



# CANNY KIDS Academy

Nursery School



Office: 012 547 3931 | Principal: 067 154 8992 | Owner: 082 860 1575  
60 Fir Place, Doornpoort, 0017

## ENROLMENT FORM

Application Date				Start Date			
Full day				Half Day			
<b>CHILD'S INFORMATION</b>							
Surname						Girl	Boy
First Names				Used Name			
Date of Birth				Age at Start Date			
Residential address							
Special requests / Habits / Problems							
Home Language				Allergies			
<b>DETAILS CONCERNING PARENTS / LEGAL GUARDIANS</b>							
	Father / Legal Guardian			Mother / Legal Guardian			
Name(s)							
Surname							
ID number							
Residential Address							
Company Name							
Work Address							
Telephone number (W)							
Cellphone number							
Telephone number (H)							
WhatsApp number							
E-mail address							
Marital Status	Married		Divorced		Married		Divorced
	Single		Other		Single		Other
<b>SIBLINGS INFORMATION</b>							
Name and Date of Birth (DOB)	1.			DOB			
	2.			DOB			
	3.			DOB			

<b>MEDICAL INFORMATION</b>			
Medical Aid		Med Aid Number	
Doctor's Name		Dr. Tel	
Allergies			
Other Conditions			
<b>EMERGENCY NUMBERS</b>			
Person(s) will be called when child is not collected from school or any emergency if parents are not available			
1. Name and Surname			
Relation		Contact No:	
2. Name and Surname			
Relation		Contact No:	
3. Name and Surname			
Relation		Contact No:	
<b>TRANSPORT ARRANGEMENTS</b>			
Please provide us with the information of person(s) allowed to collect your child from school			
1. Name and Surname			
Relation		Contact No:	
2. Name and Surname			
Relation		Contact No:	
3. Name and Surname			
Relation		Contact No:	
<b>PREVIOUS SCHOOL CARE</b>			
Name of school			
City		Contact No:	
<b>ANY ADDITIONAL INFORMATION CANNY KIDS SHOULD BE AWARE OF</b>			

<b>WE NEED THE FOLLOWING TO ACCOMPANY THE APPLICATION</b>	
<b>(Please tick)</b>	
Fully completed enrolment form	
Copy of both Parent's ID's	
Copy of inoculation certificate	
Copy of Child's birth certificate	
Previous school's report (if applicable)	



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## AGREEMENT

1. In terms of the payment date there are two options. Keep in mind that all school fee payments are in advance, meaning that you are paying in the beginning or the middle of the month for that specific month.
  - 1.1 **Payment option one:** Payment before or on the 5<sup>th</sup> of each month. This payment is made in the beginning of each month for the specific month
  - 1.2 **Payment option two:** Payment between the 15<sup>th</sup> and the 17<sup>th</sup> of each month for that specific month.
2. Any payments made after the 17<sup>th</sup> of a month should be for the coming month.

Payment Date (Please choose your option)	
<b>Option one:</b> Before or on 5 <sup>th</sup> of each Month	
<b>Option two:</b> Between the 15 and 17 <sup>th</sup> of each month	

3. I \_\_\_\_\_ (person responsible for payments) the undersigned, agree to pay the school fees in advance on the above indicated date of each month to Canny Kids Academy for my child \_\_\_\_\_ whom is registered at the school for

Full day		Half day	
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4. I understand that school fees are payable in advance every month over 12 months.
5. I understand that 5% interest will be added to any outstanding fees on a monthly basis.
6. I Understand that Canny Kids Academy reserves the right to suspend my child if fees are not paid by the 10<sup>th</sup> of a month (the months fees will remain payable even if your child does not attend school)
7. I understand that outstanding fees will be handed over for collection and that I will be responsible for any costs incurred.
8. I understand that even though Canny Kids will be closed during a part of December, December fees still has to be paid in full.

\_\_\_\_\_  
Signature Parent/Guardian

9. I agree that I will give one (1) calendar month's written notice via email only to [office@cannykids.co.za](mailto:office@cannykids.co.za) when removing my child from the school and I agree that I am responsible for the payment of one (1) month's school fees when I did not give the notice as described above.
10. I agree that one month's written notice should be given in the agreed manner and form by no later than 1 October for the following year. Should I give notice in November, I agree that I will be liable for the payment of the school fee/reasonable cancellation fee penalty for the month of November and December.

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Signature Parent/Guardian

11. I understand that Canny Kids personnel, within reason, will do their best to keep my child safe while on the Canny Kids Academy premises. I agree that my child may be taken to a doctor and/or hospital by the personnel of Canny Kids Academy, should there be any emergency, and I agree that Canny Kids Academy will not be held responsible for any account of that doctor or hospital.

