Little KQ Academy ENROLMENT FORM

Parent / Guardian Information & Consent Form

Please complete all applicable sections and attach the required supporting documents.

1. CHILD INFORMATION

Child's Full Name & Surname	Date of Birth
ID / Birth Certificate Number	Age
Gender	Home Language
Doctor's Name	Doctor's Contact Number

Allergies / Medical Conditions / Diagnosis

Please provide details:	Additional information:

Clinic Card / Immunisation Record

☐ Copy attached ☐ Not available – see Section 7

2. PARENT / GUARDIAN INFORMATION

Mother's Full Name	Mother's ID Number (optional)
Father's / Caregiver's Full Name	Father's / Caregiver's ID Number (optional)
Mother's Cell Number	Mother's WhatsApp Number
Father's / Caregiver's Cell Number	Father's / Caregiver's WhatsApp Number
Email Address	Home Address
Work Address	Employer
Work Telephone	Marital Status
Relationship to Child	Other Relevant Information

Note: Providing an ID number is optional. Where an ID number is provided, the Centre will handle it in accordance with POPIA.

Alternative Emergency Contacts – TWO REQUIRED (not the child's mother or father)

Emergency Contact 1 – Full Name	Relationship to Child
Cell Number	Alternative Number

Emergency Contact 2 – Full Name	Relationship to Child
Cell Number	Alternative Number

3. LEGAL INFORMATION & PARENTAL CONSENTS

Authorised Persons for Child Collection

List every person permitted to collect the child. The Centre may require identification and/or a photograph before releasing the child.

Name 1	Relationship to Child
ID Number (optional)	Collection Password / Code
Name 2	Relationship to Child
ID Number (optional)	Collection Password / Code
Name 3	Relationship to Child
ID Number (optional)	Collection Password / Code

Persons NOT Authorised to Collect the Child

Full Name(s) and relevant information:	Additional instructions:

Parent / Guardian Permissions

Permission / Consent	YES	NO
Photos/videos for Facebook, other social media, school file, displays or Centre walls	☐	☐
Outings, walks or activities outside the Centre	☐	☐
Administration of first aid and CPR by trained staff when required	☐	☐
Calling an ambulance / emergency medical services in an emergency	☐	☐
Developmental screening	☐	☐

4. MEDICAL INFORMATION

Permission / Consent	YES	NO
Does the child have a chronic illness or medical condition?	☐	☐
Does the child take medication?	☐	☐
Does the child have medical aid?	☐	☐
Does the child have any food or medication allergies?	☐	☐

If YES – Medical Condition / Details	Medication Name / Dosage / Instructions
Medical Aid Name (if applicable)	Medical Aid Membership / Number

Food Allergies / Reactions	Medication Allergies / Reactions

TB Screening

Please complete the Centre's TB screening questions and provide any relevant information requested.

TB screening notes / outcome:	Additional information:

5. FEES & FINANCIAL INFORMATION

Monthly Centre Fee: R	Registration / Enrolment Fee: R
Fees Due By (e.g. 3rd):	Notice Period (e.g. 1 month):
Late / Overdue Fee (if applicable):	Other Applicable Fees: R

Centre Banking Details

Bank Name / Account Name:	Account Number / Branch:

Parent / Guardian Financial Acknowledgement

- I understand the monthly fee payable and the date on which fees are due.
- I understand that fees are payable every month.
- I understand the Academy's policy regarding fees during holiday periods.
- I understand the Academy's policy regarding fees when my child is absent or sick or over holiday period.
- I understand the procedures and consequences relating to overdue or unpaid fees.
- I understand the required notice period for withdrawal is 1 months notice.

Parent / Guardian Initials: _____

6. ACADEMY RULES & INDEMNITY

Operating & Daily Requirements

Operating Hours: 6:30am till 17:30 Winter closures at 17:00	Late Collection Fee: R60 For every 15min

- Daily items may include box of tissues, wipes, bum cream of your choice nappies, extra clothing and any other personal items requested by the Academy.
- Parents/guardians must follow the Academy 's sick child policy, including keeping a child at home when the policy requires it.
- The Academy 's Code of Conduct and Discipline Policy apply to all children, parents/guardians and relevant interactions with the Academy .
- Corporal punishment is not permitted.

Indemnity

Subject to applicable law, the Academy will not be liable for an accident, injury or incident where the Academy or staff has not been negligent. Parents/guardians are encouraged to read the Academy's full indemnity and relevant policies before signing.

7. REQUIRED SUPPORTING DOCUMENTS

Document	Attached	Not Available / N/A
Child's Birth Certificate / ID	☐	☐
Child's Clinic Card / Immunisation Record	☐	☐
Mother's ID	☐	☐

Father's / Caregiver's ID	☐	☐
Proof of residential address (e.g. utility bill / bank statement)	☐	☐
Information regarding child's grant – YES / NO	☐	☐

Where a Birth Certificate Is Not Available

The parent/guardian should provide proof of birth where available, together with a sworn affidavit explaining the circumstances, and any other supporting documentation required by the Academy or relevant authorities.

8. DECLARATION & SIGNATURES

- The information provided on this enrolment form is true and correct to the best of my knowledge.
- I have provided all relevant information regarding the child.
- I understand and will honor the rules, policies, fees and procedures.
- I agree to notify the Academy of any changes to the information provided.
- I understand the permissions and consents selected on this form.

Parent / Guardian Full Name	Signature
Date	Principal / Centre Manager Full Name
Principal / Centre Manager Signature	Date
Witness Full Name	Witness Signature
Witness Date	Centre Stamp (if applicable)

POPIA PRIVACY NOTICE & DISCLAIMER

Little KQ Academy respects the privacy and confidentiality of all children, parents, guardians and caregivers. Personal information collected through this enrolment form will be processed, stored and protected responsibly in accordance with the Protection of Personal Information Act (POPIA) and other applicable South African laws.

Personal information provided on this form will not be shared with unauthorised persons or third parties unless there is lawful justification, a legal obligation, or consent has been provided where required. Information will only be used for legitimate purposes relating to the child's enrolment, care, safety, administration, communication and the effective operation of the academy.

Little KQ Academy will take reasonable and appropriate measures to protect personal information against loss, damage, unauthorised access, disclosure or misuse. Parents/guardians may contact the Centre if they have questions about how their personal information or their child's information is collected, used, stored or protected.

By signing this enrolment form, I acknowledge that I have read and understood this POPIA privacy notice.

Parent / Guardian Initials	Date