Willow Tree Academy

Learning. Growing. Shining.

Preschool & Primary : Gr. RRR – Gr. 7
Address : 14 Anaboom Crescent, Melodie, Hartbeespoort, 0216
Senior : Gr. 8 – Gr. 12
Address : 40 Danie Street, Schoemansville, Hartbeespoort, 0216

Cell & WhatsApp : 072 994 6811
e-Mail: info@willowtreeacademy.co.za
Business Registration Number : 2024 / 404689 / 07

LEARNER ENROLMENT CONTRACT 2027

Full Name & Surname of Learner

_____

_____

Grade

_____

Commencement Date

_____

Please complete the form in full for your registration to be accepted.

LEARNERS PERSONAL DETAILS

SURNAME : _____

FULL NAME : _____

NICK NAME : _____

ID NUMBER : _____

DATE OF BIRTH : _____

GRADE : _____

HOME ADDRESS : _____

_____

NATIONALITY : _____

HOME LANGUAGE : _____

SECOND LANGUAGE : _____

PREVIOUS SCHOOL / INSTITUTION : _____

CURRICULUM RIGISTERED ON : _____

STUDENT NUMBER : _____

LOG-IN DETAILS
USERNAME : _____

PASSWORD : _____

HAS A GLOBAL PSYCHOLOGICAL ASSESSMENT BEEN COMPLETED IN LAST YEAR? : _____
(IF SO PLEASE ATTACH)

SPECIAL DIETARY REQUIREMENTS **OR** ALLERGIES **OR** MEDICAL CONDITIONS : _____

_____

ANY IMPORTANT INFORMATION INCLUDING LEARNING BARRIERS OR BEHAVIOUR THAT STAFF SHOULD BE AWARE OF:

_____

_____

TRANSPORT - WHO WILL COLLECT YOUR CHILD :

1. _____

2. _____

3. _____

WHICH EXTRA- MURAL ACTIVITIES DOES YOUR CHILD PARTICIPATE IN :

_____

DETAILS OF MOTHER / STEP-MOTHER/ LEGAL GUARDIAN

TITLE : _____

SURNAME : _____

FULL NAME : _____

NICK NAME : _____

ID NUMBER : _____

MARITAL STATUS : _____

PARENT LIVING WITH CHILD IN ONE HOUSE : _____

OCCUPATION : _____

BUSINESS NAME : _____

TEL (H) : _____

TEL (W) : _____

CELL : _____

WHATSAPP : _____

HOME ADDRESS : _____

_____

WORK ADDRESS : _____

_____

E-MAIL ADDRESS : _____
(PLEASE WRITE LEGIBLY)

DETAILS OF FATHER / STEP-FATHER/ LEGAL GUARDIAN

TITLE : _____

SURNAME : _____

FULL NAME : _____

NICK NAME : _____

ID NUMBER : _____

MARITAL STATUS : _____

PARENT LIVING WITH CHILD IN ONE HOUSE : _____

OCCUPATION : _____

BUSINESS NAME : _____

TEL (H) : _____

TEL (W) : _____

CELL : _____

WHATSAPP : _____

HOME ADDRESS : _____

_____

WORK ADDRESS : _____

_____

E-MAIL ADDRESS : _____
(PLEASE WRITE LEGIBLY)

PRINCIPAL DEBTOR AND CO-SURETY

(The person signing as the Principal Debtor assumes joint and several liability as Principal Debtor for all fees incurred.)

TITLE : _____

SURNAME : _____

FULL NAME : _____

ID NUMBER : _____

CELL : _____

WHATSAPP : _____

E-MAIL ADDRESS : _____
(PLEASE WRITE LEGIBLY)

HOME ADDRESS : _____

_____

SIGNATURE OF PRINCIPAL DEBTOR _____

DETAILS OF ANOTHER CONTACT PERSON IN THE CASE OF AN EMERGENCY

*** MUST BE COMPLETED ***

(Please do not list a parent/guardian already specified above.)

