

ENROLLMENT FORM

- A non-refundable enrollment fee of R 1900.00 needs to accompany this form.
- An incomplete form with missing documentation will not be accepted.
- Return to reception or scan to sandton@gofrk.com
- Proof of payments emailed to sandton@gofrk.com
- Place an (✓) in boxes below, where applicable.

BANKING DETAILS:

ACCOUNT NAME: Focused Education Services
BRANCH: Sandton 019205
TYPE OF ACCOUNT: Cheque Account

BANK: Standard Bank
ACCOUNT NUMBER: 420957340
SWIFT: SBZA ZAJJ

Documents required

Copy of parent's ID/passport/drivers	<input type="checkbox"/>
Copy of learner's birth certificate	<input type="checkbox"/>
Copy of previous school report	<input type="checkbox"/>
Copy of medical aid card	<input type="checkbox"/>
Copy of immunization card	<input type="checkbox"/>

Learner's details:

Learner's full name and surname: _____

Learner's date of birth (D/M/Y): _____

Residential address: _____

Allergies: No ☐ Yes ☐ Please list allergies: _____

Dietary preference: Standard Menu ☐ Vegetarian Menu ☐ Halaal Menu ☐

Enrollment date: _____

Father's details

Full name and surname: _____

Residential address: _____

Employer: _____ Occupation: _____

Employer contact number: _____

Cellphone: _____ Email: _____

Mother's details

Full name and surname: _____

Residential address: _____

Employer: _____ Occupation: _____

Employer contact number: _____

Cellphone: _____ Email: _____

Emergency contact

Relative name and surname: _____

Cellphone: _____ Email: _____

FASTRACKIDS SANDTON

Private Questionnaire

Please complete fill in the questions below in order for us to deal with your child in the most sympathetic and understanding manner possible.
This information is confidential.

Previous school history- if applicable:

Name of previous school: _____

Number of years attended: _____

Was the learner happy at the school? Yes ☐ No ☐

Please a cross (x) over the correct response

Has your child ever been assessed by a therapist: Psychologist ☐ Remedial ☐ Occupational ☐ Speech ☐ None ☐

Has your child ever had an ear test? Yes ☐ No ☐

Has your child ever had an eye test? Yes ☐ No ☐

Does your child wear glasses? Yes ☐ No ☐

Language spoken at home: English ☐ Other ☐ List: _____

Toilet routines: Toilet trained ☐ Busy toilet training ☐ Not toilet trained ☐

Eating habits: Bottle ☐ Dummy ☐ Spoon ☐ Knife & Fork ☐

Sleeping habits: Sleeps through the night ☐ Wakes occasionally ☐ Restless sleeper ☐

Major surgeries? No ☐ Yes ☐ List and date: _____

Initial _____



Indemnity & Agreement

The company *Focused Education Services (Pty) Ltd*
hereafter referred to as "the school":

I, (parent/guardian name), _____ of the child (child's name), _____
hereby agree to the following agreement and indemnity set out by the school and ISASA:

