



Please complete the form in full and send it to [info@woodlandspreschool.co.za](mailto:info@woodlandspreschool.co.za)  
 Parents wishing to pay their fees by debit order should also complete the form on the last page.

**CHILD'S DETAILS**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  M  F

Number of children in family: \_\_\_\_\_ Position in family: \_\_\_\_\_

Home language: \_\_\_\_\_

Intended primary school: \_\_\_\_\_

Previous school attended: \_\_\_\_\_

Indicate care required:  Half Day - 6:00am to 1:30pm  Full Day - 6:00am to 6:00pm

Date of enrolment: \_\_\_\_\_ Age at enrolment: \_\_\_\_\_

Potty trained:  Yes  No  In progress

Any allergies: \_\_\_\_\_

Any special dietary requirements: \_\_\_\_\_

How did you find out about us? \_\_\_\_\_

**PARTICULARS OF PARENTS**

Marital status of Parents: \_\_\_\_\_ With whom does the child live? \_\_\_\_\_

PARTICULARS	MOTHER	FATHER
First name:		
Surname:		
ID Number:		
Occupation:		
Employer:		
Tel (work):		
Tel (Home):		
Tel (Cell):		
Email address:		

**PARTICULARS OF PARENTS (continued)**

	MOTHER	FATHER
Home address:		

**CONTACT PERSON OTHER THAN PARENTS (IN CASE OF EMERGENCY A RESPONSIBLE PERSON SHOULD BE ON STANDBY)**

	FRIEND	NEXT OF KIN
Name and Surname:		
Relationship:		
Cell No:		

**TRANSPORT (Other individuals authorised to collect child from school. Please provide copy of ID document.)**

NAME	TELEPHONE NO

## SPECIAL INSTRUCTIONS

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**MEDICAL INFORMATION**

Family Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ Medical Aid No: \_\_\_\_\_

Does your child suffer from:	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Cardiac murmur
	<input type="checkbox"/>	Tacha Cardia	<input type="checkbox"/>	Grommets				

What childhood illness/es has your child had? \_\_\_\_\_

Is your child on chronic medication? \_\_\_\_\_

Has he/she had any major surgery ? \_\_\_\_\_

Any behavioral problems? \_\_\_\_\_

Any speech or hearing problems? \_\_\_\_\_

Are immunisations up to date? \_\_\_\_\_

Relevant family history (Epilepsy, deafness, blindness etc.)? \_\_\_\_\_

	YES	NO	FATHER'S SIGNATURE	MOTHER'S SIGNATURE
Do both parents consent to a staff member on duty authorising all and any medical treatment that the child may require in case of emergency.				
Should your family doctor not be available do both parents consent to another doctor/dentist to be consulted in case of an emergency?				

**PAYMENT SELECTION**

Please select your preferred method of payment for school fees payable.

ENTERED INTO BETWEEN WOODLANDS CRECHE AND PRESCHOOL (PTY) LTD. AND

MOTHER

FATHER

Full name:

Full name:

ID No:

ID No:

BEING THE PARENT/ GUARDIAN/ RESPONSIBLE PARTY OF:

CHILD

Full name:

Date of birth:

**FEES 2024**

Please select your required service and payment options.

HALF DAY	DISCOUNT	TOTAL PAYMENTS	TICK AND INITIAL ONE CHOICE BELOW
Monthly payments		12 x R5,700	R68,400
Termly payments	5%	3 x R21,600	R64,980
Annual payments	10%	1 x R61,560	R61,560
FULL DAY	DISCOUNT	TOTAL PAYMENTS	TICK AND INITIAL ONE CHOICE BELOW
Monthly payments		12 x R6,680	R82,320
Termly payments	5%	3 x R26,068	R78,204
Annual payments	10%	1 x R74,088	R74,088

**ADDITIONAL FEES**

(Tick appropriate box)

First Time Registration OR	Enrolment Fee of R 2 500 (Once off Non-Refundable)	<input type="checkbox"/>	Initial_____
Current Student	Annual Development Fee of R 2 000 (Due in Jan every Year)	<input type="checkbox"/>	Initial_____
Casual Aftercare	R 150 afternoon	<input type="checkbox"/>	Initial_____

Please send proof of direct deposit (EFT) via email at [info@woodlandspreschool.co.za](mailto:info@woodlandspreschool.co.za)

I/We have elected to pay using the above selected option

I/We acknowledge that TWO CALENDAR MONTHS notice is required when leaving Woodlands. Fees are payable in lieu of notice. Notice given for month of October will incur a 3 month notice period to include December.

