



43 Tambotie Avenue
Val de Grace, 0184
Office: (012) 804 1200

Alta: 082 859 1200
Email: info@bstcampus.co.za

ENROLLMENT FORM 2021

Dear Parents,

We here at Baby Shoes and Toddlers would like to welcome you and your child/children to our prestigious Day Care and Pre-Primary School. Since our main goal is to provide you with the best service that we have to offer, we kindly ask you to read the contents of this form carefully, as well as the Rules & Regulations. Please fully complete all the forms, **initial each page, sign where required** and attach the following necessary documents:

Contact details and Administration

- The enrollment form must be completed and returned to us with all the necessary documentation:
- Copy of both Parents/Guardians ID documents/ Birth certificates.
- Copy of Child's Birth certificate.
- Copy of Proof of Residence.
- Copy of updated Immunization records. (Compulsory, Required by the Dept of Health).
- Copy of Person/s that will be collecting your child's ID document. (if applicable). This is very important, as we will not allow ANY child to leave with unauthorized persons).
- POP of enrolment

Xené Van Staden
(Bachelors Degree in Education
University of Pretoria, 2008)
PRINCIPAL

Signature Parent/Guardian

Date: _____

Enrollment Form 2021

CHILD'S DETAILS

Child's full names: _____

Nickname of child: _____

Gender: _____

Current age: _____

Date of Birth: _____

Child's ID number: _____

Home Language: _____

Date of arrival: _____

Signature Parents/Guardians

Date: _____

Notifications / Payments:

Accounts will be sent to person responsible for payments. Please indicate below.

EMAIL: _____

Signed: _____

Details of Parents /Guardians

Mother	Father	Authorised Person
Surname:	Surname:	Surname:
Title:	Title:	Title:
Name:	Name:	Name:
ID No:	ID No:	ID No:
Home Language:	Home Language:	Home Language:
Occupation:	Occupation:	Occupation:
Employer:	Employer:	Employer:
Cell No:	Cell No:	Cell No:
Work No:	Work No:	Work No:
Home No	Home No	Home No
Email:	Email:	Email:
Home Address:	Home Address:	Home Address:

Authorization and Details (as indicated above) of person allowed to collect my child/children (if applicable)

I, _____ Parent/Guardian of _____
give permission that my child may be collected in my absence:

Signature Parent/Guardian

Date

MEDICAL DETAILS
Details of your Medical Practitioner

GP: _____

Telephone number: _____

Pediatrician: _____

Telephone number: _____

Dentist: _____

Telephone number: _____

Allergies: _____

Chronic Illnesses: _____

Child's health and emotional status: _____

Person responsible for medical bills

Full Name and Surname: _____

Address: _____

Medical Aid: _____ Medical Aid Number: _____

Alternative people to contact in case of an Emergency

Name & Surname:

Name & Surname:

Contact number: _____

Contact number: _____

Relationship: _____

Relationship: _____

Signature Parent/Guardian

Date

RULES & Regulations

Our goal is to enhance your child's learning process and to create a home from home. The reasons for our success are our Religious believes, dedicated personnel, space and environment.

ENROLMENT

- ✓ Children from 3 months to 5 years turning 6.
- ✓ No child with any contagious children's disease will be permitted.
- ✓ By law, we are not permitted to administer any form of medication to your child, without express written consent from a Parent or Guardian (There will be no exceptions to this rule, as the ramifications are enormous). If your child requires any medication, the form at the back of the Communication Booklet (which is handed to each enrolled child), should be completed and handed to the Teacher upon arrival at the school. Please do not put any medication in your child's bag, we will not take any responsibility.

- ✓ Children suffering from any colds, cough, fever, rash or any infectious diseases must be kept at home until fully recovered. Please inform the school if your child will be absent.

- ✓ Parents of a child that has been diagnosed with any contagious diseases (measles, pink eye, mumps, chicken pox etc.) must please inform the school as soon as possible, so that we may notify the other parents of Baby shoes and Toddlers campus.

- ✓ We ask that if your child may have lice, to please keep them at home until the lice is gone. If any child is found with lice, parents will be contacted to collect their child and may only return once lice is treated.

HOUSE RULES

The school must be informed by 9h00 if any of the following matters are applicable please.

- ✓ Any circumstances at home or school that could affect your child's behavior.
- ✓ If your child will be absent from school.
- ✓ Any change of address, telephone number or doctor.

If your child visits a therapist, psychologist, etc. the school must receive a copy of the report.

PLEASE INITIAL HERE

Notice of Discontinuation

One calendar month written notice is required should your child wish to leave the school, or you will be charged for a full month's school fees. November will not be accepted as a notice month. Leaving at the end of November Notice to be given TWO months in advance.

PLEASE INITIAL HERE

BIRTHDAYS, SPECIAL OCCASIONS

- Parents will be allowed to bring cake or birthday snacks to school with the child, and the teacher will make a short time in which the class gets a chance to celebrate, usually afternoon snack time.

LIABILITY

We do our utmost to ensure a safe and secure environment for your child. Neither the school nor the personnel accept any liability unless in the event of gross negligence, for:

- ✓ Any injury your child may suffer on the way to or from school or at the school, during school hours.
- ✓ Any actions by your child after school hours while still on the school property.
- ✓ All children must be placed in the care of a staff member on arrival at the school.
- ✓ Only persons listed on your application form may collect children.
- ✓ All clothing and possessions must be clearly marked. We accept no liability for lost goods.

Any children who are taken and fetched for extra mural activities e.g. swimming during school hours.

PLEASE INITIAL HERE

MEALS

The following meals and snacks are served during school hours:

- Breakfast at 8h00. A child arriving after 8h30 will not be served breakfast.
- Breakfast will either be Oats, Maize meal or Matabella.
- Snacks at 10h00 – Rooibos tea / water or juice and sandwiches.
- Lunch at 11h30 – Menu available in the Kitchen.
- Afternoon snack at 14h45 – Juice, fruit, Chefs delight.
- Please note that parents are requested not to pack in extra snacks / food unless the child will not be able to eat the food we provide, due to food allergies, food intolerances or religious reasons.
- Please inform us of **ANY ALLERGIES!**

SCHOOL HOURS

Monday to Friday 06h15 to 17h30

Without exception, children may only be dropped off after 6h00 and further may only be left in the care of a competent teacher on duty, inside the safe confinement of the classroom and under no circumstances be handed over in the parking area.

- **SATURDAYS 9H00 – 12H00 provided prior arrangements are made at an additional cost of R50 per hour / per child** we will not be open on public holidays, single workdays between public holidays (exceptions may be made).
- If by any chance you going to be late for collection, please notify us so that we can arrange with our staff. A late fee will be charged at R50.00 for every half hour, or part thereof.
- Children may only be fetched by Parents/Guardians or any person/s specified on the enrollment form (No child will be allowed to leave the premises with unknown persons).

PLEASE INITIAL HERE

What your child must bring

Babies

- 5 disposable nappies per day
- 3 sets of clean clothing
- Enough CLEARLY MARKED bottles with sterilized water for the day and enough formula milk powder.
- Babies own nappy rash cream if needed
- 2 cotton nappies (SPOEGDOEK) - (not for toddlers)
- 1 properly marked blanket (*to be sent home every 2nd weekend for washing*)
- 1 properly marked hairbrush
- Hat clearly marked for the sun
- Water bottle clearly marked
- **Quarterly**: 3 packs of wet wipes and 2 boxes of nappy sacks, 2 boxes of tissues
- **Yearly** : 1 Ream of A4 paper

Baby Toddlers

- ✓ 5 disposable nappies per day
- ✓ 3 sets of clean clothing
- ✓ Enough CLEARLY MARKED bottles with sterilized water for the day and enough formula milk powder.
- ✓ Babies own nappy rash cream if needed
- ✓ 1 cotton nappies (SPOEGDOEK) - (if still required as a comforter)
- ✓ 1 properly marked blanket (*to be sent home every 2nd weekend for washing*)
- ✓ 1 properly marked hairbrush
- ✓ Hat clearly marked for the sun
- ✓ Water bottle clearly marked
- ✓ **Quarterly**: 3 packs of wet wipes and 2 boxes of nappy sacks, 2 boxes of tissues
- ✓ **Yearly** : 1 Ream of A4 paper

