



REGISTRATION FORM 2023

CHILD'S DETAILS:

Child's Name & Surname: _____

Name by which child is known: _____

Date of Birth: _____ Male Female

Position of child in family: _____ No. Of children in family: _____

PREVIOUS SCHOOL DETAILS:

Last Nursery/Pre-school/Aftercare/ Primary school attended:

Contact Person: _____ Tel No: _____

Reason for leaving: _____

Has your school fees been paid up to date in your previous school? _____

VACINATIONS:

Has your child been vaccinated and inoculated against:

			DATE
B.C.G (Newborn)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Polio DTP (3 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Polio, D.P.T. (4 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Polio, D.P.T. (6 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Measles (9-10 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Rubella (M.M.R) (18 Months)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

MEDICAL INFORMATION:

Does your child have any allergies or chronic illnesses / life threatening?

Is your child on any permanent medication? If so please give details below.

Any special remarks concerning your child?

Family Doctor: _____ Tel: _____

Pediatrician: _____ Tel: _____

Name of Medical Aid: _____

Main Member: _____ No.: _____

IN EMERGENCY:

Names of people to contact: (Family or close friends details)

1. Name: _____ Tel: _____

Relationship: _____

2. Name: _____ Tel: _____

Relationship: _____

3. Name: _____ Tel: _____

Relationship: _____

PARENTS DETAILS:

Father:

Fathers Name & Surname: _____

Fathers ID No.: _____

Fathers Occupation: _____

Fathers Employer: _____

Father's Employer Address: _____

Father's (H) Tel: _____

Father's (W) Tel: _____ Father's Cell: _____

Father's E-mail: _____

Home Address: _____

Postal Address: _____

Alternative contact person: (not living with you)

Name: _____

Tel Cell: _____ (W) _____

Relationship _____

Marital Status:

Married Customary Union Divorced Single

Responsible for account: Yes No

I (print name in full) _____ hereby agree that

information provided above is correct.

Signature: _____ Dated: _____

Initial _____

PARENTS DETAILS:

Mother:

Mothers Name & Surname: _____

Mothers ID No.: _____

Mothers Occupation: _____

Mothers Employer: _____

Mother's Employer Address: _____

Mother's (H) Tel: _____

Mother's (W) Tel: _____ Mother's Cell: _____

Mother's E-mail: _____

Home Address: _____

Postal Address: _____

Alternative contact person: (not living with you)

Name: _____

Tel Cell: _____ (W) _____

Relationship _____

Marital Regime:

Married Customary Union Divorced Single

Responsible for account: Yes No

I (print name in full) _____ hereby agree that
information provided above is correct.

Signature: _____ Dated: _____

Initial _____

INDEMINITY

The signatory/ies expressly indemnify/ies **Step-Up Rynfield Private Academy (Pty) Ltd.**, it's owner, agents or employees from being held responsible or liable for anydamages, death, injury, directly or indirectly, consequential or otherwise to the signatory/ies, his or her child/ren in terms of this agreement while engaging in any activity of the school, while on the school property or any other such place where such activities are where such activities are engaged in. I/We hereby agree that my child receives the necessary medical attention in case of need or emergency, by the school staff. I/We further agree that your child can be admitted to a medical facility in an emergency at **Step-Up Rynfield Private Academy (Pty) Ltd.** staff's discretion if need be.

We the signatory/ies, herby state that I/we acknowledge that I/we have read and fully understand and agree to abide by **Step-Up Rynfield Private Academy (Pty) Ltd.** policy. I/we state that I/we am/are duly authorized to sign this document andthat to the best of our my/our knowledge and that all knowledge provided is true and correct and contains no Omissions. I/We agree to inform **Step-Up Rynfield Private Academy (Pty) Ltd.** in writing of any changes from time to time as may be necessary.

IMPORTANT:

Please see TERMS AND CONDITIONS.

