

## Child's Information

Enrollment Date:

Required Services: **Full Day** ☐ **Half Day** ☐ Days: **Mon** ☐ **Tues** ☐ **Wed** ☐ **Thurs** ☐ **Thurs** ☐

Child's Name:

Child's Surname:

Child's Date of Birth:  Child's Gender:  Home Language:

Allergies:

Chronic Illnesses:

Dietary Requirements:

## Medical Information

Medical Aid:

Scheme:

Medical Aid Number:

Family Doctor:  Contact:

Family Doctor:  Contact:

## Parent/Guardian Information:

### Mother's / Guardian's Details

Name and Surname:

ID Number:

Marital Status: **Single** ☐ **Married** ☐ **Divorced** ☐ **Widowed** ☐

Home Address:

Cell Number:  Home Number:

Employer:  Occupation:

Work Number:  Email:

## Parent's Information:

### Father's / Guardian's Details

Name and Surname:

ID Number:

Marital Status: **Single** ☐ **Married** ☐ **Divorced** ☐ **Widowed** ☐

Home Address:

Cell Number:  Home Number:

Employer:  Occupation:

Work Number:  Email:

## Account Details

### Account Payer's Details

Payment Method: **Cash** ☐ **EFT** ☐

Name and Surname:

ID Number:

Postal Address:

Cell Number:  Email:

I consent to images of my child being used on Gicarli's website and social media platforms: **Yes** ☐ **No** ☐

## Confirmation

I, \_\_\_\_\_, confirm that the above information provided is true and correct to the best of my knowledge.

Signature:

Relation to Child:

Date:

### Introduction

The signatory of this agreement ("the parent"), or a person authorised by the parent, has requested Gicarli, with this Enrollment Agreement, to provide to the parent the services as stipulated therein. Gicarli agrees to provide the services to the parent in accordance with this Enrollment Agreement. This agreement is binding on both parties until either party gives notice in writing to the other party.

### Fees

Fees are payable on the 1st day of every month as per the current school fees. Reduced rates or discounts will not be considered in the event of absenteeism or illness. Fees are payable in advance by CASH or Electronic Transfers not later than the 1st day of each month. The parent will receive an account from the school before the 28th of every month.

A 10% penalty will be added to the account if the monthly payment was not received before the 1st of the new month. In the event that an account is not settled admission to the child may be refused without notice. The parent will be responsible for one calendar month's notice.

As Gicarli's hours are from 06:30 to 17:30 during weekdays, an additional charge of R50 per child for every 15 minutes per evening will be levied in cases where the child is collected later than 17:45. Fees are payable in full for both December and January, & 1 week in July during government school holiday. Fees are also payable during illness and injuries. The parent should make alternative arrangements for a child with a bad cough, sore throat, loose stomach, vomiting, or fever. This is for your child's own wellbeing as well as for others. In the case of infectious diseases, please notify the school immediately and do not send your child back to school without doctor's approval.

**The school will deal with illnesses, as follows:** The child will be kept under observation; signs, symptoms and the temperature will be recorded in the daily report book. After an hour the school will phone the parent to inform the parent of the child's condition. The school will deal with injuries, as follows: The wound or injury is treated and recorded in the injury book. The parents will be informed if the injury is serious and a doctor needs to be seen. Medical or paramedical assistance will be summoned if an extreme (life threatening) emergency occurs.

### Medication

The parent must provide the appropriate medicine for the child. The parent must complete the Medication Administration Form provided in the daily report book. Do not leave medicines in the child's bag, it must be handed to the care worker on duty.

### Clinic visits

A copy of the child's clinic card must be handed in with enrollment. It is the parent's responsibility to make sure that the child is up to date with his/her vaccinations.

### Meals

The school supply food for the day. Please do not send sweets with your child as this causes problems with children too young to understand.