FATHER  
SIGNATUREPRINT NAME  
IN FULL

Date:

MOTHER  
SIGNATUREPRINT NAME  
IN FULL

Date:

## SCHOOL POLICIES

### SICK CHILDREN

Woodlands reserves the right to decide whether a child may or may not attend for health reasons. We are expected to adhere to Health regulations that state a sick child cannot remain at the school and has to be isolated at home.

Please DO NOT send your child to school if they have a temperature, a bad cough, discoloured runny nose, if they are vomiting or have any eye infection, diarrhoea, head lice or contagious disease.

### MEDICATION

No medication for symptomatic relief will be administered at school. Only Chronic medication will be administered if parents/guardians sign a Medication dispensation Form. The Parent Agreement below will grant permission allowing Woodlands to administer an Antihistamine in the event of bee stings or allergic reactions.

### COMMUNICATION

Each child has a "Comm" book that will have daily messages and any concerns, praise or news your child's teacher would like to share. Woodlands office prefers to communicate relevant information on a regular basis using email and WhatsApp systems. We will offer parenting information and educational enlightenment on our Social Media pages. Parents are encouraged to raise any concerns, no matter how insignificant by arranging a time to chat to Christina, the Principal, or your child's teacher in order to discuss the matter privately. Alternately you are welcome to email [info@woodlandspreschool.co.za](mailto:info@woodlandspreschool.co.za) where Christina will respond to your concerns with the utmost confidentiality.

### PERMISSION

All security gates and doors must be closed behind you for the safety of all the children. Please let us know who will be fetching your child from the school every day. Under no circumstances will children be allowed to go home with anyone other than parent/guardian unless Woodlands has been notified in writing.

### CHANGES IN ENVIRONMENT

Please share any difficulties or significant changes at home that could affect the child emotionally or otherwise so that their teacher can address any changes in the child's behaviour in an appropriate way. This information will be handled in a confidential manner and in the best interest of the child at all times.

### REPORTS

Written reports will be issued by teachers at the end of every term. Please make an appointment with your class teacher if you would like to discuss anything in the reports.

### EXTRA MURALS

Activities are offered by outside groups and are given by qualified individuals who have been verified through Police Clearance Certificates. Children may participate at the guardians discretion and the cost is payable directly to the individual or company.

### BIRTHDAY RINGS

Please discuss a date to celebrate your child's special day. Please send to school a healthy treat for the class. Please donate a children's book to the school library to commemorate their special day. A sticker will be pasted in the book with your child's name, the year and the special event.

### FIELD TRIPS

All parents will be notified in good time of an upcoming field trip. A signed indemnity form will be required for each event in order to allow children to participate. Children will never leave school premises without your written consent.

### PERSONAL INFORMATION

The PoPI Act considers your personal information to be "precious goods" and therefore aims to bestow upon you, the right of protection and the ability to exercise control over when and how you choose to share this information. Please let us know if you would prefer not to have your information shared with other parents and experts at our school.

### PHOTOGRAPHS

Students at Woodlands Preschool will be involved in school activities where they may be photographed. The purpose of these pictures would be to share wonderful memories of the school day with their family. Photographs of students may also be used in a variety of media to promote activities at the school. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

## FEES

- Tuition and Aftercare fees are to be paid in advance. You may choose to pay monthly, termly or an annual fee.
- Annual Payment offers a 10% discount while Term payments offer a 5% discount.
- Monthly Fees are due by the 1st day of the month. Late fees will incur a penalty of R200.
- Overdue accounts will be charged interest at 3% per month.
- School Fees may be subject to annual price increase in Jan of each year.
- We reserve the right to exercise lock-out on the 15th day of the month should financial commitments not be honoured by parents. Your child will only be able to return once the outstanding school fees have been settled in full.

