssens Road Table View PH nr 0215568310 WCED Reg:0103008281 DSD Reg:C7010
www.applebeekids.com e-mail: principal@applebeekids.com

TERMS AND CONDITIONS OF ENROLMENT

1. **APPLEBEE KIDS (hereinafter referred to as the School), is registered with the Department of Education under the umbrella of Chelmsford Ind Schools as well as the Department of Social Development.**
2. We hereby consent to the person in charge acting *"in loco parentis"* whilst our child attends the school or participates in any extra-mural activities of the school. Including, but not limited to, games, sporting activities, etc.
3. We hereby indemnify, hold harmless and absolve the school, Trustees, Directors, Principals, Teachers, Staff, Employees or Agents against all or any loss, damages (direct or indirect, consequential or otherwise) or injury, expenses (including medical expenses), costs (including legal costs) suffered and/or incurred by our child in or on the premises of the school or in the course of any co-curricular and extra-mural activities of the school, including, but not limited to games, sporting activities, etc. or in consequence of any other act or omission of whatsoever nature and howsoever arising.
4. We hereby give our consent for our child to participate in all Co-Curricular activities organized by the school unless the school is otherwise notified, in writing.
 - i) Extra-Murals are charged per quarter unless otherwise stated. Kindly refer to page 4, Section C.
 - ii) The full quarters' fee will be charged in the event of our child not attending more than one lesson in a selected activity. Parents who commit their children to a specific activity will be billed for the full quarter.
5. We agree that until such time as the payment of the Registration Fee (Registration Fees are non-refundable, however, refer to Clause 6) has been made the prospective attendee will not enjoy the benefit of a secured place on the waiting list for enrolment at AppleBee Kids. Once a prospective attendee physically takes up a place at the school, the Registration Fee becomes non-refundable.
6. In the event that the prospective attendee does not take up his/her place within the school for any reason whatsoever, the following conditions will apply:
 - i) A cancellation penalty of 45% of the total Registration Fee will apply.
 - ii) If the school is provided with written notification of the cancellation of a prospective enrolment by the 30 September, the balance of the Registration Fee will be refunded to us at the end of the same year, failing which the balance of the Registration Fee will only be refunded at the end of the following year.
7. Enrolment of the prospective attendee will be conditional upon the satisfactory completion of all the relevant documentation prescribed by the school, that there is a place available for the prospective attendee; that the prospective attendee is of the correct age for the class applied for and that the Principal is satisfied that the prospective attendee is physically and emotionally capable of entering at that level.
8. We understand that all school fees are payable in advance unless alternative arrangements have been made with the Financial Manager. We agree that notice of one full terms' notice for preschoolers and one calendar months' notice for children enrolled in babycare & educare, given in writing, is required before moving our child from the school, failing which we will be liable for the payment of the following Quarters' fees in lieu thereof. We understand that refunds for absence due to holidays, illness or suspension from the school will not be made. In the event of the school instituting action against us for the payment of any amount due by us, we will be liable for all legal costs (including legal costs on the scale as between Attorney and own client) incurred for the recovery of such amounts. In the event of any fees being in arrears, the school will suspend services to the relevant child and suspend the child from the school until all such arrears have been paid. Progress reports may only be issued to those children whose fee payments are up to date at the end of every term.
9. The school may terminate the enrolment of a child if information requested, and provided, proves to be false, or if the child/parent fails to comply with the rules of the school as set out in the Information Directory/ies (issued to each child at the start of each school year) or the disciplinary committee of the school has recommended that the enrolment be terminated. Should the school elect for any reason to terminate this contract at the end of the term or earlier, (whichever the case may be) as a result of a violation of the terms and conditions then the parent / guardian will be informed in writing.
10. Parents/guardians should make special note of additional costs as set out on page 4, which become payable upon enrolment and on request.
11. "The parents/guardians give their consent for their child's name, photo, and/or work to be reproduced in newsletters, newspapers, social media, Internet sites and other such publicity media regardless of the status of enrolment, current or not. They will not hold the school staff and their agents liable for any possible actions resulting from privacy or copyright issues.
12. Every child in our school is unique, their behavior and development will only be communicated with parents or guardians and relevant teachers – each incident or situation is treated with the utmost diplomacy and confidentiality for the benefit of the relevant child(ren). Parents / Guardians must also use proper communication channels if any issues arise. Any parent found to discuss / publish sensitive school matters on any social media platform instead of approaching the relevant staff members directly may be asked to remove his or her child(ren) from AppleBee Kids without any further notice or discussion.

Insurance

13. The parents/guardians are advised to take adequate insurance to cover any loss or damage to any property of the learner of himself or herself, as the school does not accept liability for such loss. The parents/guardians are advised that cellular phones are not permitted on the school premises.

Jurisdiction and Costs

15. The parents/guardians consent to the jurisdiction of the Magistrate's Court Act No.32 of 1944, as amended, in the event of legal action arising out of this agreement.
16. By our signatures hereto we agree to these terms and conditions and further acknowledge that we understand the Fee Structure and the Conditions of Registration Fee, together with the Terms and Conditions of Information Directory/ies. We further understand that the school reserves the right to amend the Terms and Conditions if and when required from time to time. Furthermore, both persons signing this form agree that they are jointly and severally liable for the settlement of the fees account and/or other charges and disbursements made in respect of the learner.
17. I/We agree to abide by the Terms and Conditions as set out in this Application for Admission and in particular the Terms and Conditions as set out on Page 3 together with Fee Structure and Additional Costs as set out on Page 4 together with the rules set out in the Information Directory/ies. We declare that I/We have not withheld any information from AppleBee Kids regarding the overall development or past history of the prospective pupil.

