

2 Stanger Street, Wierdapark, Centurion

Cell: 083 343 9996

E-Mail: info@minikids.co.za



Registration form

DETAILS OF CHILD:

SURNAME: _____

NAME: _____

DATE OF BIRTH: _____

SEX: _____

HOME LANGUAGE: _____

PREVIOUS SCHOOL: _____

WHO BRINGS THE CHILD TO SCHOOL:

START DATE: _____

AGE WITH REGISTRATION: _____

BEHAVIOURAL PROBLEMS: _____

DETAILS OF PARENTS:

MARRIAGE STATUS:	
WITH WHOM DOES THE CHILD LIVE:	

DETAILS	MOTHER	FATHER
SURNAME		
NAME		
ID NUMBER		
PROFESSION		
TITLE		
EMPLOYER		
TEL NO. WORK		
TEL NO. HOME		
CELL NUMBER		
E-MAIL ADDRESS		
POSTAL ADDRESS		
WORK ADDRESS		

CONTACT PERSON IN CASE OF EMERGENCY:

DETAILS	FRIEND	RELATIVE
SURNAME		
NAME		
RELATIONSHIP		
TEL NO. WORK		
TEL NO. HOME		
CELL NUMBER		
E-MAIL ADDRESS		
HOME ADDRESS		

PEOPLE WITH PERMISSION TO COLLECT CHILD:

NAME & SURNAME	RELATIONSHIP	CELL NO.

IMPORTANT TO KNOW:

MEDICAL INFORMATION:

PARENT/GUARDIAN: _____

GP: _____ TEL NO: _____

MEDICAL AID: _____ FUND NO: _____

DOES HE/SHE SUFFER FROM THE FOLLOWING?

DIABETES: _____ ASTHMA: _____ EPILEPSY: _____ HEART PROBLEMS: _____

LIST THE CHILDHOOD ILLNESSES YOUR CHILD MAY HAVE HAD:

LIFE-THREATENING ALLERGIES: _____

OTHER ALLERGIES: _____

MEDICATIONS TAKEN DAILY: _____

OPERATIONS: _____

SPEECH/HEARING PROBLEMS: _____

COMPLICATIONS WITH BIRTH:

IS IMMUNIZATION UP TO DATE: _____

A copy of your child's immunisation card must be handed in along with the form, as well as proof of further immunisations when your child goes for follow-up immunisations.

			SIGNATURES	
	YES	NO	FATHER	MOTHER
HEREBY BOTH PARENTS GIVE PERMISSION THAT A MINI KIDS STAFF MEMBER IS ALLOWED TO GIVE THE CHILD MEDICAL ASSISTANCE WHEN NECCESARY.				
IN CASE THE PREFERRED DOCTOR IS NOT AVAILABLE, PARENTS GIVE PERMISSION FOR ANY DOCTOR TO TREAT THE CHILD IN THE EVENT OF AN EMERGENCY.				

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____**PERSON RESPONSIBLE FOR ACCOUNT:****NAME AND SURNAME:** _____**ID NUMBER:** _____**WORK ADDRESS:** _____**POSTAL ADDRESS:** _____**HOME ADDRESS:** _____**TEL NO WORK:** _____**CELL NO:** _____**E-MAIL ADDRESS:** _____

FINANCIAL INFORMATION:

REGISTRATION/ADMINISTRATION FEE: *NON-REFUNDABLE*

1. Registration fee (once annually):

➤ R 1 200.00

2. Monthly Fee:

➤ **R 3 900.00**

3. Mini Kids Bank details:

Type of Account	Cheque account
Account holder	M Gouws
Bank	FNB
Account number	62864813607
Branch Code	260216

FEES IS PAYABLE IN ADVANCE BEFORE/ON THE 1ST OF EACH MONTH

5 % Discount granted if you pay the full year's school fee before/on 31 January.

