



PINE FOREST PRE-PRIMARY SCHOOL (PTY) LTD  
ENROLMENT FORM  
2017

This document, duly signed by both parties, forms a contractual obligation between Pine Forest Pre-Primary School (Pty) Ltd (PFPPS) and each parent/guardian enrolling his/her child.

This document contains 22 pages and each parent/guardian is to initial every page and sign where required.

This form pertains to the enrolment of one child and additional forms are required to be completed for additional children.

Please forgive the fact that whilst completing this form, the duplication of details and signatures will be required.

Pine Forest Pre-Primary School (Pty) Ltd, Registration number: 2000/030824/07

34 Ebury Avenue Bryanston | 011 463 7247 | [www.pfpp.co.za](http://www.pfpp.co.za)

For office use only:

NAME OF CHILD: \_\_\_\_\_

Start Date:	P.B.	Reg Fee Paid:	Class:
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## 1. CHILD'S INFORMATION

SURNAME \_\_\_\_\_ PREFERRED NAME \_\_\_\_\_

FIRST NAMES \_\_\_\_\_

ID NUMBER \_\_\_\_\_ GENDER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ CHILD LIVES WITH \_\_\_\_\_

NATIONALITY \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

\_\_\_\_\_ CODE \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

\_\_\_\_\_ CODE \_\_\_\_\_

## 2. PARENTS' INFORMATION

FATHER \_\_\_\_\_ TEL (H) \_\_\_\_\_

ID NUMBER \_\_\_\_\_ TEL (W) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ CELL \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

MOTHER \_\_\_\_\_ TEL (H) \_\_\_\_\_

ID NUMBER \_\_\_\_\_ TEL (W) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ CELL \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

### 3. EMERGENCY CONTACTS

NEXT OF KIN \_\_\_\_\_ TEL (H) \_\_\_\_\_

ID NUMBER \_\_\_\_\_ TEL (W) \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ CELL \_\_\_\_\_

MEDICAL DOCTOR \_\_\_\_\_ TEL \_\_\_\_\_

MEDICAL AID \_\_\_\_\_

MEDICAL AID NUMBERS \_\_\_\_\_

### 4. MARKETING INFORMATION

PREVIOUS DAY MOTHER/DAY CARE DETAILS: (PARENTS ACKNOWLEDGE THAT PFPP MAY CONTACT PREVIOUS SCHOOL)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

CONTACT \_\_\_\_\_

HOW DID YOU HEAR ABOUT PINE FOREST PRE-PRIMARY SCHOOL?  
\_\_\_\_\_

PARENTS ARE REQUESTED TO PROVIDE A COPY OF THE PREVIOUS SCHOOL'S MOST RECENT REPORT CARD.

INITIALS \_\_\_\_\_

## 5. PERSONAL INFORMATION, CONTACT DETAILS AND SCHOOL COMMUNICATION

We send regular communication to parents via email. These emails contain important information relating to school issues, events, lunch menus and news. Please provide us with at least one active email address to which we may send these emails:

EMAIL ADDRESS \_\_\_\_\_

*The personal information contained in this document will remain confidential and not distributed to any other party without the consent of the parents/guardians detailed herein.*

The school provides regular communication to all parents and/or guardians by means of sms notifications and emails. These notices are distributed via our school information-sharing program - PencilBox - which ensures that parent information remains confidential and cannot be viewed by any other party on the mailing list.

At the commencement of each year, a mother from each class is requested by the class Teacher to be the 'Class Mom'. The role of Class Mom position is voluntary and at the discretion of the parent should she wish to fulfill the role. The Class Mom acts as the liaison between the Teacher and the parents (for more social activities) and will be asked for assistance on various occasions e.g. dressing the children on concert day, assisting with mother's and father's day arrangements, arranging a birthday gift/card for the class teacher and assistant etc. In order for the Class Mom to effectively manage her role, she is provided with a list of the parent's contact details to enable her to appropriately communicate with them. By signing this Agreement, you confirm your agreement that your contact details (email address and cell phone number only) may be provided to the Class Mom.

The Class Mom will sign a Confidentiality Agreement in which it is stipulated that these details may not be disclosed to any other party and, when sending bulk emails, the 'Blind Copy (Bcc)' process is to be followed. We have taken precautions to ensure compliance with the Protection of Personal Information Act 2013.

