

Full Day	Half Day
Starting Date	Acc. No.

ABACUS KIDS ACADEMY (PTY) LTD - ENROLMENT CONTRACT

WHERE DID YOU HEAR ABOUT US? (✓)							
Google Search		Social Media		Our Website		Review Site	
Friend or Family Recommendation		Parent Referral		Billboard or Street Sign		Returning Customer	
A COPY OF THE STUDENT'S BIRTH CERTIFICATE, CLINIC CARD AND MEDICAL AID CARD AS WELL AS A COPY OF BOTH MOTHER AND FATHER'S ID MUST BE ATTACHED TO THIS ENROLMENT FORM							
STUDENT							
Surname:				Full Name:			
Preferred Name:				Date of Birth:			
Home Language:				Other Language:			
Classroom Language:				Gender (✓):	M		F
Religion (Optional – for our records to ensure we respect and accommodate religious beliefs where possible):							
Residential Address:							
WHO IS RESPONSIBLE FOR PAYMENT OF THE ACCOUNT (✓)				FATHER		MOTHER	
FATHER / GUARDIAN				MOTHER / GUARDIAN			
Surname				Surname			
Full Name:				Full Name:			
ID No:				ID No:			
Home Telephone:	()			Home Telephone:	()		
Mobile Telephone:	()			Mobile Telephone:	()		
Work Telephone:	()			Work Telephone:	()		
Name of Employer:				Name of Employer:			
Address of Employer:				Address of Employer:			
E-Mail:				E-Mail:			
Residential Address (if different from Student):				Residential Address (if different from Student):			
FRIEND / RELATIVE (not living with you)							
Surname:				Surname:			
Full Name:				Full Name:			
Relation to child:				Relation to child:			
Mobile Telephone:	()			Mobile Telephone:	()		
Other Telephone:	()			Other Telephone:	()		

ALL SIGNATORIES TO
PLEASE INITIAL EACH PAGE

EDUCATIONAL HISTORY

Name of School:		Year/s Attended:	
Contact Person:		Contact Number:	

MEDICAL INFORMATION

Medical Aid Name:		Medical Aid Nr.:	
Main Member:		Medical Aid Telephone:	()
Family Doctor:		Doctor Telephone:	()
Allergies:	1.	Hospital Preferences: (While we request hospital preferences, in an emergency, the nearest hospital will be used)	1.
	2.		2.
	3.		3.

(✓) VACCINATIONS RECEIVED - the recommended schedule is as follows

Age	Vaccine	How it is administered?	(✓)
At birth	BCG Bacilles Calmette Guerin	Right arm	
	OPV (0) Oral Polio Vaccine	Drops by mouth	
6 weeks	OPV (1) Oral Polio Vaccine	Drops by mouth	
	RV (1) Rotavirus Vaccine	Liquid by mouth	
	DTaP-IPV-Hib-HBV (1) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined	Intramuscular / left thigh	
	PCV (1) Pneumococcal Conjugated Vaccine	Intramuscular / right thigh	
10 weeks	DTaP-IPV-Hib-HBV (2) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined	Intramuscular / left thigh	
14 weeks	RV (2) Rotavirus Vaccine*	Liquid by mouth	
	DTaP-IPV-Hib-HBV (3) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined	Intramuscular / left thigh	
	PCV (2) Pneumococcal Conjugated Vaccine	Intramuscular / right thigh	
6 months	Measles Vaccine (1)**	Subcutaneous / left thigh	
9 months 9 months onwards	PCV (3) Pneumococcal Conjugated Vaccine Meningitis (1) Chicken pox	Intramuscular / right thigh Intramuscular / left thigh Subcutaneous / left thigh	
12 months	Measles Vaccine (2)**	Subcutaneous / right arm	
9 – 18 months	Measles - Mumps - Rubella Meningitis (2)	Intramuscular / right arm Intramuscular / left arm	
18 months	DTaP-IPV-Hib-HBV (4) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined Hepatitis A (1)	Intramuscular / left arm Intramuscular / right arm	
2 years	Hepatitis A (2)	Intramuscular / right arm	
6 years	Td Vaccine Tetanus and reduced strength of Diphtheria Vaccine Measles - Mumps - Rubella	Intramuscular / left arm Intramuscular / right arm	



Health Information

(✓) PREVIOUS ILLNESSES (and date)				ANY OTHER ILLNESSES/PROCEDURES (and date)		
Chickenpox		Mumps		1.		
COVID-19		Rotavirus		2.		
Hepatitis B		Rubella (German measles)		3.		
Measles		Tetanus		4.		
Meningococcal ACWY		Whooping cough		5.		