SIGNATURE:_____

DATE:_____

Rules and Regulations:

1. The registration fee is once-off annually and non-refundable. To secure a place, the registration fee must be paid in advance.
2. Extracurricular activities are additionally payable directly to the relevant servicers.
3. **Breach of contract:**
 - When the payment agreement is not fulfilled.
 - Your child's account remains active if we do not receive a written notification letter.
 - If your child leaves school without notice, a month's payment will be added to your child's account as notice month .
4. **Annual increases in school fees** will be announced in September and will take effect in January the following year.
5. Fees are calculated over 12 months, regardless of whether your child is absent due to illness/holiday and the school fee must be paid monthly according to the agreement.
6. **YOU MUST GIVE THE SCHOOL 1 MONTH'S WRITTEN NOTICE BEFORE THE 1ST OF THE MONTH IF YOUR CHILD IS LEAVING SCHOOL.**
7. Mini Kids is a school with Christian values.
8. **Your child is constantly supervised by Mini Kids staff.** Every possible precaution is taken to avoid accidents. If an accident or incident does occur, the principal and staff of Mini Kids will not be held legally liable for the accident.
9. **The educational programme starts daily at 08h00 and will be completed by 12h30.** If the toddler comes to school late, there is a possibility that he/she may miss activities that are not always possible to catch up. **Permission is hereby given for your child to participate in daily activities at school.**
10. **All clothing and belongings must be clearly marked.** The school takes no responsibility for lost items that are not clearly marked.
11. **No jewellery, electronic or valuable items** may be sent to school.
12. **Your child will receive balanced meals** at school (breakfast at 08h00, lunch at 11h30 and an afternoon refreshment at 15h00). Every parent should please send a **lunch box with refreshments daily to school** that the toddler can eat at 10h00. Please avoid fizzy drinks and/or candy.
13. If your toddler has a birthday, you are welcome to send along party packs and/or cake for the toddler and his/her classmates. Please note, these packages must not contain any toys, lollipops and/or fizzy drinks.

14. School hours:

- **School hours** are from **06h30-17h30**.
- **Office hours** are from **07h00-16h00**.
- **Morning staff can only receive children from 06h15.**
- **Please make sure your child is picked up from school on time. A fine is levied for persons who come late.**
- Call the office if you are going to be late to avoid unnecessary calls and prevent your child from becoming anxious.

15. The office must be notified in writing if someone else comes to pick up your child. If possible, a photo of the person concerned can be sent to the school's WhatsApp number (083 343 9996).

16. Under no circumstances should medicines be placed in the child's bag. All medication must be given to the relevant staff and is then recorded in the medicine book. The relevant class teacher must also be informed in writing or via WhatsApp of the medication. It is your responsibility to take the medication at the end of the day.

17. No cash should be stored in your child's bag. Mini Kids staff accepts no responsibility for cash going missing. All cash must be given directly to the staff on duty.

18. In case of **damage to property** a **fine will be** levied.

19. Mini Kids management reserves the right of access to the school. The school takes possession of the original registration document.

FOR OFFICE USE ONLY:

IMMUNIZATION RECORD ☐

COPY OF IDS ☐

REGISTRATION FEE ☐

BIRTH CERTIFICATE ☐

DISCLAIMER FORM ☐

DIRECT BANK PAYMENT ☐

I accept and undertake to comply with the above rules and regulations.

Signature (parent/guardian): _____

Date: _____

1. ACCESS TO THE PREMISES OF MINI KIDS CENTURION, CENTURION, 2 STANGER STREET, WIERDAPARK X2

- 1.1 The right of access to MINI KIDS CENTURION is reserved.
- 1.2 All persons, as well as children, who enter MINI KIDS CENTURION do so at their own risk.
- 1.3 The parents or guardians or persons who sign the disclaimer, as well as the children entering the premises, undertake to respect and comply with the rules and regulations of MINI KIDS CENTURION as set out in the contract.

2. GENERAL DISCLAIMER:

The general indemnity document must be completed and signed before your child can be accepted to MINI KIDS CENTURION.

