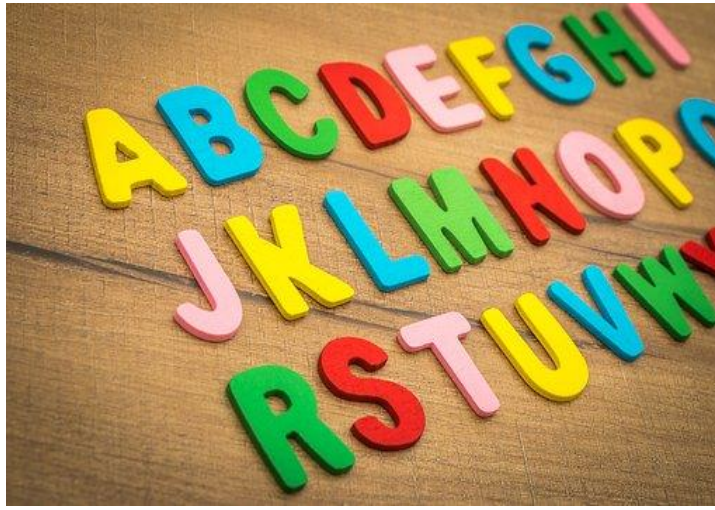


FLORA NURSERY SCHOOL



REGISTRATION FORM

62 PARK LANE STREET, FLORIDA, ROODEPOORT 1709

Contact Tel: 079 401 6381 / 011 672 0578

Email: floranursery5@gmail.com

Facebook: [Flora Nursery School](#)

FLORA NURSERY SCHOOL

REGISTRATION FORM

PUPIL

(Please submit a copy of birth certificate)

Date of Admission: _____

First Name: _____

Surname: _____

Date of birth: _____

Home language: _____

Religion: _____

Tell us more about your child: (see attached document):

PARENTS

(Please submit a copy of both Parents ID documents)

FATHER

Surname: _____

First Names: _____

I.D. number: _____

Occupation: _____

Marital Status: _____

Name & address of Employer:

Tel (H): _____

Tel (W): _____

Email: _____

Parent's signature _____

MOTHER

Surname: _____

First Names: _____

I.D. Number: _____

Occupation: _____

Marital Status: _____

Name & address of employer:

Tel (H) _____

Tel (W) _____

Email: _____

Parent's signature _____



DETAILS

Address at which child resides: _____

Who does child live with: (Mother / Father / Guardian / etc.)

Cell phone: _____

Name of person to contact in event of Emergency as well as an Emergency phone number: (Please advise relationship of such person to child i.e. aunt)

Person responsible for collecting your child:

(If someone is not allowed to collect your child a copy of the court order must be handed in.)

STATEMENT

I, _____ mother/ father/ legal guardian
of _____, apply for admission at
Flora Nursery School, and undertake to follow the school rules and regulations.

Furthermore, I undertake to pay all school fees due, on or before the **1st of each month in advance, and I will give 30 days written notice to take my child out of the school, otherwise I will pay a full month's fee for the notice month although my child will not attend school for that month.** I understand that no school fees (in full or in part) will be reimbursed.

I understand that late or non-payment of fees due can result in my account being handed over to debt collectors/lawyers for recovery of the outstanding balance. I also understand that I will be accountable to pay any additional fee added by the debt collector or lawyer.

Signed at Florida on this _____ day of _____, 20____

Signature: Father/ Guardian: _____

Mother/Guardian: _____

Dear Parent,

Please help us assist your child through orientation by completing this form.



Child's Name _____

Child's Surname _____

Please list your child's favorite...

Breakfast _____

Lunch _____

Snacks _____

Song _____

Books _____

Videos _____

Toy or stuffed animal _____

Cartoon character _____

Inside activity _____

Extra mural activity _____

If my child has trouble falling asleep I usually: _____

My child is afraid of: _____

My child is allergic to: _____

Other people who have regular contact and are involved with my child's care (grandparents, step-parents, siblings, friends, etc.)...

Name _____ Relationship _____ Contact _____

Name _____ Relationship _____ Contact _____

Anything else you would like to share about your child to help him/her feel more comfortable (especially in the first week when they are still getting used to nursery school)...

FEES, BUSINESS HOURS AND PENALTIES:

DAY CARE FEES	R1350 a month
AFTER SCHOOL CARE	R700 per month
ADMIN REGISTRATION FEE	R350 once off
CASUAL CARE	R100 per Day /per child

Annual Trips: Outing dates and amounts will be given to parents.

Tuck-shop (Fridays) Any amount from R5-00 upwards - per child

PAYMENT OF FEES

All fees must be paid on or before the 1st of each month,

Reference: Child`s name

Account Holder Name: J. T. Maziwisa

Bank Name: Access Account 10084243625

Branch code: 051001

FEES PENALTIES

A penalty fee will be added to the account if the school fees or any other fees (in full or in part) are not paid on the agreed date.

