



BABYSHOES & TODDLERS CAMPUS (PTY) LTD
A Company, duly registered in terms of the Companies Act.
Registration number: 2018/266295/07
Directors: Alta van Staden, Xené van Staden

43 Tambotie Avenue,
Val de Grace, Pretoria, 0184
Enquiries: 082 859 1200
WhatsApp: 082 306 5008
Email: info@bstcampus.co.za
Webpage: www.bstcampus.co.za

ENROLMENT FORM 2025

Dear Parents/Guardians

Welcome to Baby Shoes and Toddlers Campus. We are so excited to join hands with you and make you part of our family at BST Campus. Please read the contents of this form thoroughly and complete all the pages (initial each page/sign where required).

Please attach the following documentation when submitting this form:

1. This enrolment form signed and completed, together with the **POP of R1500 for registration. (non-refundable)**. This will secure your child's enrolment.
2. A Photo of your child / children (head and shoulders), attached with this form.
3. Certified copy of both parents' ID's, together with a copy of the ID of the person who will be collecting your child/children in your absence, (if applicable).
4. Proof of Residence. (not older than 3 months)
5. Copy of **updated** Immunization/clinic records. (Compulsory, for the Dept of Health).
6. Certified Copy of Child/children's Birth certificate.
7. Colour copy of medical aid card (front and back).

Xené van Staden

Bachelor's Degree in Education

School Principal/Director

Signature Parent/Guardian

Date



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Child's details:

Child's name and Surname: _____

Child's Nickname: _____

Gender: _____ Age: _____

Date of Birth: _____

Home Language/s: _____

Physical address: _____

Possible date to commence at BST Campus: _____

Signature Parent/Guardian

Date

Previous school/school's (if applicable):

Name of School: _____ Tel: _____

Address: _____

Year/s attended: _____ Principal: _____



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Notifications / Payments:

Person responsible for account payments/ monthly statements (please PRINT clearly).

Name and surname: _____

Email: _____ Signature: _____

Details of Parents /Guardians

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



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Authorization and Details of person allowed to collect my child/children in my absence (if applicable)

I _____ Parent/guardian of _____
hereby grant _____ permission to collect my child in my
absence **(please attach a colour copy of the front page of their Identity document).**

Contact No: _____ Relationship: _____

Signature Parent/Guardian

Date

**** Should your child be collected by someone other than the parents, or authorized person, the school MUST be informed via WhatsApp/ Telephonically (along with a photo and the name of such person). ****

MEDICAL DETAILS

Medical Aid information: (Copy of medical aid card to accompany this form)

Medical Aid: _____ No: _____

Main member details: _____

Allergies: _____

Chronic Illnesses: _____

Child's health and emotional status: _____

Any other important notes: _____



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Two Alternative people to contact in case of an Emergency

Name & Surname:

Name & Surname:

Contact number: _____

Contact number: _____

Relationship: _____

Relationship: _____

Signature Parent/Guardian

Date

Important:

The school needs to be informed promptly in the event of:

- Any circumstances at home which could affect your child's emotional state and/or behaviour at school.
- Your child being absent from school. (Telephonically/WhatsApp before 8am)
- Any changes to details: contact no's (including WhatsApp), addresses, doctors etc.

If your child is seeing a therapist, psychologist, or any other professional, please inform the school. This will help us gain a better understanding of your child's needs and allow us to support their learning more effectively. We would also appreciate receiving a copy of any relevant reports.

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BIRTHDAYS AND SPECIAL OCCASIONS

We welcome Parents to bring cake/cupcakes, birthday snacks/party packs to school with your child, and the teacher will arrange a time for the class to celebrate. usually afternoon snack time.

MEALS

The following meals and snacks are served during school hours:

- Breakfast at 8h00- 8h30.
- Snacks at 10h00 – Rooibos tea / water and sandwiches.
- Lunch at 11h30 – Menu available in the Kitchen.
- Afternoon snack at 14h45 – Juice, fruit, water, Chefs delight.
- Parents are kindly requested to provide their child's meals if they are unable to consume the food, we offer due to allergies, intolerances, or religious dietary restrictions.

SCHOOL OPERATING HOURS & POLICIES

Operating Hours: Monday to Friday, 06:15 to 17:30.

- **Drop-off Policy:** Children may only be dropped off after 06:00 and must be handed over to a teacher on duty. Under no circumstances should children be left in the parking area.
- **Morning Arrival:** To ensure minimal disruption to Circle Time, breakfast, and the class routine, all children should arrive by 08:15.
- **Public Holidays & Closures:** The school is closed on **all public holidays and single workdays between public holidays**. Exceptions may be made for skeleton staff.
- **Late Collection:** If you anticipate being late for pickup (after 17:30), please **notify us in advance so we can plan accordingly**. **PLEASE NOTE: A penalty fee for anyone who is late to collect their child/children will be charged (R100.00 per half hour, or any part thereof), will be added to your monthly bill.**
- **Pickup Authorization:** Children may **only be collected by parents, guardians, or individuals listed on this enrolment form. No child will be released to an unauthorized person.**

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Rules and Regulations

- 1. The parties recognize and acknowledge the impetuous and impulsive nature of Children.** In view of this, all persons in charge of the Children at Babyshoes and Toddlers Campus (PTY) LTD have been instructed to take every precaution to the best of their ability to ensure the Children's safety. However, neither they nor any persons connected to Babyshoes and Toddlers Campus (PTY) LTD will accept any liability for any claims arising from any accident or injury to the Children due to criminal acts or acts of negligence by outsiders or incidents that fall outside the responsibilities and duties of the acting with due diligence and care and in the course and scope of their duties. Furthermore, the Parent agrees to waive and abandon any claims, which may, at any time, arise as aforesaid, both in the Parent's personal, and in the Parent's capacity as a Parent or as guardian of the Children, and the Parent expressly indemnifies the supervisor or such authorized person against any claim which may arise or be instituted unless criminal negligence is proven against such supervisor in a court of law.
- 2. The Parent unreservedly accepts full responsibility as a Parent to ensure that their Child/children has/have been properly immunized against whooping cough, diphtheria, tetanus and polio and vaccinated against tuberculosis, measles, mumps, rubella and hepatitis prior to enrolment proof of which must be furnished by the Parent upon request. Furthermore, the Parent accepts responsibility for and agrees to bear all medical costs and expenses in relation to the Parent's Child.**
- 3. I give permission for my child to participate in all officially organized and curricular activities of Babyshoes and Toddlers Campus (PTY) LTD. Should I intend to withdraw this approval or there be an impediment against my child's participation in any of the aforesaid activities, I will notify Babyshoes and Toddlers Campus (PTY) LTD in writing accordingly.**
- 4. I confirm that, to my knowledge, my child enjoys good health and is physically able to participate in the activities offered by Babyshoes and Toddlers Campus (PTY) LTD provided that the relevant factors/illnesses of my child have been disclosed to Babyshoes and Toddlers Campus (PTY) LTD in writing, should be considered by the school.**
- 5. I give my permission that, should my child be transported by motor vehicle in the event of an emergency or in the activities offered by Babyshoes and Toddlers Campus (PTY) LTD, such transportation will be undertaken by a duly licensed and legal transport operator, employee of Babyshoes and Toddlers Campus (PTY) LTD or parent with whom explicit prior arrangements have been made.**
- 6. I accept that, in the event of an injury to my child, I will be held liable for payment of all expenses, medical bills/hospital bills which Babyshoes and Toddlers Campus (PTY) LTD may incur on my child's behalf.**
- 7. I am aware that Babyshoes and Toddlers Campus (PTY) LTD arranges and oversees internal as well as extramural activities, such as playground games, excursions and educational visits for the learners.**
- 8. Whilst Babyshoes and Toddlers Campus (PTY) LTD undertakes to take the necessary and reasonable precautions to ensure my child's safety and well-being during school hours and during all activities, the school is only able to guarantee the safety and well-being of my child within reasonable limits.**
- 9. I agree that, should my child be diagnosed with any contagious diseases/illness (measles, pink eye, mumps, chicken pox etc.) or contract head lice, I will inform the school immediately and refrain from sending them to school.**
- 10. I give my permission that, should my child require any form of medication, I will contact the school and/or give written consent to administer the medication.**

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Liabilities

- Babyshoes and Toddlers Campus (PTY) LTD and its employees undertake to exercise a degree of care and due diligence to address the safety of all children under its care, please however, note that Babyshoes and Toddlers Campus (PTY) LTD and its employees will not be held responsible for reckless, negligent or malicious behaviour of a child or parent.
- Whilst Babyshoes and Toddlers Campus (PTY) LTD will endeavour to take all reasonable steps to keep children safe, Babyshoes and Toddlers Campus (PTY) LTD cannot be held liable for loss of property, damages or injury to a child due to unforeseen circumstances.
- Furthermore, Babyshoes and Toddlers Campus (PTY) LTD accepts no liability for any child/children collected from school during school hours to attend events/activities that are outside of the school property.