SURNAME : _____

FULL NAMES : _____

RELATIONSHIP : _____

TEL (H) : _____

TEL (W) : _____

CELL : _____

WHATSAPP : _____

HOME ADDRESS : _____

_____

E-MAIL ADDRESS : _____
(PLEASE WRITE LEGIBLY)

LEARNERS MEDICAL DETAILS – CONSENT

IN A CRITICAL MEDICAL SITUATION, PLEASE BEAR IN MIND THAT THERE MAY NOT BE TIME TO REFER TO THE CHILD'S RECORDS. WILLOW TREE ACADEMY THEREFORE RESERVES THE RIGHT TO UTILISE THE QUICKEST AND BEST MEDICAL SERVICE AVAILABLE.

I, _____ BEING THE PARENT / LEGAL GUARDIAN

OF _____ HEREBY AGREE THAT A MEDICAL PRACTITIONER MAY PROVIDE EMERGENCY TREATMENT AS MAY BE NECESSARY.

MEDICAL AID NAME : _____

OPTION/PLAN : _____

MEMBERSHIP NO. : _____

DEPENDENT CODE : _____

MAIN MEMBER FULL NAME AND SURNAME : _____

SIGNATURE OF MAIN MEMBER _____

SIGNATURE OF MOTHER / STEP-MOTHER / LEGAL GUARDIAN _____

SIGNATURE OF FATHER / STEP-FATHER / LEGAL GUARDIAN _____

SIGNATURE OF PRINCIPAL DEBTOR _____

SIGNATURE OF WILLOW TREE ACADEMY PRINCIPAL _____
(ROELIEN VAN DER WESTHUIZEN-WALKER)

POPIA CONSENT & MEDIA RELEASE

Consent for Processing Personal Information (POPIA)
In terms of the Protection of Personal Information Act 4 of 2013 (POPIA), Willow Tree Academy requires consent to collect, process, and retain personal information relating to the learner and their parents/legal guardians.

By signing this agreement, the undersigned Parent(s) / Legal Guardian(s) / Principal Debtor hereby:

- **Authorize** Willow Tree Academy to collect, store, and process personal, contact, financial, and medical information provided in this registration form for administrative, educational, medical emergency, and fee-collection purposes.
- **Acknowledge** that Willow Tree Academy will take all reasonable technical and organizational measures to protect the privacy and confidentiality of all personal data, including third-party curriculum credentials (usernames and passwords) and specialist reports.
- **Understand** that personal information will not be shared with unauthorized third parties without prior written consent, except where required by law, educational authorities, or emergency medical service providers.

Permission to Use Learner Images and Media
Willow Tree Academy requests permission to capture, store, and publish photographs, audio, and video recordings of the enrolled learner, as well as displays of their academic or creative work, for educational, promotional, and publicity purposes.

Media may be utilized across official communication and marketing channels, including:

- The official Willow Tree Academy website and digital newsletters.
- Official Willow Tree Academy social media accounts (e.g., Facebook, Instagram, YouTube).
- Printed school publications, brochures, and promotional materials.
- Local news media (with prior notification).

Important Privacy & Safety Protections:

- The school will take reasonable precautions to protect the learner's online safety and privacy.
- A learner's full surname will **not** be published alongside their photograph on public social media or web platforms without explicit additional permission.
- You reserve the right to modify or withdraw this media consent at any time by submitting a formal written request to info@willowtreeacademy.co.za. *(Note: Withdrawal of consent applies prospectively and cannot undo media already published or distributed prior to notice.)*

Learner Media Consent Selection *(Please tick one option)*

[ ] **YES, I GRANT MEDIA CONSENT:**
I give my full consent for Willow Tree Academy to capture, process, and publish my child's image, voice, and academic work as described above for educational and promotional purposes.

