



MALVERN LEARNING CENTRE

Aftercare Address: Shop 3 Rosemel, 6 Purity Lane, Malvern, Queensburgh.4093

Tele: 065 872 3059/ 071 484 1717/ 0680697607

E-mail Address: malvernlearningcentre@gmail.com

REGISTRATION FORM: HOLIDAY CARE

PARTICULARS OF CHILD

SURNAME: _____

FIRST: _____

DATE OF BIRTH: _____

HOME LANGUAGE: _____

NUMBER OF CHILDREN: _____

POSITION IN FAMILY: _____

DATE OF ENROLMENT: _____

AGE OF ENROLMENT: _____

PREVIOUS AFTERCARE ATTENDED: _____

FOR OFFICE USE ONLY: CHECK LIST

BIRTH CERTIFICATE: _____

COPY OF PARENTS ID: _____

INDEMNITY: _____

IMMUNISATION CARD COPY: _____

REGISTRATION FEE: _____

REGISTRATION / ENROLMENT REQUIREMENTS

- ☐ **SCHOOL TERM AFTERCARE** (inclusive of school holidays)
- ☐ **SCHOOL TERM AFTERCARE** (exclusive of school holidays)
- ☐ **CASUAL/ PART-TIME** (3 days per week or more)

PERSON RESPONSIBLE FOR THE ACCOUNT

NAME: _____

ID NUMBER: _____

WORK ADDRESS: _____

HOME ADDRESS: _____

TEL. NO-WORK: _____

CELL NO. _____

E-MAIL ADDRESS: _____

PLEASE NOTE THAT THE FOLLOWING METHODS OF PAYMENT ARE ACCEPTABLE:

- ANNUAL: Full annual amount to be paid by 20th January 20__.
- MONTHLY: Debit order/ Stop order to be signed at your bank. It is preferred that all payments be made into the bank account.

IMPORTANT NOTICES:

- A non-refundable registration of R500 is payable upon enrolling your child in holiday care.
- Where more than one child is enrolled, an additional R350 (Three hundred and fifty rand) shall be added to the Registration/ Enrolment fee, for each additional child.
- Annual increase in holiday fees will be circulated in October of each year and will become effective in the following year.
- Fees are payable upfront before attending holiday care or aftercare.
- Malvern Learning Centre reserves the right to decline an application without furnishing an explanation.
- Parents are liable for the full annual aftercare fee, unless a notice is given. In other words, notice is given at the beginning of a term in order to exit at the end of the term; parents are still liable for the full-term fee. By completing and signing this application form, both parents/ guardians declare that they are responsible for the payment of aftercare fees, subject to all the term and conditions as set out above and thereby accept this application as an **Undertaking to Pay**.
- **Very important regarding school fees.**
 1. If due fees do not reflect in the school's bank account by the 3rd of the month a penalty charge of R100 per day will be charged until fees are paid in full.
 2. If you have opted for a term payment and the full payment does not reflect in the Academy's bank account by the 3rd day of the month OF THE NEW TERM you will forfeit the term option and your account will revert to the monthly charge. A penalty of R100 per day will be charged until the monthly fee is paid in full.
 3. If you have opted for the annual payment and the full amount does not reflect in the Malvern Learning Centre's bank account by the 20th January you forfeit the option and your account will revert to the monthly charge. A penalty charge of R100 per day will then be charged until the monthly fee is paid in full.
- Attached is a copy of the fee structure for the year.
- All clothing of kids must be marked and there must always be an extra set of clothes in their bag.
- Parents are responsible to pack a healthy snack box for their children. (No sweets or energy drinks are allowed.)
- Holiday hours are from 7:00 until 16:30.
- Aftercare closes for +/- 3 weeks over the December/January holiday time. Dates will be given out early in November of each year. It is normally a couple of days later than all public holidays are closing and we will open a couple of days before they open in January.
- We are open all school holidays and will follow the holiday program. Further details will be given at the beginning of each term.

OPTIONS

1. Full day (07:00-16:30) R3 500 pm Mondays-Fridays
2. Half day (13:30-16:30 or 13:30 – 16:30 or anytime in-between till 16:30) R1 650 monthly
3. Homeschool aftercare rates (13:00/13:30 - 16:30) R840 monthly
4. Registration fee R500. Additional children thereafter are R350 registration fee.
5. Aftercare + Homework supervision/ Tuition R3000 pm

BANKING DETAILS:

Account Name: **Malvern Learning Centre**

Bank: **FNB**

Type: **Cheque Account**

Account number: **62683148649**

Branch code: **250655**

Reference: Name and Surname of child being enrolled.