The class mom will make use of a "WhatsApp" Group which she will use to send reminders and school notices. However, should a parent not wish to be a participant of the Group, he/she must simply advise the class mom.

## 6. HEARING, SIGHT AND DENTAL SCREENING – BEES LEVEL ONLY

Each year the school offers Hearing, Sight and Dental Screening. Pine Forest has partnered with an excellent and carefully selected panel of external service providers who conduct these services at the school. The participation of your child in these screenings is at your discretion. Appropriate details and Consent forms are distributed in advance.

The cost of these screening will be for the Parents' account and invoiced on a separate basis.

## 7. IRREVOCABLE CONDITIONS PERTAINING TO ENROLMENT

1. No person will be permitted to collect a child without details of such person being provided on these forms or by means of a separate letter if changes occur during a school year.
2. Should you need to make alternative arrangements on any given day, it must be done by calling the Administration Office with instructions detailing the ID number of the person collecting your child. The person collecting the child must come to the Administration Office and present his/her ID book where a copy will be taken, and only then will the child be released into that person's care.
3. Any person whom we cannot identify will be asked to provide his/her ID document, which will be verified, and a photocopy to be retained on our files.
4. No child will be released to anyone, including parents, who show signs of inebriation.
5. It will always remain the responsibility of the parents of the child enrolled at PFPPS to relay all school rules to any persons collecting the child on any particular occasion.
6. Parents are required to have a PFPPS security sticker affixed to their vehicle windscreen in order to obtain direct access to the school property. All persons in vehicles without a security sticker are required to sign an entrance register with the security guard at the gate and have it stamped at the Administration Office prior to leaving.
7. All nannies/Au Pairs are to provide ID details to the Administration office as well as receive an access lanyard with a photo identity inserted.

## 8. GENERAL SCHOOL RULES AND REGULATIONS

1. The school is open from 6.40am until 5.30pm on normal weekdays.
2. There is a strict 10km per hour speed limit within the school grounds.
3. All internal gates leading from the driveway and parking areas are unlocked solely during peak times, which are 7.00am to 8.15am and 1.00pm to 2.15pm. At all other times these gates are locked and parents and visitors are required to gain access via the security gate at the Administration Office. If late, parents are required to walk their children to the respective classrooms through the main entrance area, out into the playground, and around the school, and not through the Woodpecker's classroom in the main building. No deviation from this rule is allowed. Should a parent be in a hurry, he/she may not leave the child in the Administration Office and must take the child all the way to the respective class teacher.
4. Breakfast is available from 7.15am until 7.45am. No breakfast will be served after 7.45am.

5. The classes begin with the first educational ring at 8.00am. Should you experience a morning emergency causing you to be late, please advise the Administration Office as soon as you can. Please try have your child in his/her class well before the ring begins, as it is much more settling for the child, especially if he/she is in the younger classes.
6. Your child must be personally handed by you to the class teacher on duty and not left to find his/her own way into the school. Please notify the teacher on duty of your child's arrival and departure.
7. If your child will not be attending school for a short period of time (due to extenuating circumstances) the matter must be discussed beforehand with the Principal.
8. If a child has been ill during the night or has contracted an infection of any kind, it is your duty to notify the school. If your child is not attending school on a particular day, please phone between 7.00am and 8.00am so that your child's teacher may be informed.
9. If your child has been vomiting, running a high fever or has a runny tummy, he/she should not return to school for 24 hours. Should your child have a temperature of 38 degrees or higher, he/she should not attend school until the fever has broken.
10. A child with any level of illness (including a runny nose) should preferably stay at home in order to curb the spread of the illness.
11. If, whilst at school, your child has an increase in temperature to 38 degrees or higher, you will be contacted to collect your child. Whilst waiting, your child will be required to lie, under supervision, in the Bug Room. Children in the Squirrels Centre will generally be held on the lap of their teacher or an assistant until you arrive.
12. Solely in the event of an emergency, the school reserves the right to obtain medical assistance for your child from any medical doctor available; and if required in such an emergency, the school also reserves the right to seek emergency hospitalisation for your child. The resulting costs will be the responsibility of the legal guardian of the child. (Please also see sections "First Aid & Medication" and "Sickness" in our Health & Safety Policy available at the Administration Office or on our Web site.)
13. We are not legally entitled to administer medicine without written parent consent. If your child requires medication it is your duty to speak to your class teacher, hand the medicines to her and enter the dispensing instruction in the class medicine journal. Medicine must be kept in the allocated place within the class, and if an antibiotic, in the fridge.
14. If any administration of prescribed medicine requires medical knowledge (e.g., insulin), individual training must be provided to the teacher by a medical professional at the cost of the respective parents.
15. Every day your child is required to bring a school bag, clearly marked with his/her name, containing a clean change of clothes, also clearly marked. Send your child to school in older clothing so that he/she is not distressed should clothing inevitably become dirty or marked with paint, etc.
16. Please do not send your child to school with jewelry, a cellphone, expensive hair clips, fancy caps, toys, etc., as PFPPS cannot and does not accept responsibility for any loss.

17. Girls must, at all times, wear shorts/leggings under their dresses and skirts.
18. Shoes need not be worn in the summer months. Bare feet encourage foot muscle control.
19. Blankets must be provided for your child's rest time. Blankets are to be taken home for washing on Fridays. A mattress and a sheet (and cot for the Squirrels) will be allocated to each child and will be used solely for that child during the year. Mattresses, sheets and cots are kept clean by the school.
20. Children in the Squirrels and Woodpeckers classes may bring a sleep aid for naptime.
21. Birthdays are celebrated at school with a birthday ring. Please discuss your child's birthday ring with your class teacher to arrange the time, cake, etc. Please remember that "less is more" when arranging cakes and party packs.
22. Children are inclined to carry little bits of school equipment home in their pockets. This is a plea to parents to please return bits found in bags and pockets.
23. Destructive play is not tolerated at PFPPS. Playing with sticks, stones, toys or pretend guns is not acceptable play at PFPPS. Please note that we have an Anti- Bullying and Rough Play Policy in place with which we require parents to familiarize themselves. This Policy can be viewed on the school website, alternatively you may request a copy from the Administration Office.
24. All children are to take responsibility for their actions and will be expected to work through the consequences of their actions.
25. The teachers appointed by the school have the required skills and expertise to train your child. All parents are expected to adhere to all school rules and safety procedures and work together with the school to enforce them.
26. The entire property is a no smoking area. Smoking is not allowed anywhere within the grounds.
27. The school reserves the right to request that your child be removed from the school in the event that a balanced and age appropriate relationship between the Teachers/Caregivers and your child, is not established. This will, however, be a 'last resort' measure, having followed appropriate remedial interventions i.e. interactive meetings, Counseling sessions and referral to any professional Therapist/s, which may be considered necessary.
28. Please familiarize yourselves with the schools Late Payment and Bad Debt Policy which is available on the website or from the Administration Office.



### 9. SIGNED ENROLMENT

NB: fees are payable over 11 months (January to November) - no December payment.

PLEASE ENROL MY/OUR CHILD FOR: (please tick and initial each choice)

- MORNINGS (06.40am to 14.00pm) - R 4215.00 per month  \_\_\_\_\_ initial
- FULL DAY (06.40am to 5:30pm) - R5315.00 per month  \_\_\_\_\_ initial
- LUNCH - R315.00 per month  \_\_\_\_\_ initial
- BREAKFAST - included in fees  \_\_\_\_\_ initial

REGISTRATION FEE: R500 (this is a once-off fee)

Commencement date: \_\_\_\_\_

Invoices should be made out to (with address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SIGNED IN FULL BY PERSON/S RESPONSIBLE FOR PAYMENT

NAME	SIGNATURE	DATE
NAME	SIGNATURE	DATE

For office use: Initial R\_\_\_\_\_ and thereafter R\_\_\_\_\_ Date \_\_\_\_\_

INITIALS \_\_\_\_\_

## 10. PFPPS STANDARD TERMS AND CONDITIONS

### ENROLMENT FEES

1. On enrolment, a non-refundable registration fee of R500.00 per child is payable, in advance, to the school. The non-refundable waiting list fee of R500.00 includes this registration fee. A child moving into a new class from the previous year does not require the registration fee to be paid.
2. Signed enrolment forms create a binding agreement between parties to pay the full requisite fees on a monthly basis for schooling for one child from the commencement date to December of each year. A pro rata fee will only be payable when a child is accepted to PFPPS during the current year.

