



The Beacon Tutor Centre

Enrollment Contract

18 Bougainvillea Road, Vincent Heights, East London E:

083 225 3663 / senior phase Sylvia Friend (Owner & Principal)

Dear Parent / Guardian.

This serves as a warm welcome to you and your child at The Beacon Tutor Centre.

We are a fully registered Tutor Centre following the CAPS curriculum using Mindscape as our curriculum provider.

- Please complete the following document in full and supply all the required documents for this

Enrolment Form to be processed.

- This document must be completed by hand and signed in Black ink.
- We expect complete honesty and disclosure upfront when enrolling a learner at The Beacon Tutor Centre.

Learner's Personal Information:

Full Names and Surname of Learner: _____

Date of Birth: _____ Learner age at present: _____ Previous School: _____

ID Number: _____

Please attach a copy of



- ☐ Student Birth Certificate or ID card –
- ☐ Legal guardian's ID. [DOCUMENT REQUIRED]
- ☐ Last Report (NB_ Without an updated report we can not enrol your child)
- ☐ Transfer letter if available
- ☐ Educational Valuation / Phycologist report

Please circle: We / I are / am the PARENT/S or GUARDIAN/S of Student/s

Please circle: PARENT/S / GUARDIAN/S are MARRIED / DIVORCED / SINGLE PARENT

If DIVORCED or SINGLE PARENT, are there any custodial issues we need to be aware of? NB!!!

THE BEACON TUTOR CENTRE

Does your child have siblings? YES / NO (This is also very important)

If YES, please list the names and ages of his/her siblings:

Name & Surname	Age	Grade	School

Home Language: _____ 2nd Language: _____



Is your child currently on any prescribed medication? YES / NO

If YES, please explain why your child is taking it:

Allergies:

Doctor: _____ Contact Number: _____

Medical Aid: _____ Membership Number: _____

Any additional relevant information required that will assist us to ensure your child is happy and content at The Beacon Tutor Centre.

Parent/s or GUARDIAN Information:

- Mom's Name & Surname: _____
- Mom's ID Number: Cell:
- Work Number: Home Number:
- Mom's Occupation:
- Mom's Place of Employment:
- Mom Email:

- Dad's Name & Surname: _____
- Dad's ID Number: Cell:
- Work Number: Home Number:
- Dad's Place of Employment:

- Dad's Occupation:
- Dad Email:

Home Address where Child is residing/ living: _____
 _____ / East London/ Postal Code: _____

TWO Additional Contact Persons (Name and CELLPHONE Number) who will take responsibility for your child should you be unavailable in an emergency (must be local (East London area) and mobile (have transport) to fetch child):

[NOTE: This cannot be you as parents. This is for emergencies if we are unable to get hold of you.]

NAME: _____ CELLPHONE: _____

RELATIONSHIP TO LEARNER: _____

NAME: _____ CELLPHONE: _____

RELATIONSHIP TO LEARNER: _____

The Beacon Centre - Indemnity Form:

Although I am / we are aware that every precaution will be taken to prevent accidents, harm, injury, loss or

damage to my / our child _____ and / or his / her person or possessions, I / we _____ (Parent/s / Guardian/s Full Name/s), the undersigned, as the parent/s and / or legal guardian/s of the child being enrolled at The Beacon Tutor Centre, do hereby indemnify the owners and staff of The Beacon Tutor Centre against any claim that might arise from any accidents, harm, injury and / or damage to my / our child (named on the Enrolment Form) or his/her possessions while in their care or on the school premises.

Signed this _____ Day of _____ 20__ in East London. _____

- Parent ☐ Guardian ☐ Parent ☐ OTHER ☐

NOTE: By placing your signature on this The Beacon Tutor Centre Enrolment Form you agree to the following school enrolment agreement.

- Staff will only be available to supervise your child from the Times Tutoring Starts and Ends.

Parent Name & Surname: _____ Parent Signature: _____

Date: ____/____/20__

Parent Name & Surname: _____ Parent Signature: _____

Date: ____/____20__

THE BEACON TUTOR CENTRE

THE BEACON TUTOR CENTRE FEES

We are extremely strict about the payment of fees as we fully rely on the fees we receive from each student.

