



Tel: 082 060 6757

[www.kidzhaven.co.za](http://www.kidzhaven.co.za) or facebook: kidzhaven1  
Instagram: kidzhavencreche  
504 19th avenue (corner Frederika street)  
Gezina 0084

**ENROLLMENT FORM (The Parties of this contract are)**

**PARENT DETAIL:**

**MOTHER**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

ID No: \_\_\_\_\_ Nationality: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Tel Home: \_\_\_\_\_ Mobile \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

**FATHER:**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

ID No: \_\_\_\_\_ Nationality: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Tel Home: \_\_\_\_\_ Mobile \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Schoolfees:**

**The Monthly school fees and Register for 2025 is as follows**

Preschooler: R2,000 per month ( 6:30 – 17:30) It includes: Four Meals and Play Ball

Babies: R2,000 per Month (6:30 – 17:30) It includes : Four Meals

Half Day: R1,500 per month ( 6:30 – 13:00) it includes: Three Meals

Register Fees: Babies R400 and Preschooler R400

School fees are payable in advance, on or before the 1st of every month by EFT (electronic fund transfer) or cash card swipe, Cash ( R15 Additional) OTHER PAYMENT DATES should be arranged with management. A contract will be drawn up as to other payment dates; Parents/guardian is responsible for the full payment of school fees every month of the year. Alternatively, December school fees can be divided and paid over the year, which will mean an increase of monthly fees. Please sign below for this agreement on payment of December School Fees:

Tick if you consider extra monthly payments for December: Yes: \_\_\_\_\_ No: \_\_\_\_\_ R \_\_\_\_\_ extra pm

Tick of the date for payment of school fees: 1<sup>st</sup> \_\_\_\_\_ 15<sup>th</sup> \_\_\_\_\_ 25<sup>th</sup> \_\_\_\_\_ 30<sup>th</sup> \_\_\_\_\_

School fees will escalate at a rate of 10% per annum. Parents/guardians will be informed in writing during the course of December of each year of the fee structure for the next year.

Parents/guardian will be liable for school fees that are in arrears, and for all costs incurred (including collection commission) as a result of any legal steps taken to recover such arrear amounts;

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

Signature: \_\_\_\_\_

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

Mother / Father

### Herewith the Bank Details of Kidz Haven Creche:

FNB Kidz Haven Little Explorers

Account: 62925559851 Branch Code: 210835

Ref: The child Name

### SCHOOL VACATIONS AND PUBLIC HOLIDAYS

- School is open during school holiday's;
- Long weekend closing days will be discussed with parents ahead of time;
- School is open during December till date of closing which parents will be informed off;
- School will be closed on any public holiday which is indicated on the yearly calendar;

### RULES/REGULATIONS OF KIDZ HAVEN

#### **SCHOOL HOURS: 06H30 – PICK UP BEFORE 17H30**

- Penalty of R10 for first 1minutes late, thereafter R40 for every 5 minutes in cycle. Amount will be reflecting on the monthly statement;
- No toys allowed on school premises. School and personnel will not be held responsible for any lost or broken items;
- Precaution and supervision will be around the school ground but the school and/or its personnel will take no responsibility for any injuries, loss or damaged suffered;
- No snacks, food or sweets are allowed to be send to school with your child; only upon agreement;
- Parent/guardian will be held responsible for any property or apparatus of the school that are vandalized by your child/children purposely. Parent/guardian will replace/repair same to its original condition;
- No acceptance of notice will be accepted during October of each school year;

### SCHOOL FEES SUMMARY

- January school fees must be paid in advance;
- Registration fees must be paid at the beginning of each school year;
- Parents are liable for December month's school fees in full/arrangement;

- December school fees can be paid over 11 months' period and an extra amount will be added to school fees. Subsequently December school fees will be paid up.
- Parent/guardian is still liable for the month's school fees in the event of a child being absent for a period of time (either sick or on holiday);
- School fees must be paid on the 7st of each month and / or other payment dates arranged with management;
- Penalty of R100 for admin fees on late payments unless arrangements is made with the office and parents are liable for any collecting of outstanding school fees; There after a penalty of R50 for every week plus interest for the period if late payments is still not paid;
- Should the 1st day of the month fall on a Saturday, opportunity will be given to make payment by Monday;