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

Father's Signature.....

Mother's Signature.....

As Witness 1.

2.

Guardian / Custodian (other than parent)

Only fully completed application forms will be considered for admissions provided that all information contained herein is true and the application is duly signed. AppleBee Kids reserve the right to amend or alter the terms and conditions of the enrolment application.





2023 Enrolment Fee Structure

REGISTRATION / ENROLMENT FEE	1 st CHILD	2 ND CHILD	3 rd CHILD
REGISTRATION / ENROLMENT FEE	1000	500	300
BABY AND EDUCARE SERVICE:	2023 Fee		
BABY CARE (until potty trained) <i>Full Day</i>	3950	3200	2800
BABY CARE (until potty trained) <i>Half Day (1pm)</i>	2950	2400	2050
EDUCARE (3 to 4 yrs) <i>FULL DAY</i>	3650	2950	2600
EDUCARE (3 to 4 yrs) <i>HALF DAY – 1:00pm</i>	2800	2300	1950
PRE-PRIMARY EDUCATION: GR 00 – GR R	2023 Fee		
PRE-PRIMARY (4 to 6 yrs) <i>HALF DAY – 1:00pm</i>	3000	2450	2100
PRE-PRIMARY (4 to 6 yrs) <i>FULL DAY</i>	3800	3100	2650
AFTER SCHOOL CARE: Gr 1- Gr 6	2023 Fee		
Aftercare (collection from primary school only, no morning drop-offs)	1950	1600	1350

Please take not of the following payment guidelines:

- 1) Early payment discount (R100) applies ONLY if payment is received ON or before the 1st of the month (not to be used with D/O disc).
- 2) Late Payment fee (R250) applies if payment is made after the 3rd of the month.
- 3) Sibling discount may be applied for in advance / at time of application.
- 4) Fees not paid by the 5th may result in services being suspended in the absence of prior arrangements being made.
- 5) Payments via debit order service receive R250 discount. *conditions apply

REQUIREMENTS LIST

<u>Toiletry contributions:</u>		
<u>Babies & Potty Trainers:</u>		
1 x Fitted sheet (stays in cot at school)	1 x Pillow	1 x A5 Hardcover message book
1 x Baby Blanket (stays in cot at school)	6 x Disposable Nappies (per day)	1 x hand sanitizer per month
1 x Nappy Cream (as required)	1 x Baby Powder (as required)	1 x Soap per month
2 x set of clean clothing (daily)	Bottles of milk (as required)	2 x Toilet rolls per month
Juice in cup/bottle (as required)	Wet wipes (as required)	Lotion (if required)
<u>Toddlers & Pre-Schoolers:</u>		
1 x Fitted sheet – for napping (full day only)	1 x Pillow – for napping (if required, full day only)	1 x Hand sanitizer
1 x Blanket – for napping (full day only)	1 x Apron / Parents Old Shirt (For Art)	1 x Soap
2 x set of clean clothing(daily)	1 x Wet wipes (per month)	2 x Toilet rolls (per term)
<u>Stationery Requirements:</u>		
<u>Toddlers:</u>		
2 x Glue Sticks	1 x Wax retractable Mon Ami (Pack of 12)	1 x 2 Litre ice-cream container for stationery
1 x Jumbo Wax crayons	1 x Ream of A4 copy paper (white -500 sheets)	1 x Blank A4 workbook – 72 pages
1 x A5 Hardcover message book	1 x Large covered cereal box for artwork storage	1 x scissors (left / right) – blunt nose (age3+)
1 x Whiteboard Marker	1 x Permanent Marker	1 x Chair Bag (age 3+)
1 x A4 plastic sleeves pack of 10	1 x Age appropriate story book to be read in class	1 x Triangular pencil Jumbo (age3+)
<u>Pre-Schoolers:</u>		
2 x Glue Sticks	1 x Wax retractable Mon Ami (Pack of 12)	1 x Chair Bag
1 x Jumbo Wax crayons	1 x Ream of A4 copy paper (white -500 sheets)	1 x Sharpener with large hole as well
1 x A5 Hardcover message book	1 x Large covered cereal box for artwork storage	1 x Packet of Podgy pastels
1 x Whiteboard Marker	1 x Permanent Marker	1 x packet Jumbo Khoki pens
1 x A4 plastic sleeves pack of 10	1 x Age appropriate story book to be read in class	1 x Triangular pencil Jumbo Beginners
1 x Blank A4 workbook – 72 pages	1 x 2 Litre ice-cream container for stationery	1 x scissors (left or right) – blunt nose
<u>Requirements for Aftercare Children:</u>		
1 Set of clean clothing (daily)	1 x Message book	

PLEASE MARK ALL ITEMS CLEARLY IN PERMANENT INK AS WE CANNOT BE HELD RESPONSIBLE FOR LOST ITEMS. ALL ITEMS FOUND WILL BE PLACED IN LOST PROPERTY. IF ITEMS ARE NOT CLAIMED WITHIN 3 MONTHS THEY ARE DONATED TO CHARITY.
PLEASE NOTE REQUIREMENTS LIST IS SUBJECT TO CHANGE.

Signed at On this day of 20.....

Father:

Mother:

Full Names:

Full Names:



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