



Creative Kidz Academy Enrolment Agreement

This agreement is entered between **Creative Kidz Academy PTY LTD** (Reg: 2023 / 871818 / 07) and the undersigned **Parent/Guardian** for the enrolment of the **Pupil**.

1. Hours of Care

Please select your required option:

- ☐ **06h00 – 14h30** (Includes breakfast, snack & lunch)
- ☐ **06h00 – 18h00** (Includes breakfast, lunch & 2 snacks)

Start Date: _____

2. Collection of Child

Only the following authorized persons may collect your child:

- Name: _____ | Relationship: _____
- Name: _____ | Relationship: _____

Permission is required for any other collector.

3. Fees

I agree to:

- Pay a **R950 registration fee** on enrolment and **R450 re-registration fee** annually (October).
- Pay monthly school fees (Jan–Dec) **in advance by the 31st**.
- Accept annual fee increases effective in January.
- Pay one month's fee as notice, even if my child leaves earlier.
- Understand **non-payment** by the 31st of each month may result in suspension after written warning.
- Accept responsibility for any legal costs related to unpaid fees.
- Pay **10% interest** monthly on overdue fees.
- Understand fees are **non-refundable** and **not discounted** for absence.
- Supply nappies and formula if needed.

Initial: _____

4. Conduct & School Policy

I agree to:

- Uphold school values (respect, honesty, kindness).
- Address any concerns directly with school management.
- Support staff, policies, and the school community.
- Acknowledge that non-compliance may result in dismissal.

5. Notice

A full **calendar month's written notice** is required to withdraw a pupil.
No notice is accepted in the **final quarter** of the year, including December.

6. Holidays & Closure

- Open Monday to Friday, closed on **public holidays**.
- Closed **3.5 weeks in December** and **1 week in June/July** holidays.
- If a holiday falls on a Tuesday or Thursday, the adjoining Monday or Friday may also be closed.

7. Late Collection

- After 18h00: **R50 per 15 minutes** late fee.
- After 14h30 (for half-day pupils): **R200/hour** aftercare fee.

8. Medicine Indemnity

I authorize Creative Kidz Academy to administer medication as per my **written, signed instructions**.

In an emergency, **5ml Panado/Calpol** may be given if a parent/guardian cannot be reached.

9. Banking Details

FNB Business – Cheque Account

Acc No: 63061221502

Branch Code: 250655

Reference: Child's Name

Cash payments to be made at the office only.

10. Required Documents Checklist

- ☐ Child's Birth Certificate
- ☐ Immunization Card
- ☐ Mother's ID
- ☐ Father's ID

Initial: _____

11. Photo & Shoe Consent

Photo Use:

☐ I Grant Permission ☐ I Do Not Grant Permission

Shoes in Playground:

☐ Shoes Not Required ☐ Shoes Required

12. Indemnity & Emergency Consent

I consent to my child attending all school activities and indemnify Creative Kidz Academy from any claims due to injury, while understanding all precautions will be taken. I accept responsibility for any medical costs and authorize emergency medical care if needed.

Child and Parent Information

Child Details

- Full Name: _____
- Nickname: _____
- Date of Birth: _____ Gender: ☐ Male ☐ Female
- Nationality: _____
- Home Language: _____
- Residential Address: _____

Mother's Details

- Full Name: _____
- ID / Passport Number: _____
- Occupation: _____
- Employer: _____
- Phone (Work): _____ Cell: _____
- Email: _____
- Address: _____

Father's Details

- Full Name: _____
- ID / Passport Number: _____
- Occupation: _____
- Employer: _____
- Phone (Work): _____ Cell: _____
- Email: _____

Initial: _____

- Address: _____

Family Information

- Marital Status: ☐ Married ☐ Divorced ☐ Single ☐ Separated ☐ Widowed
- Who does the child live with? _____
- Responsible for school fee payments:

Name: _____ Email: _____

Medical Details

- Doctor's Name: _____ Tel: _____
- Doctor's Address: _____
- Medical Aid: _____ Main Member: _____
- Medical Aid No: _____

Health Information

- Previous illnesses: _____
- Allergies: _____
- Previous Daycare attended: _____
- Other important details: _____

13. Parent Signatures

By signing, I agree to all terms and conditions outlined above and in the full enrolment pack.

Father: _____ **Mother:** _____

Date: _____

Initial: _____