Send proof of payment to: **malvernlearningacademy@gmail.com**

Parent/Guardian to Complete:

DATE REGISTRATION/AGREEMENT SUBMITTED	DATE OF COMMENCEMENT

For office use only: Receipt no. for Registration/Enrolment fee paid: _____

Date Registration/Enrolment Fee was paid: _____

I/WE ACKNOWLEDGE THAT THIS AGREEMENT/REGISTRATION FROM WILL BE TREATED AS CONFIDENTIAL
AND ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

Parent/Guardian Signature: _____ Date signed: _____

I accept and agree to all requirements as set out in this registration form.

PARENTS SIGNATURES

DATE

INDEMNITY FORM

FULL NAME OF CHILD:	DATE AND BIRTH	DATE OF APPLICATION
FULL NAME OF FATHER/ MOTHER/ LEGAL GUADIANS (if applicable.)		

1. This is a Legal Document and forms the basis of a Contract between Malvern Learning Centre and the said Parent/ Guardian.
2. The Parent /Guardian shall be responsible for all damages caused by the learner /pupil to any of the Malvern Learning Centre, fair wear and tear excluded.
3. The parties recognise and acknowledged the impetuous and impulsive nature of children
 - 3.1. In view of this all person in charge of the child at Malvern Learning Centre have been instructed to take every precaution to the best of his/her ability to ensure the child safety.

- 3.2. However, neither they nor any persons connected to Malvern Learning Centre will accept any liability for any claims arising from any accident or injury to the child due to criminal acts or acts of negligence by outsiders or incidents that fall outside the responsibilities and duties of the acting person with due diligence and care in the course and scope of their duties.
4. Whilst it is understood that Malvern Learning Centre shall take reasonable care, Malvern Learning Centre shall in NO way be HELD liable for any damages suffered, be way of THEFT, INJURY, EXCURSIONS and travel or sport activities or otherwise, by the child, the parent of any other person (this includes personal passions and burglaries) or in case of injury or damages arising:
- 4.1. Any extra mural activity or other activities whatsoever in which the child participates whilst attending Malvern Learning Centre.
- 4.2. Any defect in the condition of the food served on the premises of Malvern Learning Centre or anything or any object belonging to or situated on Malvern Learning Centre's premises.
- 4.3. From the fetching and taking of the child to or from outing destinations in a vehicle belonging to or being used by Malvern Learning Centre.
- 4.4. On collecting and/or taking the child to or from his/her school premises in a vehicle belonging to or being used by transport helpers for Malvern Learning Centre.
5. On not notifying Malvern Learning Centre about children's allergies in writing and completing Malvern Learning Centre's Medical form correctly.
6. Furthermore, the Parent /Guardian agrees to waive and abandon any claims which may, at any time arise as aforesaid, both in the parent /guardian's personal capacity, and in the Parents capacity as a parent or as Guardian of the child.
7. The Parent/Guardian expressly indemnifies the supervisor or such authorized person against any claim which may arise or be instituted unless criminal negligence is proven against such supervisor in a court of law.
8. The Parent /Guardian agrees that in an emergency requiring medical attention or hospitalised, the supervisor of the group or in his/her absence, any other responsible person connected with it, may give the required permission and sign the necessary consent for the child to be subjected to surgery or other medical treatment, provided that this will be executed on the advice, and under the supervision, of a medical doctor.
9. Furthermore, the Parent /guardian accepts full responsibility for and agrees to bear all medical costs and expenses in relation to the Parent/Guardians child under these circumstances.
10. No Parent/Guardian is allowed to make any demands or to request a replacement of any object or item whatsoever, from any other child, parent/guardian or staff member
11. The signatory to this agreement by his/her signature confirms that his/her accepts that Malvern Learning Centre and the persons aforesaid accepts no liability as aforesaid and indentifies and holds Malvern Learning Academy aforesaid absolved from any such liabilities.
12. This Agreement /Registration form, shall constitute the entire Registration Agreement between the Parties and no representation of any of the Parties or their agents whether made prior or subsequent to the signing of this Agreement shall be binding on any of the Parties unless in writing and signed by the Parties.
13. Malvern Learning Centre its, members agents, employees and owners/offices accept no liability whatsoever, and without prejudice to the generality of the aforesaid, for any damages (whether consequential or otherwise).
14. I/we hereby certify that all the information supplied on the Registration /Enrolment form is accurate.
15. I/we hereby confirm that i/we have read and understood the terms and conditions of the document and accept and agree to be bound by them.
16. I/We further confirm that i/we agree with the price and method of payments as stipulated in this Registration /Enrolment form.