[ ] **NO, I DO NOT GRANT MEDIA CONSENT:**
I **do not** give consent for my child's image, voice, or work to be published on any public, print, or social media platforms.

_____ _____
SIGNATURE OF MOTHER / STEP-MOTHER / LEGAL GUARDIAN DATE

_____ _____
SIGNATURE OF FATHER / STEP-FATHER / LEGAL GUARDIAN DATE

_____ _____
SIGNATURE OF PRINCIPAL DEBTOR DATE

GENERAL

This agreement constitutes the whole agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this agreement or any provision or term thereof or of any agreement, bill of exchange or other document issued or executed pursuant to or in terms of the agreement and no settlement of any disputes arising under this agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this agreement or any agreement, bill or exchange or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

1. JURISDICTION

This Agreement is subject to South African Law.

2. CREDIT INFORMATION

The Principal Debtor, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the National Credit Act.
Joint and Several Liability : both **parents/legal guardians** and the nominated **Principal Debtor** are **jointly and severally liable** for the payment of all fees.
In the event where Willow Tree Academy takes legal action against the Principal Debtor, he / she will be liable for all legal fees on an attorney-client scale, collection costs and commission, interest, and tracing fees.

DOMICILIUM CITANDI ET EXECUTANDI

Nominated Address for Legal Service
The Parent(s) / Legal Guardian(s) hereby choose the physical address set out below as their domicilium citandi et executandi (nominated address) for all purposes arising under or in connection with this Agreement, including the serving of all formal, legal, and legal court notices, processes, and proceedings:

Physical Street Address: _____

Suburb: _____

City / Town: _____

Postal Code: _____

Requirements and Changes

- **No P.O. Box**: The nominated address **must be a physical street address** where notices can be physically delivered and served. Postal office box addresses (P.O. Boxes) or Private Bags are strictly prohibited for this purpose.
- **Written Notice of Change**: Any change of domicilium citandi et executandi shall only become effective upon the School / Institution receiving written notification signed by the Parent(s) / Legal Guardian(s) specifying the new physical street address, provided that the new address remains a physical address within the country of jurisdiction.

Delivery and Deemed Receipt
Any legal notice or process delivered to the physical address specified above by hand, prepaid registered post, or recognized commercial courier shall be deemed to have been duly received and served on the date of physical delivery.

Whole Agreement & Non-Variation Clause (Shifren Clause)
No variation, amendment, or consensual cancellation of this contract shall be valid unless reduced to writing and signed physically (or via verified electronic signature) by both the Principal Debtor and the Principal of Willow Tree Academy.

3. CANCELLATION

3.1 The Principal Debtor undertakes to give **<u>One Month Written Notice</u>** of termination of the enrolment of a learner, failing which and the liability will be incurred for the full amount of the following months fees by the Principal Debtor. <u>November and December do not count as notice months.</u>

3.2 Willow Tree Academy shall be entitled to terminate the enrolment of any learner under the following circumstances: Summarily and with immediate effect, if the learner is guilty of an offence which, in the sole opinion of Willow Tree Academy, renders his / her continued enrolment at Willow Tree Academy impossible, in which event the Principal Debtor, will NOT be refunded in respect of such leaner. As all fees are non-refundable fees.