FATHER

Print your full name _____

Sign: _____ Date: _____

MOTHER

Print your full name _____

Sign: _____ Date: _____

Witness: 1

Print Name in full: _____ Signature: _____

Witness: 2

Print Name in full: _____ Signature: _____

The below contract and terms and conditions was read and understood by me

Father:

I (print full name) _____ ID Nr /Passport NR _____

Hereby give Step-Up Rynfield Private Academy (Pty) Ltd. permission to perform a Trans Union Credit Check.

Hereby understand and abide to the rules of the notice period set out in clause 9 as above.

Hereby understand fully and completely all the rules and regulations set out in the contract clauses 1-13.3 in the above contract.

Signature: _____

Signed at _____ on this _____ day of _____ 20 ____

Mother:

I (print full name) _____ ID Nr /Passport NR _____

Hereby give Step-Up Rynfield Private Academy (Pty) Ltd. Permission to perform a Trans Union Credit Check.

Hereby understand and abide to the rules of the notice period set out in clause 9 as above.

Herby understand fully and completely all the rules and regulations set out in the contract clauses 1-13.3 in the above contract.

Signature: _____

Signed at _____ on this _____ day of _____ 20 ____

Witness: 1

Print Name in full: _____ Signature: _____

Witness: 2

Print Name in full: _____ Signature: _____

Signed at _____ on this _____ day of _____ 20 ____ .

<p><u>FOR OFFICE USE ONLY:</u></p> <p>Fees will only be paid:</p> <ol style="list-style-type: none"> 1. Monthly; 2. Annually; 3. Quarterly. Via: <ol style="list-style-type: none"> 1. EFT; 2. Cash Deposit. 	<p><u>FOR OFFICE USE ONLY:</u></p> <p>Date of registration: _____</p> <p>Date of ITC Done: _____</p> <p>Date of Admission: _____</p> <p>Enrollment fee paid: _____</p> <p>Date of Withdrawal of Pupil: _____</p>
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TERMS AND CONDITIONS

1. FEE STRUCTURE

2.	2023 (Per month)	Enrolment Fee (New learners) –
3 months – Gr R	R2 900 (12 months)	R1 000
Tutor Center Full day (incl aftercare)	R2 900 (Payable over 12 months Jan-Dec)	R1 000
Aftercare – Primary school & High School (Including Transport)	R1 250	R600
Discount for self-drop aftercare	- R300	
Daily Fees	R150	
Discount for 2 nd and 3 rd sibling	R250	
Swimming	R400	
Re-Registration Fees 2023 (current learners) Payable each year		R1 000

1.11 PAYMENT: A non-refundable registration fee is required on registration.

1.12 All monies payable by the parents to Step-Up Rynfield Private Academy (Pty) Ltd. in terms hereof shall be paid timeously on due date.

1.13 Fees are payable strictly in advance. Unless otherwise agreed in writing all monthly payments must be made by EFT and Step-Up Rynfield Private Academy (Pty) Ltd. requires proof of the payment on registration.

1.14 Payment via direct deposits, Internet or ordinary banking must include child's name and surname as a reference with the Kidsoft number

1.15 No payment will be accepted on the property for security reasons – card machine is available, and a 2.5% card fee will be charged.

1.16 Please ensure that fees are banked / EFT into our FNB account as stated below.

1.17 Any Cash deposits will be charged at R50 on the parent's account.

1.18 The application form, signed addendum's, supporting documents & proof of payment of R_____ (see 1. Fee structure) **non-refundable registration fee** must be e-mailed to

Banking Details:

Bank details

First National Bank

Account Name: FNB STEPUP PRE PRIMARY CORPORATE (PTY) LTD

Account Number: 6286 3658 939

Branch Code: 252 605

Reference: Child's name and surname & Kidsoft number

3. ALLOWANCES:

- 3.1 In the event of two (2) or more siblings, a R250 monthly allowance will be granted on the 2nd or 3rd sibling only and will be cancelled if one sibling leaves **Step-Up Rynfield Private Academy (Pty) Ltd.**
- 3.2 Parent/s will qualify for an allowance where fees are paid annually in advance.
- 3.3 Parent/s will qualify for a 5% allowance for payments made four (4) months in advance.
- 3.4 One month payment allowance will be made for full year payments (12 month payments upfront) before the 31st of January.
- 3.5 A sibling allowance of R250 will be offered to those parent/s paying per month for children enrolled on a full-time basis. This R250 allowance will be calculated on the second or third child enrolled.
- 3.6 Any allowance allowed will be revoked on any accounts overdue.
- 3.7 Only one (1) allowance is permitted per family. Allowances will not apply simultaneously.
- 3.8 Allowances given for lump sum payments must be paid before the 1st of the month. Fees paid after this date will not be entitled to the 5% allowance. Any lump sum payments will not be refunded.
- 3.9 The non-refundable enrolment fee applies to all children enrolling and there will be no allowances for siblings.
- 3.10 No concession or refunds will be made for children not attending school for extensive periods such as illness, family holidays or any other reasons that may occur.
- 3.11 Monthly fees are payable in advance, by the 3rd of every month. This includes any outstanding amounts from previous months, as well as any extra amounts that may have accrued on the account.
- 3.12 No half day fees are available.
- 3.13 Enrolment fees need to be paid prior to starting date and is **NON-REFUNDABLE.**
- 3.14 If in the interest of Step-Up, it becomes undesirable to render ongoing service(s) to a parent(s)/guardian(s) or child(ren), it is the sole prerogative of Step-Up Management to suspend such services immediately. Where services are suspended by Step Up, parents/guardians will only be held liable for payment of school fees until the date of cancellation.

4. LATE PAYMENT:

- 4.1 Due to the nature of the allowances, late payments cannot be condoned.
- 4.2 **Step-Up Rynfield Private Academy (Pty) Ltd.** will charge R350.00 penalty fee for payments later than the 7th day of the month and a further R350.00 for payments not made by the 15th day of the month.
- 4.3 **Step-Up Rynfield Private Academy (Pty) Ltd.** reserves the right to charge interest at the maximum rate permissible in terms of the National Credit Regulations which is 2% per month.
- 4.4 **Step-Up Rynfield Private Academy (Pty) Ltd.** reserves the right at its discretion to insist on the

removal of children where accounts become overdue.

5. CREDIT INFORMATION

- 5.1** The Parent/s authorizes **Step-Up Rynfield Private Academy (Pty) Ltd.** to, through the services of any NCR registered credit bureau:
- 5.2** carry out any checks or traces that **Step-Up Rynfield Private Academy (Pty) Ltd.** deems fit;
- 5.2.1** report the Parent/s payment history;
- 5.2.2** List the Parent/s in the event of the Parent/s defaulting in payment in terms of this agreement.

6. DEFAULT IN PAYMENTS

- 6.1** Where fees are not paid within the discretionary two calendar months grace period (this will also apply to parent/s that have established payment plans):
- 6.2** Children will not be taken for the educational assessment required for their termly report. Reports will be withheld until such time that accounts are paid up in full.
- 6.3** Parent/s will be given one calendar months' written notice to remove their child from **Step-Up Rynfield Private Academy (Pty) Ltd.** and will still be liable for the outstanding fees and the one months' notice period. For parents who paid the one month registration fee, this will be held in lieu of the notice month given.
- 6.4** Should the account not be settled within 21 days after receiving the credit bureau letter the Parent/s will be blacklisted and handed over to our attorney, all costs incurred will be for the Parents account.
- 6.5** Where school fees are outstanding for more than two months:
 - 6.5.1** The child/children will be suspended from school with immediate effect.
 - 6.5.2** The child's/children's report or transfer letter issued for the new school will be withheld and all stationery will be kept.

6 INVOICING AND STATEMENTS:

- 6.1** Invoices will be sent out on the 24th of every month.
- 6.2** It is the parent's responsibility to ensure that they have received the monthly statements and invoice, by providing proper and correct postal/e-mail contact details.
- 6.3** The Parent/s allegation of non-receipt of invoices will not be regarded as equitable reason for non-payment.
- 6.4** It is the Parent/s responsibility to notify **Step-Up Rynfield Private Academy (Pty) Ltd.** of all changes and details.

7. NOTICE PERIOD / TERMINATION OF CONTRACT

- 7.1** Two (2) full calendar month's written notice of termination (dated from the 1st of the month), is required when a child/children is/are taken out of **Step-Up Rynfield Private Academy (Pty) Ltd.** by parent/s. Notice can only be given between January and October. November and December doesn't apply as a notice period and parents will be held liable for November and December full fees.
- 7.2** Where a parent/s fails to give the required notice of termination in 7.1 two (2) months fees in lieu of notice will be charged.
- 7.3** No extended holidays will be accepted as reason for non-payment, as payments are made over a 12-month period.
- 7.4 Termination of this contract:**

A child is enrolled for a fixed period of twelve months, after which the contract is automatically renewed indefinitely. This is consistent with the provisions of Section 14 of the CPA. In terms of this Section of the Act, the consumer may only **terminate the contract by giving 2 months**

calendar written notice as per clause.

8 AFTERCARE:

- 8.1 Aftercare closes at 17:30 pm. Where longer hours are required, Parent/s must advise **Step-Up Rynfield Private Academy (Pty) Ltd.** will strive to accommodate Parent/s caught in an emergency.
- 8.2 A late penalty charge of R200.00 per 30 min will be charged for children left **without notification** after 17:30 pm.

9 EXTRA MURAL ACTIVITIES:

- 9.1 Extra mural activities presented by the school (swimming) will be charged as an optional extra.
- 9.2 Where extra mural activities are not paid for, children will not be allowed to participate in any private extra mural activities.
- 9.3 Where school fee is not up to date, extra mural activities included in school fees (Music Minds) will not be accommodated and excluded from the activity until the school fees are up to date again.

10 GENERAL:

- 10.1 Neither party may cede or assign their rights or delegate their obligations in term of this Agreement without prior approval from the other party which approval shall not be unreasonably withheld.

11 NON-VARIATION AND WAIVER:

- 11.1 No extension of time or any other relaxation or indulgence granted by **Step-Up Rynfield Private Academy (Pty) Ltd.** to the Parent/s shall operate as or be deemed to be a waiver by **Step-Up Rynfield Private Academy (Pty) Ltd.** of any rights under this Agreement, or a novation of any of the terms and conditions of this Agreement.
- 11.2 No alteration, variation, or addition to this agreement or this clause shall be of any force or effect unless reduced to writing and signed by the parent/s and duly authorized representative of **Step-Up Rynfield Private Academy (Pty) Ltd.**

12. DOMICILIUM ADDRESS:

- 12.1 The Parent/s nominates the Parents physical home address as recorded herein as their chosen address (*domicilium citandi et executandi*) for the service on it of all legal processes and notices.
- 12.2 Communications sent by prepaid registered post from **Step-Up Rynfield Private Academy (Pty) Ltd.** to the Parent/s will be deemed to have been delivered within 3 (three) days of the date that such communication was sent.
- 12.3 The Parent/s undertakes to notify **Step-Up Rynfield Private Academy (Pty) Ltd.** of any change in the Parent/s physical and/or registered address.

COMPULSORY DOCUMENTATION REQUIRED FOR ADMISSION OF A PUPIL

- | | |
|--|-------------------------------|
| *Copy of Mother's ID | *Copy of Father's ID |
| *Immunization Card | *Copy of Medical Aid Card |
| *Latest school fee statement from school | *Most recent school report |
| *Proof of Payment | *Unabridged Birth Certificate |
- *Application form must be signed by both parents / guardians