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**APPLICATION FORM**

Please note that all information will be kept confidential. If there is any information regarding your child's history that you would prefer to withhold, you are not obliged to complete that

**FOR OFFICE USE ONLY**  
 Deposit paid:  
  
 Date:  
  
 Date to start:  
  
 Interview completed:

**APPLICANT'S DETAILS:**

Full Name : \_\_\_\_\_

Preferred Name : \_\_\_\_\_

Gender : \_\_\_\_\_

Home Language : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Age : \_\_\_\_\_

Nationality : \_\_\_\_\_

Home Address :  
 \_\_\_\_\_  
 \_\_\_\_\_



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**APPLICANT'S HISTORY:**

Present/Previous School: \_\_\_\_\_

Tel no: \_\_\_\_\_

Years attended: \_\_\_\_\_

Reason for leaving previous school:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your child undergone remedial, occupational therapy assessments or any other form of therapy or treatment? If so, please give details and include copies of such assessments /reports with this application form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give a short description of birthing experience:  
(home birth, natural, caesarean or any complications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long did you breast feed? \_\_\_\_\_

Did your child sleep in own cot from birth or in your bed? When did child start sleeping alone?

\_\_\_\_\_

\_\_\_\_\_



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Did your child use a pacifier? If so, is he/she still dependent?  
 \_\_\_\_\_  
 \_\_\_\_\_

Does your child experience separation anxiety? \_\_\_\_\_  
 How many times has your child moved house since he/she was born?  
 \_\_\_\_\_

How long has your child lived in Plettenberg Bay? \_\_\_\_\_  
 Where did he/she live before? \_\_\_\_\_

Write a brief summary describing your child's personality: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any concerns regarding your child's physical or emotional development? \_\_\_\_\_  
 \_\_\_\_\_

Has your child had any vaccinations?  
 \_\_\_\_\_

Does your child have any health conditions or preferences such as vegan, allergies, asthma, diabetes, dairy intolerance or other? Please give details:  
 \_\_\_\_\_  
 \_\_\_\_\_

Operations the child has undergone:  
 \_\_\_\_\_  
 \_\_\_\_\_

Doctor: \_\_\_\_\_ Tel no: \_\_\_\_\_



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**PARENT'S DETAILS:**

**Father**

Full Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home Address (If different to child's):  
\_\_\_\_\_

Home no: \_\_\_\_\_ Cell no: \_\_\_\_\_

Email: \_\_\_\_\_ Identity No: \_\_\_\_\_

Profession/Occupation:  
\_\_\_\_\_

Self Employed                      Employed                      Unemployed

Business name: \_\_\_\_\_

Marital status: Single / Married / Divorced / Separated / Live in Partner

**Mother**

Full Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home Address (If different to child's):  
\_\_\_\_\_  
\_\_\_\_\_

Home no: \_\_\_\_\_ Cell no: \_\_\_\_\_

Email: \_\_\_\_\_ Identity No: \_\_\_\_\_

Occupation/ Profession: \_\_\_\_\_

Self Employed                      Employed                      Unemployed

Business name: \_\_\_\_\_

Marital status: Single / Married / Divorced / Separated / Live in Partner



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**GENERAL INFORMATION:**

Does your child have siblings? \_\_\_\_\_

Names , Gender and Ages:

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Do you allow your child to play computer games? If so, how often?

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Do you allow your child to watch television and DVD's? If so, how often?

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What time is bed time for your child during the week and on week-ends?

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Does your child have Grandparents that live in Plett? Do they play an active role in your child's life? If not, where do they live and how often do they see their grandchild?

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**FEES AND FUNDRAISING:**

I hereby unconditionally agree to pay tuition fees in the amount specified in this agreement to the School in consideration for **reserving a place for the Learner for the School Term**. I understand and agree that our active participation in one annual fundraising event shall be expected.

PLEASE INDICATE, BY CIRCLING AND SIGNING ALONGSIDE WHICH PAYMENT PLAN IS AGREED TO:

**Annual Payment Plan:**

Due date: Must be paid within the **first month of the first term**, i.e. by 31 January, to receive discount.

Cash:

Electronic Transfer:

**Termly Payment Plan:**

Due date: On or before the **first day of each term**

Cash:

Electronic Transfer:

**Monthly Plan:**

Due Date: On or before the **5th of each month**. Payments made by bank transfers must reflect in the School's bank account no later than the 5th of each month. If the 5th falls on a Saturday, Sunday or public holiday, then the fees for that particular month are payable on the next business day following the 5th. If the 5th falls during school holidays, then the fees for that particular month are payable on the day that the new term commences.

Cash:

Electronic transfer:

**Stop Order:**

Due date : over 12 months, starting **1st January to 1st December**, inclusive and to reflect in the School's bank account no later than the **5th of the month**.



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## PRESCHOOL

### SCHOOL FEE POLICY :

#### 1) **NON-PAYMENT or LATE PAYMENT**

- By enrolling your child at The Village Eco-preschool, you, the parent(s), agree that this policy will form part of the agreement between you and the school.
- The purpose of this policy is to ensure that fees due to the school are paid when they are due and to create a procedure to deal with instances where fees are not paid. The policy seeks to treat parents fairly and humanely, ensure that the school's financial viability is not compromised and to minimise the impact that unpaid fees have on the administrative structures of the school.
- Failure to pay school fees on time places considerable and unnecessary burden on the school. We are placed under financial pressure as our ability to meet our own financial obligations is compromised.
- **If school fees are not paid by the due date, a late payment penalty of 10% will be automatically payable.**
- All monies due under this agreement are due and payable as stated above. No extensions or delays in payment will be accepted, unless in writing and signed by the teachers and the undersigned.
- The School reserves the right to restrict admission of any learner in respect of whom monies due to the School are outstanding. In such a case, the learner's place will then be open for enrolment by a new learner. If any school fees, levies and penalties are outstanding as at the beginning of any term then the child's enrolment at the school for the following term will be terminated.
- The school may instruct attorneys to recover unpaid school fees at any time. Should The Village Eco-Preschool incur legal costs in the collection of the principal debt, I/ We agree that we shall pay all such costs on the scale as between attorney and own client as well as collection commission calculated at 10% of each and every payment made in reduction of the principal debt, interest, Advocate's charges, tracing charges and all other costs incurred by The Village Eco-preschool for the recovery of the principal debt, including all costs incurred before the issue of a summons.
- In the event that payment made by stop order payments are cancelled without prior agreement, the parent/guardian/donor will bear all costs as well as settle the outstanding payment within 7 days of notice.





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## 2) REFUNDABLE DEPOSIT:

- Parents are required to pay a deposit of one month's school fees. This is refundable at the end of the child's last term, **providing that the school is informed in writing one term (3 months) in advance and that all fees due have been paid in full, up to date.**

## 3) NOTICE OF WITHDRAWAL

- **A full school term's notice , in writing ,** is required if your child is leaving the school. **Verbal notice is not acceptable under any circumstances.** The balance of the fees owed following such notice of withdrawal shall immediately become due and payable, irrespective of the reasons for removal. Failure to furnish such notice shall render the parent/guardian liable for the fees for the upcoming term.
- If a learner does not return to school following a termly school break, without having given the required terms notice, the learner's parents will be liable for the full fees due for that term.
- In the event of a learner being withdrawn from the School at the end of an academic year, the parent/guardian of such learner shall give the required term's notice to the School. Failure to furnish such notice shall render the parent/guardian liable for the fees, irrespective of the reasons for removal, for the first term of the following year.
- If a learner is withdrawn before the end of a term the school fees for that full term are still due.

## BANKING DETAILS:

Account Name: Inge Bassett T/A The Village Eco-Preschool

Bank: First National Bank

Account Number: 533 7102 9308

Branch: 210 514

Reference: Child's Name

## SCHOOL OUTINGS:

- I/We understand and agree that the School may from time to time offer special outings/trips at an extra cost. These costs shall be kept to a minimal amount and parents will be given sufficient notice of these activities.





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**INDEMNITY:**

I/ We the undersigned will not hold the Village Eco Preschool, its employees or representatives responsible in the event of the following incidents concerning my child

\_\_\_\_\_ (Child's full name):

1. An accident resulting in the injury or disability to my child, as long as its employees or representatives have not been negligent in any way.

2. the loss or damage of my child's property

I hereby indemnify and do not hold the school liable for the above occurring on the school premises or on an outing outside of the school premises.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
FATHER/GUARDIAN

\_\_\_\_\_  
MOTHER/GUARDIAN

\_\_\_\_\_  
INGE BASSETT

\_\_\_\_\_  
MAY DONEGAN

**Please read and sign this agreement, and return it to the School within seven (7) days of receipt. Each page must be initialled and this page signed in full where applicable. Please make your own copy of this agreement for your reference.**