_____ _____
SIGNATURE OF MOTHER / STEP-MOTHER / LEGAL GUARDIAN DATE

_____ _____
SIGNATURE OF FATHER / STEP-FATHER / LEGAL GUARDIAN DATE

_____ _____
SIGNATURE OF PRINCIPAL DEBTOR DATE

_____ _____
SIGNATURE OF WILLOW TREE ACADEMY PRINCIPAL DATE
(ROELIEN VAN DER WESTHUIZEN-WALKER)

<u>WILLOW TREE ACADEMY MASTER TERMS & CONDITIONS</u>

1. PURPOSE OF WILLOW TREE ACADEMY

To provide a safe environment for all enrolled learners, during the 'school' day. To assist learners with their registered curriculum, in addition to cognitive learning of basic skills and even critical thinking skills, the emotional and social well-being of the child is paramount. Helping children develop in these areas is a key expectation and goal.
Children will remain in the care of Willow Tree Academy until such time they have been collected by the parents, transport, or guardian. The 'school' day starts at 8:00 am and ends at 1:00 pm , Monday to Friday, with two 30 min break times during the day.
Drop-off may commence from 7:00 am and last collection will be at 1:30 pm.
<u>Children will automatically be placed into our Aftercare Service if not collected by 1:30 pm and remain at aftercare until such time they have been collected by the parents, transport, or guardian. Aftercare Fees are R150.00 per day per child ; fees will automatically be added to your monthly bill if the service is made use of.</u>
Our programme is run by Principal Roelien.

2. SERVICES OFFERED

- Gr. RRR to Gr. 12 'Impaq Homeschooling' and 'Think Digital Academy' Curriculums Supported at Willow Tree Academy. Assisting learners with 'British International' and South African (CAPS) curricula.
- Invigilation of the registered curriculum, assessments, tasks, tests, and/or exams.
- Free Wi-Fi Available.
- Small classes, with 'one-on-one' attention and assistance.
- Qualified and/or registered tutors, special needs and child psychology qualification also applicable.
- Extra-Mural Activities, at an additional cost.
- Aftercare Program, with Holiday Program; at an additional cost, if not part of chosen finance option.

3. SAFE ENVIRONMENT

Willow Tree Academy staff is responsible for a child immediately on arrival of the child and this responsibility will only end when the parents or a designated guardian collects the child, during this time, every reasonable precaution will be taken to provide a safe environment.

Minor injuries will be dealt with in an appropriate manner. Staff on duty have First Aid and CPR Training.

Serious injuries will be handled as follows:

- Paramedics called in.
- Parents immediately notified.
- If hospitalization required, then child will be taken to nearest hospital / clinic.
- Parents will be responsible for all costs.

I agree that Willow Tree Academy, their agents, officers, directors, employees, volunteers, and representatives are not responsible for any death, illness, injury, loss or damage of any kind sustained by any person or learner while they are on the premises of Willow Tree Academy, and all related activities.

The main entrance will be the only entrance and exit point for learners and parents.
Staff will take the register to determine which learners are present.

_____ _____

SIGNATURE OF MOTHER / STEP-MOTHER / LEGAL GUARDIAN DATE

_____ _____

SIGNATURE OF FATHER / STEP-FATHER / LEGAL GUARDIAN DATE

_____ _____

SIGNATURE OF PRINCIPAL DEBTOR DATE

_____ _____

SIGNATURE OF WILLOW TREE ACADEMY PRINCIPAL DATE
(ROELIEN VAN DER WESTHUIZEN-WALKER)

4. WILLOW TREE ACADEMY PROGRAM

Operating Hours:
Monday to Friday from 7:00 am till 1:30 pm

Drop-off May Commence – 7:00 am
Classes Starts – 8:00 am
1st Break – 09:00 am till 09:30 am **OR** 09:30 am till 10:00 am
2nd Break – 11:00 am till 11:30 am **OR** 11:30 am till 12:00 pm
Classes Ends – 1:00 pm
Last Collection – 1:30 pm

Dates Open:

- **4 Term – 'Public School Terms':**

Term 1 : Wednesday, 13 January 2027 – Friday, 19 March 2027 **(Closes @ 12:00 pm)**
Term 2 : Tuesday, 06 April 2027 – Friday, 25 June 2027 **(Closes @ 12:00 pm)**
Term 3 : Tuesday, 20 July 2027 – Wednesday, 22 September 2027 **(Closes @ 12:00 pm)**
Term 4 : Tuesday, 05 October 2027 - Wednesday, 08 December 2027 **(Closes @ 12:00 pm)**

Dates Closed:

- **Public Holidays:**

Human Rights Day	Sunday, 21 March 2027	Freedom Day	Tuesday, 27 April 2027
Public Holiday	Monday, 22 March 2027	Workers' Day	Saturday, 01 May 2027
Good Friday	Friday, 26 March 2027	Youth Day	Wednesday, 16 June 2027
Family Day	Monday, 29 March 2027	Women's Day	Monday, 09 August 2027
Special School Holiday	Monday, 26 April 2027	Heritage Day	Friday, 24 September 2027

- **4 Term – 'Public School Holidays':**

End of Term 1 : Monday, 22 March 2027 – Monday, 5 April 2027
End of Term 2 : Monday, 28 June 2027 – Monday, 19 July 2027
End of Term 3 : Thursday, 23 September 2027 – Monday, 04 October 2027
End of Term 4 : Wednesday, 08 December 2027

5. CLOTHING AND POSSESSIONS AT WILLOW TREE ACADEMY

- Learners may have a change of clothes, a hat and water-bottle.
- All clothes and possessions must be clearly marked with your child's name.
- Each learner must have a suitable bag for all items.
- No toys from home are allowed at Willow Tree Academy as staff cannot be responsible for the toys.
  Any toys or cell phones brought to Willow Tree Academy is the sole responsibility of the learners.

Cell Phone Policy:
Cell phones are **NOT** allowed at Willow Tree Academy or Aftercare Service at all during the week. We are busy with classwork, homework or studying.
If a cell phone is seen during the week, it will be confiscated, and the parent can collect it from Principal Roelien, on the Friday of that week.
All learners registered on **'Think Digital Academy' must have** a Laptop or Tablet to use for classwork and homework.
If your child needs to contact a parent/legal guardian during the day, for whatever reason, they can come to Ma'am Roelien, and she will contact a parent for the learner.
Cell phones may **ONLY** be brought to Willow Tree Academy or Aftercare Service on a Friday or during 'Holiday Program' when there is no classwork, homework or studying to be done.
Any cell phones brought to Willow Tree Academy is the sole responsibility of the learner, Willow Tree Academy staff cannot be held responsible for any lost or damaged cell phone.

6. DISCIPLINE & CODE OF CONDUCT

Willow Tree Academy is committed to creating a safe, respectful, and nurturing environment for all learners. Staff members enforce consistent, fair discipline to foster mutual respect, self-discipline, and emotional growth.

Disciplinary Process

- **Minor Infractions:** When behavioural issues arise, staff members will guide the learner through a gentle conversation to correct the behaviour, followed by a brief "time-out" or quiet reflection period if necessary.
- **Repeated or Serious Infractions:** Parents will be contacted to collaborate on supporting the learner's behavioural development.

Zero Tolerance Policy

Willow Tree Academy maintains a strict zero-tolerance policy for behaviours that compromise the safety and well-being of others. The following are classified as serious offenses:

- **Bullying :** Any verbal, physical, or psychological bullying is strictly prohibited.
- **Physical Aggression :** Fighting, hitting, or intentional physical harm will not be tolerated under any circumstances.

<u>Rules & Expectations:</u>

Buildings:

- Walk safely—no running inside.
- Maintain indoor voices and respectful noise levels.
- Keep indoor spaces reserved for learning and structured activities (no rough play).
- Tidy up and clean your space before moving to another activity.

Playground:

- Enjoy outdoor play safely and respectfully (avoid excessive shouting).
- Play safely on swings: one learner per swing, seated at all times, with no pushing.
- Use the trampoline safely: one learner at a time.
- Keep sand in the sandpit area.
- Use furniture as intended—do not climb or play on tables and chairs.
- Refrain from climbing trees.

