


# Bellville Daycare Centre

"Swancor House"  
27 Voortrekker Road  
BELLVILLE  
7530

 (021) 949-9998 / 0722458528  
E-mail : reception@swancor.co.za Fax : 0865587904



"Swancor House"  
Voortrekker Road 27  
BELLVILLE  
7530

Enrolment Form

2010

Admission number:  / 2010

## The Child's information:

Surname:

Name:

Date of birth:

Gender:  Male  Female

Age:

Home Language:

Telephone no. [H]  code

Residential address:   
  
 postal code

Number of children in family:

Age:  (1)  (2)  (3)  (4)

Service Available: **Monday - Friday: 06H45 - 12H30**

Both parents and witness must initial on this page

**Mother or Legal Guardian's Details:**

**Surname:**

**Name:**

**Identity Number:**

**Residential address:**  
  
  
 postal code

**Telephone no. [H]**  code

**Telephone no. [W]**  code

**Cell no.**

**E-Mail address**

**Marital Status:**

**Religion:**

**Occupation:**

**Employer's Name:**

**Employer's Tel no.**  code

**Are you the Biological Parent of the child?**  yes  no

Both parents and witness must initial on this page

**Father or Legal Guardian's Details:**

**Surname:**

**Name:**

**Identity Number:**

**Residential address:**   
  
 postal code

**Telephone no. [H]**  code

**Telephone no. [W]**  code

**Cell no.**

**E-Mail address**

**Marital Status:**

**Religion:**

**Occupation:**

**Employer's Name:**

**Employer's Tel no.**  code

**Are you the Biological Parent of the child?**  yes  no

**Name of Parent with Legal Custody:**

Both parents and witness must initial on this page

People to contact in the case of an emergency:

Mother: 

yes	no
-----	----

Father: 

yes	no
-----	----

Other:

Name:

Telephone no. [H] 

code	
------	--

Telephone no. [W] 

code	
------	--

Cell no. 

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Relationship:

**Health Questionnaire**

**Child's original clinic card will be required by Dept of Health**

Indicate which illnesses or diseases your child has or had:

Chicken pox	yes	no
Diphtheria	yes	no
Typhoid	yes	no
Measles	yes	no
Epileptic fits	yes	no
Tuberculosis	yes	no
German measles	yes	no
Mumps	yes	no
Scarlet fever	yes	no
Whooping cough	yes	no
Convulsions	yes	no
Hepatitis B	yes	no
Aids	yes	no

List other illnesses not mentioned above:


Is your child presently on medication? 

yes	no
-----	----

Does your child have any allergies? 

yes	no
-----	----

Has your child any problems with:

Hearing ? 

yes	no
-----	----

Sight ? 

yes	no
-----	----

Speech ? 

yes	no
-----	----

Does your child show any sign of nervousness? 

yes	no
-----	----

Does your child wet his/her bed regularly? 

yes	no
-----	----

Both parents and witness must initial on this page

Has your child ever been referred to a(n):

Occupational Therapist ?

Speech Therapist ?

Psychologist ?

yes	no
yes	no
yes	no

If yes for any of the above mentioned, please supply details.


Family Doctor's name:

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Telephone no. [H]

code	
------	--

Telephone no. [W]

code	
------	--

Cell no.

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Do we have your permission to call any local doctor to attend to any emergency regarding your child and do you agree to meet all expenses incurred ?

yes	no
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Both parents and witness must initial on this page

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**Declaration (1) by Parent(s)/Guardian:**

I, \_\_\_\_\_  
and \_\_\_\_\_

- declare that the information herein as supplied by me/us is correct and to the best of my/our knowledge;
  - agree to abide by the school rules as in Annexure A of this document;
  - agree to give one calendar months notice in writing if the service as indicated is no longer required or pay one months fee in lieu of notice (Notice to be given on the first day of the month for that month);
  - agree to pay a non-refundable enrolment fee of R200-00 on acceptance of this enrolment if not enrolled the previous year at this Daycare Centre;
  - agree to pay the monthly fees in full even if my/our child is away on holiday or absent or for any other reason;
  - am aware that the Daycare Centre will be closed every year from a date in December to a date in January of the following year( exact dates to be announced not later than 1 November of each year);
  - agree to pay the monthly fees in full for the months December and January in order to retain enrolment.
  - consent to my/our child's photo and name appearing in media and publicity;
  - agree to pay legal and collection fees incurred on overdue accounts;
  - agree that any information in this application may be used and disclosed to third parties if required for the well being of my/our child by the Department of Health or Education or any person or body required to supervise or report on children and childcare centres pursuant to any statutes, regulations or government requirements or to enforce any obligation agreed to in this application.
  - understand that I/we may inspect any information held on my/our or my/our child's behalf and to correct any errors in it.
  - agree to my/our child being part of the studies of students on placement at this Daycare Centre.
  - agree that any local medical doctor may attend to any emergency regarding my/our child and I/we undertake to meet all expenses incurred.
  - are aware that my enrolment can be cancelled by the Daycare Centre with 7 days notice and that no reason for such action need to be supplied by the Daycare Centre.
- NB -** am/ are aware that parents are jointly and severally liable for the payment of the monthly fees as agreed herein.
- Practical activities will be charged for separately.

Signed at Bellville on the ..... Day of ..... 20.....

**Signature of parent(s):**

mother	Father
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Id number:

mother	Father
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**Witnessed by:**

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**Declaration (2) by Parent(s)/Guardian:**

I, \_\_\_\_\_  
and \_\_\_\_\_

as legal parent(s)/guardian(s)

- accept that the monthly fee of R\_\_\_\_\_ is payable in advance before the 4th day of each month;
- agree to give one calendar months notice in writing if the service as indicated is no longer required or pay one months fee in lieu of notice;

This implies that:

- notice to terminate the service must reach the office by not later than the first working day of the last month that the child will attend Bellville Daycare Centre.
- notice to terminate the service must be in writing and that verbal notice will not be acceptable in terms of my agreement signed with Bellville Daycare Centre.
- I/we agree to pay the monthly fees in full even if my/our child is away on holiday or absent for any other reason.

Signed at Bellville on the ..... Day of ..... 20.....

Signature of parent(s):

mother	Father
--------	--------

Id number

mother	Father
--------	--------

Witnessed by:

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**Consent & Indemnity**

I, \_\_\_\_\_  
 and \_\_\_\_\_

the parent(s)/guardian of : \_\_\_\_\_

do hereby give my/our consent that my/our child as mentioned above may take part in all class room and playground activities as well as educational excursions that might be arranged by the Bellville Daycare Centre. I/we request that the staff member(s) appointed to be in charge of my/our child to act "in loco parentis" during the course of such activities. I/we fully understand and accept that all activities shall be participated in at my/our child's own risk. On behalf of myself/ourselves, my/our executors, my spouse and my/our child I/we hereby indemnify, hold harmless and absolve the owner of Bellville Daycare Centre, the principal and members of staff of the Bellville Daycare Centre and any person who has been appointed by the Centre to transport my/our child, of any claims whatsoever that may arise in connection with the loss or damage to the property or injury to the person of my/our child in the course of these activities. I/we accept that all precautions will be taken for the safety and well being of my/our child.

Signed at Bellville on the ..... Day of ..... 20.....

Signature of parent(s):

mother	Father
--------	--------





Id number

mother	Father
--------	--------

Witnessed by:

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**Names of previous daycare centres your child attended:**

		code	
		code	
		code	
		code	

Rules and conditions of enrolment regarding Bellville Daycare Centre. This forms part of the enrolment contract.

- School Hours: Monday - Friday: 06H45 - 18H00
- Parents collecting their children after the time agreed according to enrolment, must get a message **NB** to the Bellville Daycare Centre informing us what the position is. The Centre will then arrange to have the child supervised by a baby sitter at an additional minimum fee of R50-00 for the first hour or part thereof and R100-00 per hour or part thereof for any additional time.
- Parents with any query or request regarding their children enrolled at Bellville Daycare Centre must contact the principal without delay.
- A newsletter in which special events will be announced together with all relevant information regarding the Bellville Daycare Centre will be made available only by e-mail.
- Breakfast is served between 08H00 and 08H30.
- Lunch is served between 11H45 and 12H45.
- All fees are payable by not later than the 4th working day of each month.
- It is agreed between Bellville Daycare Centre and yourself that a penalty of 10% of the monthly fee will become **NB** payable and be charged to your account for every month that the monthly fee is not received in full by the 4th working day.
- When applicable parents must fill out the medication chart stipulating dosages and the time when **NB** medication is to be administered, Medication containers are to be clearly labeled indicating the content and the name of your child. No medicine will be administered unless the medicine chart has been completed by the parent.
- All possible precautions will be taken to prevent any loss or damage to clothing. However, the Daycare Centre does not accept responsibility if loss or damage to clothing does occur.
- Clothing must be marked clearly.
- No expensive jewellery (including earrings) and hair accessories are to be worn to the Daycare Centre.
- The Bellville Daycare Centre must please be informed in advance if your child will not attend the Centre on a specific day.
- No child will be accepted at the Bellville Daycare Centre unless the indemnity form has been signed by the parent or legal guardian that enrolled the child.
- Children should not bring their own toys to the Daycare Centre as no responsibility for such toys can be accepted by the Centre.
- Any change to telephone numbers or other detail as provided herein must be brought to the principal's **NB** immediate attention.
- Children that are infected with lice or a transmittable disease must be treated without delay and will not **NB** be allowed to attend the Daycare Centre unless a medical clearance certificate of such condition can be submitted. (Department of Health requirement). It is noted that the Bellville Daycare Centre does not accept responsibility for the treatment of such conditions. (to be continued on next page)

Both parents and witness must initial on this page

Rules and conditions of enrolment regarding Bellville Daycare Centre. This forms part of the enrolment contract.

- Fees are based on a four week monthly rate which equals 48 weeks per year. There are however 52 NB weeks per year and the fees for the months December and January are thus payable in full.
- Bellville Daycare Centre reserves the right to cancel this agreement by giving the parent(s) seven days notice of such intention without having to supply reasons for such action.
- Daily Rates for any part of the day: R50-00 per day (if vacancies are available)

All children must bring to school the following:

(21>months - 5 years)

- \* At least 5 nappies for the day if not yet potty trained.
- \* tooth brush
- \* Extra clothes and a jersey in a small suitcase. (all items to be clearly marked)

All Babies (0 - < 21 months) must bring the following:

- \* Purity for the day (if needed)
- \* At least 5 nappies for the day
- \* A clean bibs for the day
- \* Milk in own bottles prepared for the day  
(to be placed in the container at each cot)

Both parents and witness must initial on this page

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## Annexure to Agreement between mr BJ Swanepoel trading as Bellville Daycare Centre

(Declaration to be completed by Parent(s)/Guardian whose child is at present enroled at Bellville Daycare Centre.)

\_\_\_\_\_

and

\_\_\_\_\_

as legal parent(s)/guardian(s) of

\_\_\_\_\_

(child's name and surname)

- apply for a place to be reserved for the abovementioned child at Bellville Daycare Centre for the year **2010**.
- accept that the monthly fee of R\_\_\_\_\_ (R850-toddlers R1,010 Babies) is payable by not later than the 15th of January 2010 and that all other fees will be payable by not later than the 4th day of each month;
- agree to give one calendar months notice in writing if the service as indicated is no longer required or pay one months fee in lieu of notice;

### This implies that:

- notice to terminate the service must reach the office by not later than the first working day of the last month that the child will attend Bellville Daycare Centre.
- notice to terminate the service must be in writing and that verbal notice will not be acceptable in terms of my agreement signed with Bellville Daycare Centre.
- I/we agree to pay the monthly fees in full even if my/our child is away on holiday or absent for any other reason.
- Fully understand that if I/we choose that my/our child not to attend the Daycare as from January 2010, then a month's notice will also be required.

Signed at Bellville on the ..... Day of ..... 20.....

Signature of parent(s):

mother	Father
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Id number:

mother	Father
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Witnessed by:

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