SCHOOL BUSINESS HOURS

The school business hours are from **6am until 6pm** between Monday to Friday.

LATE PICKUP PENALTIES

A penalty fee will be added to the account if the child is picked-up after 6:10pm.

PARENTS' RESPONSIBILITY

It is your responsibility to ensure that we always have the correct contact details for you/your child. Please remember to notify us if you should change address, telephone (or mobile) number or anything other relevant details.

Signature:_____

CONDITIONS, RULES AND REGULATIONS:

YEAR CALENDAR

Flora Nursery School is open from Mondays to Fridays. The school opens early in January and closes at 18:00 on the 13th December or the closest working Friday to this date; this is when all staff go on leave. **The school is closed on all official Public Holidays, but remains open on school holidays.**

Since these are paid holidays, there is no reduction in school fees (this includes year-end closure). If you take your child out to go on holiday, there is no reduction of school fees.

SCHOOL HOURS

The school will be open from 6am and will close at 6pm. A penalty fee will be charged for late pickup. The school closes in December. Notice will be given in advance of these dates. A 30-day (one calendar month) written notice must be given if your child is leaving the school or going to primary school. This contract is binding for the whole time your child is in attendance at this school (from 30 days up to 6 years), it is not a yearly contract. No children must be left in the parking lot without any supervision; your child is your responsibility before and after school hours.

AGE

Children are accepted from 3 months up to school going age.

INSTRUCTIONS

Given in English.

DOCUMENTS

Enrolment form must be completed and submitted on/or before the day of admission.

Copies of the Child's Birth Certificate, copies of Father and Mother's or Legal Guardian's Identity documents, and proof of residence e.g. (Water and electricity account)

PLEASE NOTE No child will be enrolled without these documents on our files.

ILLNESS AND MEDICATION

No medication will be given without parental permission. Should your child need medication, **please complete the Medical Register.** The teacher will sign when the medicine is given. Medicine must be taken home every day. **All medicine must be clearly labelled with child's name, times and quantity given. No medication will be administered on any child's PRIVATE PARTS.**

Please do not ask us to keep your child indoors. Weather permitting; children go outside morning and afternoon. We cannot leave your child in the classroom unattended at these times. A child who cannot play outside should be kept at home. If a child shows evidence of any contagious disease, fever, nausea, pink eye, lice etc. we will immediately call and inform you to pick up your child at once. **As regulated by the Department of Health no child is allowed in school with a contagious disease, this includes head lice.**

COVID 19

We are taking necessary steps to keep children safe at school. We request that if your child shows any symptoms ie has a fever, loss of smell and taste or a continuous cough, they should quarantine at home for 14 days. Any children also in contact with a sick child will be asked to stay home for 7 days and will be allowed to return to school if they have not developed symptoms.

ABSENTEEISM

Please notify the school if your child is going to be absent.

THE MENU AND OTHER FOOD

Breakfast is only served up to 830am. The menu is on display outside the Principals office. Parents with allergy prone children must check the menu and substitute. Parents must include a snack for breaks at 2pm.

SWEETS, TOYS, MAKE-UP AND JEWELLERY

These items are not allowed at school. The Principal will confiscate these items. The tuck shop is open on Friday afternoons.

A BIRTHDAY PARTY

Please arrange this with the school before time. Please note that chappies (and all kinds of chewing gum) are not allowed in school.

PERSONAL ARTICLES

Each child must have an extra set of clothes. Please mark all articles. Send your child in play clothes only, with suitable footwear. **No fashionable clothes, shoes or super hero suits should be worn. These can be dangerous on play equipment.** Make sure all clothing is for current weather.

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All clothing and shoes must be clearly marked.

Summer clothing: Boys and girls must wear shorts, jeans and T-shirts.

Winter clothing: Boys and girls must wear tracksuits with suitable footwear.

Hand Sanitizer/Gel: Children can bring in small hand sanitizer gel bottles no bigger than 75mls. For health and safety purposes, please give a member of staff the hand gel with your child's initials on it. In school we encourage your child to practice good hygiene, such as washing hands often. We also provide safe hand sanitizers that the children use from time to time during the course of the day. If, for any reason (such as allergy), you do not want your child using hand sanitizers/gels, kindly inform the school.

CELL PHONES:

No phones are allowed at school. We do not take any responsibility for phones getting lost or damaged.

BAG:

A change of clothing marked with your child's name should be put in their bag daily. Please remember to bring back the clothes lent to your child by the school when changing them.

COLLECTING YOUR CHILD:

No child will be allowed to leave school premises with anyone other than their parents, unless necessary communication is made to the school. No child under the age of 10 years may collect younger children. An adult must be present. Staff members will not take any child home.

These rules are for your child's safety.