Bathroom:

- Maintain privacy: one learner per bathroom stall at a time.
- Use facilities properly—do not climb on toilet seats, doors, or towel racks.
- Keep bathrooms clean and free of play.
- Practice good hygiene: always flush the toilet and wash hands thoroughly with soap and water.

Dress Code:

- Learners are required to wear neat, comfortable, and modest attire.
- Clothes featuring revealing cuts, visible underwear, or offensive text/graphics are prohibited.
- **Safety Requirement:** Learners wearing skirts or dresses must wear shorts or pants underneath to allow safe play on jungle gyms and trampolines.

I agree that Willow Tree Academy, their agents, officers, directors, employees, volunteers, and representatives are not responsible for any death, illness, injury, loss or damage of any kind sustained by any person or learner while they are on the premises of Willow Tree Academy, and all related activities.

7. COMMUNICATION

Good communication is essential for good relationships.
If you are arriving after 1:30 pm a phone-call or message will be appreciated.

Please contact Willow Tree Academy to inform the relevant staff about:

- Attendance / Absence
- Aftercare Service Attendance Needed
- Change in a child's co-curricular activities
- Change in a learner's extra-mural activities
- Medication to be administered
- Any changes at home which could affect a learner's behaviour at Willow Tree Academy.

To ensure our team can maintain a balanced schedule and provide the best possible support, parents are kindly asked to direct all inquiries to tutors and administrative staff strictly during regular business hours:

Business Hours :
Monday to Friday
07:00 am till 5:30 pm

Saturday & Sunday
CLOSED

Public Holidays
CLOSED

Any messages or communications received outside of these hours will be addressed on the following business day.

8. PARENT GRIEVANCE PROCEDURE

At Willow Tree Academy, we value open, respectful communication and believe that strong parent-school partnerships are essential to our learners' well-being. Should a concern or grievance arise, we ask parents to follow the multi-step process outlined below.

Escalation Steps

Step 1: Direct Discussion

- Speak directly with the specific staff member involved at a mutually convenient time.
- Most concerns can be quickly resolved through open, direct communication and mutual understanding.

Step 2: Escalation to Leadership

- If the matter remains unresolved after Step 1, or if direct communication is not appropriate for the nature of the concern, the grievance should be submitted in writing to the Principal & Owner, **Ma'am Roelien**.

Step 3: Review & Feedback

- Management will investigate the matter thoroughly and arrange a meeting with the parents to discuss findings, propose solutions and provide formal feedback.

9. FEE STRUCTURE

Registration Fee : R700.00 **Once Off , Per Learner** - Fee paid to register, enrol, and sign up to Willow Tree Academy.

Half Day Attendance - 7:00 am till 1:30 pm ('School' Day ONLY)
Full Day Attendance - 7:00 am till 5:30 pm ('School' Day and Aftercare Service)

OPTION 1 – **Gr. RRR to Gr. R - Half Day Attendance - Monthly Fee @ R1850.00 Per Month , Per Learner**
- *billed in advance* and is prorated for the full month.

OPTION 2 – **Gr. RRR to Gr. R - Full Day Attendance - Monthly Fee @ R2950.00 Per Month , Per Learner**
- *billed in advance* and is prorated for the full month.

Extra - Mural Activities Transport @ R550.00 Per Month , Per Learner
(I HEREBY CONSENT FOR TRANSPORT FOR MY CHILD TO BE PROVIDED FROM SCHOOL TO AFTERCARE BY THE AFTERCARE DRIVER.)

OPTION 3 – **Gr. 1 to Gr. 12 - Half Day Attendance - Monthly Fee @ R2450.00 Per Month , Per Learner**
- *billed in advance* and is prorated for the full month.

OPTION 4 – **Gr. 1 to Gr. 12 - Full Day Attendance - Monthly Fee @ R3550.00 Per Month , Per Learner**
- *billed in advance* and is prorated for the full month.

