

Registration Pack

Please return this pack to the school - Fully completed

Name & Surname of a child

.....

Lapeng Day care

"home away from home"

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Contents

- * Registration Form
- * Medical Information
- * Health Record
- * Letter Of Permission / Consent
- * Learner rules
- * Fees
- * Agreement with parents or care givers

2019

Registration form

Please note that a registration fee of R_____ must accompany this registration pack

Full names of child:

Date of Enrolment:

Date of birth:

Physical Address:

Name of father:

ID Number:

Occupation:

Where Employed:

Home Telephone No:

Business Telephone:

Cell Number:

E-mail:

Name of mother

ID Number:

Occupation;

Where Employed:

Home telephone;

Work Telephone:

Cell Number

E-mail:

Who will bring child to the site/Creche?

If the people mentioned above are not available, Who will bring the child to school?

Relationship to child:

Emergency contact details if the people above cannot be reached

Name & Surname:

Home Telephone Number:

Cellphone Number:

Physical Address:

Relationship to child:

Signature of Parent/Guardian

Date;

For Office Use

- | | | |
|---|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Copy of Parents ID's | <input type="checkbox"/> Registration Fee |
| <input type="checkbox"/> Immunisation Record | <input type="checkbox"/> Medical information | |
| <input type="checkbox"/> Copy of Medical Aid Card | <input type="checkbox"/> Signed Registration pack And payment plan | |

Medical Information

Full names of child:

Family Doctor:

Telephone No:

Medical Aid Name:

Medical Aid Membership Number:

Benefit Option:

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Full Names of Principle Member:

ID Number of Principle Member:

Child's Allergies:

Family Illnesses:

NB The local clinic/hospital information could be used here.

Please note that the owner and staff of..... will take all reasonable precautions for the safety and welfare of your child. Please however be aware and accept that your child is here on your own

Signature of Parent or Guardian:

Date:

HEALTH RECORD

Name of child.....Date of birth.....

GENERAL INFORMATION THAT MAYBE OF VALUE

Family Details

Parents of the child or Guardian

Single..... Separated..... Divorced..... Adopted.....

Does the child have

Brothers..... Ages.....

Sisters..... Ages.....

Only child.....

1. Surgical Procedures

Has the child had any operation.....

if yes give details
.....

Has the child been admitted to hospital for any procedure e.g removal of tonsils etc. If yes give details:.....
.....

2. General Health

Is the child susceptible to: cold.....headaches.....abdominal pains

Does he/she appear to become easily tired.....

3. Feeding And Toilet Routine

- * Does he/she have accidents during the day.....
- * Does he/she wet the bed? Often?.....
- * Able to use the toilet independently.....
- * Has a poor.....good.....appetite
- * Able to feed him/herself.....

Letter of permission to Collect a Child from the Premises

I.....

IDENTITYNUMBER.....

as the parent of.....

give permission that my child be collected from.....

BY THE FOLLOWING INDIVIDUAL from time to time:

Name

South African identity / Passport Number:.....

Relationship to the child.....

Lapeng Day care

"home away from home"



On the signature of this letter I acknowledge:

The individual detailed above carries full responsibility for my child once my child has been collected from the school. I will notify the school immediately should this letter of permission become invalid for any reason

Signed:.....

Date:.....

How To Be A Good Lapenger

1. No medication shall be given to a child at school, unless if the child is taking chronic medication. The only exception will given to kids with medication prescribed by the doctor and the medication should be Labeled the child's name and the doses, we as LAPENG DAY CARE will only give the child medication once after lunch time.
2. A sick child should be kept at home and the child that is proclaimed sick at school we shall expect the doctors note the day the child returns.
3. No child shall be brought to school sleeping, parents are requested to please wake up the child fo inspection
4. Every child should carry their school bag to school

5. Dress code

- * No Jump suits or Delelas
- * No Trousers with the belts allowed
- * Child should wear sneakers, preferably with no laces
- * No caps or hats allowed
- * No jewelleries allowed only studs earrings will be allowed
- * No manicures and pedicures
- * No beads on braids will be allowed

6. No Child shall be given money to school, no toys
7. No Child shall enter the school premises eating

8. SCHOOL TIME

- * No child Shall be allowed at school beyond 8:30 in the morning(as gates will be locked). Parents will be asked to return home with the child.
- * No child shall abscond school with no reason, unless reasons are medical or family issues
- * After care charge is paid immediately.
- * No strangers shall be allowed to fetch a child. Parent must inform the school if there are new developments

From Lapeng Day Care Management.

FEES FOR 2018

- The registration is R150.00 per child payable
- School fees is R400.00 for the 3 to 6 years
- R500.00 for the 1 to 3 years
- R600.00 or the 3 months to 1 year

Banking details:

Holder : Lapeng Day care
Bank : Standard Bank
Type : Current account
Acc Number : 022849459

PARENTS ARE REQUESTED TO MAKE ATM DEPOSITS TO AVOID BANK CHARGES INSIDE THE BANK.

The December school Fees is paid by 07 of August starting from March 2019

The Concert Fee is paid by 07 July 2019

- Undergraduates R300.00
- Graduates is R600.00



Agreement with the Parents or Guardians

This agreement is entered into between:.....(That shall be referred to hereafter as the "school")

and(who shall be referred to hereafter as the "parent(s)")

Upon signature of this agreement by the school, the school enrolls

.....(who shall be referred to as the "child")

As the learner of the school from("Commencement date")

FEES

1. The parents(s) shall pay each month's fee in advance, on or before the seventh(7th) of the month; failure will result in R50.00 charge
2. In the event that the parent(s) fail to effect payment of the fees on the due date, then the child will be refused access until the payment or the proof of payment has been shown.
3. Whilst any fee is outstanding, all reports of the child shall be withheld.
4. The school fees shall increase each year by percentage determined by the school. The school shall accordingly inform the parents of the increase with the 2nd quarter report.

OBJECTIVES AND OBLIGATIONS OF THE SCHOOL AND PARENTS

1. It is school's aim to achieve optimum results, and both the school and parents commit themselves to terms of the agreement to achieve those results.
2. The school shall provide the verbal feedback to the parents on a regular basis, and will provide a written report twice a year as to the progress of the child of the child's education and development
3. The school has the right to terminate the contract for any unhealthy relationship between both parties
4. School is paid for 12 months, notice of a month is applicable for termination of contract.
5. **THE SCHOOL FEES IS PAID AT THE BANK, UNLESS COMMUNICATED OTHERWISE BY THE SCHOOL.**
6. All the rules stipulated in the contract are for the parents to adhere to for the sake of profitable partnership.
7. No child shall be allowed to commence school without submitting or paying the requested obligations. for example School fees, toiletries, trip fares, concert etc.

Signed at..... this the day of.....20.....

.....
For the school

.....
Witness

.....
Parent

.....
Witness