

**The Beacon Tutor Centre 2025 Enrollment Contract**

: Email: thebeaconel@gmail.com / 083 225 3663



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.

☑ 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 ink.

☑ We expect complete honesty and disclosure upfront when enrolling a learner at The Beacon Tutor Centre.

☑ Full Names and Surname of Learner: Name \_\_\_\_\_ Surname \_\_\_\_\_  
Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Learner age at present: \_\_\_\_\_

**Learner’s Personal Information:**

ID Number: \_\_\_\_\_

- Please attach a copy of your child’s Birth Certificate or ID card to the Enrolment Form and a copy of legal guardian’s ID. [DOCUMENT REQUIRED]
- Attach the student intake form
- Attach Last School report / Term results
- Please circle: We / I are / am the PARENT/S or GUARDIAN/S of the child The Beacon Tutor Centre.
- 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? ( Yes/No)

Home Language: \_\_\_\_\_

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

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

\_\_\_\_\_

Allergies: Yes / No

\_\_\_\_\_

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:**



Mother Name & Surname: \_\_\_\_\_  
Mother ID Number: ..... Cell: .....  
Work Number: .....  
Mother Occupation: .....  
Mother Place of Employment: .....  
Mother Email: .....

Father Name & Surname: \_\_\_\_\_  
Father ID Number: ..... Cell: .....  
Work Number: .....  
Father Place of Employment: .....  
Father Occupation: .....  
Father 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 personal 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 \_\_\_\_\_ 202\_\_ in East London.

Signature \_\_\_\_\_

Parent { } / Guardian { } \* Parent { } / Guardian { }

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

Initial:

\_\_\_\_\_

**Staff will only be available to supervise your child from the Times Tutoring Starts and Ends.  
Gates Open: 6:45am School Ends 1:30pm Junior side (Grade RR to 3 ) 2pm (Grade 4 to 12 )**



Parent/Guardian Name & Surname: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Parent/Guardian Name & Surname: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### FEES for the Beacon Tutor Centre

**We are extremely strict about the payment of fees we are not funded by anyone and solely rely on our fees to be paid in order to continue our duties.**

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 A ADMIN FEE OF R600.00 PER YEAR**

- One Child Fees **R3500** per month - **With aftercare**. Grade: R to 3 \_\_\_\_\_ R2700
- One Child Fees **R3200** per month - **Without aftercare** Grade R to 3 \_\_\_\_\_ R2500
- Two Children fees with Discount = R5400- **With aftercare**
- Two Children fees with Discount = R5100 - **Without aftercare**
- Three Children fees with Discount = R7400 - **With aftercare**
- Three Children fees with Discount = R7100 - **Without aftercare**
- Four Children Fees with Discount = R10 300 - **With aftercare**
- Four Children Fees with Discount = R10 000 - **Without aftercare**

**If a Student leaves or no longer require assistance regarding tutoring will need to give 1 Full Calendar Months' Notice must be given at the Tutor Centre or Homework Centre.**

Initial \_\_\_\_\_

**Bank Details: *PS: ALL FEES DUE BY 3rd of Each MONTH!***

The Beacon Tutor Centre

Bank: Nedbank South Africa

Branch: Retail Park / Branch Code: 198765

Acc: Cheque/Current / Acc No: 1252165307

Reference: student NAME / Notification: [thebeaconel@gmail.com](mailto:thebeaconel@gmail.com)

**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 Homework 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 R100.**

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).



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7 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 are 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.

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**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 Owner/ NLP Practitioner

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_/ \_\_/ \_\_

Witness \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_/ \_\_/ \_\_

**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 & principle*

School Stamp



## Please Note

### This is your copy as Parent / Guardian

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*Sylvia Friend*

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School Stamp