Extra - Mural Activities Transport @ R550.00 Per Month , Per Learner
(I HEREBY CONSENT FOR TRANSPORT FOR MY CHILD TO BE PROVIDED FROM SCHOOL TO AFTERCARE BY THE AFTERCARE DRIVER.)

OPTION 5 – **Flexicare @ R165.00 Per Day , Per Learner (For Half Day Attendance ONLY , Gr. R to Gr. 12)**
- billed in arrears for the random days attended, ONLY on prior arrangement with Principal Roelien.

OPTION 6 – **Flexicare @ R275.00 Per Day , Per Learner (For Full Day Attendance , Gr. R to Gr. 12)**
- billed in arrears for the random days attended, ONLY on prior arrangement with Principal Roelien.

Extra - Mural Activities Transport @ R550.00 Per Month , Per Learner
(I HEREBY CONSENT FOR TRANSPORT FOR MY CHILD TO BE PROVIDED FROM SCHOOL TO AFTERCARE BY THE AFTERCARE DRIVER.)

- **Fees are payable over 12 months, January to December.**
- All fees are payable by the third (3rd) of every month.
- Accounts in 30-day arrears will result in your child being suspended from Willow Tree Academy.
- Sibling Discount Available, enquire upon enrolment with Principal Roelien.

Should the Principal Debtor fail to pay any fees by the 3rd of the month, Willow Tree Academy reserves the right to suspend the learner from attending classes upon 7 calendar days' written notice, charge interest at the maximum allowable rate under the National Credit Act, and recover all legal costs incurred on an attorney-and-own-client scale.

Banking details:
Bank : FNB
Account Type : Business Account
Account Holder : Willow Tree Academy
Account Number : 63110 476 438
Ref # Allocated Account Number – Account Number will appear on monthly invoice
Please send a Proof of Payment to finance@willowtreeacademy.co.za

10. CANCELLATION OF SERVICE

- One month's written notice must be given if a learner is to be removed from Willow Tree Academy.
- Please e-Mail your termination to info@willowtreeacademy.co.za
- Only once a 'confirmation of receipt' e-Mail has been returned to the Principal Debtor will the service be terminated.
- November and December do not count as notice months.

11. REQUIRED DOCUMENTATION

Please ensure the following documentation is attached :

- Most recent report card
- Birth Certificate
- Immunization card, if possible
- Any assessments and reports from specialists within the last year
- Visual test report, if completed
  (if no report, tests may be completed through Willow Tree Academy – cost to be advised)
- Audiologist report, if completed
  (if no report, tests may be completed through Willow Tree Academy – cost to be advised)
- Dyslexia test report, if completed
  (if no report, tests may be completed through Willow Tree Academy – cost to be advised)
- Copies of parents'/guardians' ID documents
- Copy of Medical Aid Card

WILLOW TREE ACADEMY AFTERCARE SERVICE MASTER TERMS & CONDITIONS

1. PURPOSE OF AFTERCARE SERVICE

To provide a safe environment for all enrolled learners, whose parents cannot or prefer not to collect him/her immediately after regular 'schooling' hours. The aftercare programme offered, commences directly after the end of the 'school' day, at 1:00 pm and runs till 5:30 pm. It can be used full time or on a casual "day-to-day" basis.
Our programme is run by Principal Roelien.

2. ADDITIONAL SERVICES OFFERED

- Healthy Lunch
- Refreshments / Afternoon Snack
- Help with homework, tasks, projects and studying for tests / exams.
- Creative, social, and other play activities.
- Holiday Program

3. SAFE ENVIRONMENT

Willow Tree Academy staff is responsible for a child immediately on arrival of the child and this responsibility will only end when the parents or a designated guardian collects the child, during this time, every reasonable precaution will be taken to provide a safe environment.

Minor injuries will be dealt with in an appropriate manner. Staff on duty have First Aid and CPR Training.

Serious injuries will be handled as follows:

- Paramedics called in.
- Parents immediately notified.
- If hospitalization required, then child will be taken to nearest hospital / clinic.
- Parents will be responsible for all costs.