1. I/we give full consent that my child may take part in all activities at the school and understand that all activities are undertaken at my/our own risk;
2. I/we understand that while every reasonable caution will be taken, I hold harmless and absolve the school against and from any claims whatsoever which may arise from loss, damage or injury to any person, child or property during any school activities, sports days, excursions, events or outings;
3. While your child is a learner at the school, we undertake to exercise reasonable skill and care for his/her education and well-being during school hours;
4. The school will take reasonable care to avoid loss, damage, injury or death to your child. Unless we are so careless as if we had intended the harm (known in law as gross negligence), we are not responsible for the loss, damage, injury or death that results from your child taking part in these activities. You accept the legal responsibility for any claims for loss, damage, injury or death that result from your child taking part in all activities;
5. I/we delegate the necessary authority to the principal, managers, educators and educator assistants of the school or his/her nominated representative, to act in *loco parentis* in the event of our child being injured in an accident, with the aim of ensuring our child's best care;
6. I/we will be responsible for any/all medical costs that may arise from the treatment of my child after an accident or emergency, and I/we indemnify the directors & members of the school as well as the school's employees, principal, managers, educators and educator assistants from any claim arising out of these actions;
7. The school does not take responsibility for the loss, theft, damage or destruction of any private property your child brings onto the school premises. This includes clothing, shoes, sport equipment, bags, cellphones, laptops, iPads, tablets, games, toys, jewellery or any other personal belongings;
8. I/we undertake to ensure that if emergency or contact details change, I/we will inform the class teacher and receptionist via email or in writing, to ensure that the school's representatives can contact me timeously, should the need arise;
9. I/we will endeavor to co-operate with the school and encourage my child in their studies and give appropriate support at home, keep the school informed of matters that affect my child, attend school meetings and parent meetings and keep a courteous and positive relationship with all the staff;
10. I/we will abide by the Indemnity, Agreement, Enrollment Policy, Sick Policy, Code of Conduct, Bullying Policy, Safety Policy, Classroom & Playground Policy of the school as published and when updated at any time;
11. I/we am aware of the school's latest policies, agreements and indemnity as published on the website and updated from time to time;
12. The school cannot be held liable for any claims, loss or death suffered from or in connection with the use of any external transport company or person transporting children;
13. I/we will inform my child's educator if my child contracts a contagious disease or illness;
14. I/we will inform the school's reception on the day of my child's absenteeism during the year;
15. I/we will keep my child at home if he/she is ill or presents any signs or symptoms of illness;
16. I/we understand that tuition payment is due in advance on the **first (1st) day of every month**;
17. A late payment fee (of 2%) will be charged on all late payments and added to your invoice by the 15th of each month;
18. Overdue accounts of more than one month (30 days) will be issued to debt collectors for reimbursement;
19. The Principal may decide to suspend the child if payments are later than one month (30 days). A letter of suspension will be placed in your child's bag and your child will not be able to attend class until all fees are paid in full;
20. Suspension of the child can result in the child's place being forfeited in the class;
21. Monthly, termly or annual payments are calculated over a 12 month period irrespective of holidays, non-attendance or illness;
22. Classes or extra murals that are missed due to illness or non-attendance will not be credited;
23. Holiday care, Summer Camp, aftercare and extra murals are not included in the monthly tuition fee and is considered optional;
24. Extra goods and services (school photographs, screenings, uniform, excursions, gifts, raffles, fundraisers etc) are not included in the fees and will be added to your invoice in the month, if/when applicable;
25. **Non-refundable enrollment fee:** R1900.00;
26. **Notice period:** I undertake to give one school term (4 months) or four (4) full calendar months written notice via email of my intention to take my child out of the school or to leave programs or fees paid in lieu;
27. Notice may only be given in the first week of each term or calculated as four (4) calendar months from the first day of the following month;
28. I/we will pay all fees via electronic transfer (EFT) into the school's bank account;
29. Fees are reviewed annually and the school aims to give at least one month's notice of increases;
30. Children are automatically placed on the classlist for the following years tuition unless notice is given in writing as per notice period (clauses #26 & #27 above);
31. Reimbursement, references or credit given will be at the Principal's discretion only;
32. I/we understand that an additional aftercare fee of R50 per 30 minutes will apply if I do not collect my child at 17:30;
33. I/we give permission for photographs or short video to be taken of my child during the school day for the use as marketing purposes in press releases, publications, on the website or on the internet to celebrate the school and your child's achievements;
34. I/we agree that this indemnity and agreement shall be applicable from the date of signature below and shall remain in effect for the entire duration of my child's enrollment at the school;
35. No changes or omissions of clauses may be made to the this agreement unless signed by both the parent and principal of the school;
36. The information I/we have given to the school is true and to the best of my knowledge at this time;

Initial _____



Declaration of parents/guardians:

By signing below, I declare that:

1. I am the mother, father or legal guardian of the learner;
2. I have read and understand this contract and all related school policies;
3. I understand and will comply with the terms and conditions of this contract;
4. I accept that I am personally responsible to pay the fees/tuition of my child. This obligation exists throughout the duration of the contract, even if I am not the stated payer.

Mother's name: _____ Signature: _____

Father's name: _____ Signature: _____

Date: _____

Declaration of payer/s:

By signing below, I declare that:

1. I am the payer of all fees set out in this contract;
2. I declare to pay all tuition fees and services on the 1st day of each month.

