



# Paulshof Educare Centre



## Application for Admission to Paulshof Educare Centre

**Learner's Name and Surname:** \_\_\_\_\_

### Learner Information:

<u>Surname:</u>	
<u>First Name/s:</u>	
<u>Name to which learner responds:</u>	
<u>Gender:</u>	<u>Male:</u> <u>Female:</u>
<u>Age on Admission:</u>	
<u>Date of Birth:</u>	
<u>I D Number:</u>	
<u>With whom does learner reside?</u>	<u>Both Parents:</u> <u>Mother:</u> <u>Father:</u> <u>Other:</u>
<u>Previous School:</u>	
<u>Commencement Date at PEC:</u>	
<u>Programme learner enrolled for:</u>	<u>Morning Programme:</u> <u>Extended Day:</u> <u>Full Day Care:</u>

### Parents' Information:

<u>Information:</u>	<u>Mother:</u>	<u>Father</u>
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<u>Surname:</u>		
<u>First Name/s:</u>		
<u>I D Number:</u>		
<u>Marital status:</u>		
<u>Residential Address:</u>		
<u>Postal Address:</u>		
<u>Contact Number:</u> <u>Home:</u> <u>Mobile:</u>		
<u>Occupation:</u>		
<u>Name of Employer:</u>		
<u>Address of Employer:</u>		
<u>Work Telephone Number:</u>		
<u>E-mail Address:</u>		

**Family Information:**

Please list the names and ages of any siblings the learner might have.

<u>Name:</u>	<u>Age:</u>

Please list the names of any other members of the household, for example, domestic helpers, au pairs, child minders and grandparents etc. who reside with you.

<u>Name:</u>	<u>Capacity:</u>

**Emergency Information:**

Persons to be contacted in the event of an emergency:

<u>Name:</u>	<u>Contact Number:</u>	<u>Relationship to Learner:</u>


**Medical Information in the event of an emergency:**

<u>Name of Family Doctor:</u>	
<u>Address of Family Doctor:</u>	
<u>Contact Number of Family Doctor:</u>	
<u>Preferred Hospital:</u>	
<u>Name of Medical Aid:</u>	
<u>Medical Aid Membership Number:</u>	
<u>Name of Principal Member:</u>	

**Please list any allergies, health problems or dietary requirements of which the school should be aware.**


<u>Allergies:</u>	<u>Health Problems:</u>	<u>Dietary Requirements:</u>

**Administration of Medicine:**

 I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, hereby consent to the administration of medication by the staff of Paulshof Educare Centre, after I have telephonically given permission, should the need arise.


Signed: \_\_\_\_\_ Date: \_\_\_\_\_








**Administration of CPR:**

 I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, hereby grant the staff of Paulshof Educare Centre permission to administer CPR to my child in the event of an emergency should the need arise.





Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**The following are included in the monthly school fee payment:**

 Stationery requirements

-  Entertainment
-  Consumables such as soap, loo paper, hand towels, tissues, hand sanitizer etc.
-  Morning and afternoon snacks, a cooked lunch and dessert.
-  Introduction to Robotics and Decoding
-  Baking and Cooking
-  Singing, Music and Movement
-  KidzKoaching - an extra-mural activity

**The following are excluded from the monthly school fee payment:**

-  Any external extra-mural activities in which your child participates
-  Any auxiliary/remedial services your child might require
-  Monthly haircuts, school photographs, transport, holiday care
-  Auditory and Visual screening

**School Fee Increases 2026:**

**School Fee Structure for 2026:**

<b><u>Morning Programme:</u></b>	<b><u>Extended Programme:</u></b>	<b><u>Full Day Programme:</u></b>
R61 770.00	R67 270.00	R77 380.00

**Explanation for Annual and Termly School Fee Payments:**

**Morning Programme: 7.00 am - 13.00 pm : Annual School Fee - R61 770.00**

R61 770.00	Twelve monthly installments of <b>R5 150.00</b> each	Payable by first day of month
R58 680.00	Four termly payments of <b>R14 670.00</b> each	Payable on 31 December, 31 March, 30 June and 30 September <ul style="list-style-type: none"> <li>• <b>5% discount amounting to R3 090.00</b> granted</li> </ul>
R57 445.00	Annual school fee payment of <b>R57 445.00</b>	Payable by 31 December <ul style="list-style-type: none"> <li>• <b>7% discount amounting to R4 325.00</b> granted</li> </ul>

