



239 Maple drive, Shelly Beach, 4265
 PO Box 40206, Shelly Beach, 4265
 Tel School: 039 315 6704
 Tel Accounts: 039 315 5479
 Email: natalie.barclay@me.com
 Email accounts: admin@battery-tec.co.za

ENROLMENT APPLICATION

Surname				Passport Photo
Given Names				
Child date of birth				
Enrolment date		13:00	17:00	
The following must accompany this signed and completed contract and handed to the school/admin office				Checklist
* Copy of the pupils most recent report (if applicable)				
* Recent passport size photo, less than 3 months old				
* Copy of the pupils birth certificate				
* Copy of clinic card				
* Transfer document from previous school (if applicable)				
* Certified copies of both parents/legal guardians Identity documentation				
* Copy of parents/legal guardians rates/levies account				
* R 750 registration fee, non refundable				
* Completed indemnity form				
Special medical care needed				Yes No

This enrolment form includes the Pupil's Parent/Guardian details, Enrolment contract, Pupil's Medical information Form, Indemnity declaration and in "Loco parentis" documents and Aftercare enrolment form. The School's rules and regulations and code of contact forms parts of the whole agreement between the parties.

Read the document, initial each page and hand in at the school or administration office
Admin office are at Battery-Tec, 8B Coniston road, Shelly Beach (Next to the Highland Fryer)

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PUPILS AND PARENT/GUARDIAN'S DETAILS

Pupil's details			
Name		Surname	
Date of Birth		ID Number	
Gender		Religion	
Nationality		Previous School	
Sibling names and ages		Names	Age
Contact person in case of an emergency		Relationship	Contact number
Name 1			
Name 2			
Name 3			
Authorized person to collect your child from school		Relationship	Contact number
Name 1			
Name 2			
Name 3			

Person responsible for the account payment		Debit order	Yes	No
Name		Contact number		

Parent/Guardian's information (Must be completed in full)

Father/Guardian 1	Mother/Guardian 2
Title	Title
First name	First name
Surname	Surname
Marital status	Marital status
ID number	ID number
Occupation	Occupation
Employer	Employer
Work contact number	Work contact number
Home contact number	Home contact number
Cell no	Cell no
Email address	Email address
Postal address	Postal address
Physical address	Physical address

Initial



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I/We, parent(s)/Guardian(s) of

Full names of Pupil

Confirm herewith the admission of the Pupil mentioned above to

Chatterbox Pre-School

at 239 Maple drive, Shelly Beach, PO Box 40206, Shelly Beach, 4265

(Hereafter referred to as Chatterbox or Chatterbox Pre-School)

This contract becomes valid with the signature and will remain valid for the duration of the Pupil's stay at Chatterbox Pre-School.

1. Interpretation

In this agreement except in a context indicating that some other meaning is intended

- 1.1 "day" means any day of the week, excluding Sundays and public holidays
- 1.2 "Month" means a calendar month
- 1.3 "School Year" means a period of 12 consecutive months, beginning January and ending December
- 1.4 Expressions in the singular also denote the plural, and vice versa
- 1.5 Words and phrases denoting natural persons refer also to juristic persons and vice versa
- 1.6 Pronouns of any gender include the corresponding pronouns of the other gender
- 1.7 Parents includes guardians and Guardians includes parents of the pupil
- 1.8 For the purpose of this agreement, children shall include adopted children, or any child under the care and control of the parent/guardian(hereinafter referred to as the Pupil, student of child)
- 1.9 Clause headings appear in this agreement for purposes of reference only and shall not influence the proper interpretation of the subject matter

2. School fees

- 2.1 Chatterbox Pre-School shall advise the parent of the fees applicable to the pupil for each ensuing School year in September/October. Sure notice to be given by Chatterbox Pre-School in the form of a written letter, which will be sent to the parent via the pupil. The fees applicable for each school year will also be available from Chatterbox Pre-School's administration office.
- 2.2 It is specifically agreed by the parent that the notice amendments to fees for the ensuing year as provided for in 2.1 above is adequate in terms of this agreement.
- 2.3 All fees shall be paid via debit order or paid directly into Chatterbox Pre-School's bank account: **(Chatterbox Playcentre, Absa, Branch code 632005, Account number 4072752912) Payments to be made monthly in advance and no later than the 7th of the month for 12 months of the year**
The parents/guardians gives herewith permission to Chatterbox Pre-School to give his/her bank instruction for the payment of the school fees via debit order monthly as per the banking details on the debit order form. School fees are non refundable.