Toddlers and Seniors

- ✓ 1 properly marked suitcase – not bigger than 30cm x20cm x30cm
- ✓ 1 small blanket clearly marked (*to be sent home every 2nd weekend for washing*)
- ✓ 1 pillow with pillowcase, clearly marked (*to be sent home every 2nd weekend for washing*)
- ✓ Clothing if the weather should change, e.g. jersey or t-shirt
- ✓ 1 properly marked hairbrush
- ✓ Hat clearly marked for the sun
- ✓ Water bottle clearly marked
- ✓ **Quarterly**: 3 packs of wet wipes and 2 boxes of nappy sacks, 2 boxes of tissues
- ✓ **Yearly** : 1 Ream of A3 paper

Progress report

- Progress reports are given [mid-year and year-end]. This gives a clear understanding of where your child is academically, and where your child will need improvement.

Communication

- Minimal communication will be allowed between parents and the teachers, unless there is an emergency.
- We prefer all communication to be entered into the "Communications Booklet" provided or to go through email (info@bstcampus.co.za) Calls will be allowed to the office at any time 082-859-1200 or (012) 804-1200.

Register

- All parents will be required to **sign their child in and out of school every single day**, this is for safety purposes and will be mandatory.

Potty training and toilets

- Teachers along with the parents will help with potty training, a consistent approach along with encouragement is the key to accomplishing this milestone.
- A Teacher will monitor the children at all times.

PLEASE INITIAL HERE

ADDITIONALS

- ✓ Speech Therapy – once a week is available (fees to be paid directly to the Speech Therapist).
- ✓ Clinic Sr – monthly visits – to be strictly adhered to with consent forms issued by the Sr, to be signed, payments to be made directly to the Sr's practice, prior to any form of administered medication e.g. Vitamin A, Deworming, Inoculation.

PLEASE INITIAL HERE

DECLARATION

I _____, Parent of _____,
Hereby declare that I have read and that I understand the "Rules & Regulations" of Baby shoes and Toddlers Campus. I accept them and will abide by them.

Name of Parent _____ Signature _____

Xené van Staden
(Bachelors Degree in Education
University of Pretoria, 2008)
PRINCIPAL
BABYSHOES & TODDLERS CAMPUS

INDEMNITY

Authorization to treat in an Emergency

TELEPHONIC / WHATSAPP CONSULTATION WITH PARENT

I, _____, ID number _____
herby cede my powers as a Parent/Guardian to the principal and/ her representatives
should any medical treatment/ surgery be deemed necessary for my child if any
Parent/Guardian cannot be contacted in time.

I accept that this general Indemnity shall remain in force for the full duration of my child's
registration at *Baby Shoes and Toddlers* Day care and Pre-Primary School. This authority
also includes the completion and signing of permission forms (also in case of anesthesia).

Signature Parent/Guardian

Date

Transport

I, _____ Parent/Guardian of _____
herby give permission for my child to go on all school outings that the school may
arrange. I also exempt the staff of *Baby Shoes and Toddlers* and school management
from any claim or loss that may occur as a result of such outing. Prior arrangements will
be made with parents for any outings.

Signed at _____ on the _____ day of _____ 20_____

Signature Parent/Guardian

Principal/Authorized Person

Extramural Activities:

Extramural activities are offered at the school's premises but are, however, offered by people who are not in any way associated or funded by the school. Please keep all payments for extramural activities separate from payments made to the school, as per the Statement /Account received.

Extramural activities currently are:

- Swimming (8 lessons per month at a cost of R450pm commencing from 2 years)
- **Tiger Tigerz Development programme.** (Current fees R150 registration and R220pm. Commencing age group from 30 months. For further information, please contact the office.

Banking Details:

Account Name: Babyshoes & Toddlers Campus (Pty) Ltd
Bank: NEDBANK
Account number: 1205236414
Branch code: 1631500
Reference: Child's Name and Surname