



# Welridge Academy Pre-School Enrolment Agreement

Name of Learner: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Please note that no enrolment form will be accepted if all the relevant documentation listed below is not attached to this form. You will be notified within 5 working days from application if your child's application has been successful.**

**THIS ENROLMENT FORM AS WELL AS ALL TERMS AND CONDITIONS ARE VALID FROM THE DATE OF SIGNATURE THEREOF AND WILL BE VALID AND BINDING FOR THE ENTIRE DURATION OF YOUR CHILD'S ENROLMENT AT WELRIDGE ACADEMY**

School Fee – Full Day	R	Documentation Required	
School Fee – Half Day	R	Parent / Guardian ID Books	
Transport Fee	R	Learner ID / Birth Certificate	
<b>Total</b>	<b>R</b>	Immunisation Card	
Registration Fee	R	4 x ID Photos of Learner	
<b>Total</b>	<b>R</b>	Proof of Residence (no older than three months)	
Educational Resources (includes: support material, arts and crafts material, copies and printing)	R	Latest Three Months Bank Statement	
Shows and Outings	R	Copy of Medical Aid Card	
Sleeper Levy	R		
<b>Total</b>	<b>R</b>	<b>FULL OR HALF DAY (please indicate)</b>	
Captured on QB/MTL		<u>Office use:</u>	Credit Check Done
Profile Created			Learner Number
Documentation Filed			Account Number
Captured on SASAMS			Pricing Given By

Please note that a security access tag must be purchased from the front office **(to be paid in cash)**

**Stationery Requirements** lists and **Books** lists will be available from the front office from Term 4 of 2020

## 2021 Pre-School Admission Requirements

Grade	Year of Birth	Age
Tiny Tots	2020	12 months to 2
Toddlers	2018	2 turning 3
Grade 000	2017	3 turning 4
Grade 00	2016	4 turning 5

### Personal Details of Learner



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Name and surname of learner: \_\_\_\_\_

Preferred to be known as: \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

ID Number:

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Religion: \_\_\_\_\_ Position in Family: \_\_\_\_\_

Home Language: \_\_\_\_\_ Interests of Learner: \_\_\_\_\_

## Medical Details

Is your child on any chronic or daily medication? \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_

Please list any allergies your child may have: \_\_\_\_\_

All medication is to be given to the register teacher – learners may not keep any medication with them

Name and Number of Doctor: \_\_\_\_\_

Name and Membership Number of Medical Aid: \_\_\_\_\_

In case of an emergency do you give us permission to take your child to the nearest hospital?

Yes  No

Please attach a copy of medical aid card to this document

## Emergency Contact Details

Name and Surname: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Alternative Contact Number: \_\_\_\_\_

Relationship to learner: \_\_\_\_\_

Name and Surname: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Alternative Contact Number: \_\_\_\_\_

Relationship to learner: \_\_\_\_\_

## Additional Information



# Welridge Academy Pre-School Enrolment Agreement

Please detail any traumas or tragedies your child has experienced		
Has your child received any external therapy or remedial support? If so please provide details thereof, including copies of assessments, reports and contact information for all therapists		
Dexterity	Right Handed	Left Handed

### List of People Permitted to Collect Learner from School

<b>Full name and Surname</b>													
ID Number													
Contact Number													
Relationship to Learner													
<b>Full name and Surname</b>													
ID Number													
Contact Number													
Relationship to Learner													

### Parent / Legal Guardian Details

	<u>Mother / Legal Guardian</u>	<u>Father / Legal Guardian</u>																		
First Name																				
Surname																				
Work Number																				
Cell Number																				
Email Address																				
Home Address																				
Occupation																				
ID Number																				
Who does the learner live with?																				
Marital Status																				

### School Fees

**This section is to be completed by the Parents/Guardians/Sponsors responsible for the account**



# Welridge Academy Pre-School Enrolment Agreement

First Name & Surname										
Id Number										
Work Number										
Cell Number										
Email Address										
Home Address										
Payment Option <i>(Details available on <a href="http://www.welridge.co.za">www.welridge.co.za</a> website)</i>	12 Monthly Payments									
	11 Monthly Payments									
	4 Quarterly Payments									
	Annual Payment									
Payment Method	Cash Payment before or on 1 <sup>st</sup>									
	EFT Transfer before or on 1 <sup>st</sup>									

**Please note that school fees are due on or before the 1<sup>st</sup> of every month**

I/we, being both Parents/Guardians hereby accept joint liability for the payment of school fees, levies or other accounts which may become due in regard to our child's attendance at Welridge Academy. I/we acknowledge that all school fees are payable upfront and undertake to pay such school fees on or before the due date. I/we accept that late payments carry a penalty and further action as per the Terms and Conditions of Enrolment herein.