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3. Payment of school fees

- 3.1 The parent(s)/guardian(s) hereby agrees to pay the fees in full as per 2.3 above, commencing on 1 January of the school year and thereafter before the 7th of each succeeding month.
- 3.2 A non-refundable admission fee and the first month's school fees are to be paid in full prior to the child been admitted to the school. This proviso will be strictly applied at all times
- 3.3 In the event of the parent electing to pay the school fees provided for in 3.1, should any one instalment not be paid on due date, the full balance then outstanding shall immediately due and payable.
- 3.4 Chatterbox Pre-School reserves the right to charge interest on arrears from the date on which they were due until the date of payment thereof, R 170 penalty fee for late payment or unsuccessful debit orders will be charged and a rate of 5% above the prime lending rate as quoted by Chatterbox Pre-School (Absa)
- 3.5 Under no circumstances may parent(s)/guardian(s) not pay the entitled fees in the month of December. School fees are payable for 12 months of the year**

4. Duration of agreement

This Enrolment Agreement becomes valid on signature hereof and stays valid for the duration of the pupil's attendance of the school. The terms of this agreement shall not be effected by the parent's prematurely removing the child from the school, and in this regard Chatterbox Pre-School's right will be fully reserved

5. Cancellation of agreement

- 5.1 Either party may give notice of cancellation of this agreement to the other party by means of 1(one) calendar month's written notice to the other party. December does not count as a notice month. Should your child not return to the school the following year, the notice should be given in November.
- 5.2 In the event of notice being given in terms of 5.1 above, the parent shall remove the pupil from the school on the last working day of the month applicable to the notice period and shall be liable for the notice month's school fees

6. Disciplinary matters

- 6.1 Chatterbox Pre-School have a code of conduct and school rules and regulations pertaining to discipline and general behaviour of its pupils. The pupil and parent/guardian agrees to the above mentioned code of conduct and rules and regulations. The school is concerned for the safety and well-being of all its students and therefore regards acceptance thereof by all its pupils as very important.
- 6.2 Chatterbox Pre-School does not allow bullying of any kind and strive to create a happy environment for all its students.
- 6.3 All disciplinary matters pertaining to the educational of the pupil in all its facets shall vest in the principal of Chatterbox Pre-School or in a person authorized thereto in writing by the principal.

7. Obligations of the parent

- 7.1 The parents/guardians agree to accept with this document, the Enrolment contract, the General information form, the medical information form, particulars of the pupil, parents/guardians form, indemnity declaration and appointment of "in loco parentis" form, debit order instruction form, aftercare enrolment form, the code of conduct of the school and school rules and regulation all of which are to be read as it specifically incorporated herein, and any amendments thereto from time to time.
- 7.2 The parents/guardians agree to notify the school within 7 (seven) days of any changes in terms of addresses, contact details, email addresses, telephone numbers, marital status of parents/guardians and or any other information in regards to the pupil that the school should know.
- 7.3 The parents/guardians agree to have the pupil immunized against all normal infections and/or contagious diseases and to submit proof of such immunization.

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- 7.4 The parents/guardians agree to mark all clothing of the pupil clearly and do not allow the pupil to bring any valuables or unacceptable, illegal, dangerous or inappropriate items to school.
- 7.5 The parents/guardians agree to notify the school immediately of any absence of the pupil from Chatterbox Pre-School and to provide the reason for such absence. A letter or doctor's certificate can be requested if a pupil is absent for a period of exceeding 3(three) days

8. Breach

Should the parent/guardian commit a breach of any provisions of this agreement and fail to remedy such breach with 7 (seven) days of receiving written notice from Chatterbox Pre-School requiring the parent/guardian to do so, then Chatterbox Pre-School shall be entitled, without prejudice to its other rights in law, to cancel this agreement or to claim immediate specific performance of all the parent/guardian's obligations whether or not due to performance at that time, without prejudice to Chatterbox Pre-School light to claim any damages suffered by it as result of any breach