Chronic Health Information

Please specify any immediate actions to be taken if your child has a chronic health condition. We will follow these steps, contact you, and if necessary, alert emergency services.

STUDENT						
Surname:				Full Name:		
Preferred Name:				Date of Birth:		
CHRONIC HEALTH ILLNESS						
1.						
2.						
CHRONIC HEALTH MEDICATION CURRENTLY TAKEN			FREQUENCY AND DOSAGE			
1.						
2.						
CHRONIC HEALTH ILLNESS PROCEDURE						
1.	a)				2.	a)
	b)					b)
	c)					c)
	d)					d)
	e)					e)
FATHER / GUARDIAN			MOTHER / GUARDIAN			
Surname				Surname		
Full Name:				Full Name:		
ID No:				ID No:		
Home Telephone:		()		Home Telephone:		
Mobile Telephone:		()		Mobile Telephone:		
Work Telephone:		()		Work Telephone:		
Email:				Email:		

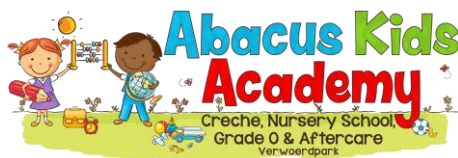


Health and Infection Control

IN ACCORDANCE WITH SCHOOL AND HEALTH REGULATIONS, ANY CHILD WITH A CONTAGIOUS ILLNESS, HIGH FEVER, SEVERE RESPIRATORY INFECTION, OR EXPERIENCING VOMITING OR DIARRHOEA MUST REMAIN AT HOME

1. Every Parent or Legal Guardian who sends their child to school is doing so voluntarily and at the sole decision of the Parent or Legal Guardian.
2. Parent or Legal Guardian need to observe their child for any symptoms of any illness and if there are any symptoms not to send their child to school.
3. Staff, Parents or Legal Guardians are to teach and model good hygiene practices for children at school, home and in transit.
4. Parent or Legal Guardian to remind the child regularly on basic hygiene practices, such as washing of hands and not touching eyes, mouth and nose if your hands are not clean.
5. Explain hand hygiene to your child. This means washing hands frequently, and especially before and after eating, after using the toilet, and after touching any dirty surface.
6. All students must be accompanied by a Parent or Legal Guardian, or if not feasible due to practical reasons, a person designated by a Parent or Legal Guardian, must be present every day when the student arrives and departs the school for screening.
7. Parent or Legal Guardian are to inform the school if their child with a known underlying health condition(s) that may place that child at a higher than normal risk category may not return to school, unless a medical practitioner has given written authorisation that it will be safe for such a child to return to and participate in the school programme.
8. Abacus Kids Academy and its staff are not permitted to administer medication to learners, unless for chronic illnesses such as asthma.
9. If necessary and only once permission has been given by the parent, will Abacus Kids Academy and its staff administer medication for fever. If the parent is unreachable, Abacus Kids Academy and its staff will administer medication for fever at its own discretion.

GENERAL / SPECIAL REMARKS



The POPIA (Protection of Personal Information Act)

The Protection of Personal Information Act No 4 of 2013 (POPIA) came into effect on 1 July 2021 and its purpose is to safeguard your personal information by regulating how we collect, process and store personal information.

As a registered educational institution, Abacus Kids Academy (Pty) Ltd is committed to protecting your information and personal details and will at all times ensure to uphold the required conditions.

We would like to assure you that protecting the privacy of the personal data which we have obtained from you is a priority and that it is used appropriately, transparently, securely and in accordance with applicable laws.

We only collect, process and store your information in order to ensure that Abacus Kids Academy (Pty) Ltd is governed and managed in accordance with principles stipulated in all applicable education legislature and policies and to fulfil the mutual obligations we owe to each other pursuant to your contract with Abacus Kids Academy (Pty) Ltd.

Our premises are under CCTV surveillance (excluding the bathroom and church hall) with internal monitoring and confidential onsite record keeping. Data will be retained for seven (7) days and then permanently erased.

Only the owner of Abacus Kids Academy (Pty) Ltd will have the ability to access and review Data recorded by the CCTV surveillance system and then only on a "need to know" basis.

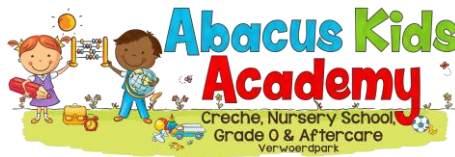
A Parent/Guardian has the right to request the viewing of Data, if reasonable cause is identified and only on site. No data may be copied or taken off site.

