



ENROLLMENT FORM 2025

The following documents **MUST** accompany this application:

- ✓ Applicant's Birth Certificate
- ✓ Applicant's Last Assessment Report
- ✓ Study Visa/ Permanent Residence Permit (where applicable)
- ✓ Copies of ID for both parents
- ✓ Proof of Registration Fees - R1,000.00

- ✓ Proof of Stationery Fees R1,000.00

Full Day (06H00 - 18H30) - R2,800.00

Half Day (06H00 to 14H00) - R2,500.00

Child's Full Name(s):	
Child's Last Name:	Birth Date:
Age at Enrollment:	Start Date:
PARENTS OR GUARDIANS	
1. First Name:	Last Name:
Relationship to Child:	ID Number:
Full Address:	
Home Phone:	Work Phone:
Email Address:	
Employer Details:	
2. First Name:	Last Name:
Relationship to Child:	ID Number:
Full Address:	
Home Phone:	Work Phone:
Email Address:	
Employer Details:	
OTHER EMERGENCY CONTACT	
Full Name(s):	Relationship to Child:
Home Phone:	Work Phone:



Policy Regarding Alternative Person collecting a Learner

THESE RULES ARE NOT NEGOTIABLE.

If someone else is going to collect a Learner the following procedure has to be followed.

1. The parent needs to phone the school in time with the person's name and ID Number that will be collecting the Learner.
2. On arrival the person needs to present their ID Document or Driver's License for verification. Without an ID Document or Driver's License the learner will not be released.
3. The school will not phone the parents to verify the alternative pick up.
4. Please make sure that the following rules are adhered to so that we can keep our learners safe. 5. Please also note that no Domestic workers or Outside Transport Company will be loaded on the access Gate System.
6. Parents are to furnish the school with a copy of the Domestic Workers/ Outside Transport Company's ID Document to go onto the Learner's file as authorised pickup.
7. Management will open for the Domestic Worker or Outside Transport Company daily. Parents, your child will only be released to an authorised person listed on this form (parent/ guardian and/ or emergency contact). **In case of an emergency or an unforeseen circumstance, please indicate the name, address and phone number of any other person(s) who you authorise to pick up your child.**

Name	Address	Phone

A parent/guardian's authorisation for pickup must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released.

Signature: _____

Date: _____

Our Opening Hours

The Preschool is open from 06:H00 - 18H30, (before and after these times can be catered for by prior arrangement). We are open 5 days a week all year round excluding Bank Holidays and a week at Christmas.



Please go through our Enrollment Terms & Conditions before signing

1. The school reserves the right of admission. A non-refundable registration fee of R1000(nonrefundable) is payable by all new enrolments on acceptance into the school.
2. You have absolute responsibility for the payment of any Fees applicable to your Child attending the School. You also acknowledge that School Fees are payable in advance and that facilities exist for monthly payments. If you are unclear about any of your financial obligations, the School will on request provide a written explanation. Any Fee or other moneys owing by you to the School not paid on or before the due date will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the National Credit Act, 2005 ("NCA"), or at such lesser rate as the School determines from time to time in its sole discretion. Interest not paid to the School by the last day of the month in respect of which such interest accrues will bear further interest at the same rate. In addition to interest the School will be entitled to recover from you default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.
3. Failure to pay fees timeously, or at all, shall constitute a material breach of this agreement. Non payment of fees will result in the guarantor details being handed over to a Debt Collector. In the event of the Third Party taking responsibility for the payment of the Fees, you by your signature hereto, hereby bind yourself jointly and severally in your personal capacity as surety and co principal debtor with the Third Party for payment to the School of any amounts which are owing and may at any time become owing to the School by the Third Party.
4. Failure to pay fees by the 3rd of each month will result in your child being denied entrance to the school premises until fees have been paid.
5. You are entitled to elect (at enrollment and prior to the beginning of each school year) whether to pay school fees annually OR monthly, the total costs of which will be set out in a fee structure below. Fees are for full day services and have been calculated over 12 months, irrespective of absenteeism, due to illness or vacation and are payable in advance as agreed; annually or monthly. Any special outings, visits, functions or extra items will be charged separately.
6. The School fees will be reviewed from time to time and may be increased by an amount which the School considers reasonable.
7. We will endeavor to give you at least one calendar months' notice of any increase in the fees due for a particular month. You have a right to cancel this contract without penalty should the school fees increase to an amount which you no longer wish to pay, provided that you give the School written notice of that intention within 7 (seven) days of the School's notification of an increase, failing which the terms and conditions of enrolment will apply, and you will be required to provide a full month's notice or pay a month's fees in lieu of notice.
8. For the avoidance of doubt, this contract will terminate when your Child completes the School's Curriculum. This contract therefore has an indefinite term.
9. You have the right to cancel this contract at any time, for any reason, provided that you give the School a full month's notice, in writing, of this intention before the withdrawal of the Child from the School. Alternatively, a full month's fee is payable to the School in lieu of notice, and as a reasonable cancellation fee taking into account the nature of the educational services, capacity planning and reasonable potential to fill the vacancy. Such an amount is due and payable on the first day of the month which would have been the final month the appropriate notice had been given. Should you have elected to pay annual school fees or should any additional fees have been paid in advance, those fees will be credited in proportion to the



months remaining, less any amount payable instead of appropriate notice. If pupils attend school during September, they will not be allowed to give notice for that year. Parents will be liable for all fees up to and including December.

10. The School also has the right to cancel this contract at any time, for any reason, provided that it gives you a full month's notice, in writing, of its decision to terminate this contract. At the end of the month in question, you will be required to withdraw the Child from the School.
11. You confirm that all the particulars that you may furnish or that you have furnished to the School on this contract or otherwise from time to time are or will be, to the best of your knowledge and belief, full, true and accurate. You undertake to advise the School in writing of any changes to the details included in this contract.
12. The contract between you and the School is governed by South African law. You agree that the School, at its option but without being so obliged, will be entitled to institute any legal proceedings for the recovery of any monies owing by you as a liquidated debt or debts to the School in any magistrate's court having jurisdiction, in terms of sections 45 and 28 of the Magistrates' Courts Act, notwithstanding and as an exception to the agreement regarding the submission of disputes.

I (Person responsible for paying fees) _____, have read and understood the above Terms and Conditions. I agree to pay the amount of _____ per month before or on the first of every month. Even if I do not take my child to school for any reason, I should still make payment of school fees before or on the first of every month. I will pay every month, including School holidays and December. I do understand that If I wish to take my child to another daycare after I have made payment I will not be refunded.

Parent/ Guardian Signature: _____

Date: _____

Parent/ Guardian Signature: _____

Date: _____

ACCOUNT DETAILS

Building Future Academy

Account Number: 63098442650

Bank Name: FnB

E-mail: buildingfa.sa@gmail.com

Branch Code: 250655

Account Type: Business Account

Cell: 063 567 5765 or 064 556 5212

Please note, to ensure the smooth running of the school, Parents have to make payment of fees on time and your child's fees should be a priority.



THESE RULES ARE NOT NEGOTIABLE.

Parents are required to assist us in preventing cross infection of the Learners, and therefore we have implemented these rules.

1. Learner's with eye infections are not permitted at school and require a Doctor's clearance certificate upon return to school.
2. Learner's with runny tummies or vomiting are not permitted at school and require a doctor's clearance certificate upon return to school.
3. Should a Learner have Lice or Ringworm they will not be permitted back at the school until they have a doctor's clearance certificate.
4. Should a Learner be prescribed Antibiotics, your Learner will not be permitted back at school for the first 48 hrs and we will require a doctor's clearance certificate upon return to school.
5. Should a Learner be sent home due to illness we will require a doctor's clearance certificate upon return to school.
6. Once we have phoned the parent to collect a Learner, the learner is to be collected within 30 minutes by either the parent or an authorised family member.
7. In case of an emergency and we need to administer medication, we will call for authorisation and the parent will need to sign the Medicine Incident Report Book on collection.

Any medication that has to be administered must be removed from the learner's bag and handed to the Principal on duty. The parents are to fill in the medication and dosage at the back of their Learner's Diary- If this is not done NO medication will be administered. When collecting your Learners' medication will be in the office NOT in the bag. It is your responsibility to collect your learner's medication from the office.

MEDICAL INFORMATION

Allergies:

Medical Problems:

Medication: Please note, parents must sign a medicine chart for our staff to administer any form of medication to your child. This includes Panado, Cough mixtures etc.

ADDITIONAL INFORMATION: Please indicate likes/dislikes, potty training, special interests, etc.

IMMUNISATION:

The Health Unit now requires that we have a photocopy of your child's recent immunisation record in our files. Please include a photocopy with this registration form. If you do not have the records, a copy can be obtained from your local health unit.



EMERGENCY CONSENT:

It is our policy to notify a parent when a child is ill or needs medical attention. Occasionally, we cannot contact a parent and we need to get immediate help for the child. Our procedure is to take the child to the nearest emergency service. However, the parent will have to embers the school all expenses inquired Please sign below so that we can take appropriate action on behalf of your child.

I HEREBY GIVE MY/OUR CONSENT FOR MY/ OUR CHILD, _____ WHEN ILL / INJURED, TO BE TAKEN TO THE NEAREST EMERGENCY CENTER BY THE STAFF OF MY CHILD'S DAYCARE WHEN I/ WE CANNOT BE CONTACTED. I CONSENT TO AN AMBULANCE BEING CALLED TO TRANSPORT THE CHILD, IF NECESSARY. I FURTHER AGREE TO PAY ALL COSTS INCURRED FOR TRANSPORT.

Parent/ Guardian Signature: _____

Date: _____

Parent/ Guardian Signature: _____

Date: _____

Meals

We offer a well-balanced, nutritious menu. Breakfast is served at 08H00 - 08H15 am and lunch is served at 12H00. Morning snack is served at 10H00 and is a brown bread sandwich, and the afternoon snack is served at 15H00, bread sandwich and a fruit at 16H30. All juices and Rooibos tea are supplied.

Please note that all dietary requirements can be met. Particulars of special care- Please be specific as to what your child can and can't eat and any allergies towards food. Parents put an afternoon snack in the bag e.g. yogurt, chips, cookies or fruit.

Extra Mural Activities

Extra Mural Activities are offered at the school at additional charges, (please request an Extra-mural document from the office). Details can be found on our Website/ Facebook page/ office.

Where did you hear about Building Future Academy? _____

INDEMNITY FORM

I, the undersigned, herewith apply for admission of my child, _____ to BUILDING FUTURE ACADEMY PRESCHOOL / AFTER SCHOOL / TODDLER & BABY CARE and should my application be successful, I undertake the following:

- 1. I, _____ (parent/ guardian) do hereby state that I will not hold the owners or employees of Building Future Academy responsible for any accident that may occur while my child is in transit, except where such injury, illness or damage is a result of the unlawful and intentional negligence of the school or an employee of the said school.*
- 2. I, the undersigned, further undertake to abide by the rules laid down by Building future Academy or which may be issued from time to time.*
- 3. In addition to the above understanding, I grant the principal and/or staff my consent to obtain whatever medical treatment might be necessary during an emergency where I shall not be immediately or timeously able to grant consent in person.*

Signed on the _____ day of _____ 20 _____

Parent/Guardian Signature: _____