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Signature Parent/Guardian

12. I furthermore agree that Canny Kids Academy, its owner or its staff will not be held responsible for the following:
  - 12.1 Injuries pertaining to my child on the school's premises.
  - 12.2 If my child is left on the school grounds or parking area by the person bringing my child to school, without making sure that my child was safely received by Canny Kids Academy staff.

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Signature Parent/Guardian

Both parties agree that this agreement can only be completed in writing when both parties have reached a consensus and signed before the child starts school. Notices that have to be given in writing in terms of this agreement shall only be valid if submitted in hard copy to the office at the school premises or alternatively sent via e-mail to [office@cannykids.co.za](mailto:office@cannykids.co.za)

13. I hereby consent to authorize Canny Kids Academy Nursery School to contact, request and obtain any information at any time and form, any registered credit bureau to assess my behavior, profile, payment patterns, indebtedness, whereabouts and creditworthiness. This can be a requirement even if the parents renew the agreement for a further year etc. In the event of a parent refusing for a credit check to be conducted, the school is further within their rights to refuse the application of renewal of the agreement.
14. Where the school is prevented from providing the agreed service or access to the service due to circumstances beyond control or due to compliance by government, health and safety or any other public regulations and ordinances for a temporary or permanent period of time, the school will not be held liable for its inability to render such a service in any manner or form. Parents will still be held liable for the payment of fees in terms of the agreement in these circumstances unless the parties agree otherwise, taking in to account reasonableness and the particular circumstances.

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Date

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Signature Parent/Guardian

### **General obligations of the ECD (Canny Kids Academy)**

1. Canny Kids will monitor your child's progress at the school and produce 2 progress report during the year. The relevant teacher or principal will advise the parents if they have any concern about the child's progress, but Canny Kids does not undertake nor does it have the obligation to diagnose any learning disability or other conditions.
2. The parties acknowledge the limitations of Canny Kids Academy physical environment, staff qualifications, training and resources which limits its ability to provide high quality care and early learning opportunities to children with special educational needs. (whether due to neurological or emotional barriers or any other special need). In the event of, in the reasonable opinion of Canny Kids Academy and after following due process, the school cannot, or can no longer, provide adequately for your child's special needs, Canny Kids Academy may elect to decline admission or cancel this contract.

### **Parent's General Obligations**

1. The Parents will inform Canny Kids in writing, prior to admission and enrolment, of any special educational or physical needs of the child known, without limitation, referred to in 1.2
2. In order to meet the Canny Kids obligations, the school needs the parent's cooperation. The parents are required to encourage their child in his or her early learning and development, give appropriate support at home, keep the school informed of matters which affect the child, maintain a courteous and constructive relationship with Canny Kids Academy and attend meetings and otherwise communicate with Canny Kids Academy regarding matters in their child's interest.
3. The principal may, if it is justifiable to do so, require parents to remove a child from Canny Kids Academy, if she considers that the child's behavior is seriously disruptive and in the reasonable opinion of the principal, the child's removal is in the school's best interests or those of the child, other children or the wider school community. In this case, the parent will be asked to remove the child at a specific date that may be shorter than the full three months period.
4. Canny Kids also has the right to cancel this contract at any time, for any reason, provided that it follows due process and gives the parents a full three months' notice, in writing, of its decision to terminate this contract. At the end of the three months in question, the parents will be required to withdraw the child from the school and the school will refund to the parents the amount of any fees pre-paid for a period after the end of the three months period less any fees owing to the school by parent or third party.

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Date

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Signature Parent Guardian



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## ADMINISTERING MEDICATION

### AT CANNY KIDS ACADEMY

I \_\_\_\_\_ parent/Guardian of \_\_\_\_\_ in the \_\_\_\_\_ class, give my permission that the teacher or any other staff member of Canny Kids Academy may give my child the following medication if necessary and they **are not able to get a hold of me**.

MEDICATION	YES	NO
Antiseptic cream		
Panado Syrup		
Buscopan/Generic		
Allergex syrup		
Allergex cream		

A Child should not attend school when he/she is ill and has a temperature!!

For any other medication you still need to write a letter in your child's communication book with the time and the amount that should be administered. Please note that that we are not allowed to give your child any medication without your written permission. Vitamins and homeopathic medication should be given at home.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Medical Indemnity Form

### Parent/Guardian consent form for emergencies

In case of an emergency, I \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_ gives permission that my child may receive first aid from Canny Kids Academy staff and if necessary, be transported by car or ambulance to receive emergency care. I understand that I will be responsible for all charges, including medical transport.

I give consent for the emergency contact person to act on my behalf if I am not available and until I am available. I agree to renew and update my contacts and medical information when any changes occur.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Consent to Publish Photographs

On Facebook, Website and WhatsApp

Name of Parent/Guardian	Name of child	
Please mark one of the Boxes below		
I consent to the use of photographs of my child for Social Media purposes	Yes	No

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Date