



Tel. 012 790 1647
Cell. 081 445 3576 | 060 997 4492
Email: info@newkidscare.co.za
www.newkidscare.co.za
686 Block BB | Soshanguve
Pretoria | 0152

"Where the future begins"

2020 ENROLLMENT APPLICATION

BETWEEN

New Kids Care Nursery

AND

_____ (Father of pupil(s))
ID no: _____

_____ (Mother of pupil(s))
ID no: _____



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Child/ren's Name(s)	Surname	Nickname	Date of Birth	Gender
Child 1				
Child 2				
Child 3				

Home Language _____

General Practitioner _____

Medical Fund _____

Medical Fund Number(s) Child 1 _____ Child 2 _____ Child 3 _____

Contagious illnesses already had

Child 1 _____ Child 2 _____ Child 3 _____

Allergies Child 1 _____ Child 2 _____ Child 3 _____

For office use only Registration Development Fund Account Number / Reference

START DATE.....



INFORMATION REGARDING PARENTS OR GUARDIAN OF THE CHILD

PARENT 1

Surname	
Name used	
Identity Number	
Home Address	
Postal Address	
Home Phone	
Mobile Phone	
Profession	
Company Name	
Work town / city	
Work Phone	
Email	
Religion	
Marital Status	
Relationship to child	
Citizenship _____	

PARENT 2

Surname	
Name used	
Identity Number	
Home Address	
Postal Address	
Home Phone	
Mobile Phone	
Profession	
Company Name	
Work town / city	
Work Phone	
Email	
Religion	
Marital Status	
Relationship to child	
Citizenship _____	



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INFORMATION REGARDING FRIENDS OR FAMILY THAT MAY FETCH THE CHILD/REN

Name and Surname	
Address	
Home Telephone	
Cell Phone	
Work Telephone	
Relationship to parents	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Name and Surname	
Address	
Home Telephone	
Cell Phone	
Work Telephone	
Relationship to parents	

INFORMATION REGARDING FRIENDS OR FAMILY TO BE CONTACTED IN CASE OF EMERGENCY

Name and Surname	
Home Telephone	
Cell Phone	
Relationship to parents	

Name and Surname	
Home Telephone	
Cell phone	
Relationship to parents	



GENERAL INFORMATION

RELIGION AND LANGUAGE POLICY

- Children between the ages of 1 month and 6 years are admitted.
- New Kids Care provides schooling in English.
- New Kids Care is a multi-religious school.

SCHOOL HOURS

- Our school operating hours is 06h30am to 17h30pm.
- Penalties of R50 will be levied against you for every 5 minutes after 17h30pm your child is collected..
- The school will close annually in every December of each year.
- The school will be closed on public holidays.

RULES

- No children will be received before 6h30am in the mornings.
- Children have to be left in the care of a staff member on arrival.
- No child will be allowed to leave the school with anyone other than the persons you appointed on this registration form. Notice has to be given to us in advance by either parents should a non-appointed person collect your child from school.

SCHOOL FEES

- School fees is calculated over a twelve month period and payable in 12 monthly instalments.
- For the first child school fees is calculated at **R1950.00 per month**.
- For 2 children **R3800.00 per month**.
- School fees are strictly payable in advance, before the 7th day of each and every calendar month.
- Penalties will be levied at R100.00 per month for school fees paid later than the 7th day of the month.
- Should your child for whatsoever reason not be able to attend school, the full amount of monthly school fees are still payable for the full 12 month contract term.
- Registration fees of **R600:00** is payable in each new year the child attends the school.
- Should you decide to leave the school before the 12 month contract expires, written notice is required one calendar month in advance, failing which you will be liable for the full 12 months until written notice is received and the notice month expires.
- Notice may not be given in the month of November for December. School fees for December are payable in full even if the child does not attend the school in December.

NOTICES

- The school must be informed of any unusual circumstances at school or at home that may affect the child's behaviour.
- If your child is seen by a behaviour-, physical-, occupational therapist, ect. copies of such reports must be made available to the teachers.
- The school must be notified if there is any change to personal information provided in this enrolment contract.