### SCHOOL LIST

- Toiletries will be asked from every child throughout the year, list will be provided and signed for; Alternatively, we can add the amount every term to your account, please tick: Yes: \_\_\_\_\_ No: \_\_\_\_\_
- Child must have his/her own schoolbag, hat, facecloth and clearly marked with name;
- School will not take responsibility for lost school bags;

Medication will not be given to any child according to the HEALTH DEPARTMENT as we are not qualified nurses. It is the parent's responsibility to give medicine / vitamins to their children at home and not at the school;

We have the full right to request a Doctor's letter due to certain circumstances

### Full Agreement

**This is a full agreement between the two Parties**

**THIS AGREEMENT CONSITUTES THE WHOLE AGREEMENT BETWEEN BOTH PARTIES.**

- Any variation from this agreement must not be construed as a waiver of any rights or a novation of this agreement;
- Amendments to this agreement will only be valid if such amendments are reduced to writing and signed by both relevant parties hereto.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Mother

Father

Monthly amount \_\_\_\_\_ to be paid on the \_\_\_\_\_

Sign at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_

Heidi Swanepoel

Manager: Kidz Haven Creche

## ENROLLMENT FORM

Date of Application: \_\_\_\_\_

Start Date: \_\_\_\_\_

### CHILD'S DETAILS:

Date of birth: \_\_\_\_\_

Gender: \_\_\_\_\_

First Names \_\_\_\_\_

Surname: \_\_\_\_\_

Name by which is known: \_\_\_\_\_

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

Position of child in family (youngest, Middle, Oldest): \_\_\_\_\_

No of children in the family: \_\_\_\_\_

Religion: \_\_\_\_\_

Is there a sibling in the school: \_\_\_\_\_

Name of sibling? \_\_\_\_\_

Home address: \_\_\_\_\_

### Special Needs / Dietary requirements / Allergies:

\_\_\_\_\_  
\_\_\_\_\_

### Contact person in the case of Emergency other than parents:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel: \_\_\_\_\_

### DOCTOR DETAILS:

Family Doctor: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ Medical Aid No: \_\_\_\_\_

Main Member: \_\_\_\_\_

*Please submit all inoculation certificates, vaccination reports and any important medical history information along with this form*

### DETAILS OF WHO WILL BE COLLECTING YOUR CHILD:

Mothers Car: \_\_\_\_\_

Fathers Car: \_\_\_\_\_

**If any other people will be collecting your child with different cars, then please list below:**

Name: \_\_\_\_\_ Car or walk: \_\_\_\_\_

Name: \_\_\_\_\_ Car or walk: \_\_\_\_\_

**PLEASE TAKE NOTE:** IF NO ONE FROM THIS LIST IS ABLE TO COLLECT YOUR CHILD ON A CERTAIN DAY THEN PLEASE INFORM THE SCHOOL BEFORE SCHOOL ENDS ON THAT PERSONS PARTICULARS, YOUR CHILD WILL NOT BE ALLOWED TO LEAVE THE SCHOOL PREMISES WITHOUT PRIOR KNOWLEDE FROM THE PARENTS.

## COMMENCEMENT AND DURATION OF THE AGREEMENT

- This agreement will take effect on the date of signature thereof by the parties and the payment of the registration fees and school fees
- The full payment of school fees each month must be paid even in December, That is the agreement with both parties.
- The agreement will be of full force and effect until such time either one of the parties **give the other a full calendar months' written notice of the cancellation of the said agreement; No cancellation from October**
- Such written notice must be given to the affected party no later than the last day of the month preceding the notice month;
- At the end of each year, a registration form for the next school year will be completed and annexed to this agreement;

Signature: \_\_\_\_\_

Mother

Signature: \_\_\_\_\_

Father

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

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

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025

\_\_\_\_\_  
Heidi Swanepoel ( Principal )  
Manager: Kidz Haven Creche

**\*From 1 July 2021, the Protection of Personal Information Act (POPIA) is coming into full effect. The act is designed to protect how companies use, store and process your data. At Kidz Haven we commit to protect the information we collect from you and it will only be used for the purpose intended. Under no circumstances will your personal details be made available to any organisations or third parties, unless required by law to do so. By providing your information you hereby consent that your personal information be used for the intended purposes.**