

Killarney Bokamoso Day Care Centre

06 Main Road
Rivera
Killarney
2193

Tel: 011 486 4322
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2019/2020

CHILD REGISTRATION FORM (Please complete thoroughly)

This form must be accompanied by a registration fee.

DETAILS OF CHILD

Surname:..... **Names:**.....
Date of Birth:..... **ID No.:** (or passport No.).....
Home Language:..... **Ethnicity:**..... **Gender:**.....
Home Address:..... **CODE:**.....
Contact Person: Tel. No:..... **Cell:**.....

CHILD DIET AND MEDICAL HISTORY

Complete all applicable sessions

Feeding Arrangements: Breast fed Bottle fed. Name of baby Formula:.....

Other Baby Formulas:.....

Has the Child been immunize against the following (please tick)

- Polio BCG For TB Diphtheria, q Hepatitis Whooping Cough Measles
- Tetanus Hib Disease Other:.....

Which congenital (from birth) disease does the child suffer from please include the medication if applicable:

.....

Allergies:.....

Name of family doctor:..... Tel:

Name of Medical Aid:..... M/A Number.....

DETAILS OF PARENT/GUARDIAN

Parent/Guardian 1_Emergency contact

Name:..... **Surname:**.....

ID Number:..... **Religion:**.....

Relation to Student:..... **Marital Status:**.....

Home Address:.....

Earning Record: Unemployed Employed Work title.....

Employer:..... **Work number:**.....

Work Address:.....

Cell Phone no.:.....

Parent/Guardian 2_ Alternative in case of emergency

Name:..... **Surname:**.....

ID number:..... **Religion:**.....

Relation to Student:..... **Marital Status:**.....

Home Address:.....

Employment Record: Unemployed Employed Work

Employer:..... **Work number:**.....

Work Address:.....

Cell phone no.:.....

CHILD'S SAFETY CONCERN

Person responsible for:

Bringing the child:.....Contact Number:.....

Alternative.....Contact Number:.....

Collecting the child:.....Contact Number:.....

Alternative.....Contact Number:.....

Rules and Regulation

By signing the enrollment form you agree and will adhere to all rules and regulation below

Payment of Fees

1. Registration fee and school fees are **non-refundable** under any circumstances.
2. All fees (including fundraising fees) **are payable directly to the bank**
 - a. Proof of **payment must sent via email**
 - b. Please avoid Cash payment
 - c. Fees must be paid in full by the 3rd of every month
 - d. Notice must be received a month in advance if student is leaving
 - e. Without notice parents liable to pay one month's full fees
3. Parents/guardian shall be responsible for payment of all outstanding fees in full as well as administration/legal cost instituted as a result of recovery of debt.(administered by **Accountability**)
4. Fees for the month of December must be in full, unless parent makes arrangements to re-structure paying December fees accordingly during the year. e.g. Divided into monthly fees
5. The centre reserves the right to take legal actions for non-payment of fees
6. The centre will not be held responsible for the loss of fees in children's bags or given to children.

BANK DETAILS

REFERENCE: Name of the child
 NAME: Bokamoso Day Care
 BANK: Standard Bank
 Acc No.: 10110068716
 BRANK: Killarney
 Branch Code: 051001

Indemnity

1. This indemnity is applicable between the centre and the child in respect of accommodation at the centre, trips(outing and educational tours)and special functions at the specific venues Although every necessary precaution possible will be taken to prevent accident or injury, neither the pre-school nor the facilitator or any of the employees of staff or guest or other persons associated with the school will be held responsible or liable for premises, function, gathering or at an outing on behalf of the school.
2. This Indemnity shall in addition be deemed operative against any third person suffering from previous injuries resulting in damage.
3. In the event of an emergency such as accident or injury to the child, permission is hereby granted to the Pre-School to make use of the nearest doctor or medical Facility and any such costs will be the account of the Parents/s or guardian/s.

General rules

1. Children are encouraged not to miss class when healthy in order to undertake the routine
2. Children who are sick must and may infect others or requires special attention must stay at home for duration of the illness
 - a. The office must be informed of the Childs absence and the reason.
3. Children must come to the centre clean and comfortable (preferably in uniform) with a healthy snack (boiled eggs, fruits or juice or rooibos)
4. Children must be collected during centre hours as displayed on the door. Penalty charge of R100 outside operation hours
5. Children must be handed over by Parent to teacher the centre will not be held responsible for children left at the gate.
6. Please note as an NPO we rely and depend on school fees and fundraising therefore **all fundraising is compulsory.**
7. Please enquire about the payable amount for stationary and toiletry at the centre.

I, _____ (parent/guardian) of child _____
 (mentioned above), agree to the Code of Conduct/ Rules and Regulations/Indemnity and Payment procedures of Bokamoso daycare. I hereby commit to paying December's fees and participating in all fundraising.

Parent`s/ Guardian`s signature: _____ Date: _____

Witness: _____ Date: _____