DECLARATION

I/we, the undersigned:

1. Do hereby declare that I/we have read and understood this Contract, including the Policies of the school and the Fee Structure Agreement.
2. Do hereby agree to accept and abide by the terms and conditions governing Babyshoes and Toddlers Campus (PTY) LTD with which we declare ourselves fully acquainted.
3. Do hereby declare that all the information provided in this Contract and the Enrolment Form is true and correct.
4. In consideration for the school's undertaking to provide the services contained in this Contract and the schools Policies, the Parent agrees to pay the fees and related costs as agreed to the school on or before due date, unless otherwise arranged by the Parties.

I have carefully read through and understand the rules and regulations stated and voluntarily agree to the contents thereof.

Signature Parent/Guardian

Date

Xené van Staden

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School Principal/Director



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What your child should bring along – 2025

Babies (3 -18 months) ALL items to be clearly marked with child's name.

- ❖ 1 small bag / suitcase clearly marked with child's name.
- ❖ 5 disposable nappies per day (teething)
- ❖ 2 x boxes disposable gloves
- ❖ 3 x wet wipe packs
- ❖ 2 x tissue boxes (200's)
- ❖ 3 x boxes of nappy sacks
- ❖ Adequate number of bottles for each day, filled with the correct amount of pre-boiled water (formula will be added when needed during the day)
- ❖ Breast milk/Formula for the day (measured and placed in an airtight container).
- ❖ Adequate sets of clothing, bibs, vests, change of clothes etc, including a jersey/ jacket.
- ❖ 1 x container of nappy rash cream and 1 x tub Vaseline.
- ❖ Food for the day (breakfast, lunch, snacks) if your baby is not yet consuming solid food.
- ❖ 2 x cotton nappy's (SPOEGDOEK) - (comforter)
- ❖ 1 x dummy (teething / comforter)
- ❖ 1 x blanket for the cot (*sent home on Fridays for washing*)
- ❖ 1 x Water bottle / Sippy cup

Toddlers (2 - 3 yrs - potty training) ALL items clearly marked with child's name.

- ❖ 1 small bag / suitcase clearly marked with child's name.
- ❖ 5 disposable nappies per day (teething)
- ❖ 1 x container of babies own nappy rash cream
- ❖ 2 x box disposable gloves and 2 x boxes of nappy bags
- ❖ 1 x towel and swimming costume (those enrolled for swimming lessons)
- ❖ 1x Water bottle (will be kept in the classroom)
- ❖ 1 x 9 Rolls of 2ply toilet paper
- ❖ 3 packs of wet wipes.
- ❖ 2 x tissue boxes (200's)
- ❖ 2 x boxes of nappy bags.
- ❖ 1 x bottle for formula (if required) for the (measured and placed in an airtight container.
- ❖ 1 x extra set of clothes, including a jersey / jacket (weather purposes).
- ❖ 1 x blanket & pillow: nap time (sent home every 2nd Friday for washing)
- ❖ 1 x sun hat + 1 x large sunscreen for outdoor play/swimming.
- ❖ 1 x 30-pocket A4 Butterfly display book.
- ❖ 1 x Ream of A4 white paper



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Toddlers (3 - 6 yrs) ALL items clearly marked with child's name.

- ❖ 1 small suitcase / backpack/ trolley bag (marked with child's name)
- ❖ 1 x blanket, pillow & pillowcase (sent home every 2nd Friday for washing)
- ❖ 2 x packs of wet wipes.
- ❖ 2 x boxes of tissue (200's)
- ❖ 1 x sun hat and 1 x Large Sunscreen for outdoor play, 1x Water bottle (kept in the classroom)
- ❖ 1 x towel and swimming costume (those enrolling for swimming)
- ❖ 1 x extra set of clothing, including jersey /jacket (weather purposes)
- ❖ 2 x pencil crayons packs (12 piece)
- ❖ 1 x box of pencils for writing
- ❖ 1 x 9 Rolls of 2ply toilet paper
- ❖ 1 x Ream of A4 white paper
- ❖ 2 x large glue sticks
- ❖ 2 x Bostik Prestik
- ❖ 1 x 30-pocket A4 Butterfly display book.