### Mealtimes:

**BREAKFAST:** Between 08:00 and 08:30. Children that come in after this time will forfeit his/her breakfast.

**LUNCH:** 12:00

**SNACK:** 10:00 & 15:00

What is supplied by the school is stipulated in the price list.

### Discipline

The school do not use physical discipline. Parents will be consulted if bad behaviour persists and a course of action will be decided on.

### Gicarli's obligations

Subject to the terms and conditions of this agreement, Gicarli undertakes to provide the selected services to the parent.

### Parent's obligations

Subject to the terms and conditions of this agreement the parent must inform Gicarli in writing within seven (7) days of any changes to any of the information provided by the parent.

### General

No visitors will be allowed during the day as the children become very upset when left for a second time at the school. The parent may check telephonically, at any time. Please ensure that the security gates are closed properly when used and deliver the child personally to the care worker on duty. A child will not be handed over to anyone other than the parent. The parent must notify the school of any changes to the normal cause of events. The child will not be handed to a stranger. To prevent embarrassment, please remember to inform the school. Inform the school when your child will not be present. No toys from home will be allowed at school, except for comforting toys. In the event of paying cash, please make sure your child's name and the amount is on the envelope. Any belongings of the child must be clearly marked. The parent must ensure that the school always has the correct contact numbers for the parent and the substitute. Either the parent or the substitute must always be available to be contacted in the case of emergencies. The parent must notify the school in writing, within three (3) working days, of any event that has affected the happiness and well-being of the child.

### Amendments

The school will immediately notify the parent in writing of any amendments to these Terms & Conditions. The school will send notices to the current home address of the parent.

### Termination

Only the signatory may terminate this agreement. One calendar month written notice (From the first day to the last day of the month.) is required should the parent wish to terminate the child's attendance.

### NOTICE WILL ONLY BE ACCEPTED FROM JANUARY TO OCTOBER.

Should the parent wish to terminate this agreement in November or in December the parent will be liable for the November and December school fees.

### Liabilities and indemnities

Although every necessary precautions will be taken to prevent accidents, neither Gicarli, the facilitator, all employees of the school, any agents, guests nor other persons associated with the school of said facilitator / teachers will be held responsible for any claims to a child arising from an accident which may occur whilst the child is on the premises or at any outing by or on behalf of the school or any of the said persons. This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such injury. Gicarli is not liable for any delay or failure to fulfill its obligations under this agreement to the extent that such delay or failure results from causes beyond Gicarli's reasonable control.

Although Gicarli endeavors to allow only accredited third party agents e.g. transport, extramural activities, medical, etc. to render their services, each agent acts as an independent contractor and is not an employee, subcontractor or agent of Gicarli. Gicarli is not liable for any damage of any nature whatsoever caused by the conduct of the agent. In the event of an account not being settled, by the person who was indicated as the person responsible for the account, the parent signing this agreement will still be held liable to settle it.

### Breach of agreement

The parent's failure to comply with any of the terms and conditions of this agreement constitutes a material breach of this agreement. If the parent breaches this agreement, Gicarli, without prejudice to any other remedy that it may have, may immediately and without notice to the parent terminate this agreement. If the parent breaches this agreement, the parent must pay Gicarli all legal costs, including attorney and own client costs, tracing agent's fees and collection charges, which Gicarli may incur in taking any steps pursuant to such breach; and damages incurred by Gicarli directly or indirectly as a result of the parent's breach. If a parent remedies such a breach, complies with the terms and conditions of this agreement and pays Gicarli all payments due in terms of this agreement, Gicarli may re-enroll the child, but subject to the prior payment by the parent to Gicarli of the enrolment/registration fee. If the agreement had been terminated, the parties may conclude a new agreement.

I, \_\_\_\_\_, Parent/Guardian Name, do hereby acknowledge that I have read and understand that I am bound by the above terms and conditions within this agreement.

Parent/Guardian

Sign:

Gicarli Sign:

Relation to Child:

Designation:

Date:

Date: