

CHATTERBOX PRE-SCHOOL



46 Jan Smuts Avenue, Winston Park, Gillitts, 3610
Tel: (082) 355-8411 (*Tash*) Fax: (086) 539-4932
Email: tash.verbaan@gmail.com or tash@chatterboxschool.co.za
<http://chatterboxschool.co.za>

Application Form

Child's Details

Full Names of Child: _____

Date of Birth: _____ Gender: _____

Home address: _____

Date of Desired Enrolment: _____ Days per week: _____

Any Known Allergies: _____

Any Medical Problems: _____

Is your Child on any medication? _____

Previous illnesses and operations: _____

Doctor's Name: _____ Doctor's Telephone No: _____

Doctor's Address: _____

Names and ages of:-

Brother(s) and sister(s): _____

Parents' Details

Mother's Full Names: _____

Contact Numbers: (H) _____ (W) _____

(C) _____ E-mail: _____

Employer: _____

Employer's Address: _____

Father's Full Names: _____

Contact Numbers: (H) _____ (W) _____

(C) _____ E-mail: _____

Employer: _____

Employer's Address: _____

Name and Number of Alternate contact in case of an emergency: _____

For Office Use Only

Initials...



Terms and Conditions

1. Chatterbox Pre-School ("The School") hours are from 7:15am to 12:15pm, Mondays to Fridays only. All children are required to be at school by 8:30am latest. Collection is anywhere between 11:50am and 12:15pm. When dropping your child off at school, please walk them up to the fence, where we will collect them from you.
2. The School will be closed during weekends, school holidays and on Official Public Holidays. Chatterbox Pre-School will follow Government school terms & holidays (Schedule for the year is available on request).
3. The School reserves the right, for whatever reason, to refuse entry to any child or to request the child's removal from The School.
4. A child who is ill, suffering from any infectious or contagious condition, **MUST** be kept at home. You are requested to acquaint yourself with the relevant Municipal By-Laws with regard to this matter.
5. No medication will be administered at The School.
6. School fees are payable as per the appended Tariff Schedules on the Fees Addendum.
7. One term's notice period of intention to withdraw the child from The School must be provided, in writing.
8. You are required to provide a healthy drink and a wholesome lunch for your child. Please particularly refrain from packing sweets, except on "Treat Friday" (which is *every* Friday, when only *one* sweet may be included in the healthy lunch).
9. The School would like to mark your child's special day with a simple birthday celebration half an hour before the end of the school day. If you would like your child to celebrate their birthday by bringing in a cake for their classmates, please inform us at least a day ahead of time. Parents, siblings and grandparents are all welcome.
10. For your child's safety, no person other than his/her parents or designated lift scheme partners will be allowed to collect a child without prior agreement or telephonic authorisation from the parents.
11. Please pack a change of clothes for those unforeseen accidents.

Initials...



12. If your child is still in nappies, please ensure you pack sufficient nappies, wet wipes and barrier cream for your child for each day.
13. Sun Block is now provided by the school, with a nominal annual charge being debited to your account at the beginning of each scholastic year
14. The following is a list of requirements for each child:
- a) 1 x Large old shirt/apron
 - b) 1 x Hat (to stay at school)
 - c) 1 x Face Cloth (to stay at school)
 - d) 1 x Box Tissues
 - e) 1 x Plastic Cup
 - f) Nappy Bags
 - g) 1 x 20 page Flip Folder File

Please ensure all your child's belongings are clearly marked.

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Fees

Fees are charged on a **per Term** basis, and are payable whether or not the child has been, or shall not be, in full attendance during the term, unless the School has restricted such attendance for any reason other than medical.

Refer Schedule "A" on the attached "Fees Addendum". Take further note that Fees are reviewed every scholastic year.

The fees stipulated on said Addendum do not include additional and obligatory extra mural activities such as Kiddinastix etc., the cost and availability of which shall be advised as and when the required and appropriate personnel are appointed. At this stage, in-house Kiddinastix is planned, tutored by Robyn Hall.

Payment Terms and Conditions:

1. A two per cent (2%) discount is offered on payment for the full term's fees reflected in Schedule "A" of the aforementioned Addendum, conditional on payment being *received* by The School within **one week** of the first day of the first term.
2. A five per cent (5%) discount is offered on payment for the full calendar year's fees, calculated at four (4) times the amounts reflected in Schedule "A" of the aforementioned Addendum, conditional on payment being *received* by The School in advance, on or before 1st January of the scholastic year about to commence.
3. Optional monthly instalment payment terms are offered, as reflected in Schedule "B" of the aforementioned Addendum, conditional on each payment being *received* by The School on **or before the first day of each calendar month**, whether or not such day is a holiday, albeit school, public, religious, cultural, ethnic or otherwise, and the full previous term's fees, as reflected in Schedule "A" of the aforementioned Addendum, having been *received* by The School before the end of the current term.

Please note that Schedule "B" also excludes the cost of extra mural activities.

4. The following Payment Methods, in order of preference, are accepted, and are to be free of bank charges or any other fees and expenses:
 - a) Stop Order (organised by yourself, with your own bank)
 - b) E.F.T. or Internet/Cell Phone Banking Transfer
 - c) Cash, handed in to the Principal, at School
 - d) Direct Deposit

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NB. - Cheques are no longer accepted
- As bank Cash Deposit Fees shall be debited to your account, it is advised that cash payments are handed personally to the Principal.

5. Payment Methods a), b) and d) above are required to have **your child's Name and Surname** used as "Payment Reference", failing which you may be requested to provide, particularly for reconciliation purposes, documentary proof of payment(s) made.
6. Regarding Payment Methods c) and d) above, kindly do not deposit cash into The School's banking account, unless you accept responsibility for payment of bank charges and cash deposit fees, as such fees *shall* be charged to your account.
7. Regarding Payment Method b) above, kindly note that electronic payments between different banks can take up to three days to be effected. As a result, Fees *paid* by due date, but not *received* by the School by due date shall be deemed to not qualify for any applicable discounts.
8. The School reserves the right to charge interest on late or overdue amounts, at prevailing First National Bank overdraft rates.
9. For the purpose of Payment Methods a), b) and d) above, The School's banking details are as reflected in Schedule "D" of the attached "Fees Addendum".

Initials...


Form of Acceptance and Indemnity

I/We, _____
(Full Names),

hereby declare and affirm that I/we am/are the legal Custodian(s)/Guardian(s) of

(Full Names of Child)

and that I/we agree to pay the specified Fees, in advance, and as per the agreed Tariffs detailed and indicated on the relevant page(s) of this Application Form and Addendums.

I/we have elected to admit my/our aforementioned child to The School for _____ days per week, and undertake to make payment on an [Annual / Term / Monthly](#) (*) basis. (* Delete as applicable)

I/we further agree that I/we have read, fully understand and accept the terms and conditions as laid out in this Application Form.

I/we hereby indemnify, on behalf of myself/ourselves, my/our heirs, executors, and/or assignees, The School, its employees and agents, including, but not restricted to, Mrs N. Verbaan, Teachers and Assistants against any loss and/or injury, which my/our child may sustain during his/her attendance at this school.

Upon acceptance of my/our child’s entry to Chatterbox Pre-School, I/we agree to immediately pay the non-refundable Enrolment Fee as stipulated in the Schedule “C” of the attached Fees Addendum.

Full Signature(s) of Custodian(s)/Guardian(s)

Date

For and on behalf of Chatterbox Pre-School

Date