Initial

School fees 2025

- **School fees are paid monthly in advance and must be paid by the 1st of every month.** Please take note that internet transfers **between two different banks** usually **take two working days** to reflect.
- No deduction of fees will be given for sick days, 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 R100 will be charged on payments made after the 2nd of the month.**
The school holds the right of admission to refuse any child whose school fees are not paid or POP not received by the 3rd of each month.
- **Upfront payment for the year, as well as families with 2 or more children, will be entitled to a 10% discount** (excluding playball / swimming).
- **Should you receive the family discount, you shall forfeit the same, if payments are received after the due date.**

Banking Details:

Account Name: Babyshoes & Toddlers Campus (Pty) Ltd
Bank: Nedbank Limited
Account No: 1205236414
Branch code: Universal
Reference: Child's Name and Surname
POP to be emailed to info@bstcampus.co.za



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If school fees are not paid for the month and no prior arrangements have been made, our services for your child will regrettably be suspended with immediate effect. Outstanding balances, along with the account holder's details, will be referred to our Legal Team for further action. Any costs incurred in the recovery of overdue fees will be the responsibility of the account holder.

Notice of Discontinuation

A written notice of one calendar month, along with payment, is required if your child intends to leave the school. **Failure to provide notice will result in a charge for a full month's school fees.** Please note that **November cannot be used as the notice month.** If your child is leaving at the end of November, notice must be given **TWO months in advance.** **December fees must be paid as invoiced, even if your child is transitioning to Grade 1 the following year.**

Signature Parent/Guardian

Date

Fee Structure & Additional Activities

- **Age Group:** 3 months to 6 years
- **School Fees:** R3,600.00 per month
- **Playball:** R220 (Registration fee, added to the December bill for January registration)
- **Swimming (optional):** R480 per month (January – April & September – December)

Reports

- Reports will **only be issued** once **all school fees are paid up to date.**
- Progress reports are issued mid-year (July) and year-end (December) to offer insight into your child's academic progress and growth.

Communication

- All communication should be documented in the "**Communication Booklet**" provided. For serious matters, please email info@bstcampus.co.za (Refer to R&Rs on page 7).
- WhatsApp (082-306-5008) is available for personal matters.
- Emergency calls may be made at any time to **Alta (082-859-1200).**



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Access Control and register

- **Facial Recognition:** Used for authorized individuals collecting children. Operational between **06:15 – 08:00** and **16:00 – 17:30** for safety.
- **Signing In & Out:** Parents are required to sign their child(ren) in and out each day using the daily attendance file located in the reception area. This is a mandatory safety protocol.

Potty Training & Toilet routine

- Teachers actively assist with potty training.
- Parental support and consistency are essential for successful potty training. Encouragement is key to achieving this milestone. We would appreciate all parents to support the teacher/s in remaining consistent with this.

Initial

Extracurricular Activities: (optional)

BST Campus offers swimming lessons and Playball as extracurricular activities. These activities are optional and take place on the school premises. Should you wish to enrol your child for either/both activities, it will reflect as “playball” or “swimming”, on your monthly statement.

- **Swimming:** 8 lessons per month at a cost of R480pm commencing from 2 years. Summer seasons (January to April and September to December). Should the weather not permit swimming on certain days, SA Swim school will ensure the lessons are caught up and parents will be notified.
- The Playball Development programme offers sessions that are well structured, age appropriate and well liked. Gross Motor activities involve large muscle movements, like walking, running, and jumping, which are crucial for everyday activities, mobility, and overall health. These activities also aid in strengthening their core, balance, coordination, and body awareness. Although it is not mandatory, we encourage parents to enrol their child/children for this programme.

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ADDITIONALS

A clinic sister sent from The Department of Health, visits our school twice a year – to be adhered to with consent forms issued by the clinic sister, to be signed by the parents, prior to any medication e.g., Vitamin A, Deworming, Inoculation is administered. Clinic cards will be updated accordingly.

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Consent for use of Images

Babyshoes and Toddlers Campus (PTY) LTD recognises the need and necessity to ensure the safety of all children associated with our organization.

I/we _____ parent(s) / Guardian(s) of

(child's full Name) _____

(child's full Name) _____

Voluntary grant permission to Babyshoes and Toddlers Campus (PTY) LTD to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our child(ren) named above, taken by the CEO / Principal or any employee designated by Babyshoes and Toddlers Campus (PTY) LTD to be used to promote the school for educational purposes on our website/webpage and shared with parents on the BST Campus class groups.

Signature Parent/Guardian

Date

Witness: _____

Date: _____

N.B. _____

Please inform us in writing of any changes.

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