I agree that Willow Tree Academy, their agents, officers, directors, employees, volunteers, and representatives are not responsible for any death, illness, injury, loss or damage of any kind sustained by any person or learner while they are on the premises of Willow Tree Academy, and all related activities.

The main entrance will be the only entrance and exit point for learners and parents.
Staff will take the register to determine which learners are present.
Parents, guardians or transport is required to sign the learner out, on the Aftercare Register, and the Aftercare Staff will indicate the time the learner was collected.

4. LUNCH / REFRESHMENTS / AFTERNOON SNACK

- Lunch will be served by 1:30 pm daily. Lunch menu available upon request.
- Refreshments are provided in the form of clean drinking water, available always, and water-based cold-drink.
- Each learner will be encouraged to eat a piece of fruit as an afternoon snack, at around 3:00 pm.

5. HOLIDAY PROGRAM

During all 'school' holidays Willow Tree Academy Aftercare Centre will be open and operational, doing Holiday Program. As such, ***Aftercare is billed in full over 12 months*.**

Operating Hours:
Monday to Friday from 7:00 am till 5:30 pm

Dates Open:

- **4 Term – 'Public School Holidays':**

Start of Term 1 : Monday, 04 January 2027 – Tuesday, 12 January 2027
End of Term 1 : Tuesday, 23 March 2027 – Monday, 05 April 2027
End of Term 2 : Monday, 28 June 2027 – Monday, 19 July 2027
End of Term 3 : Thursday, 23 September 2027 – Monday, 04 October 2027
End of Term 4 : Thursday, 09 December 2027 - Wednesday, 15 December 2027
Start of Term 1 : Monday, 03 January 2028 – Tuesday, 11 January 2028

Dates Closed:

- **Public Holidays:**

Human Rights Day	Sunday, 21 March 2027	Freedom Day	Tuesday, 27 April 2027
Public Holiday	Monday, 22 March 2027	Workers' Day	Saturday, 01 May 2027
Good Friday	Friday, 26 March 2027	Youth Day	Wednesday, 16 June 2027
Family Day	Monday, 29 March 2027	Women's Day	Monday, 09 August 2027
Special School Holiday	Monday, 26 April 2027	Heritage Day	Friday, 24 September 2027

6. LATE COLLECTION

Aftercare operates from 1:00 pm to 5:30 pm; any late collection thereafter will be billed as follows:

R 170.00 - Learners collected between 5:30 pm and 6:00 pm
R 220.00 - Learners collected after 6:00 pm and onwards

Late collection fee is payable in cash, upon collection, to the staff member on duty.
IF the Late Collection Fee is not paid in cash upon collection, it will be added to the monthly bill, with an additional R70.00 service fee charged.

7. SIGNING OUT

Parents, guardian or transport is required to sign the learner out on the Aftercare Register and the Aftercare Supervisor will indicate the time the child was collected.

8. CANCELLATION OF SERVICE

- One month's written notice must be given if a learner is to be removed from Willow Tree Academy Aftercare Centre.
- Please e-Mail your termination to info@willowtreeacademy.co.za
- Only once a 'confirmation of receipt' e-Mail has been returned to the Principal Debtor will the service be terminated.
- November and December do not count as notice months.

I _____ the parent of _____

in Gr. _____ have read and understand the policies and procedures of Willow Tree Academy.

_____ _____
SIGNATURE OF MOTHER / STEP-MOTHER / LEGAL GUARDIAN DATE

_____ _____
SIGNATURE OF FATHER / STEP-FATHER / LEGAL GUARDIAN DATE

_____ _____
SIGNATURE OF PRINCIPAL DEBTOR DATE

_____ _____
SIGNATURE OF WILLOW TREE ACADEMY PRINCIPAL DATE
(ROELIEN VAN DER WESTHUIZEN-WALKER)