INCLUDED AT NEW KIDS CARE

- NKC Extra-curricular activities will be available at the school such as swimming, swing ball, netball and aerobics (these are compulsory). We also offer contracted out extra-curricular activities such as ballet, soccer, volleyball and music but they do not form part of the school fees as they are optional. You remain liable to pay the applicable party separate from the school fees into their bank accounts provided.
- AGE ENROLMENT POLICY AT NEW KIDSCARE
-
- Grade 000- the year that pupil turns 4
- Grade 00- the year that pupil turns 5
- Grade 0-(R) the year the pupil turns 6

Communication with the school

- Communication Book
- D6 School communicator
- WhatsApp
- Text Message
- Email
- Newsletter

NKC UNIFORM

Our Uniform list

- Golf Shirt 2-6 years boys and girls
- Skort for Grade R Girls
- Short for 2-6 years boys
- Cricket hat
- Long-sleeved t-shirts (Winter)
- Tracksuit (Winter)
- Fleece (Winter)
- Beanie (Winter)

Swimming Attire

- Swimming Suit
- Swimming Cap
- Towel
- Sunscreen
- Swimming Bag to contain the above items.



MEDICAL CARE

- You are requested not to send a sick child, or a child with a contagious disease, to the school.
- Staff members may not administer medicine to any child without prior arrangement with the school and clear written instructions from the parents or medical practitioner.
- Parents must give consent, should it not be possible to reach both parents, that New Kids Care or the person with power of attorney, may make the following medical decision(s), even if it has financial implications for the parents with regards to:
 - Serious injuries a child incurs on school grounds;
 - Transporting a child to doctor's rooms or hospital when required

DAILY ROUTINE

07h00 – 8h30

- Learners must be at school no later than 08h00am. Late-comers disrupt the class dynamics tremendously, therefore we ask the parents not to be late.
- Breakfast will be served at 08h00am. We will not be able to serve breakfast to children arriving late.

8h30 – 9h45

- Morning Ring will start after breakfast.
- Lesson will start at 09h00am
- A morning snack will be served at 09h45am.

10h30 – 11h30

- Morning Outdoor play
- Lunch will be served at 12h00.

12h00 – 14h00

- Naptime will follow after lunch.
- Extra lessons for Grade R
- Afternoon snack will be served at 14h00pm
- 15h00pm- 15h30pm –Afternoon outdoor play.
- 15h45pm- 16h00pm – Aerobics for kids
- 16h00pm- 17h30pm –NKC Parents & Staff Aerobics (FREE)

REQUIREMENTS FOR BABIES

- Parents are required to send bottles and formula for each day.
- Diapers and wipes must be sent every day.
- Two sets of clean clothes is required.

REQUIREMENTS FOR TODDLERS (Not yet potty trained)

- Pupils in the potty-training stage must wear clothing with elastic bands to make it easier for the toddler.
- Parents are required to pack cotton underwear for potty-training to help the toddlers outgrow the diapers.



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- Two extra sets of clothes are required during the potty-training stage.
- Parents are urged to continue with the training at home in order to achieve the best results.

SAFETY

- Should any person be authorized by the parents to fetch a child at school, the parents should give such authorization via email, SMS or Whatsapp.
- No Staff member will be allowed to take children to their own home or leave the children with the NKC security. Do not let your own or other children go out of the gate without supervision.

BIRTHDAYS

- Birthdays are very special at school.
- Parents are allowed to send treats for the class to school as long as it is small and simple.
- Party packs should have the following; 1 lollipop, 1 stock sweet, 1 packet of nicknacks.
- Party times are 10h00am or 14h00pm.

GENERAL

- All items from home should be clearly marked. The school will not take any responsibility for items lost.
- Should any unknown items land up in the pupil's bags, please return them to school the next day.
- All lost items will be kept at school for identification.
- Bad language and vulgar words will not be tolerated.
- All complaints are to be addressed with the principal or teacher.
- Appointments are to be made in advance to address any complaints/concerns.
- Children with contagious illnesses should be kept at home.

I/we have read and understood the terms of this contract. I/We further consent to the school publishing photos on the school's facebook page, website and school publication and/or news-letters.

Thus signed at _____ on this ____ day of _____ 20__.

FATHER

MOTHER



AGREEMENT

I the undersigned _____ (Name & Surname Father)

ID no: _____

I the undersigned _____ (Name & Surname Mother)

ID no: _____

1. Herewith declare that the contents of the enrolment form are true and correct and undertake to inform New Kids Care immediately in writing, should any changes occur. I/We take full responsibility for any loss for whom it may occur as a result of the incorrectness of the said information.

2. Herewith acknowledge that I/We have read the information for and are aware of the rules and regulations of New Kids Care and that I/We accept same.

3. Hereby give our permission that my/our child(ren) may attend New Kids Care and may participate in all the regular activities and games of the school.

4. Fully understand and accept that all such activities shall be undertaken at my child(ren)'s own risk, and undertake, on behalf of myself, my spouse, my executors and my aforesaid child(ren) to indemnify, hold harmless and absolve New Kids Care and any of its staff members against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid child(ren) in the course of such activities.

5. Agree to pay the required school fees and registration fees timeously. Should I/We be in breach of this agreement, I agree to pay all legal fees on attorney and own client scale, interest at 10 % per annum and consent to the negative listing of my/our details on any credit bureau.

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

FATHER (OR GUARDIAN)

MOTHER (OR GUARDIAN)

WITNESS 1

WITNESS 2

NEW KIDS CARE



Supplementary Details: (please circle yes or no)

Has your child had any serious illnesses or injuries?	Yes/No Details
Has your child completed an immunization program to date?	Yes/No Details
Has your child had any medical conditions?	Yes/No Details
Does your child have any particular or special needs?	Yes/No Details
Is your child on any medication?	Yes/No Details
Does your child have any special dietary needs?	Yes/No Details
Does your child have any fears?	Yes/No Details
Does your child have any allergies?	Yes/No
Languages spoken at home	
Please state child's religion/culture	
Has your child attended any other pre-school or group before?	Yes/No Details



Do you give permission for: (please circle yes or no)

Your child to participate in any local outdoor activity that we may have decided to do during the session your child attends.	Yes/No Details
Photographs and videos to be taken as a record of activities for courses or as a personal records for New kidscare nursery school	Yes/No Details
Your child to be included in recorded observation for training courses, and subsequently and any external caring agencies, or school, if necessary.	Yes/No Details
For a member of staff to apply sun cream supplies by yourself to your child if necessary.	Yes/No Details
For a member of staff to apply any plasters supplies by New kidscare Nursery school if deemed necessary.	Yes/No Details
On our website/Facebook page we have photographs of the children engaged in activities at preschool, do we have your consent to include your child	Yes/No Details

Any information given to the pre-school as part of this application/registration form will be treated with the strictest of confidence. Any Data collected will be, fairly and lawfully processed, for limited purposes, adequate, relevant and not excessive, accurate, not kept longer than is necessary, processed in accordance with the data's subjects rights, held securely and not transferred to other organisations unless required to do so by educational dept., health and safety legislation or other legal obligations.

Parent Signature: **Date:**



Are you aware of the following? : (please circle yes or no)

-That all information to parent/carer will be via a notice board; newsletters etc. on a regular basis and prompt action will be taken if any concerns are raised.	Y/N
-That all fees will be paid in Advance, If fees are unpaid the account will be handed over to the collectors.	Y/N
- If staff have cause for concern or suspicion about child abuse we will seek advice from Children's services.	Y/N
-That all the preschool policies and procedures are available for inspection by the parents.	Y/N
- If a parent or main carer is unable to collect their children, they must inform pre-school staff by telling them and writing in collection book. No child will be allowed to leave the premises with person or persons unknown.	Y/N
- Any problems which cannot be satisfactory resolved between parents and staff may be referred to the school Managers...	Y/N
- That it is your responsibility to update the relevant information as and when necessary, i.e. Contact details	Y/N
- Staff is aware of the need to maintain confidentiality about matters concerning families and children.	Y/N

I have read the parental partnership and acknowledge the information.

Signature		Date of registration form completed	
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SCHOOL FEES RULES AND REGULATIONS

FEES STRUCTURES 2020

Enrolment Fee -R600

Day fee - R200

MONTHLY FEE	FULL DAY
1 baby(0- 2years in the year of enrolment)	R1950
1 child (children turning 3years in the year of enrolment)	R1950
2 children	R3800
3 children	R5700

BANK DETAILS

FIRST NATIONAL BANK, ACCOUNT NUMBER 62825163463, MENLYN PARK, 252045