



BUILDING FUTURE ACADEMY

FULL DAY, WEEKEND, NIGHT CARE & PRESCHOOL PROVIDED FOR
CHILDREN

FROM 0 – 6 YEARS

HOURS

MONDAY TO SUNDAY – 06H30 to 18h00

MEALS

BREAKFAST

MID-MORNING SNACK

LUNCH

FRUIT

MID-AFTERNOON SNACK

5 SKURWEBERG ST
NOORDWYK MIDRAND
1687

BANKING DETAILS

FNB
CARLSWALD
ACC NO: 62051836842
ACC HOLDER: EWALA
OTSHUDI
BRANCH CODE: 250117
REF: CHILDS NAME

TEL: 0635675765
TEL: 0603230092

TEL:0768973851
CELL: 0635675765

E-MAIL: buildigfa.sa@gmail.com

BUILDING FUTURE ACADEMY

CONDITIONS OF ENROLMENT

1. In these conditions of enrolment and except where the context indicates contrary intention:
 - 1.1. “Building Future Academy” means the unit serving the interest of children.
 - 1.2. “Child” means the toddler enrolled at Building Future Academy as appears on the registration form.
 - 1.3. “Parent” means the legal guardian of the child.
 - 1.4. “Registration Form” means the registration form for Building Future Academy completed by the parent for enrolment of the child at Building Future Academy.
2. Building Future Academy undertakes to care for the child during the hours set out on the registration form.
3. In consideration for Building Future Academy undertaking contained herein, the parent agrees to pay the fees set out by Building Future Academy. Except where Building Future Academy agrees to a different arrangement, the fees are payable monthly, in advance and by the 1st day of each month.
4. Building Future Academy may increase the fees reflected on the registration form for any period, provided that it shall give notice of such an increase in the fees to the parent no later than 7 days before the commencement of the period in question.
5. Building Future Academy Hall

6. have the right at its sole discretion and without notice, to terminate this agreement and to request the child to leave Building Future Academy immediately, if in the sole opinion of the Principal of Building Future Academy this becomes necessary. If Building Future Academy exercises this right, it shall within 7 days refund to the parent any fees paid in respect of an expired portion of any month.

RULES AND REGULATIONS

1. SICK CHILDREN

- 1.1. The school has the right to decide whether a child may or may not attend for health reasons. According to city health regulations, a sick child cannot remain at the centre and has to be isolated at home.
- 1.2. The centre must immediately be notified of any infectious diseases.
- 1.3. Please do not send your child to school if he/she has a temperature, bad cough, is vomiting or has any eye infections, diarrhoea, head lice, etc.

2. MEDICINES

- 2.1. All medicine must be handed to the teacher by the parent, with comprehensive instructions as to how and when it is to be administered. No medicine will be administered if it is left in the bag.
- 2.2. The medicine must be clearly marked with the child's name and dosage.
- 2.3. **NEVER LEAVE MEDICINE IN YOUR CHILD'S BAG.** It is your responsibility, as parent, to take medicine out of your child's bag, it is very dangerous to have medicine where children can get to it.
- 2.4. If your child is absent, please notify the school before 09h00, for catering arrangements.

N.B. YOU MUST PROVIDE A MEDICAL CERTIFICATE WHEN YOUR CHILD RETURNS TO SCHOOL AFTER AN INFECTIOUS ILLNESS.

THE SCHOOL RESERVES THE RIGHT TO OBTAIN MEDICAL ASSISTANCE FROM ANY MEDICAL DOCTOR AVAILABLE IN EMERGENCIES, AND THE RESULTING COSTS WILL BE THE RESPONSIBILITY OF THE LEGAL GUARDIAN OF THE CHILD. WE WILL HOWEVER ATTEMPT TO CONTACT THE FAMILY DOCTOR PRIOR TO THE ABOVE.

3. CLOTHING

- 3.1. All garments (including underclothes, socks, and shoes) must be clearly marked. We will not be responsible for any lost items. A change of clothes should be provided in the child's suitcase daily.
- 3.2. Each child must bring a sun hat.
- 3.3. Every child must bring a suitcase or a bag to school daily.
- 3.4. Each child must always have a bottle of sun block you will be advised when it needs replacing.
- 3.5. Each child will be required to supply 2 boxes of tissues and a bottle of Calpol on the 1st of May each year.

4. FOOD AND TOYS

- 4.1. No food, sweets, bubble gum, etc. are allowed to be brought to school unless it is the child's birthday, or unless it has been previously arranged with the child's teacher.
- 4.2. As toys are provided by the school, the children are not encouraged to bring their own from home. **WE WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE WHATSOEVER.**

5. LIFT CLUBS

- 5.1. The staff must be advised as to who will be fetching your child from the centre every day. On no account will children be allowed to go home with anyone other than the specified person.

