

Registration Form 2025

Learner details:

Registration date	
Starting date	
Surname	
Full names	
Preferred name	
Gender	
Date of birth	
ID number	
Residential address	
Postal address	
Parents contact details	Mom:
	Dad:
Home language	
Previous school attended	

Initial: _____



Address:

454 Kentucky Drive,
Faerie Glen,
Pretoria



Contact:

012 991 3288

Medical background:

Chronic/acute medical condition(s)	
Special dietary requests	
Notifiable Medical Conditions (eg COVID19)	Yes/No (if Yes, indicate status)
Allergies	
Is the child's vaccine schedule up to date?	Yes / No
<i>Kindly provide an updated copy of the learner's vaccine schedule</i>	

General practitioner	
Contact details	
Medical aid	
Medical aid number	

1. Emergency contact/Next of kin:

Name and Surname	
Relationship	
Contact details	

2. Emergency contact/Next of kin:

Name and Surname	
Relationship	
Contact details	

Initial: _____



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Parent details:

	Father	Mother
Surname		
Full names		
Preferred name		
ID number		
Occupation		
Employer		
Residential address		
Work address and contact details		
Contact number/s		
Email address		
Marital status		
Religion		

**The parent/guardian of the learner hereby selects the address given as its chosen domicilium citandi et executandi address, being the address where it shall accept all notices.*

Please indicate who will be held responsible for the account:

Initial: _____



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School fees:

Please indicate which option you would like:

Full day

Half day

Age group	Fees per month	
3 – 12 months 12 -24 months	R 4820 Full day R 4100 Half day	
2 – 3 Years Gr. RRRR	R 4820 Full day R 4100 Half day	
3 – 4 Years Gr. RRR	R 4820 Full day R 4100 Half day	
4 – 5 Years Gr. RR	R 4820 Full day R 4100 Half day	
5 – 6 Years Gr. R	R 4820 Full day R 4100 Half day	
Sibling discount 10%: (Two children)	Half day: R 7380	Full day: R 8676
Day visitors fee	R 280 We offer a day visitor option where your child can come in for the day. The child will be placed into the age appropriate class and take part in the academic programme for the day. The fee includes all meals for the day.	
New Enrolment fee non-refundable	R 1960 Payable with all new enrolments	
Re-enrolment fee non-refundable	R 1250 Payable with the first school fee installment in January	

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Rules and Regulations:

Finances and Payment

- The monthly school fees are **payable in advance** on or before the 1st day of each month.
- Should the 1st fall on a Saturday, Sunday, or Public Holiday, then payment will be due on the following business day.
- A **penalty fee of R500.00** will be charged for late payment.
- Admission may be denied if school fees are not paid.
- All fees include meals and snacks (for details please refer to our website menu).
- In case of outstanding fees and/or penalties, you will be held liable for any costs incurred. This includes collection fees, legal costs on an attorney/client scale and interest on the outstanding amount.
- The monthly school fees are payable in full every month, free from any form of deductions or set-offs. Should the child not be at school for any reason, the school fees shall remain payable.
- If your child is leaving the school, **ONE MONTH WRITTEN NOTICE** must be given. The full monthly fee will still be charged during this month.
- Unfortunately, we do not take **November** as a notice month, therefore the full fee is payable for December. This implies that should you wish not to pay for December your child will finish at the end of October or, otherwise, as the norm, at the end of December (December fee then paid).

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General

- It is your responsibility to inform us of any changes in your child's medical condition or dietary requirements to ensure we can provide the best care possible.
- School attendance may only be changed from half day to full day and visa versa once per year.
- For children fetched after 14:30 (half day) and 17:30 (full day), an additional fee of R40.00 per 5 minutes late will be payable and will be added to your monthly account.
- Please mark all clothes with your child's name.
- Please notify us of any address or telephone number changes.

School closure and holidays

School Closure and Holidays, Kleutermaatjies will be open from 06:45 till 17:30 Monday to Friday. No child may be dropped off before 06:45 and all children must be collected by 17:30 in the afternoon. In the event that you are unable to collect your child/children by 17:30, prior arrangements must be made with Kleutermaatjies. Should no arrangement be in place, a penalty fee of R100.00 shall be charged.

Protection of personal information

We, as a responsible institution, collect, store, and process personal information in accordance with our privacy notice, which can be found on our website at www.kleutermaatjies.co.za. By completing this form, and voluntarily providing the information requested therein, you consent to such information being collected, stored, and processed accordingly.

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Declaration:

I/We _____
parent/guardian(s) of _____ hereby declare(s) as
follows:

I/We hereby acknowledge that I/We have received the general information and rules of Kleutermaatjies, and I/We agree to comply with the rules set by the school from time to time, and I/We hereby accept the conditions of registrations.

I/We hereby indemnify and hold Kleutermaatjies, its teachers and staff harmless for any damages, costs, losses, and/or injuries that may occur while our child/children are under the care and supervision of Kleutermaatjies. Furthermore, in the event of an injury, I/We hereby grant Kleutermaatjies, its staff and teachers, permission to enlist medical assistance at my/our expense.

Consent to publish photographs on the school's publications and/or newsletters:

- I **consent** to the use of photographs of my child in school publications or newsletters. **Initials:** _____
- I **do not consent** to the use of photographs of my child in school publications or newsletters. **Initials:** _____

Parent/Guardian Name: _____ **Date:** _____

Signature

Parent/Guardian Name: _____ **Date:** _____

Signature

Initial: _____

Please attach the following documents:

- A copy of parents ID
- A copy of the learner's birth certificate
- A copy of the learner's updated vaccine schedules
- Financial clearance for the previous school
(New learners)



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