



info@littlenicocos.co.za

# Little NiCoCo's Playschool

Tel: 011 234 1842 14 Cheetah Crescent, Rivonia, Sandton



## Registration Form and Terms and Conditions:

### Registration:

Child Details:

First Name	
Last Name	
Age	
Sex	
Date of birth	
Identity Number	

Parents Details:

Description	Mom	Dad
First Name		
Surname		
Telephone (Home)		
Telephone (Work)		
Cell phone 1		
Cell phone 2		
Primary email address		
Optional email address		
Occupation		
Company		
Address details of company		
Identification Number		
Home address		
Marital Status		

**Kindly forward with this document, a copy of your child's identity document, immunisation card and both parent's identity documents. Each page of this contract must be initialled and the last page fully signed and witnessed.**

Emergency Details:

Emergency Contact Name	
Emergency Contact Telephone number	
Alternative Emergency Name	
Alternative Emergency Telephone number	

Medical Details:

Medical Aid Name	
Medical Aid Number	
Family Practitioner Name	
Family Practitioner Telephone	
Family Practitioner Cell number	
Family Practitioner Address	

Allergies:

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Medical History (kindly detail)

## **Terms and Conditions:**

### Definition

1. These terms and conditions is hereby binding on the aforementioned parties hereto and shall constitute a legally binding contract between the parent or guardian of the child/children that is enrolled as a pupil of Little Nicoco's Playschool hereinafter referred to as "the Customer" and "Little Nicoco's Playschool" hereinafter referred to as "the school".
2. A verbal or written agreement or enrolment by the Customer of the child to the school shall constitute acceptance of these terms and conditions.
3. The term ("staff") means a person employed by the school.
4. Contact details
  - 4.1 It is the obligations of the parent/s/ guardian to complete a registration form, keep it and the school updated at all times, this should include the following:
    - The child's name, address and date of birth.
    - Parent/s or Guardians name, address, telephone number.
    - Emergency contact name and telephone number.
    - Alternative emergency contact details.
    - Medical Practitioner's name, address and telephone number.
    - Person that will drop off and collect your child/children.
    - Details of any medical problems that your child may suffer e.g. Allergies, Asthma

Kindly note all details will be kept confidential.

### 5. Fees

- 5.1 Fees are payable on the acceptance of a child.
- 5.2 All fees are to be paid upfront before the child enters the Playschool.
- 5.3 Methods of payment is by Electronic Fund Transfer (EFT) only using the appropriate Childs Name and Surname.
- 5.4 A non-refundable amount of R1000 is required for each kid.
- 5.5 Fees are subject to an annual escalation and increases will be effective from beginning January.



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- 5.6 Account Details : Little Nicoco's Playschool  
Account Type : Current account  
Account Number : 625 499 71671  
Branch code : 250655  
Bank : First National
- 5.7 All fees must be paid on or before 01st of each month, failure to pay, will result in a 2% penalty per day.
- 5.8 For the months of January and December, payments are required in full.

## 6. Health and Safety

- 6.1 If your child appears unwell they will not be permitted to attend school on that particular day or days, this is down to the discretion of our staff.
- 6.2 If your child has suffered from a contagious illness within the past 48 hours, such as nausea, diarrhoea, conjunctivitis, chicken pox or head lice, they will also not be permitted to attend school until such time that they are fully cured.
- 6.3 If your child has a minor accident we will treat them, record the details and inform you on your return.
- 6.4 If your child has a more serious accident, we will contact you immediately.
- 6.5 All children's belongings should be clearly labelled.
- 6.6 All children must bring with them sun block and a hat.

## 7. Toilet and Nappy Changing

- 7.1 As long as we have been informed your child is toilet training, we will do our best to continue your routine.
- 7.2 We recommend you to bring a change of clothes.
- 7.3 Nappies will be changed during school hours, if required.
- 7.4 Kindly provide nappies and wet wipes each day.
- 7.5 Creams will only be applied if same is provided and guided by you.

## 8. Behaviour Management:

- 8.1 We encourage and will praise good behaviour and expect your child to be kind and considerate to others, to play and use the equipment provided in an appropriate manner. Whilst your child is in our care we expect them to respond to simple requests. Unacceptable behaviour, includes failure to carry out those requests or actions that would endanger themselves or someone else such as kicking, biting, fighting and bullying.
- 8.2 In case of misbehaviour, it will always be made clear to the child that it is unacceptable; if the behaviour persists we would attempt to remove the child from the situations and distract them with an alternative activity. If this fails, the child would be placed in a naughty corner for a short period. The child will still be supervised during this period. This will be brought to the attention of the parent.
- 8.3 Physical punishment such as smacking or shaking will or shall not be ever used or threatened.
- 8.4 If undue misbehaviour of a child persists and that child's safety or the safety of other children is put at risk, that child may be excluded from attending the school until the problem is resolved. Parents will be consulted prior to having reached this stage.
- 8.5 If your child becomes distressed or is crying, it is our duty to contact you after 30 minutes.



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## 9. Child Protection

- 9.1 Your child's welfare is of paramount importance to us, if our staff becomes concerned about a child whilst in their care, they have a duty to report their concerns to the parents.
- 9.2 The school promotes equal opportunity for everyone, this means that all children in our care, will be treated fairly and equally, in all respects.

## 10. Personal belongings

- 10.1 It is the responsibility of parents and guardians to ensure that they fetch their children's belonging at the end of each day and that everything is clearly labelled with your child's name.
- 10.2 It is the responsibility of parents and guardians to ensure that no toys or equipment be sent to school with your child.

## 11. Emergency Evacuation

- 11.1 Emergency evacuation drills will be carried out during school hours to teach children how to respond in this unlikely situation.

## 12. Medication Procedure

- 12.1 The school staff will administer prescribed medications only in emergency situations, eg asthma pumps. We require parent's instruction and sign off in their diaries if your child requires medication for any other purpose, without such instruction/s, we will not administer medication. All medication must be handed to the Principle and or staff, on arrival.

## 13. Liability and Indemnity

- 13.1 The school endeavours to provide a safe and fun environment for your child, should an accident/incident happen that is out of our control, it will be recorded in the accident book and relevant treatment issued, should the child require emergency help, then their parents will be contacted.
- 13.2 The school will endeavour to take all necessary safety precautions at all times. The parent/s indemnifies and agrees to hold harmless, Little Nicoco's Playschool Directors, the School, its Principal and Staff as well as their authorised agents and/or representatives, against any and all claims, costs or expenses, howsoever arising, including legal costs, arising out of injury, loss and damages suffered as a result of any activities during the enrolment of your kid/s at our School. This clause also applies to an unlikely event of a natural disaster.

## 14. Domicilium Et Executandi

- 14.1 The address for delivery in terms of this agreement is as per the details provided on the contract or registration form.

## 15. Default/Breach

- 15.1 If a customer is in default/breach of their obligations in terms of this agreement and remain in default for a period of seven days after the date upon which notice has been given to such party calling upon him/her to remedy such breach, then and in that event the school after giving such notice may elect to cancel this agreement. Such right shall be in addition to any other rights including the right to claim damages, which may exist in terms of this agreement or by virtue of law.



16. Consent to Jurisdiction

- 16.1 The parties hereby agree that should a dispute arise that they consent to the jurisdiction of the magistrate's court.

17. Waiver

- 17.1 It is agreed by the parties that this is a full and final agreement and that should any particular clause be considered to be unenforceable that it does not void/cancel the entire agreement.
- 17.2 A waiver of a particular obligation on one occasion will not prevent a party from subsequently requiring compliance with the obligation on another occasion.
- 17.3 Any changes to this contract must be in writing and consented to by both parties.

18. Notice Period

- 18.1 Two (2) months written notice of the intention to remove your child from the school is required, failure to provide such notice to the school, will result in the parent/s/guardian in charge of payment for that period.

19. Collection / Pick Up

- 19.1 Only designated person/s are allowed to collect/pick up your child/children. In an event the said person cannot collect, prior arrangements must be made with the school by formal communication, such as name of person collecting, car make, model, registration number and identification document.
- 19.2 Drop off and collection details:

No.	Name	Surname	Vehicle Registration	Car Make / Model	Mom / Dad / Other
1.					
2.					
3.					

20. Pricing & Times (2020)

**2 – 6 years old:**

Price	Description	Times
R3450.00	Full day with meals	07:00 to 17:30
R3100.00	Half day with meals	07:00 to 13:00

**3 months – 2 years old:**

Price	Description	Times
R3550.00	Full day with meals	07:00 to 17:30
R3150.00	Half day with meals	07:00 to 13:00

**A non-refundable amount of R1000 is required for each kid.**

**10% siblings discount applies.**

**10% discount also applies if the full years school fees are paid upfront in January.**

- 20.1 Should you fail to collect your child as per above agreed timelines, a penalty of R50 for the first 30 minutes will apply and between 30 – 60 minutes a penalty of R200 is payable the following day.
- 20.2 School holidays, kindly refer to our web site.



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I choose to enrol my daughter/son \_\_\_\_\_ (Full name) for  
\_\_\_\_\_ (Choice of description).

I confirm that the Playschool can upload my daughter/son's photo/s on their website: **Yes / No**

I/We hereby confirm I/we have read and understood all the Terms and Conditions and will abide by

them. Signed at: \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

Name/s in Full: -----

Signature: (Dad & Mom) \_\_\_\_\_  
Dad Mom

Witness 1: Name \_\_\_\_\_

Witness 1: Signature \_\_\_\_\_

Witness 2: Name \_\_\_\_\_

Witness 2: Signature \_\_\_\_\_