6. HOURS OF THE CENTRE

6.1. MONDAY TO Saturday

Opening Time : 06H30

Closing Time : 18H00

- 6.2. The centre will be open all year round except for December holidays. We close for a month in December, on the last day of school we close at 16h00. Closing dates will be advised in April.

7. FEES

- 7.1. A non-refundable registration fee of R1000.00 (**children 1 year old and younger**) R1500.00 (**children older than 1 year**) is to be paid on enrolment; this deposit will secure your booking.
- 7.2. Fees are payable in advance before the 1st day of each month for the month. Fees are calculated over a 12-month period and paid over 11 months irrespective of holidays, sickness and December holidays.
- 7.3. Children will not be accepted if fees are not paid by the 3Rd of the month and a weekly R100.00 fine will be charged.

7.4. A Term (3 calendar months) notice from the 1st of the month to the last day, is required in writing when a child is taken out of the school. Failing this, a full 3 month's fees are payable in lieu of notice and your refundable deposit will be retained.

7.5. An 11-month fee structure is offered, if this option is chosen and the child leaves the centre during the year the extra payment is not refundable.

7.6. NOTICE WILL NOT BE ACCEPTED AFTER AUGUST FOR DECEMBER. FEES WILL BE PAYABLE FOR DECEMBER.

8. OVERTIME

8.1 After 6 o'clock you are required to pay R55 per hour

8.2 We are not permitted to give children back to parents after 9 o'clock,

So, children will stay overnight, and parents will need to pay R200 and collect their kids by 7am the next morning

9. WEEKEND & NIGHT CARE

9.1 Weekend care is R150 per day from 6 am to 6 pm (Saturday & Sunday), after 6pm parents are required to pay R55 per hour.

9.2 Night care is R200 per night from 6pm-7am in the morning

Building Future Academy

CONSENT AND INDEMNITY

I/we, the undersigned (insert full names of parent/s/guardian)

of (insert full address)

do hereby:

1. Agree to accept and abide by all the terms and conditions governing Building Future Academy with which I/we declare ourselves to be fully acquainted.
2. Give consent for my/our child to make use of the bus/car transportation of Building Future Academy or any such transport as Building Future Academy may decide upon.
3. Give consent to the person in charge of Building Future Academy, or, in her absence, any other responsible person connected with Building Future Academy at any given time, to take whatever steps the person feels necessary, in the event of injury or illness of the child and thereby pledge my credit.
4. Give consent to the person in charge of Building Future Academy , or, in her absence, any other responsible person connected with Building

Future Academy at any given time, to give the required permission and sign the necessary written consent for the child to be subjected to surgery or other medical treatment, if all attempts to locate either parent or guardian fail, provided that this will be executed on the advice, and under the supervision of the family medical doctor, or if he/she is not available under the supervision and advise of a medical doctor selected by Building Future Academy.

5. Agree that while the person in charge of Building Future Academy will care for the child to the best of their ability, and while all possible precautions for the safety and welfare of the child will be taken, neither they nor any persons connected to Building Future Academy, will accept any liability for any claims arising from any accident or injury happening to me/us or the child while he/she is in the care of the supervisor, and to waive and abandon any claims, which may at any time arise as aforesaid, both in my/our personal capacity, and in my/our capacity as parent or as legal guardian of the child, and I/we expressly indemnify the supervisor or such person against any such claim which may arise or be instituted;
6. To ensure that the child has been properly immunised against whooping cough, diphtheria, tetanus, and polio, and vaccinated against tuberculosis and will furnish proof of this on request;
7. Confirm and hereby indemnify Building Future Academy and all its employees and representatives, and hold them free and harmless in respect of any damages and/or prejudice that I/we or the child or children (as the case may be) may suffer as a result of the death, illness or injury to my/our child/children, whilst under the control / care of Building Future Academy, or where Building Future Academy is liable or responsible for such child/children.;
8. Agree and confirm that any consent given herein, shall be deemed to be irrevocable unless and until withdrawn by me/us in writing, and delivered by hand to the proprietor of Building Future Academy personally, and signed for. Furthermore, the terms contained in the whole of this document shall not be capable of being amended or cancelled by mutual consent, unless reduced to writing and signed by myself/ourselves and the proprietor of Building Future Academy.

SIGNED AT _____ **ON THIS DAY** _____

OF _____ **20** _____

MOTHER /GUARDIAN _____

FATHER/GUARDIAN _____

WITNESS 1 _____

BUILDING G FUTURE ACADEMY Y

ENROLMENT FORM & CONTRACT

PRINT CLEARLY

Date on which admission is required:	
PERSONAL INFORMATION	
Full name of child:	
Name child is to be called:	
Girl / Boy/other:	
Nationality:	
Date of Birth:	

Religion:	
Home phone number:	
Home Address:	
Postal Address:	
PERSON RESPONSIBLE FOR BRINGING CHILD	
PERSON RESPONSIBLE FOR FETCHING CHILD	
<p>IF YOU DEVIATE FROM THIS AT ANY TIME, YOU MUST PHONE AND LET US KNOW. WE WILL NOT ALLOW ANY CHILD TO GO WITH A STRANGER!!!</p>	

PERSONAL INFORMATION CONTINUED	
FATHER'S DETAILS:	
Full Name:	
I.D. Number:	
Occupation:	
Company Name and Address:	
Father 's E-Mail Address:	
Work Phone Number:	
Cell Number:	
Marital Status:	
Home Address:	

Home Phone Number:	
MOTHER'S DETAILS:	
Full Names:	
I.D. Number:	
Occupation:	

Company Name and Address:	
Mother's E-Mail Address:	
Work Phone Number:	
Cell Number:	
Marital Status:	
Home Address:	
Postal Address:	
Home Phone Number:	

MEDICAL INFORMATION	
Doctor's Name:	
Doctor's Telephone Number:	
Dentist's Name:	
Dentist's Telephone Number:	
Medical Aid Name:	
Medical Aid Number:	
Special Instructions:	

MEDICAL HISTORY	
Allergies:	
Treatment:	
IMMUNIZATION:	
BCG Vaccination (Tuberculosis)	
Polio:	1.
	2.
	3.
Polio Booster:	

DWT (Diphtheria, Whooping Cough, Tetanus)	1.
	2.
	3.
DWT Booster:	
Measles:	
MMR (Measles, Mumps & Rubella):	
Please enclose copy of immunization card	
HAS YOUR CHILD HAD ANY OF THE FOLLOWING:	
Measles:	
German Measles:	
Chickenpox:	
Scarlet Fever:	
Mumps:	
Hepatitis (Yellow Jaundice):	
Polio:	

FAMILY HISTORY	
Any Medical conditions in other members of the family e.g., Deafness, Allergies, etc:	

DETAILS OF BIRTH

Was the pregnancy normal?	
Normal birth or Caesar?	
Weight at birth?	
Jaundice at birth?	
Any Blood transfusions?	
Oxygen administered in an incubator.	
Operations?	

FEEDING?

Breast or Bottle fed?	
If Breast for how long?	
What milk does your child drink now?	
Does your child suck a dummy? If so, what make and size teat?	
What bottle and size teat does he/she use?	
Does your child eat solids? Please advise any negative reactions to certain food.	
What appetite does your child have?	

Favourite sleeping position (side, back or tummy)	
Does your baby have reflux?	
Does your baby have a security blanket?	
Further instructions:	

IF ANY OF THE ABOVE DETAILS CHANGE, PLEASE ADVISE US IMMEDIATELY AS IT IS VERY IMPORTANT THAT WE HAVE THE CORRECT INFORMATION ON FILE!!

PLEASE ADHERE TO THESE TIMES.

I hereby confirm that I have read and understand the rules and regulations attached and that I will adhere to them as stated.

SIGNATURE: _____

DATE: _____

DOCUMENTATION REQUIRED

Please supply CERTIFIED COPIES OF ALL DOCUMENTATION
(NO ORIGINALS)

Childs birth certificate

Fathers ID

Mothers ID

Proof of residential address

Learners' latest school report

Proof of work address of both parents

Proof of residence

Parents / Guardians of other nationalities must submit the
following additional documents

Original temporary or permanent residence permit from the
South African Department of Home Affairs.

PLEASE NOTE: NO APPLICATION WILL BE PROCESSED
UNLESS ALL DOCUMENTATION IS ATTACHED

BUILDING FUTURE ACADEMY

STUDENT INFORMATION

Full Names: _____

Date of Birth: _____

Both Parents

PERSON

Father

Mother

Completed by:

RESPONSIBLE FOR ACCOUNT

Parent

Custodian

Guardian

Name:

Living with:

(Last)

(First Name)

(Middle Initial)

Mailing Address:

(PO Box)

(City)

(Code)

Email Address: _____

Date of Birth: _____

ID No.: _____

Employer: _____

Occupation: _____

Employer Address: _____

Telephone No:

Home: _____ Work: _____

Cell: _____

I _____ the undersigned, hereby acknowledge that I have read and understand Building Future Academy Fee Structure and that I am responsible for settling school fees.

Signed this day _____ of _____ 20 _____

Signature

Building Future Academy
[Tel:0635675765](tel:0635675765)