### SCHOOL FEES AND OTHER

3. This agreement is binding for a fixed period of 12 (twelve) months, and which is subject to the standard cancellation conditions set out hereunder.
4. All school fees are payable in advance and are payable as usual during a child's absence whether it be due to illness or if away on holiday, etc.
5. The school fees quoted are payable for 11 months, which is January through November in any one year. January school fees are payable by the 2<sup>nd</sup> (second) of January at the latest. February to November school fees are payable on or before the 1<sup>st</sup> (first) working day of every month.
6. A 30-day written notification is required for changes from half day to full day (or vice versa) and is to be handed in at the Administration Office. A 30-day written notice is also required when adding or removing a child from the lunch list.
7. Children are required to attend PFPPS 5 (five) days per week. Should the child not attend PFPPS every day of the week, you will still be billed for a 5 (five) day week.
8. A special Event/Entertainment Levy will now be applicable. This equates to R463.00 per annum, however, each event/show will be billed in the month in which the event/show occurs. This is a compulsory levy and applicable to each child.

### PAYMENT

10. For child safety and security reasons, PFPPS does not accept cash payments. School fees are only paid via a debit order. The PFPPS Debit Order Authority Form is attached to this agreement. PFPPS no longer accepts cheques, direct deposits or EFTs unless paying the full year's fees in advance.
11. PFPPS will add all additional costs/fees solely relating to ad hoc after-care fees, late collection penalties, etc., as shown on the monthly invoice, to that month's withdrawal and the amount drawn may differ on a month to month basis based solely on these extra costs/fees. No other costs/fees other than the aforementioned amounts, which are due and payable, shall be claimed against the debit order authority under any circumstances whatsoever.

12. School fees are reviewed in August of each year and notifications of the increases are provided to parents no later than 30 September of each calendar year.
13. Debit order rejection fees will be payable to the school by the account holder of which the debit order was refused.
14. Payment of school fees is not subject to presentation of a statement. Payments are made in accordance with the applicable Fee Structure of the school.
15. School Reports will be released only if all outstanding amounts are paid in full.

### ADDITIONAL CHARGES

16. Over and above the monthly school fees, PFPPS charges the following amounts if applicable:
  - Daily aftercare: R85 per afternoon or part thereof.
  - Late collection penalty: R200 penalty if a child is collected after 5.30pm on any given day.

### CANCELLATION

17. Should the school fees (including all other due and payable fees) for whatsoever reason not be paid within 5 (five) days after they become due, PFPPS reserves its rights to:
  - 17.1 immediately prevent the child from further continuing to attend PFPPS and/or
  - 17.2 cancel this contract entirely with immediate effect and/or
  - 17.3 claim all amounts that may be payable in terms of the contract and/or
  - 17.4 charge interest of 5 per month on outstanding amounts and/or
  - 17.5 hand over the outstanding account to a debt-collecting agency and/or
  - 17.6 send the default notice of the account holder to all credit vetting databases in South Africa.
18. 3 (THREE) CALENDAR MONTHS' NOTICE, IN WRITING, IS REQUIRED TO BE GIVEN WHEN WITHDRAWING THE CHILD FROM THE SCHOOL FOR ANY REASON. Payment in lieu of notice may be given.

### DOMICILIUM

19. The signatory/ies hereto nominate his/her child's physical address as recorded on page 3 of this enrolment form as his/her chosen domicilium citandi et executandi for service of all notices and processes in connection with any claim that may arise in terms of this agreement to PFPPS.

## JURISDICTION

20. The signatories hereto agree and consent that PFPPS shall be entitled, at its option, to institute legal proceedings which may arise out of this agreement, in any Magistrates' Court in the Republic of South Africa, having jurisdiction, notwithstanding that the claim or the value of the matter in dispute might exceed the jurisdiction of such Magistrates' Court.

## AGREEMENT

21. No extension of time or any other relaxation or indulgence granted by PFPPS to the signatory/ies shall operate as, or be deemed to be a waiver by PFPPS of its rights in terms of this agreement, or a novation of any of the terms and conditions of this agreement.

22. No amendments and/or alterations and/or variations and/or additions and/or cancellation of these terms and conditions, whether consensual and/or unilateral and/or bilateral shall be of any force and effect unless reduced to writing and signed by PFPPS.

## SIGNATURES

23. Upon signature of these forms you hereby confirm to Pine Forest Pre-Primary School (Pty) Ltd that you accept and understand the terms and conditions as set out as enclosed/attached and will take full responsibility in adhering to the contents, conditions and stipulation of these agreements.

24. On signing these forms you confirm that you understand that this is a legal and binding contract for a period of 12 (twelve) months subject to the stipulated cancellation conditions.

25. Upon signature hereof, you hereby agree to allow PFPPS to conduct a credit check on yourself/ves prior to your child being accepted into PFPPS.

_____	_____	_____
NAME	SIGNATURE	DATE

_____	_____	_____
NAME	SIGNATURE	DATE

**11. ANNEXURE A – DEBIT ORDER FORM**

Debit Order Authority

Parent/s information

Name/s	
ID number/s	
Address	
Postal address	
Email	
Landline	
Fax	
Mobile phone	

Bank details

Account name	
Names of signatories (if applicable)	
Bank	
Branch	
Branch code	
Account number	
Type of account	

Please note: PFPP debit orders are managed by The Standard Bank of South Africa. Your child's name will appear on your bank statement.

Agreement

1. I/We hereby request, instruct and authorise Pine Forest Pre-Primary School (Pty) Ltd (the School) to draw against my/our account with the bank noted above (or any bank or branch to which I/we may transfer the account), on the 1<sup>st</sup> (first) of every month or next working day the full school fee amount payable for my/our child/children as agreed in respect of my/our signed enrolment form/s for the specific year detailed in signed enrolment form/s.
2. I/We understand that the School will only add additional costs/fees relating solely to ad hoc after-care fees, late collection penalties and entertainment fees, as shown on the monthly invoice, to that month's withdrawal and that the amount drawn may differ on a month to month basis based solely on these extra costs/fees.
3. I/We agree that the period of this debit order agreement coincides with the period described in the respective signed Enrolment Form/s, being January to November (11 months) of any calendar year for which my/our child is or children are enrolled, unless otherwise agreed.
4. I/We understand that the first monthly withdrawal will occur on the 2<sup>nd</sup> (second) of January and thereafter on the 1<sup>st</sup> (first) of each month in the eleven (11) month period, unless otherwise agreed.
5. I/We irrevocably and unconditionally agree to the Cancellation Clause described in the Enrolment Form which states that 3 (three) calendar months' notice, in writing, is required to have been received by the School in order to withdraw my/our child/children from the School for any reason within the eleven (11) month period and therefore that this Debit Order agreement clearly prescribes that the continuation of monthly withdrawals shall occur until the end of the notice period.
6. I/We understand that all such withdrawals from my/our bank account shall be treated as though they had been signed by me/us personally.
7. I/We agree to pay any bank charges and costs relating to the debit order authority, including debit order rejection fees.
8. I/We agree that receipt of this instruction by the School shall be regarded as receipt thereof by my/our bank.
9. I/We hereby confirm that I/we am/are duly authorised by the company mentioned above (in the instance or circumstance that it is a juristic person) to sign this debit order authority on its behalf (if applicable).

Signatures

NAME	SIGNATURE	DATE
NAME	SIGNATURE	DATE

## 12. ANNEXURE B – VEHICLE SECURITY STICKER FORM

The following form must be completed in full and in the case of an emergency where a child is required to be collected, and PFPPS is unable to contact the parents, we will contact the other people detailed on this list.

Driver # 1

NAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_ CELLPHONE \_\_\_\_\_

CAR MAKE \_\_\_\_\_

COLOUR \_\_\_\_\_ REGISTRATION \_\_\_\_\_

Driver # 2

NAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_ CELLPHONE \_\_\_\_\_

CAR MAKE \_\_\_\_\_

COLOUR \_\_\_\_\_ REGISTRATION \_\_\_\_\_

Driver # 3

NAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_ CELLPHONE \_\_\_\_\_

CAR MAKE \_\_\_\_\_

COLOUR \_\_\_\_\_ REGISTRATION \_\_\_\_\_

Driver # 4

NAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_ CELLPHONE \_\_\_\_\_

CAR MAKE \_\_\_\_\_

COLOUR \_\_\_\_\_ REGISTRATION \_\_\_\_\_

### 13. ANNEXURE C – CONSENT AND INDEMNITY FORM

I/we, the undersigned

NAME/S \_\_\_\_\_

ID NUMBER/S \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

BEING THE PARENT/S/GUARDIAN/S OF \_\_\_\_\_

Do hereby irrevocably and unconditionally:

1. Consent to my/our child taking part in all the activities of PFPPS, unless specifically instructed by me/us in writing to the contrary;
2. Confirm and agree that my/our child will, on a regular basis, participate in physical activities at PFPPS;
3. Confirm and agree that all activities in which my/our child engages or undertakes are at my/our own risk and that I/we will have no claim of whatsoever nature against PFPPS or any of its staff or directors:
  - 3.1. for any loss or damage to property owned by me/us, from whatsoever cause arising and/or
  - 3.2. for any loss or damage or compensation arising from or in respect of any physical injury of whatsoever nature which my/our child might sustain whilst at PFPPS and/or
  - 3.3. for any loss or damage or compensation arising from or in respect of any injury of whatsoever nature which my/our child might sustain during any extra-mural activity provided by outsourced providers, in which my/our child may participate whilst at PFPPS and/or
  - 3.4. for any mental or emotional stress or damage which my/our child might sustain caused by any incident/s or accident/s of whatsoever nature whilst at PFPPS;
4. Consent to my/our child participating in all school activities that teach Christian and Biblical lifestyle principles;

and I/we hereby indemnify against and hold harmless PFPPS, its staff and directors, from any liability which may be incurred arising from any or all of the a foregoing;

INITIALS \_\_\_\_\_



5. Agree that in the event of any emergency the PFPPS staff may (without being under any obligation so to do) at their sole discretion take steps as may be necessary or requisite for the provision of medical attention for my/our child and that should the medical practitioner require consent prior to provision of medical services, I/we confirm that the staff members of PFPPS are hereby authorised and empowered to act as my/our duly authorised agent in giving such consent;
6. Agree that I/we will be liable personally for all medical fees and expenses of whatsoever nature incurred in the treatment of my/our child in the event that medical services are procured by PFPPS staff on my/our behalf;
7. Agree that I/we will be liable personally for all medical fees and expenses of whatsoever nature, including therapeutic and holistic services, incurred in the treatment of my/our child in the event of any incident/s or accident/s that may possibly occur at PFPPS;
8. Consent to my/our child being given medication (after having received a telephone call from the school requesting such permission) in the event of an emergency.

Signatures

_____	_____	_____
NAME	SIGNATURE	DATE

_____	_____	_____
NAME	SIGNATURE	DATE

_____	_____	_____
PRINCIPAL	SIGNATURE	DATE

(for and on behalf of PFPPS)