I/WE ACKNOWLEDGE THAT THIS AGREEMENT/ REGISTRATION FORM WILL BE TREATED AS CONFIDENTIAL AND ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

Parent/Guardian Signature: _____ Date signed: _____

I accept and agree to all requirements as set out in this registration form.

PARENT SIGNATURE

DATE

I/We the Mother/ Father/ Guardian of child (Name/ Surname of child) _____ hereby agree to agree and abide by the terms and conditions governing Malvern Learning Centre, with which I/we declare myself/ourselves fully acquainted.

This done and signed at _____ (place) on the _____ day of _____ (month) 20____ (year) _____

Mother's/Guardian's signature

Father's/Guardian's signature

T. Naidoo's signature

Witness 1: _____

Witness 2: _____

I/WE ACKNOWLEDGE THAT THIS AGREEMENT/REGISTRATION FORM WILL BE TREATED AS CONFIDENTIAL AND ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

PARENTS' SIGNATURES

DATE

For office use only:

APPLICATION APPROVED	APPLICATION APPROVED
Date: _____	Date: _____
Signature: _____	Signature: _____

PARTICULARS OF PARENTS

MOTHER'S NAME AND SURNAME: _____

MOTHER'S HOME ADDRESS: _____

ID NUMBER: _____

CELL NUMBER: _____

OCCUPATION: _____

WORK ADDRESS: _____

E-MAIL: _____

WORK ADDRESS: _____

FATHER'S NAME AND SURNAME: _____

FATHER'S HOME ADDRESS: _____

ID NUMBER: _____

CELL NUMBER: _____

OCCUPATION: _____

WORK ADDRESS: _____

PLEASE ATTACH A COPY OF ID DOCUMENTS OF BOTH PARENTS

MEDICAL INFORMATION

FAMILY DOCTOR: _____

MEDICAL AID: _____

TEL NO: _____

MEDICAL NO: _____

CHILDHOOD ILLNESSES ALREADY HAD: _____

ANY ALLERGIES: _____

ANY SPEECH OR HEARING PROBLEMS: _____

IS YOUR CHILD'S IMMUNISATION UP-TO-DATE: _____

HAS HE/SHE HAD ANY MAJOR OPERATIONS: _____

DO BOTH PARENTS CONSENT TO THE STAFF MEMBER ON DUTY AUTHORISING ALL AND ANY MEDICAL TREATMENT WHICH THE CHILD MAY REQUIRE IN THE CASE OF AN EMERGENCY?

MOTHER'S SIGNATURE: _____ FATHER'S SIGNATURE: _____

PLEASE SEND ALONG A COPY OF THE MEDICAL AID CARD FRONT AND BACK

INITIAL: _____

EMERGENCY CONTACT PERSON

IN CASE OF AN EMERGENCY A RESPONSIBLE PERSON SHOULD BE ON STANDBY

NAME AND SURNAME: _____

RELATIONSHIP: _____

WORK NUMBER: _____

CELL NO: _____

PERSONAL ADDRESS: _____

TEL NO: _____

AUTHORISED PICK-UP PERSON

OTHER THAN THE PARENTS WHO ARE AUTHORISED TO PICK UP THE CHILD.

NAME AND SURNAME: _____

RELATIONSHIP: _____

WORK NUMBER: _____

CELL NO: _____

PERSONAL ADDRESS: _____

TEL NO: _____

GENERAL REMARKS OR SPECIAL INSTRUCTIONS

REGISTRATION FEE OF R500 PAYABLE ON REGISTRATION OF YOUR CHILD FOR HOLIDAY CARE FOR THE
YEAR **20**__ ONCE-OFF: