



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

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

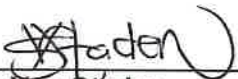
ENROLLMENT FORM 2022

Dear Parents,

At Baby Shoes and Toddlers, it's a continual joy and privilege for us to assist you in the education and discipleship of your child. Since our main goal, Christian based, is to provide you with excellence, your child/ren will be nurtured by our loving staff and given the opportunity to reach their God-given potential. We kindly ask you to read the contents of this form carefully, as well as the Rules & Regulations. We look forward to joining hands with you. Please fully complete all the pages, initial each page, sign where required and attach the following documentation:

Contact details and Administration

- The original enrollment form must be completed and returned to us with all the necessary documentation:
- Photo of child / children (attached to this enrolment form please).
- Copy of Child's Birth certificate.
- Copy of both Parents/Guardians ID documents.
- Certified Copy of Proof of Residence.
- Copy of updated Immunization records. (Compulsory, Required by the Dept of Health).
- Copy of Person/s, ID document who will be collecting your child (in your absence). No child will leave with unauthorized persons.
- POP of enrolment fee R1500 to info@bstcampus.co.za



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

Signature Parent/Guardian

Date: _____

CHILD'S DETAILS

Child's full names: _____

Nickname of child: _____

Gender: _____

Date of Birth: _____ Current age: _____

Child's ID number: _____

Home Language: _____

Date of arrival: _____

Signature Parents/Guardians

Date: _____

Previous school's:

Name of School: _____ Tel : _____

Period attended: _____ Principal: _____

Notifications / Payments:

Liable person to for payments, receive statements / Invoices (please write clearly).

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 (photo attached).

Signature Parent/Guardian

Date

Should your child be collected by someone other than the parent, or authorized person, we need to be informed via WhatsApp (photo and name of such person).
 Telephonically on short notice.

MEDICAL DETAILS

Medical Aid information: (Copy of medical aid card to accompany the enrolment),

Medical Aid: _____ No: _____

Main member details: _____

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:

Contact number: _____

Relationship: _____

Name & Surname:

Contact number: _____

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.

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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.

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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 (deadline).

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).

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What your child must bring

BABIES (age 3 months – 2 years)

- 5 disposable nappies per day
- 2 sets of clean clothing - including Jersey / Jacket / Short / T-shirt) weather unpredictable
- Enough CLEARLY MARKED bottles with sterilized water for the day.
- 1 tin of formula milk powder (empty tin will be returned for refill).
- Babies own nappy rash cream.
- 2 cotton nappies (SPOEGDOEK) - (comforter)
- 1 properly marked blanket (*to be sent home every 2nd weekend for washing*)
- 1 properly marked hairbrush
- Water bottle / zippy cup clearly marked
- 3 packs of wet wipes and 2 boxes of nappy sacks, 2 boxes of tissues

- ✓ Hat clearly marked for the sun
- ✓ Water bottle clearly marked
- Quarterly
 - 3 packs of wet wipes
 - 2 boxes of nappy sacks
 - 2 boxes of tissues

Toddlers and Seniors (25 months – 5 year class)

- ✓ 1 properly marked suitcase
- ✓ 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 (including Jersey / Jacket / Short / T-shirt) weather unpredictable.
- ✓ 1 properly marked hairbrush
- ✓ Hat clearly marked for the sun
- ✓ Water bottle clearly marked

Potty training 2 years+

- If busy with potty training – please place 3 underpants / panties /shorts T-shirt in child's suitcase.

- Quarterly (COVID regulations) – marked with Child's name please
 - 3 packs of wet wipes
 - 2 boxes of nappy sacks
 - 2 boxes of tissues

- Yearly – marked with Child's name please
 - 18 Rolls of 2 ply toilet paper
 - 2 Rheems of A4 paper – **TYPEC**

School fees 2022

- School fees are paid monthly in advance and must be paid by the 2nd of each month. *Please remember that internet transfers between two different banks usually take two working days.*
- No deduction of fees will be given for illness, holidays, or a portion of a month. If you neglect to pay before or on the 2nd of each month any negotiation regarding special fees will be forfeited.
- **A penalty fee of R150** will be charged on payments made after the 2nd of the month, to recover administration costs.
- **The school holds the right of admission to refuse any child whose school fees are not paid by the 5th of each month.**

PLEASE INITIAL HERE

An Enrolment fee of R1500,00 is payable on Admission and acceptance – please note that the enrolment fee is non-refundable with cancellation.

NOTICE: 1 (One) calendar month notice is required. NOVEMBER IS NOT ALLOWED AS NOTICE MONTH.

10% discount will be given should you wish to pay your fees for the full year (12 months) in advance.

Families of 2 or more.

From there on a 10% discount will be deducted from basic fees.

Should you fail to pay your school fees for the month and not have any prior arrangement, you will forfeit your registration fee at the end of the unpaid month and our services to your child will be suspended with immediate effect. Your name and amount owed will be reported to our Legal Team, who will recover any outstanding monies on our behalf. Any costs arising from the collection of the outstanding fees are payable by the person responsible for the account.

School fees are payable in full every month, even if your child is not attending school for whatever reason.

Half day: 06h15 -12h00 collection. (Sleep time 12h00 – 13h00)

Full day: 06h15-17h30 (Sleep time 12h00 – 14h00)

PLEASE NOTE: A penalty fee for anyone who is late to collect their child/children will be charged (R50.00 per half hour, or any part thereof), this will be added to the month end bill.

3 months to 5 years = R3200.00 per month + R200 Tumbling Tigerz

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.
- We prefer all communication to be entered into the "Communications Booklet" provided, or to go through email (info@bstcampus.co.za) .
- Calls are allowed to the office at any time 082-859-1200 or (012) 804-1200.

Access control

- Face recognition – for anyone permitted to collect a child. For safety precaution, it is operational between 6h15 to 08h00 and from 16h00 – 17h30.
- 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

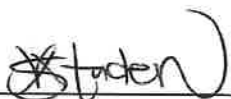
- Teachers, along with the parents will assist with potty training. A consistent approach along with encouragement is the key to accomplishing this milestone.
- A Teacher will monitor the children always.

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.

ADDITIONALS

- ✓ Clinic Sr – monthly visits – to be strictly adhered to with consent forms issued by the Sr, to be signed by the parents. Payments to be made directly to the Sr's practice, (Arrie Nel Pharmacy Group) prior to any form of administered medication e.g., Vitamin A, Deworming, Inoculation.

PLEASE INITIAL HERE _____

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 direct Cash to the Club, on receiving the enrolment form, thereafter R200pm will be added to your Monthly Invoice received from BST Campus. Tumbling Tigers Commence in the 2–3-year class. For further information, please contact the office.

PLEASE INITIAL HERE _____

Banking Details:

Account Name: Babyshoes & Toddlers Campus (Pty) Ltd
Bank : Nedbank Limited
Account No: 1205236414
Branch code: Universal
Reference: Child's Name and Surname