## ADDITIONAL FEES

- Casual Aftercare Fee is R 150 per day. Payments for casual aftercare are payable monthly in arrears.
- A once off, non-refundable Enrolment Fee of R 2 300 is payable on registration of new children.
- An annual Development Fee of R 1 800 is payable by children attending Woodlands before the school year begins
- Late collection penalty: R200 penalty if a child is collected after 6pm on any given day.

## NOTICE

- TWO Calendar Months notice, in writing, is required when leaving Woodlands. Fees are payable in lieu of notice
- Notice given for month of October will incur a 3 month notice period to include December.
- You have the right to cancel this contract at any time and for any reason. To do this, you must give us a full two calendar months' notice in writing of your intention to do so. If you do not give us a full two months' notice before you withdraw your child from the school then you must pay a full two months' fees instead of notice. You must pay this amount on the first day of the month which would have been the final month if you had given appropriate notice. If you chose to pay school fees yearly, we will credit those amounts to your account

## THE SCHOOL'S POLICIES

While your child is a pupil at the school, we undertake to exercise reasonable skill and care for his/her education and well-being. Our undertaking applies during school hours and at other times when your child has our permission to be on school premises or is participating in activities we have organised. Unless you write to us in advance with the specific purpose to withhold your consent, you consent to your child:

- a) Taking part in supervised school activities. These activities may include contact sports and sports or activities with some risk of physical injury;
- b) Travelling to supervised school activities that take place outside of school premises.

We will take reasonable care to avoid loss, damage, injury or death to your child. Unless we are so careless as if we had intended the harm (known in law as gross negligence), we are not responsible for the loss, damage, injury or death that results from your child taking part in these activities. You accept the legal responsibility for any claims for loss, damage, injury or death that result from your child taking part in these activities.

We will watch your child's progress at the school and produce regular written reports. We will let you know if we have any concerns about your child's progress. We do not, however, have a duty to diagnose any learning disability or other condition your child may have. We can arrange a formal assessment of your child by an appropriate expert. You will be responsible to pay for the formal assessment. You may also choose to arrange the formal assessment yourself.

Girls must, at all times, wear shorts/leggings under their dresses and skirts.

Woodlands is a Christian school and follows the traditions of the Christian faith. At the same time we welcome children from all religions, embracing different cultures and celebrating our diversity.

Signature of Parent \_\_\_\_\_

## PARENT AGREEMENT

By signing below, I declare that:

- a) I am the mother, father, or legal guardian (as relevant) of the child named above;
- b) I have read and understood this contract, including the attachments to it and the policies of the school;
- c) I understand that I and the child must comply with the terms and conditions of this contract for the child to remain enrolled at the school.
- d) I accept that I am personally responsible to pay the fees on demand from the school. I understand that the school may demand payment of fees from me jointly with any other parent, legal guardian or payer, or separately from me alone. This obligation exists throughout the duration of the contract, even if I am not the stated payer.
- e) I agree that I shall be responsible for all collection or legal fees necessitated by lateness or default in payment.
- f) I understand that Monthly Fees are due by the 1st day of the month. Late fees will incur a penalty of R200.
- g) I understand that overdue accounts will be charged at 3% per month.
- h) I understand that A FULL TWO Calendar Months notice, in writing, is required when leaving Woodlands. Fees are payable in lieu of notice. Notice given for month of October will incur a 3 month notice period to include December.
- i) I agree to allow Woodlands Preschool to share my contact information with other parents enrolled at our school as well as experts who provide interventions at the school.
- j) I give permission for photographs of my child to be used in a variety of media to promote activities at the school.
- k) I grant permission allowing Woodlands to administer an Antihistamine in the event of bee stings or allergic reactions

Signature Father \_\_\_\_\_

Signature Mother \_\_\_\_\_

Full name: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_