I, _____, the parent or guardian of _____
(Full name and surname of child) _____ (date of birth of child)
hereinafter stated as "my child" declare that:

- 2.1 I am aware that MINI KIDS CENTURION supervises, or makes arrangements, for extracurricular activities, outdoor play on playgrounds, field trips and educational programs for the children.
- 2.2 Although MINI KIDS CENTURION undertakes to take the necessary and reasonable precautions to ensure your child's safety and well-being during school hours, as well as during all activities, MINI KIDS CENTURION is only in a position to guarantee your child's safety within reasonable limits.
- 2.3 I give permission for my child to participate in all official organised, as well as supporting activities of MINI KIDS CENTURION. Should my child not be allowed to participate in any activity, or there is another reason or restriction for not participating in a specific activity, I undertake to notify MINI KIDS CENTURION in writing.
- 2.4 I hereby give, to the best of my knowledge, that my child is healthy and also physically able to participate in the activities offered by MINI KIDS CENTURION bearing in mind that all relevant factors and shortcomings of my child, as stated in writing to MINI KIDS CENTURION, are taken into account by the school.
- 2.5 I consent that, should my child be transported by motor vehicle in an emergency, or in respect of activities offered by MINI KIDS CENTURION, that such transport will be undertaken by a licensed and lawful transport operator, employee of MINI KIDS CENTURION or other, with whom arrangements have been made in advance for such transport.

- 2.6 I give consent, should my child need medical treatment or surgical intervention and, after reasonable efforts, MINI KIDS CENTURION was unable to get hold of me or my designated contact person, (whose identity and details appear in the application for admission to the school), the head of the school or the most senior staff member, can consent on my behalf to medical treatment or surgical intervention.
- 2.7 I accept that in the event of an injury, I will be held liable for the payment of all expenses, medical and hospital bills that MINI KIDS CENTURION may incur on behalf of my child.
- 2.8 I, release MINI KIDS CENTURION, its members, governing board, and employees from any liability for damages or claims resulting from my child's participation in activities or transportation provided by MINI KIDS CENTURION. This includes property damage, bodily injury, illness, or death, regardless of negligence, except in cases of wilful or deliberate negligence by MINI KIDS CENTURION or its representatives.

Full Name and Surname (parent/guardian)

ID number (parent/guardian)

Signature (parent/guardian)

Signed at _____ on the ____ day of _____ 20____

POPI ACT

The Act obliges all businesses/schools to protect personal information of customers/parents, children and employees. POPI applies literally to everyone who processes personal information,

In terms of the POPI Act, this is data that can be used to establish your identity.

The good news is that the POPI (Protection of Private Information Act) Act – also known as the *Protection of Personal Information Act* – which was promulgated by government in 2013 was passed on 22 June 2020 and came into force on 1 July 2021.

In short, it boils down to ensuring the integrity and confidentiality of personal information in his possession or under his control by implementing appropriate, reasonably technical, and organisational measures.

The POPI Act applies to anyone who processes any types of records containing personal information of staff/parents/children. Thus, it sets the minimum standards for the protection of personal information. Processing involves collecting, receiving, recording, organizing, retrieving, or using such information. Furthermore, it also includes the dissemination and dissemination of such information (free of charge or for a fee).

We therefore want to assure our parents that we are strictly enforcing the POPI Act and that we will keep all information secure and confidential. We will therefore guard against publishing personal data such as addresses, telephone numbers and email addresses.

At present we are in a contractual relationship with our children's parents, and it is essential for us to store, process and process information from both parents and children, which can be identified as personal information, to comply with our obligations in terms of this contractual relationship and therefore consent for the essential information is not a requirement.

However, there are certain aspects where we request explicit consent from you and will also grant you with the signing of this document namely:

1. It may occur sporadically that we gather, store and process special personal information as defined in the Act for the sake of improving our service delivery and better understanding and better meeting the needs of our clients.
2. Information already received from you may also be stored for historical, statistical and research purposes even after you are no longer in a contractual relationship with the school.
3. That you consent to the processing of your information to communicate services or goods available to you from us as well as their communication to you.

Full Name & Surname (parent/guardian)

Signature (parent/guardian)

Signed at _____ on the __ day of _____ 20__

DISCLAIMER: SOCIAL MEDIA

The purpose of this disclaimer is to determine whether you, as the legal parent/guardian, have granted permission for school-related videos or photographs of your child to appear for publication (electronic or in hardcopy) on Mini Kids' social media platforms or other marketing platforms.

Our school's social media platforms are administered by persons involved in the school and designated by the school. Only appropriate videos or photos will be posted. We always only have our children's best interests at heart.

I _____parent/guardian
of _____ hereby give permission that school-
related videos/photos of my child may appear on MINI KIDS
CENTURION's social media platforms or other marketing platforms.

Signature: _____

Date: _____