**Extended Day: 7.00 am - 14.30 pm : Annual School Fee - R67 270.00**

R67 270.00	Twelve monthly installments of <b>R5 600.00</b> each	Payable by first day of month
R63 900.00	Four termly payments of <b>R15 975.00</b> each	Payable on 31 December, 31 March, 30 June and 30 September <ul style="list-style-type: none"> <li>• <b>5% discount amounting to R3</b></li> </ul>

		<b>370.00</b> granted
R62 560.00	Annual school fee payment of <b>R62 560.00</b>	Payable by 31 December <ul style="list-style-type: none"> <li>• <b>7% discount</b> amounting to <b>R4 710.00</b> granted</li> </ul>

**Full Day Care: 7.00 am - 17.30 pm : Annual School Fee - R77 380.00**

R77 380.00	Twelve monthly installments of <b>R6 450.00</b> each	Payable by first day of month
R73 510.00	Four termly payments of <b>R18 375.00</b> each	Payable on 31 December, 31 March, 30 June and 30 September <ul style="list-style-type: none"> <li>• <b>5% discount</b> amounting to <b>R3 870.00</b> granted</li> </ul>
R71 960.00	Annual school fee payment of <b>R71 960.00</b>	Payable on 31 December <ul style="list-style-type: none"> <li>• <b>7% discount</b> amounting to <b>R5 420.00</b> granted</li> </ul>

**Please note:**

- 👶 The **Bambino class** does **not participate in KidzKoaching** as they are still too little to benefit from the programme. Their school fees are therefore **R100 less per month**.

**Morning Programme:** R5 050.00 per month

**Extended Day:** R5 500.00 per month

**Full Day Care:** R6 350.00 per month

**This ONLY applies to the Bambino Class (0 to 2 years old)**

- 👶 Enrollment fee of R500 and deposit of R1000 payable on acceptance of application.
- 👶 Uniform fee for T-shirt is R120 but pupils will supply their own hats. New T-shirts may be purchased from the school at R120 each.
- 👶 Pick-up times for the Morning Programme (13.00pm) and Extended Day Programme (2.30pm) are to be strictly adhered to in terms of the school fees paid. Children who are picked up between 3.30 - 4.00pm, for example, should be paying fees for the Full Day Care Programme.
- 👶 Anyone who fetches a child after 1.00pm, 2.30pm or 5.30pm will be charged R100.00 for a late pick-up. It is simply unacceptable to expect the staff and children to spend such a long day at school. My staff also have families to go home to.

**School Fee Agreement:**

- 👶 School fees are due and payable, in advance, on the first day of each month.
- 👶 The account, into which the school fees are paid, is with ABSA. Should you bank with another bank, please ensure that the fees are paid in timeously, so that they reflect in the school's banking account by the first day of the new month. This normally takes two to three working days.
- 👶 Pupils will be denied access to school should the school fees not reflect in the school's banking account by the morning of the third day of the month.

- 👤 School fees are an annual commitment and are calculated over a twelve-monthly period in order to make the monthly school fees more affordable.
- 👤 No refunds will be considered for any periods of absence during the year.
- 👤 One calendar month's written notice is required should your child be leaving the school. Notice of the intention to withdraw your child from the school will only be accepted in November or December if the school fees are paid up in full up to and including December.
- 👤 We accept the following methods of payment for school fees: cash, electronic funds transfer or a monthly debit order.
- 👤 Discounts will be granted for those parents who wish to settle the school fees for the year or for those parents who choose to settle their fees on a termly basis. These discounts will only be granted provided that the fees are settled by the given date. Discounts only apply to the school fees, and not to deposits or any other special charges.
- 👤 A discount of 7% will be granted should you wish to settle the school fees for the year. The full amount must reflect in the school's banking account by 31 December.
- 👤 A discount of 5% will be granted should you wish to settle the school fees on a termly basis. In order to qualify for this discount, fees must reflect in the school's banking account by 31 December, 31 March, 31 May and 30 September respectively.
- 👤 A discount of 10% on school fees will be granted to the siblings of pupils already enrolled at the school.

We have read and agree to adhere to the school fee agreement.

\_\_\_\_\_

(Mother)

\_\_\_\_\_

(Father)

\_\_\_\_\_

(Guardian)

**Banking Account Details:**

Paulshof Educare Centre cc








ABSA Bank

Account Number: 9272716735 (Savings Account)

Branch Code: Rivonia

Please use your **child's name and surname** as a reference









**Consent and Indemnity Form:**

-  I, the undersigned, hereby agree to the terms and conditions below and undertake to abide by them while my child is in the care of Paulshof Educare Centre.
-  I agree to ensure that my child is correctly immunized and will furnish records to this effect.
-  I consent to the full participation of my child in the academic, internal and external extra-mural programme presented by Paulshof Educare Centre.
-  I hereby waive all claims I may have against Paulshof Educare Centre, its owner or staff, arising from injury, accident, illness or any other cause involving the above-mentioned child, and hereby indemnify the Educare Centre against all such claims.
-  I hereby authorize Paulshof Educare Centre to take all steps, which it in its absolute discretion may deem necessary, to have the said child admitted to a hospital and be treated by a doctor or another medical attendant. I further understand that I shall be held responsible for the payment of medical and/or hospital accounts arising from treatment.
-  I hereby give permission for the transportation of said child in a staff member's vehicle for abovementioned purposes, school and home runs where applicable, study trips and other outings arranged during the course of the school year.
-  I confirm that this Consent and Indemnity form shall be valid and binding for as long as my child/ward is enrolled at Paulshof Educare Centre.

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(Signature of Mother) (Signature of Father) (Guardian)

### **Policy and Procedure to enroll a Pupil:**

-  Payable on Enrolment - deposit of R1 000.00.
-  This deposit secures a pupil's place in the school on an annual basis.
-  This deposit is refundable from the final school fee payment when the pupil leaves the school.
-  Enrollment fee of R600.00.
-  The enrolment fee is used to process a pupil's application to attend the school, for example, to provide them with a file for administrative purposes, locker names, "Chitchat Book", library bag, compulsory school T-Shirt, etc.
-  This enrollment fee is non-refundable.
-  The T-shirt is worn on special occasions when representing the school, for example, on excursions, fundraising activities, when visiting other schools, on days when entertainment/shows are presented by outside organizations.
-  T-shirts are worn on Mondays for KidzKoaching.

### **Consent Form for Social Media:**

At Paulshof Educare Centre, we are always excited to showcase the wonderful experiences and achievements of our pupils. As part of our efforts to celebrate the engaging activities and events that take place at our school, we may occasionally share photos and videos of our pupils on various social media platforms such as Instagram, Facebook and TikTok. These platforms help us to promote the activities of our pre-primary school and give potential families a glimpse into the joyful environment we create for the children.

We understand that, as parents, you may have concerns about your child's image being shared online. Therefore, we are requesting your permission before any photos or videos of your child are posted on our social media accounts. **If you do not grant permission, we will ensure that no images or videos of your child will be used.**

The purpose of sharing these photos and videos is to celebrate the fun activities and learning experiences at Paulshof Educare Centre, and to engage our community and prospective families through content creation. These publications will primarily be used for advertising purposes to highlight the daily activities and events offered by our school.

We want to assure you that when permission is granted, you understand and accept the potential risks associated with sharing images online. While we take great care to protect your child's privacy and safety, it is important to recognize that once a photo or video is shared on a public platform, it may be viewed by a wide, global audience. While we do our best to manage and control our social media accounts, please be aware that complete control over who can view and share these images is not possible.

By signing the attached permission slip, you agree to release Paulshof Educare Centre from any liability related to the publication of your child's images and videos. This ensures that the school will not be held responsible for any unintended distribution or access to the content once it is shared on our platforms.

If you have any questions, concerns, or would like to discuss this further, please do not hesitate to contact us on 083 687 1413 or e-mail [jenny@langford.co.za](mailto:jenny@langford.co.za).

Thank you for your understanding and continued support of Paulshof Educare Centre.

### **PHOTO/VIDEO CONSENT FORM**

I, the undersigned, give permission to Paulshof Educare Centre to use photographs and/or videos of my child, (Full name of child) \_\_\_\_\_ in school-related content. This content may be shared on social media platforms, including, but not limited to, Instagram, Facebook and TikTok.

I understand that these images/videos may be viewed by a wide, global audience, and I accept that Paulshof Educare Centre cannot control the access or distribution of these materials once posted.

I hereby release Paulshof Educare Centre from any liability related to the publication of my child's image or video on their social media platforms.

This permission will be binding for the duration of my child's enrollment at Paulshof Educare Centre. Please tick applicable block.

- I give permission for my child's image/video to be used.
- I do not give permission for my child's image/video to be used.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your cooperation!

For any further information, kindly contact Bianca Savio at [bianca@paulshofeducare.co.za](mailto:bianca@paulshofeducare.co.za)

or on 071 302 0663