I/we _____ (Full Name & Surname), as the parent / guardian responsible for paying the aftercare fees for, _____, hereby acknowledge and agree to the following:

PLEASE NOTE THERE IS an ADMIN FEE OF R600.00 PER YEAR



Grade/ Phase	Per student	Amount	Full day With or Without Homework Centre
Foundation Phase: Gr R to 3	1 Student	R3 000	Full day With Homework Centre
	2 Students	R5 600	Full day With Homework Centre
Foundation Phase: Gr R to 3	1	R2 800	Finish school at 13:30pm NO Aftercare and Homework Centre
	2	R5 300	Finish school at 13:30pm No Aftercare and Homework Centre
Intermediate Phase Gr4-6	1	R3 800	Full day With Homework Centre
	2	R7 200	Full day With Homework Centre
Intermediate Phase Gr4-6	1	R3 500	Finish school at 2 pm No Aftercare and Homework Centre
	2	R6 900	Finish school at 2 pm No Aftercare and Homework Centre
Senior Phase Gr 7-9	1 Student	R3 800	Full day With Homework Centre

	2 Students	R7 200	Full day With Homework Centre
Senior Phase Gr 7-9	1	R3 500	Finish school at 2 pm No Aftercare and Homework Centre
	2	R6 900	Finish school at 2 pm No Aftercare and Homework Centre
FET Phase Gr 10 - 12	1	R3 800	Full day With Homework Centre
	2	R7 200	Full day With Homework Centre
FET Phase Gr 10 - 12	1	R3 500	Finish school at 2 pm no aftercare and homework Centre
	2	R6 900	Finish school at 2 pm no aftercare and homework Centre

PLEASE NOTE: If a student leaves or no longer requires assistance regarding tutoring 1 Full Calendar

Months' Notice must be given at the Tutor Centre or Homework Centre.

PS: ALL FEES DUE BY 3rd of Each MONTH! Fees in arrears will lead to suspension.

Initial: _____

Bank Details:

The Beacon Tutor Centre

Bank: Nedbank South Africa

Branch: Retail Park / Branch Code: 198765

Ac: Cheque/Current / Ac No: 1252165307



THE BEACON TUTOR CENTRE

Reference: student NAME / Notification:

By signing the form below, I accept the above terms and conditions.

The Beacon Tutor Centre & Aftercare

Please note the following policy and procedures for the Aftercare at Beacon Tutor Centre:

- TIMES: Monday to Friday Aftercare children to be fetched by 5:15pm SHARP / by 2pm for children that do Not attend Aftercare.
- If a child is still at Aftercare or Tutor centre later than the closing times stated above, the parents / guardians of that child are liable to pay a fine.
 - The fine is set as follows: for every 5 minutes late, R50 is charged.
 - E.g. if you arrive at the gate at 5:40pm, you will be charged R300.
 - This applies per child – so, if you have Two Children, you would then be charged R50 per 5 minutes for EACH child.
- The Aftercare staff are employed to work until 5:30pm (Monday to Friday).
- The fine will be added to your account and will have to be paid by the end of the month in which the late collection took place.
- A Full One Calendar Month Notice is to be given/Paid in the case of a child leaving the Tutor Centre or Aftercare.

NOTE: If a child is left at school late (Beyond the Stipulated Times), the longest the Aftercare staff will remain to wait with your child is until 5:50pm (Monday to Friday). Thereafter, if you have still not arrived to fetch your child, they will be left alone until you arrive. There will be no one to attend to them.

Please note you will then be charged the maximum amount of R300 per child (5:30pm – 5:50pm).

Fetching your child/children

- If you are sending someone other than yourself (parent/guardian) to fetch your child/children, the school needs to be informed BEFORE the person arrives (either via SMS, Phone Call or Letter). We Do Not release children to unknown adults.

- Parents / Guardians are to please come to the gate to fetch their child / children. Do not send minors to the gate, we will only release to adults.
- We will not let children out the gate if the parent just parks and hoots. Firstly, this is EXTREMELY rude. Secondly, letting children run out unaccompanied to cars parked in the parking area is dangerous.

Note:

- Please ensure your child is sent with sufficient food and liquids for sip and crunch.
- Extra clothing: as the children play and participate in activities during the course of the afternoon, please always ensure your child has extra clothing with them in their bag. If accidents occur they need this change of clothing. Please, this is very IMPORTANT.

Please make sure all clothing, lunch tins and cool drink bottles are clearly marked to prevent loss thereof.

Kind Regards

Sylvia Friend Principal/ Owner

 Parent/Guardian _____ Signature _____ Date ____/ ____/ 20__
 Witness _____ Signature _____ Date ____/ ____/ 20__

Any Meetings to be arranged in Advance

We are a Small and Happy Environment/ Our Goal – To Keep it That Way

Kind Regards: Sylvia Friend Owner

The Beacon Tutor Centre



JUNIOR & SENIOR PHASE
GR RR - 12

SIGNED:.....
 DATE: / 20.....
 FOR A BETTER TOMORROW



THE BEACON TUTOR CENTRE