Mother's name: _____ Signature: _____

Father's name: _____ Signature: _____

Date: _____

Enrollment Policy

- Siblings of current learners or past learners will be given preference for enrollment
- Confirmation of enrollment is only confirmed upon submission of a completed enrollment form
- All children attending classes are required to submit an enrollment form
- It is the parent's responsibility to update and inform the school of any changes to personal information or information pertaining to the child on enrollment form eg. Email address, contact number, residential address and allergies.
- Non-refundable enrollment fee payable upfront: R1900.00
- Notice period: I undertake to give one school term (4 months) or 4 full calendar months written notice of my intention to take my child out of the school or to leave programs or fees paid in lieu;
- Notice may only be given in the first week of each term or calculated as four (4) calendar months from the first day of the following month
- Written notice is required via email
- Principal will acknowledge the school leaver in writing via email
- Children are automatically placed on the classlist for the following years tuition unless notice is given in writing as per the notice period (clause #7 & #8) above

Code of Conduct

- Parent's responsibility to sign in and out daily using the register provided
- Parent's responsibility to inform reception at sign in if someone different or unfamiliar is collecting learner
- Respect all FTK staff, learners and parents
- Classwork books, files or readers that are sent home, must be returned to school
- Parents are instructed to read newsletters, website and emails
- Formal meetings with educators or the principal are to be scheduled
- Learners are to wear uniform on Mondays and Fridays
- Preparatory are to wear uniform on a daily basis
- No smoking, no drinking, no firearms, no weapons and no illegal substances are allowed on school property
- Bikes, bags, clothing, stationery or any personal items must be clearly marked
- No personal toys are allowed at school
- The school takes no responsibility if bikes are damaged, stolen or lost and will not store bikes indoors
- Parents are required to have their learners at school by **08:00** each day. Learners who are not signed in by 08:15 will be marked as late. Late and absent days will reflect on termly reports
- A breakages/replacement letter is sent home if the learner has broken or damaged a school item
- Rude or vulgar language will not be tolerated in class, in meetings with parents or towards staff or learners

Initial _____



Classroom and Playground Policy

- Display good manners and politeness
- Greet educators and guests
- No littering
- No rough or physical games
- No personal toys allowed outside other than bicycles or scooters on bike days
- No swearing or rude words
- Show respect towards educators
- Respect the school's toys and equipment
- Respect fellow learners
- No leaving the school grounds
- No disruption of fellow learners in the classroom
- No hitting, biting, kicking, pinching, punching, pushing, slapping, spitting or head butting
- No vandalism of school property or the property of others
- Time Out Rule- one minute per age
- **No fighting-** Time Out Rule

Bullying Policy

- **No bullying-** Time Out Rule
- Parent meeting scheduled
- FasTrackKids promotes a safe, warm and loving atmosphere
- Every child has a right to enjoy their time at school
- Bullying is a repeated behavior intended to hurt, injure, threaten or frighten another person in such a way that the person feels that he cannot do anything about it
- Bullying is a repeated abuse of power
- Bullying comes in many forms ie. Calling hurtful names, being picked on, deliberately punching/pinching/hitting/throwing something, teasing, mocking, spreading rumours, threatening, putting someone down, taking or damaging property

Sick Policy

Learners are requested to not attend school for 48 hours if any of the symptoms below are experienced:

- High fever, severe sweating, lethargy, persistent uncontrollable crying or difficulty breathing
- Respiratory illness such as bronchiolitis, influenza, coupe or strep throat
- Diarrhea
- Bloody stools
- Vomiting
- Rashes, Chicken Pox or Hand, Foot & Mouth (HFMD)
- Bacterial conjunctivitis (pinkeye) and yellow discharge from the eye
- Mouth sores
- Head lice
- Principal and all staff have authority to request a doctor's note if there is cause for concern

Health and Safety Policy

- Learners are supervised in the classroom and on all play equipment
- Outdoor equipment is checked and repaired on a regular basis
- Outdoors is checked for litter
- Fire drills are practiced and extinguishers are accessible and serviced regularly
- First Aid Box is clearly marked, well stocked and accessible to all staff
- Gloves are instructed to be worn by staff when administering any blood/cuts/scrapes/wounds
- Staff are allowed to assist a child with a wiggly tooth, if the child gives the staff member permission
- Sores and cuts are to be covered with a dressing or plaster if blood is noticed
- No learners are allowed to leave the school grounds
- All surfaces are kept clean and toys and play items are washed on a regular basis
- The daily routine encourages learners to learn about personal hygiene
- The toilets and hand washing facilities are cleaned regularly and stocked
- Learners are facilitated during potty training and clothing is changed if needed
- Snack times are supervised and learners are assisted
- **Nut and peanut free zone.** No food item with a nut content is allowed to be served or eaten on the premises
- Emergency numbers, fire procedures and CPR instructions are displayed
- Staff are qualified in first aid procedures

I have read, agree and will abide by the school's policies.

Signature: _____

Date: _____