INITIALS \_\_\_\_\_

## 14. ANNEXURE D – PUPIL INFORMATION FORM

NAME OF CHILD \_\_\_\_\_

SISTER/S' NAME/S AND AGES \_\_\_\_\_

\_\_\_\_\_

BROTHER/S' NAME/S AND AGES \_\_\_\_\_

\_\_\_\_\_

RELATIVES OR OTHER ADULTS IMPORTANT TO CHILD \_\_\_\_\_

\_\_\_\_\_

ARE BOTH PARENTS IN THE HOME OR HAS THERE BEEN ANY UNFORTUNATE CIRCUMSTANCE  
SUCH AS DIVORCE OR DEATH? \_\_\_\_\_

RELIGION \_\_\_\_\_ CHURCH ATTENDED \_\_\_\_\_

### History of child

BIRTH WEIGHT \_\_\_\_\_

WAS THE BIRTH DIFFICULT? \_\_\_ NORMAL? \_\_\_ PREMATURE? \_\_\_

WAS BABY BREASTFED? YES \_\_\_ NO \_\_\_ HOW LONG \_\_\_\_\_

WHEN BOTTLE INTRODUCED \_\_\_\_\_ SOLIDS \_\_\_\_\_

STILL ON BOTTLE? YES \_\_\_ NO \_\_\_ WHEN \_\_\_\_\_

DID BABY HAVE A DUMMY? YES \_\_\_ NO \_\_\_

STILL HAVE A DUMMY? YES \_\_\_ NO \_\_\_ WHEN \_\_\_\_\_

ILLNESSES DURING THE FIRST YEAR \_\_\_\_\_

EVER BEEN HOSPITALISED? YES \_\_\_ NO \_\_\_ WHEN \_\_\_\_\_

INITIALS \_\_\_\_\_

AGE WALKED \_\_\_\_\_ AGE TALKED \_\_\_\_\_ AGE TOILET TRAINED \_\_\_\_\_

USES A NAPPY AT NIGHT \_\_\_\_\_ COMPLETELY TRAINED OR NOT \_\_\_\_\_

ANY DIFFICULTIES CONCERNING TOILETING \_\_\_\_\_

NAME USED FOR BOWEL MOVEMENTS \_\_\_\_\_ AND FOR URINATION \_\_\_\_\_

BLOOD TYPE \_\_\_\_\_

### Habits

PLEASE LIST ANY NERVOUS HABITS \_\_\_\_\_

WHEN AND HOW OFTEN DOES IT OCCUR? \_\_\_\_\_

HOW IS THIS TREATED? \_\_\_\_\_

ANY OPERATIONS OR HOSPITALISATION \_\_\_\_\_

ANY ABNORMALITY (EG FLAT FEET) \_\_\_\_\_

GENERAL COMMENTS REGARDING HEALTH \_\_\_\_\_

ANY HEREDITARY CONDITIONS IN THE FAMILY \_\_\_\_\_

FAMILY HEALTH (ALLERGIES, SINUS, ETC) \_\_\_\_\_

### Vaccinations and inoculations

DPT                      YES    \_\_\_    NO    \_\_\_    DATES \_\_\_\_\_

POLIOMYELITIS        YES    \_\_\_    NO    \_\_\_    DATES \_\_\_\_\_

MMR                     YES    \_\_\_    NO    \_\_\_    DATES \_\_\_\_\_

CHICKEN POX          YES    \_\_\_    NO    \_\_\_    DATES \_\_\_\_\_

BCG (TB)                YES    \_\_\_    NO    \_\_\_    DATES \_\_\_\_\_

INITIALS \_\_\_\_\_

HEPATITIS B      YES    \_\_\_    NO    \_\_\_    DATES \_\_\_\_\_

Medical history

HEADACHES      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

FREQUENT COLDS    YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

EPILEPSY      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

HAEMOPHILIA      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

SINUSITIS      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

ASTHMA      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

HAY FEVER      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

EXCEMA      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

FOOD ALLERGIES    YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

PENICILLIN      YES    \_\_\_    NO    \_\_\_    ALLERGIC? \_\_\_\_\_

BEE STINGS      YES    \_\_\_    NO    \_\_\_    ALLERGIC? \_\_\_\_\_

URINARY

INFECTIONS      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

Physical concerns

SIGHT      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

SPEECH      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

HEARINg      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

PHYSICAL      YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

LEARNING ISSUES    YES    \_\_\_    NO    \_\_\_    COMMENTS \_\_\_\_\_

INITIALS \_\_\_\_\_

## Signatures

This is to certify that it is with my/our knowledge and consent that my/our child will be taking part in all the activities at Pine Forest Pre-Primary School (Pty) Ltd, unless specifically instructed by me/us, in writing, to the contrary.

_____	_____	_____
NAME	SIGNATURE	DATE

_____	_____	_____
NAME	SIGNATURE	DATE

_____	_____	_____
PRINCIPAL	SIGNATURE	DATE

## 15. ANNEXURE E – PARENT CHECKLIST

### WHAT YOU NEED TO BRING TO SCHOOL

- SQUIRRELS      Nappies, wet wipes, bum cream, sun hat, sun block, change of clothing (marked), sleepies (blanket/sheet, bottle, dummy, bear/doll, etc.).
- WOODPECKERS      Nappies, wet wipes, bum cream, sun hat, sun block, change of clothing (marked), sleepies (blanket/sheet, dummy, bear/doll, etc.).
- HEDGEHOGS      Sun hat, sun block, change of clothing (marked), sleepies as above.
- BUSY BEES      Sun hat, sun block, change of clothing (marked).

## WHAT YOU NEED TO GIVE TO THE ADMINISTRATION OFFICE

Before your child's first day at school please ensure that the school receives everything below:

- REGISTRATION FEE - R500
- THIS ENROLMENT FORM, FULLY COMPLETED, SIGNED AND INITIALLED
- COPY OF CLINIC CARD (TO VERIFY VACCINATION DETAILS)
- COPY OF BIRTH CERTIFICATE
- COPY OF BOTH PARENT'S ID BOOKS
- A COPY OF MEDICAL AID CARD
- COPY OF PREVIOUS SCHOOL'S MOST RECENT REPORT CARD

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A copy of the completed enrolment form will be given to you once your child has joined his/her class.

We pray that your child will be happy in our care and we will strive our utmost to provide a safe and loving environment where your child will create wonderful memories. We trust that you will soon feel integrated into the family life of Pine Forest Pre-Primary School.