Your privacy is important to us and we assure you that the measures that we have in place are to preserve your personal information.

Please mark with a ✓

Child's Full Name:			
Date of Birth:			
I grant permission for my mobile number to be added to my child's CLASS WhatsApp Group.	Yes	<input type="checkbox"/>	No
I grant permission for photographs of my child to appear on my child's CLASS WhatsApp Group.	Yes	<input type="checkbox"/>	No
I grant permission for my mobile number to be added on the SCHOOL WhatsApp Group.	Yes	<input type="checkbox"/>	No
I grant permission for photographs of my child to appear on the SCHOOL WhatsApp Group.	Yes	<input type="checkbox"/>	No
I grant permission for photographs of my child to appear on the school's Social Media platforms.	Yes	<input type="checkbox"/>	No
Parent/Guardian Full Name:			
Parent/Guardian Mobile Number:	<input type="text"/>	Relation to child	<input type="text"/>
Parent/Guardian Signature:			
Parent/Guardian Mobile Number:	<input type="text"/>	Relation to child	<input type="text"/>
Date:			

Initial



**A COPY OF THE STUDENT'S BIRTH CERTIFICATE, CLINIC CARD AND MEDICAL AID CARD AS WELL AS
A COPY OF BOTH MOTHER AND FATHER'S ID MUST BE ATTACHED TO THIS ENROLMENT FORM**

ABACUS KIDS ACADEMY (PTY) LTD - ENROLMENT CONTRACT

1. This document represents a legal contract between the undersigned and Abacus Kids Academy (Pty) Ltd (Abacus Kids Academy).
2. All requirements outlined in this Abacus Kids Academy Enrolment Contract will remain.
3. Our premises are under CCTV surveillance (excluding the bathroom and church hall) with internal monitoring and confidential onsite record keeping. Data will be retained for seven (7) days and then permanently erased.
4. A R500-00 refundable deposit is required, which will be deducted from the first month's fees.
5. Fees are payable in advance, on or before the 5th of each month, and are currently: -
 - a. Full day R_____
 - b. Half Day R_____
6. Fees are increased annually in May.
7. School fees are divided into 12 equal monthly payments, including January and December, which remain fully due and payable regardless of attendance or holidays. One calendar months' written notice, on or before the 1st of the month must be given, prior to taking the child out of Abacus Kids Academy. Failing this, you will be held liable for payment until notice is given (no exceptions will be made).
8. We offer a 10% discount on fees paid in full for the year before the end of January.
9. November and December will not be accepted as a notice month.
10. A late payment fee of R200-00 will be charged on outstanding accounts. This late payment fee will be charged each month if your account runs in arrears.
11. If your account falls in arrears, your child may not attend school until payment is received in full. This rule will apply from the 6th of each month should your financial obligations not be honoured.
12. If the account is not settled, your account will be handed for collection. Legal fees will be for your account.
13. Fees are not refundable for reasons of illness, holidays or any other cause. Should a child not be present at school for any period of time, for whatsoever reason, the monthly fees will still remain due and payable.
14. Extra mural fees are to be paid directly to the respective Service Provider and not to Abacus Kids Academy.
15. Abacus Kids Academy is closed on all Public Holidays and for a period over December.
16. Abacus Kids Academy is open Monday to Friday from 06h30 and closes strictly at 17h45 (1 September to end April) and 17h30 (1 May to end August).
17. A late collection fee of R80.00 will be charged if a child is picked up any time between closing time and up to 15 minutes thereafter. This fee is payable directly to the staff member on duty. If a child is collected more than 15 minutes after closing time, an additional charge of R100.00 will apply for every 15-minute period (or part thereof) beyond the initial 15 minutes.

18. If for some unforeseen circumstance you are unable to collect your child on time, you are required, within a reasonable time, to verbally notify the school.
19. It is your responsibility to arrange for alternate means of transport, should you for some unforeseen circumstance be unable to collect your child on time.
20. Please ensure that your child is at school by no later than 08h30 each day, to avoid them missing out on important class work and activities.
21. Breakfast is served between 08h00 and 08h20. If your child arrives after 08h30, we will assume that he/she has already had breakfast.
22. In compliance with school and health regulations, any child suffering from a contagious ailment, high fever, severe respiratory infection or experiencing vomiting or diarrhoea, must be kept at home.
23. It is compulsory that you send a school bag to school each day for your child as well as to send a sun hat to school each day during the months of Spring and Summer.
24. It is compulsory that you send spare underwear and clothing to school each day, based on your child's age, for in the event of a toilet accident or other.
25. Should you prepare additional snacks for your child for school, please pack nutritious items, such as juice, fruit, vegetables, yoghurt, cheese, crackers, etc.
26. Sweets (unless arranged for a birthday party), chocolates, chewing-gum, peanuts and fizzy soft drinks are not permitted at school. If any of these items are found in your child's school bag or lunchbox, such items will be held back until home time.
27. Children are not permitted to bring toys of any nature, balloons, electronic devices, mobile devices, money and jewellery to school. If any of these items are found in your child's possession, such items will be held back until home time.
28. Only Grade R students are permitted to stay awake during sleep time. Consideration may be given to Grade 00 students.
29. Each child, who sleeps during sleep-time, is required to have two mattress covers and two winter blankets, which we will supply and embroidered with their name. These mattress covers and winter blankets will be sent home every Friday afternoon for washing and must please be returned to school every Monday morning.
30. An A5 hard cover communication book is compulsory and needs to be present in your child's bag every day. This book needs to display the school front cover with your child's photograph, wrapped in plastic and requires all the requested information.
31. All personal belongings must be clearly marked with your child's name.
32. Please use the school contact numbers if you need to contact us. Messages received on the teacher's private phones will not be acknowledged or replied to.
33. If you experience problems at home, kindly discuss them with your child's teacher or school principal. The information will enable them to understand and assist your child better.
34. If your child has been ill or upset the previous night, the teacher must be informed accordingly.



Discipline

- 1. Respect and Discipline** – Students are expected to display good manners, respect, and the ability to follow reasonable instructions. Persistent tantrums or defiance will not be tolerated.
- 2. Zero Tolerance for Aggression** – Vulgar language, bullying, hitting, pinching, and biting are strictly prohibited.
- 3. Accountability for Damages** – If a student deliberately damages school property or that of a teacher or fellow student, parents will be held responsible for covering the cost of repairs or replacements.
- 4. Consequences for inappropriate behaviour** – Students displaying inappropriate behaviour will either spend time at the designated time-out area or be sent to the office for further time-out.
- 5. Partnership with Parents** – While we strive to manage and correct behaviour within the school, we require parents’ cooperation to address and eliminate inappropriate behaviour promptly.
- 6. Parental Notification and Action Plan** – Parents will be informed of behavioural concerns, and appropriate steps will be discussed.
- 7. Behaviour Expectations and Consequences** – If a student’s unacceptable behaviour persists despite intervention and parental involvement, we may request their removal from the school to maintain a positive learning environment for all.

Acknowledgement

1. Abacus Kids Academy (Pty) Ltd will at all-time care for the child in a responsible manner; but will not be held responsible for any accidents or misfortune which may occur while the child is in its care.
2. Abacus Kids Academy (Pty) Ltd will not be liable for any loss or damage to personal items brought onto the school grounds.
3. A condition of enrolment is that no claim of whatsoever nature will be instituted by the parent/guardian or third party against Abacus Kids Academy (Pty) Ltd and its owners, their agents, officers, directors, employees, volunteers, and representatives, should an unforeseen event cause the child any harm, whether such harm be caused by any individual or through a medical condition or through an act of God.
4. Whoever signs this Abacus Kids Academy (Pty) Ltd Enrolment Contract binds himself/herself totally and irrevocably to the conditions herein contained in his/her personal capacity, irrespective of marital standing or relation and by attaching his/her signature hereto acknowledges that he/she has the authority to do so.
5. I/We have read and hereby accept all of the terms as stated in this Abacus Kids Academy (Pty) Ltd Enrolment Contract. No variations of this Abacus Kids Academy (Pty) Ltd Enrolment Contract shall be binding unless reduced to writing and signed by both parties hereto.
6. In the event that I/We cannot be reached, I/We hereby give permission for my/our child to receive any necessary emergency medical care or treatment. I/We acknowledge that every effort will be made by Abacus Kids Academy (Pty) Ltd to contact me/us. Before such action is taken I/We will be responsible for the payments for such care or treatment.
7. I/We hereby declare that the information provided in this Abacus Kids Academy (Pty) Ltd Enrolment Contract to be true and correct.

MOTHER / GUARDIAN FULL NAME

MOTHER / GUARDIAN SIGNATURE

FATHER / GUARDIAN FULL NAME

FATHER / GUARDIAN SIGNATURE

TODAY'S DATE _____

STARTING DATE _____

Initial