<b>Full Name and Surname</b> <b>(Parent/Guardian/Sponsor 1)</b>	<b>Signature</b>	<b>Date</b>
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<b>Full Name and Surname</b> <b>(Parent/Guardian/Sponsor 2)</b>	<b>Signature</b>	<b>Date</b>
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**Banking Details**

<b>Bank:</b> Standard Bank	<b>Branch Code:</b> 006305
<b>Branch:</b> Northcliff	<b>Account Number:</b> 201726092
<b>Reference:</b> Your School Account Number (e.g. ABC001) OR your child's full name and surname	



# Welridge Academy Pre-School Enrolment Agreement

Please contact the front office for more information pertaining to the above. We have a set bus route which we travel.

## **Terms and Conditions of Enrolment**

1. This enrolment form as well as all terms and conditions are valid from the date of signature thereof and will be valid for the entire duration of your child's enrollment at Welridge Academy.
2. The parent / guardian acknowledges that this application does not necessarily mean automatic enrolment to Welridge Academy.
3. The parent / guardian hereby accepts that Welridge Academy foundations are founded on the Christian faith and Christian principals will be followed.
4. The parent / guardian warrants that all the information furnished above is true and complete in every respect.
5. The parent / guardian hereby gives Welridge Academy their irrevocable consent to check the validity of all information supplied.
6. The parent / guardian undertakes to notify Welridge Academy in writing within 7 days of any change of address or any other information supplied herein.
7. The parents / guardians responsible for the payment of the school fees hereby acknowledge and undertake to pay the fees, in terms of the agreed school fee structure, on/before the 1st of the month in accordance with the selected option. Payment must be made notwithstanding the fact that a statement may not have been received.
8. Cheques are not accepted – payment only via EFT or cash via the school office.
9. Cash deposits into our bank account attract bank charges which will be added to the account of the parent / guardian in the following month.
10. Monthly installments must be paid in advance and in full, on or before the 1st day of each month (January to December when paying in 12 monthly installments, January to November when paying in 11 monthly installments). Quarterly installments must be paid in advance and in full, on or before the 1st day of each quarter (January, April, July and October). Annual payments must be paid in advance and in full, on or before 01 January. Interest will be levied against any late payments and/or outstanding amounts.
11. Learners will only be permitted to attend shows and/or outings if the relevant Shows & Outings Fees have been paid in full for the year. NO REFUNDS WILL BE GIVEN FOR SHOWS/OUTINGS NOT ATTENDED, FOR ANY REASON WHATSOEVER.
12. Should it be necessary for Welridge Academy to institute legal proceedings for the recovery of any outstanding fees, the parent / guardian consents to the jurisdiction of the magistrate's court, notwithstanding that such amount is otherwise beyond the jurisdiction of the magistrate's court. Further, the parent / guardian undertakes to pay all legal expenses incurred in the recovery of all amounts due to Welridge Academy, as between attorney and own client, including collection charges and tracing fees.
13. A certificate signed by the principal or duly authorized agent (whose authority it shall not be necessary to prove) setting out the amount of any indebtedness shall be prima facie proof of the amount due and owing by the parent / guardian to Welridge Academy, and the parent / guardian hereby accepts that the amount so specified shall constitute a liquidated amount, and further that such certificate stating that any act or failure to act has occurred, shall be prima facie proof of such act or failure.



