



Address: 243 Celliers Street, Muckleneuk , Pretoria

Registration Number: 283- 503 NPO

Contact: 0670088403/ 081 576 0328

Email: sunglokiddiesacademy@gmail.com

Website: www.sunglokiddiesacademy.co.za

Please complete each column in BLOCK LETTERS using Black Ink

Child's Full Name: _____

Date of Birth: _____

ID/Passport number: _____

Child Medical history and Allergies: _____

Address: _____ Postal Code: _____

Parent Information

Mother: _____ Father: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

Name of Work/School: _____ Name of Work/ School: _____

Address of Work/ School: _____ Address of Work/ School: _____

Work/Scholl Phone: _____ Work/ School Phone: _____

ADMINISTRATIVE COMMENTS AND SIGNATURE

Enrollment Date: _____ Year: _____ Day: _____ Month: _____

Arrival Time: _____ Departure Time: _____

Emergency Contact person if unable to reach parents:

Name: _____ Home Phone: _____

Relationship: _____ Work Cell Phone: _____

Name: _____ Home phone: _____

Relationship: _____ Work Cell Phone: _____

Is there any person other than yourself, your child may be released to WITHOUT written or verbal consent from you the parent? Please provide their information.

Name: _____ Relationship: _____

Contact Number: _____

Name: _____ Relationship: _____

Contact Number: _____

Required Documents Copies

- **Parent ID or Passport**
- **Child Birth Certificate**
- **Immunization Card**

Banking details:

Account name: Sunglo Kiddies Academy

Bank name: First National Bank (FNB)

Account number: **63048478788**

Reference: Your child's name and surname

ADMINISTRATIVE COMMENTS AND SIGNATURE

INFORMATION: RULES AND REGULATIONS

School hours: 06: 00am - 06: 00pm every Monday to Friday
08: 00am - 04: 00pm every Saturday

School fees

- Normal day care - **R1, 500** per child monthly including **breakfast and lunch**
- Transport Fee - **R300** (optional)
- Stationery - **R500** yearly
- Registration fee- **R300** (not refundable)
- Mattress - **R150**

Payment deadline is 4th of every month

- The school standard rate for late collection is **R50** upon arrival.
- The school is opened for the whole year thus school fees **must** be paid every month from January to December
- Should you wish to remove your child from the school, one month written notice must be given in advance. **If not, you will still be liable for payment.**
- All outstanding payments will be taken care of legally (by our lawyers)
- The school provides 2 meal per day (Breakfast and Lunch)
- Any allergies/ anomalies must be brought to the attention of the teacher and the school.
- All medications must be handed in the office or to the class teacher.
- When a child is sick, he/she must not attend school.
- Parents will be required to sign in the medicine book in the office.
- In case of injury or sick child, parents will be contacted either by the Principal or the teacher, depending on the condition of the child.
- No child will be fetched, other than by the person named in the enrolment form.
- All complaints will be attended to by the principal.
- All clothes, blanket, bags and shoes must be marked.
- School uniform must be worn from Monday to Thursday.
- Grade R students must be at school not later than 08:30 am every day.
- Saturday school will be charged **R70 for (age 4 to 6) and R100 (age 1 to 3).**
- **R100** must be paid upon arrival on every **Public holiday to the teacher on duty.**
- **All Grade R must pay December fee before graduation in November.**

Undertaking by parents

I, ----- (parent’s name and surname) with ID/ Passport Number: ----- hereby enroll my child at Sunglo Kiddies Academy / Pre- school and undertake to agree and adhere to all rules and regulations as set above.

Parent’s Signature