



ENROLLMENT APPLICATION

- A non-refundable enrollment fee of **R 3 000.00** is required upon enrollment
- Return this form to: bernadine@fastrackkids.co.za

BANKING DETAILS:

ACCOUNT NAME:	Focused Education Services	BANK:	Standard Bank
BRANCH:	Sandton - 019205	ACCOUNT NO:	420957340
ACCOUNT:	Cheque	SWIFT:	SBZA ZAJJ

Documentation

Copy of each parent's ID/passport	
Copy of learner's birth certificate	
Copy of school report	
Copy of medical aid card	
Copy of vaccination card	

Learner's details

Learner's full name and surname: _____

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

Enrollment date: _____

Residential address: _____

Allergies No ___ Yes : _____

Dietary Preference Standard ___ Vegetarian ___ Halaal ___

Collection time Half day 12:30 ___ Full day 17:30 ___ Ad Hoc occasionally ___

Parent 1 details

Full name and surname: _____

ID Number: _____

Residential address: _____

Employer: _____ Occupation: _____

Cellphone: _____ Email: _____

Parent 2 details

Full name and surname: _____

ID Number: _____

Residential address: _____

Employer: _____ Occupation: _____

Cellphone: _____ Email: _____

Emergency contact

Relative/ Friend name: _____

Cellphone: _____ Email: _____

FASTRACKIDS PRE & PREPARATORY SCHOOL

134 8th Street & 98 4th Street, Parkmore, Sandton, 2196

Tel: 011 783 4959 • Cell: 083 716 5086 • Email: sandton@gofrk.com • Web: www.fastrackkids.com/sandton

Focused Education Services (Pty) Ltd

Registration number: 2018/264458/07 Managing Director: B Shaw



Indemnity & Agreement

The company, **Focused Education Services (Pty) Ltd t/a FasTracKids Pre & Preparatory School**
hereafter referred to as "the school":

I (parent/guardian's name), _____ of the child (child's name), _____
hereby agree to the following agreement and indemnity set out by the school and ISASA. All school policies, including and not limited to
below, will be implemented upon enrollment of your child at the school:

1. I/we give full consent that my child may take part in all activities (academics, extra murals, recreational, sports and swimming) 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 academic activity, extra murals, sports, sports days, excursions, transportation, swimming, in-house/onsite events or school 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 including but not limited to transportation, academics, recreational, sports, events and swimming;
5. Whilst I/we understand that care is taken to prevent allergic reactions, which I have made the school aware of, I indemnify the school against any liability should my child suffer an allergic reaction at the school;
6. 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;
7. 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;
8. The school does not take responsibility for the loss, theft, damage or destruction of any private property your child brings onto the school premises including clothing, sport equipment, electronics, jewelry or any other personal belongings;
9. I/we undertake to ensure that if emergency or personal contact details change, I/we will inform the class teacher and receptionist via email, to ensure that the school's representatives can contact me timeously, should the need arise;
10. I/we will endeavor to co-operate with the school and encourage my child in their studies and give appropriate support at home, complete homework tasks given, 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;
11. I/we will abide by the following policies: Indemnity Agreement, Enrollment, Sick, Code of Conduct, Bullying, Safety, Classroom & Playground, Discipline, Uniform & Appearance and Assessment policies or any other policies of the school as published and when updated at any time;
12. I/we am aware of the school's latest policies, agreements and indemnity as published on the website and undertake to agree to and comply with any updated or future policies unless I lay written objection within 5 days of publication of such new or amended policies;
13. 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;
14. I/we will inform my child's educator if my child contracts a contagious disease or illness;
15. I/we will inform the school's reception or educator on the day of my child's absenteeism;
16. I/we will keep my child at home if he/she is ill or presents any signs or symptoms of illness of flu symptoms;
17. I/we understand that tuition payment is due in advance on the **first (1st) day of every month**;
18. A late payment fee (2%) will be charged on all late payments and added to your statement by the 20th of each month;
19. Overdue accounts of more than one month (30 days) shall be handed over to attorneys/collectors for legal action, in which instances I shall be liable for legal/collection costs incurred;
20. The Principal may decide to suspend the child if payments are later than one month (30 days). A letter of suspension will be emailed and your child will not be able to attend class until all fees are paid in full;
21. Suspension of the child can result in the child's place being forfeited in the class;
22. Monthly, termly or annual payments are calculated over a 12-month period irrespective of holidays, non-attendance, pandemics or illness;
23. Classes or extra murals that are missed due to illness, pandemics or non-attendance will not be credited;
24. Holiday Care, Summer Camp, aftercare and extra murals are considered optional;
25. Extra goods and services (photographs, screenings, uniform items) are not included in the fees and will be added to your invoice in the appropriate month, if/when applicable;
26. Uniform items are added to all new enrollment invoices upon enrolling and pricing of additional goods and services can be requested at reception as these do change from time to time depending on suppliers;
27. **Notice/Withdrawal period:** I undertake to give **one school term** (4 months) or four (4) full calendar months written notice via email of my intention to terminate my child's enrollment or any programs offered by the school, failing which, I shall be liable for the full fee due, paid in lieu;
28. Any deposit paid upon enrollment before August 2018 will be forfeited where notice is less than one term (4 months);
29. Late 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;
30. I/we will pay all fees via electronic transfer (EFT);
31. I am aware that the school is a "cash-free" environment;
32. Fees are reviewed annually and the school aims to give at least one month's notice of any increases for tuition;
33. Children are automatically placed on the classlist for the following years tuition unless notice is given in writing as per notice/withdrawal period;
34. Reimbursement, deposits, references or credit given will be at the principal's discretion;
35. Grade 0 enrollment requires a refundable deposit of R 4 200.00 to reserve space in the following years class by the October of the year before enrolling. This deposit will be refunded in the May of the following years tuition; 3
36. I/we understand that an additional aftercare fee of R 100 per 30 minutes or part thereof will apply if I collect my child after 17:30 in the afternoon;
37. I/we give permission for photographs or short video to be taken of my child during the course of the school day for purposes of marketing in press releases, school's FaceBook page, newsletters, publications, on the website or any other means to celebrate the school and your child's achievements;
38. I/we agree that this indemnity and agreement shall come into force upon signing this document and shall remain in effect for the entire duration of my child's enrollment at the school;
39. No changes or omissions of clauses may be made to this agreement unless signed by both the parent and principal of the school;
40. The contact information I/we have given to the school is correct and relevant and to the best of my knowledge at this time and undertake to update my contact information should same change and absolve the school of any liability should I fail to notify the school of any changes in contact details;
41. I give permission for my cellphone number to be used in Class WattsApp groups for communication reasons by the respective class teacher;
42. In the event my child leaves the school, I give consent to allow the school to forward transfer documentation, reports, work evidence, records and any information to the new school that my child will be attending;

Initial _____

Enrollment Policy

- Right of admission reserved
- A completed enrollment form is required to be considered for enrollment
- Children currently enrolled will be given preference to spaces and then siblings
- Confirmation of enrollment is only confirmed upon submission of a completed enrollment form accompanied by the enrollment fee
- It is the parent's responsibility to update and inform the school of any changes to personal information or information pertaining to the child eg. email address, contact number, residential address, dietary requirements or any allergies
- **Non-refundable** enrollment fee is R 3 000.00
- **Notice period:** I undertake to give one school term (4 months) or four full calendar months written notice when removing my child/children from the school or fees paid in lieu
- Written notice by email may only be given in the first week of each term or notice is calculated as four (4) calendar months from the first day of the following month

Code of Conduct

- Parent's responsibility to sign in and out daily using the register provided in class or at reception
- Parent's responsibility to inform class teacher or reception 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 in the same condition
- Formal meetings with educators or the principal are to be scheduled in advance
- Pre-Preparatory learners are to wear uniform on Mondays and Fridays
- Preparatory learners are to wear uniform on a daily basis
- No smoking, no drinking, no firearms, no weapons and no illegal substances are allowed on the 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
- Pre-Preparatory learners are requested to be at school by **08:00** and Preparatory learners by **07:30** each day.
- Please inform your class teacher if your child will be absent. 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, towards staff or learners or amongst staff and learners

Classroom and Playground Policy

- CCTV cameras are present on the premises for security reasons (software and malfunctions can occur from time to time)
- Display good manners
- Politeness
- Greet educators and guests
- No littering
- No rough games or physical fighting
- No personal toys allowed other than bicycles or scooters on bike days (Thursday and Fridays)
- No swearing or rude words/phrases
- Show respect towards educators
- Follow playground rules
- Respect the school's educational toys, equipment, stationery and property
- Respect fellow learners and their property
- 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 group or merits and demerits given

Bullying Policy

- **No bullying**
- FasTrackKids promotes a safe, gentle, warm and loving environment and 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:

- The learner has been booked off sick by a doctor or who are not medically fit for any reason whatsoever
- If the child is suffering from: High fever, severe sweating, lethargy, persistent uncontrollable crying or difficulty breathing. Respiratory illness such as bronchiolitis, influenza, flu symptoms, croup, chesty cough or strep throat
- Diarrhea
- Bloody stools
- Vomiting
- Rashes, Chicken Pox, Measles, Hand Foot & Mouth Virus (HFMD) or any other contagious diseases
- Bacterial conjunctivitis (pinkeye) or a yellow discharge from the eye or nose
- Mouth sores
- Head lice
- Staff are requested to phone parents to collect the child from reception if they feel the child is experiencing any symptoms above and have authority to request a doctor's note if there is cause for concern

Health and Safety Policy

- Staff endeavour to supervise learners in classrooms and on the play equipment during break times
- Outdoor equipment is checked and maintained 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/loose tooth, only if the child gives the staff member permission to assist
- 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 neat and 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 are well stocked
- Learners are facilitated when potty training and clothing is changed if needed or is soiled
- Snack times are supervised and learners are assisted to the best of the staff's ability, where required
- **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 and endeavour to use their discretion when treating injuries

Child's history

Name of previous school attended		
Number of years attended		
Has your child ever attended therapy?	Yes	No
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		

Declaration of parents/guardians:

By signing below, I declare that:

1. I am the mother, father or legal guardian of the learner stated;
2. I have read and understand this agreement, indemnity and all related school policies;
3. I understand and will comply with the terms and conditions of this contract and consider this a binding agreement;
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.

Parent 1 name: _____ Signature: _____

Parent 2 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 upfront by the **1st day** of each month;
3. I am aware that late tuition payments will incur a fee.

Parent 1 name: _____ Signature: _____

Parent 2 name: _____ Signature: _____

Date: _____