# Welridge Academy Pre-School Enrolment Agreement

## Terms and Conditions of Enrolment (continued)

14. In the event of any payment not being made by the parent / guardian on its due date, the full balance outstanding plus the levied amount, will immediately become due, owing and payable.
15. Fees are payable monthly in advance. No refunds will be made for absences. **One calendar month's written notice is required if contract is terminated.** Notice is to be emailed to our Accounts Department on [accounts@welridge.co.za](mailto:accounts@welridge.co.za) and a copy is to be emailed to the Principal on [info@welridge.co.za](mailto:info@welridge.co.za). Alternatively, written notice of termination must be hand delivered to Welridge Academy for attention of "The Principal". Notice of Termination may not result in the last day of attendance being in the month of November.
16. Parents / guardians who fall into arrears will automatically be handed over to our attorneys and the learner will be suspended from school until such time as fees are up to date. Should a learner be moving on to another school and the school account is in arrears, an Acknowledgement of Debt, drawn up by Welridge Academy, will need to be signed by the parents / guardians in order for the learner to receive his/her progress report.
17. Neither the parent / guardian nor or any other family member or legal representative shall hold Welridge Academy liable for any injury to and / or loss incurred by the learner / parent / guardian while on the school premises and or under the supervision of the school's staff where all reasonable precaution has been taken to ensure the welfare of all on the school premises.
18. The parent / guardian undertakes to prescribe to Welridge Academy's Credo and to actively partake in the educational process of the learner.
19. The parent / guardian understands and accepts that this agreement will incorporate Welridge Academy rules, transgressions (disciplinary procedures) and regulations and understands that a breach thereof may lead to necessary action being taken as set out in the addendum credo and to actively partake in the educational process of the learner.
20. The parent / guardian hereby grants permission for any appropriate photographs taken of the learner during school and/or at school events to be added onto our school website, Facebook page, School Communicator, AWSUM app, local newspapers and the likes for all marketing purposes.
21. The parent / guardian chooses as his/her domicilium citandi et executandi for all purposes under this agreement the address stipulated in Clause 1 and/or Clause 2 herein.
22. The parent / guardian may change his/her chosen domicilium citandi et executandi to another physical address within the Republic of South Africa by giving at least 7 (seven) working days written notice to the other party.
23. A non-refundable Registration Fee is payable per family on registration.
24. The parent / guardian acknowledges that Welridge Academy has the right to amend the fees, provided that 30 (thirty) days written notice is given.
25. The parent / guardian exempts Welridge Academy, employees and management of Welridge Academy from any liability incurred on account of any injury, illness or death of the learner, howsoever arising, and from any liability for loss or damage suffered due to any damage to, or loss of articles brought into Welridge Academy by the learner.
26. Aftercare officially closes at 18h00. If you are delayed, please contact the front office to inform them of your delay. However, a fine will be imposed should you collect your child after 18h00.

## Business Continuity

In the event of natural disaster or any other event out of our control, where the school facilities are affected to the extent that they become unusable, Welridge Academy will endeavor to find alternative premises as close as possible to the school, to continue our education process.

In the event that staff members become unavailable for extended periods of time, we will endeavor to replace those teachers immediately to ensure that our learners are not adversely affected by the absence of a teacher.



# Welridge Academy Pre-School Enrolment Agreement

## Declaration

I/we have read and I/we understand all the terms and conditions contained herein and undertake to comply with the stipulated terms and conditions.

Signed before the under mentioned witnesses at \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name of father / guardian \_\_\_\_\_

Signature of father / guardian \_\_\_\_\_

Name of mother / guardian \_\_\_\_\_

Signature of mother / guardian \_\_\_\_\_

Name of Witness 1: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Witness 2: \_\_\_\_\_ Signature: \_\_\_\_\_

For Welridge Academy: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Witness: \_\_\_\_\_ Signature: \_\_\_\_\_



# Welridge Academy Pre-School Enrolment Agreement

## INDEMNITY FORM FOR OUTINGS AND SPORT

**Name of Learner:** \_\_\_\_\_

Our learners need to attend various outings throughout the year. In order to facilitate this, Welridge Academy needs to arrange transport to different venues to attend these outings.

All parents and guardians will be informed of every outing or sporting event, either via the school communicator or email. Should you not want your child to attend the outing or event, the onus is on you to send us an email ([info@welridge.co.za](mailto:info@welridge.co.za)), at least 24 hours prior to the event, informing us that you **do not want your child to attend the event.**

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### INDEMNITY FORM FOR OUTINGS AND SPORT:

**Name and surname of parent / guardian:** \_\_\_\_\_

**Name and surname of learner:** \_\_\_\_\_

I hereby give Welridge Academy permission to take my child on all of the scheduled Welridge Academy outings and sporting functions and events. I hereby declare that I will not hold Welridge Academy, its employees or its representatives responsible for any loss of property or valuables, any injury and consequence thereof, however arising to my child while they attend any school outing or sporting event.

**Signature of parent / guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Every care will always be taken to ensure the safety of all learners whilst in the care of Welridge Academy. The learners will always be accompanied by teachers and/or assistants. We will notify you via the School Communication App (AWSUM App) when the learners arrive at their destination as well as when they return.*