9. General

- 9.1 No alterations, cancellation of, or addition hereto shall be of any force of effect unless reduced to writing and signed by the parties to this agreement or their duly authorized representatives.
- 9.2 This document together with the Enrolment contract, the general school information, medical information form, particulars of pupil/parents/guardian, indemnity and appointment of "loco parentis" form, aftercare enrolment form, debit order instruction form, code of conduct of the school and the school rules and regulations contain the entire agreement between the parties and neither party shall be bound by any undertakings, representations or warranties not recorded herein.
- 9.3 No indulgence, leniency or extension of time which either party may grant to the other, shall in any way prejudice the grantor or preclude the grantor from exercising any other their rights in the future.
- 9.4 Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other which approval shall not be unreasonably withheld.
- 9.5 The parties hereby choose domicillium citandi et executandi for all purposes under this agreement at the address as set forth on the face of this agreement or at whichever other in writing.
- 9.6 Any notice in terms of this agreement to be directed by one party to the other shall be sent to the addressee at the addressee's postal address or email address as stated on the face of this document, in which event said notice shall be deemed to have been received by the addressee in 10 days after the same was dispatched or immediately if sent via email, unless the contrary is proved.
- 9.7 Should any legal action be instituted by Chatterbox Pre-School against the parent/guardian arising out of his agreement, the parent shall be liable to pay all legal costs on the scale as between Chatterbox Pre-School choice of attorney and own client.
- 9.8 A certificate/statement signed/stamped by an authorized official of Chatterbox Pre-School as to any amount owed by the parent/guardian to Chatterbox Pre-School in terms of this agreement shall be prima facie proof of all the facts stated in the certificate/statement and it will not be necessary to prove the appointment of authority of the official who signs the certificate/statement. Such certificate/statement shall be binding on the parties to this agreement and shall be a liquid document for the purpose of provisional sentence of summary judgement proceedings against the parent/guardian.
- 9.9 It is specifically recorded that Chatterbox Pre-School is not party to any agreements entered into between the pupils parents/guardians, in terms of liability for any fees due to Chatterbox Pre-School in respect of the pupils tuition (e.g.. Divorce agreements) In this regard it is specifically recorded that the signatory/ies hereunder warrant that they are responsible for the payment of any fees due to Chatterbox Pre-School.

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10. Condition of admission

- 10.1 The parents/guardians of the pupil and the pupil accepts herewith the rules and regulations and code of conduct of Chatterbox Pre-School.
- 10.2 The parents/guardians hereby acknowledge and confirm that they are personally liable for all terms and conditions herein and to be effected in terms hereof, including other documents that forms part of this agreement as in 7.1.
- 10.3 The parents/guardians and pupils undertake to uphold the school's good name and reputation at all times.
- 10.4 The parents/guardians accept that personal possessions of the pupil are not covered in any risk insurance by Chatterbox Pre-School and that the parents/guardians are responsible for supplying adequate cover for the pupils possessions.
- 10.5 The parents/guardians accepts liability for any loss or damage suffered by Chatterbox Pre-School arising from any conduct of the pupil however caused.
- 10.6 The parents/guardians accepts that Chatterbox Pre-School will constantly endeavour to take such steps as may be reasonable required under circumstances, to provide a safe environment.
- 10.7 The parents/guardians hereby indemnify and hold blameless Chatterbox Pre-School , its shareholders, directors, employees and agents against any loss, damage or injury which may be sustained from whatever cause, except gross negligence whether on Chatterbox Pre-School's property or enroute thereto or there from or in the course of any extramural activity or organised outing in which the pupil or his/her parents/guardians may participate.
- 10.8 The parents/guardians confirm that all information provided by the is accurate and complete. They further confirm that they undertake this information is a material representation of themselves and is relevant to the acceptance of the pupil to the school.
- 10.9 The parents/guardians confirm that any change in information supplied in this agreement, including but not limited to the parents/guardians marital status, residential status or employment status does not alleviate the agreement made herein, and any such change will be reported, immediately in writing to Chatterbox Pre-School.
- 10.10 The Enrolment contract constitutes the whole agreement between the parties and no amendment, alteration, addition, variation, representation or warranties, whether expressed or implied, will be any force unless reduced to writing and signed of by both parties.
- 10.11 All legal correspondence between the parents/guardians send by Chatterbox Pre-School shall be delivered by hand or email, either directly to the parents/guardians or via the pupil. The correspondence shall be deemed to have been received on the date of delivery. In regard to all correspondence by the parents/guardians to Chatterbox Pre-School, the onus of proof of delivery shall rest on the parents/guardians.
- 10.12 The parents/guardians acknowledge that Chatterbox Pre-School shall be entitled to recover all legal costs incurred by it, in order to enforce its rights under this agreement, including but not limited to attorney and own client fee and collection and tracing fees.
- 10.13 The parents/guardians understand that by signing this form he/she/they consent to Chatterbox Pre-School conducting whatever enquiries may be considered necessary to verify any information given on the application, including confirming his/her credit rating with a national credit bureau and contact with previous schools of pupils.
- 10.14 Chatterbox Pre-School shall be entitled to cancel this agreement by giving the applicant 1(one) calendar month notice to this effect.
- 10.15 The parents/guardians acknowledge that the inability of the pupil to attend school of the absence of the pupil from school does not relieve the obligation to pay the school fees.
- 10.16 1(one) calendar months notice must be given in writing of a pupils' intention to leave Chatterbox Pre-School, or 1(one) months notice will be billed and payable in lieu of notice. December month does not count as a notice month, notice should be given prior to December e.g.. November.

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- 10.17 The parents/guardians accept joint and several liability for the due and punctual payment of such school fees, subscriptions, levies or other amounts which may become due and payable to Chatterbox Pre-School or in respect of attendance or participation by the pupil in any extra murals or school related activities.
- 10.18 The parents/guardians confirm that all information herein is accurate, correct and complete.
- 10.19 The parents/guardians confirm that they have read and understand the rules and regulations as put forth in this agreement.

Thus done and signed at _____ on this day _____

of _____ 20 _____

Signed	Written name
Father/Guardian 1	
Mother/Guardian 2	
For Chatterbox Pre-School	
To be signed by both parents/guardians	

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AFTERCARE ENROLMENT INFORMATION

Pupil's details			
Name		Surname	
Age		Grade	
Gender		Collection only	
		Collection and aftercare 17:00	
Contact person in case of an emergency		Relationship	Contact number
Name 1			
Name 2			
Name 3			
Authorized person to collect your child from school		Relationship	Contact number
Name 1			
Name 2			
Name 3			

Person responsible for the account payment	Debit order	Yes	No
Name	Contact number		

Terms and conditions

Aftercare fees are payable monthly in advance by the 7th of the month via Eft or debit order
 1(one) months calendar notice must be given in writing before a pupil leaves Chatterbox Pre-School
 I/we accept joint and several liability to Chatterbox Pre-School for the due and punctual payment of such aftercare fees or other amounts which may become due and payable to Chatterbox Pre-School.
 By signing this aftercare enrolment, I/we agree and confirm indemnity form, as contained as part of the main enrolment contract has been completed in full and all terms and conditions associated with the main contract apply in full to the enrolment and services in Chatterbox Aftercare.
 By signing this enrolment form, I/we confirm that the enrolment contract has been completed in full and my be updated to include the monthly aftercare fee.

Signed	Written name
Father/Guardian 1	
Mother/Guardian 2	
For Chatterbox Pre-School	
To be signed by both parents/guardians	

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MEDICAL HISTORY AND INFORMATION

Pupil's details			
Name		Surname	
Date of Birth		ID Number	
Gender		Religion	
Nationality		Medical condition	<div style="display: flex; justify-content: space-between; width: 100%;"> Yes No </div>
Contact person in case of an emergency		Relationship	Contact number
Name 1			
Name 2			
Name 3			
Authorized person to collect your child from school		Relationship	Contact number
Name 1			
Name 2			
Name 3			

Medical aid Name	Allergies
Medical aid membership no	Main member
House doctor 1	Tel no
House doctor 2	Tel no

Medical history (if applicable)

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