

39 Rayner Road, Greenhaven, 7764

19 Bevan Road, Greenhaven, 7764

T: 021 637 0954 / 633 3999

WA: 076 810 1244

E: admin1@greeniesacademia.co.za

W: greeniesacademia.co.za



58 Welby Road, Greenhaven, 7764

06 Jeram Avenue, Rylands, 7764

F: 086 2191306

REG No: 2014/271260/07

C8217 / C21585

APPLICATION FORM

GREENHAVEN		RYLANDS	
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Name & Surname of learner/s _____ _____	Year <table><tr><td>2</td><td>0</td><td>2</td><td>7</td></tr></table>	2	0	2	7
2	0	2	7		
Email of person responsible for fees _____					

RULES & REGULATIONS

Kindly note that the following rules and regulations governs the stay of your child/children for the duration of their attendance at our institution. Signature of the said Rules & Regulations is an indication that parent/s/guardian were informed and understand all their rights and obligations to Greenies Academia.

It is a **WCED requirement** that each child must have a **completed application form for every academic year**. To ensure compliance and to secure your child's placement for the year, kindly submit the completed form as soon as possible.

Please indicate which class group you are applying for

• Infants (6m – 12m)	
• Tiny Todd's (1 – 2 years)	
• Toddlers (2 – 3 years) (potty training class)	
• Edu cares (3 – 4 years)	
• Pre Grade R (4 – 5 years)	
• Grade R (5 – 6 years)	

1. REGISTRATION

- 1.1 The Principal of Greenies Academia has the right to decline the application for admission of any prospective pupil without having to state their reasons for declining the application.
- 1.2 Parent(s) / guardians must sign the Greenies Academia Rules and Regulations before registration can take place.
- 1.3 A fee of **R500.00** is payable on registration along with the current month's fees.
*This amount is non-refundable.
- 1.4 Please note that we do **not** register or process applications through the Western Cape Education Department (WCED) portal. All applications must be submitted directly to the school.
 - Registration is strictly on a 1st come 1st served basis.
 - No paperwork will be accepted without payment or proof of payment.
 - Registration or placement for your child is only finalised once payment has been made via EFT.
 - Proof of payment must be forwarded to admin1@greeniesacademia.co.za or WA 076 810 1244
- 1.5 **Please attach the following to the completed application form:**
 - Copy of the child's birth certificate
 - Copy of the clinic card/book
 - Copies of parents'/guardians' ID documents
 - Proof of address
 - Please initial every page of the form
- 1.5 The purchase of Stationery packs per grade is compulsory and is payable on registration.
- 1.6 The contract between Greenies Academia and the parent/guardian runs from January to December each year.
- 1.7 **Re-registration** of existing learners (**6 months – Grade R**)
 - A minimum of R1 000 is payable on re-registration. Should the learner return to Greenies Academia in the following academic year, this R500 will be deducted from the January fees (i.e. Paid towards January Fees)
 - Should the learner not return to Greenies Academia in the next academic year this R1 000 is non-refundable.

2. MEALS

- 2.1 Greenies Academia will provide one meal per day to each learner namely a cooked lunch.
- 2.2 Parents are however encouraged to provide a healthy snack (such as porridge, fruit, yogurt, sandwich) for the child.
- 2.3 All meals are strictly halaal.

3. FUNDRAISERS, EXCURSIONS AND CONCERTS

Fundraising is an important aspect of every school. Without it, a school is not able to do the extras and enhancements, which falls outside of the day-today budget.

Funds are also used for the upgrading of the schools, from which each and every child will benefit from.

- 3.1 Participation in fundraising for Greenies Academia is compulsory.
- 3.2 Excursions are optional. However, should consent be granted, transport and entry fee are payable by parent/s/guardian.
- 3.3 **Annual Family Fun Day**, each learner (or siblings) are levied with a collection list. (*Amount to be confirmed by school*)
- 3.4 Annual Concert, parents are levied with **4** tickets per family or as prescribed by school, **irrespective if they attend or not.**
- 3.5 **Annual Concert Costume** money per child/learner (*Amount to be confirmed by school*) are payable from 15th March via debit order. Costumes are 'custom-made'. It remains the property of the school. Costume monies are non- refundable.
- 3.6 All outstanding **fundraiser monies** are payable by the **15th April** via debit order.



4. ILLNESS

- 4.1 Children suffering from an infectious condition should be kept at home.
- 4.2 If a child's temperature should reach 37.8 degrees, parents/ guardians are to make the necessary transport arrangements to collect child immediately.
- 4.3 Children with suspected communicable diseases e.g. measles, mumps, chicken or other checked should be kept at home or collected from school immediately if any symptoms appear. Children are only allowed back at school once they have been cleared by a medical professional producing a medical certificate.

5. FEES

- 5.1 Our fees are structured according, to the age of a pupil, as follows:

Full day, 6 months to Grade R	R2 800 pm
Half day, 6 months to 3 – 4 yrs. Edu care only	R2 400 pm

New learners only: R500 Registration fees + a minimum R1 000 deposit or full payment is due on Registration.

**The amount of R1 500 is non- refundable.*

Registration or placement is only finalised once full payment has been made.

An additional 10% will be added to the monthly school fees to cover the December school fees.

January school fees are paid up front via EFT.

The remaining 11 months (February – December) will be paid over a 10-month period via debit order.

- 5.2 **Fees are due on your stipulated debit order date.**

5.2.1 Fees strictly paid via Debit Order.

5.2.2 **No cash deposit** payments will be accepted and you will be liable for the cash deposit fee which is R16 for every R100

5.2.3 **Eft / Cash is paid upon Registration / Enrolment only.**

5.2.4 **Parents making unauthorized EFT payments for monthly school fees will still be liable for the unpaid debit order penalty charges.**

- 5.3 Payment of school fees must be done by debit order. Debit order form must be signed with Greenies Academia. All debit orders will run the day before the decided date. **R100.00 penalty fee for returned debit order is payable. An additional R100 is payable, which increments for every month unpaid. (E.G.) First unpaid R100 > Second unpaid R200 > Third unpaid R300 etc., etc.**

- 5.4 Fees are payable as usual even though a child has been absent and such absenteeism is a result of illness or being taken on holiday. Should our province or country, Western Cape/South Africa be placed under a state of emergency or because of an epidemic, pandemic or anything similar the full amount of school fees is still payable.

- 5.5 The full month's fee will be charged for months bearing public and/or religious holidays during that month.

- 5.6 Should payment not be made on or before the last day of every month, and should it not be settled by latest 5th of the month, a penalty fee of **R100** will be **charged for late payment.** (As stipulated on point 5.3).

- 5.7 If payment is not received by this date, the **learner will not be permitted to return to school.**

The learner will only be allowed back once **full payment has been made and cleared.**

- 5.8 **Any debit order changes must be forwarded to the office by before or on the 7th of the month.**

- 5.9 Parent(s) / guardians will be held liable for the payment of the arrear fees plus the **penalty charges** and **late payment charges.**

- 5.10 In the event that an account is in arrears for an excess of 30 days, Greenies Academia will inform the account holder, in writing, of the status of the account. Should we not receive any response from the parent/s/guardian and/or should any arrear amounts not be paid within 30 days of date of the letter, the principal may exercise its right to terminate the contract without prior notification. (See termination of contract + legal action)

- 5.11 Any debit order changes must be forwarded to the office at least four weeks (4) in advance. We do not accept any responsibility for any unpaid items due to change of bank account details not forwarded in time.



6. SCHOOL TIMES:

- 6.1 **School hours are from 07h00-17h30 Mondays to Thursdays.**
Friday times are 07h00-17h00.
Half days Mondays to Friday 07h00 – 12h30 strictly.
- 6.2 The school reserves the right to alter school times when deemed necessary.
- 6.3 The school reserves the right to close for religious purposes as well as to be in line with government school public holidays.
- 6.4 **A penalty of R50.00 per 10 minutes** will be charged for late collections starting from 17h00 on Fridays and 17h30 Monday – Thursday. **THIS PENALTY IS PAYABLE IMMEDIATELY.**
- 6.5 **NO CHILDREN WILL BE ACCEPTED AFTER**
9:00 am (6 months to 4 years)
8:30 am (Pre Grade R – Grade R)
8:15 am (Grade 1 – Grade 6)

7. EXTRACTION OF PUPIL

- 7.1 The principal of Greenies Academia may exercise its right to disallow and/or to dismiss any learner whose fees are in arrears in excess of 30 days.
- 7.2 In the event that a parent(s) / guardian wish to withdraw their child from the institution, then such a parent/s/guardian **must** provide Greenies Academia with **30 days' written notification** prior to the extraction. If the school is not informed regarding the written withdrawal (30-day notice) parent/s are liable for the following full month fees. **No withdrawals will be granted after 1st August.**
In the event that a parent(s) / guardian wish to withdraw their child from the institution after this period [1st August] the parent/s shall remain liable for the school fees due for the full term.
Our month starts on the 1st of every month until the last day of the month
- 7.2.1 Children **who are enrolled and has been at school for 1 week will be liable for the following month's fees.**
- 7.3 No verbal withdrawals will be accepted. Debit orders will continue to run until your written withdrawal form/notice has been submitted.
- 7.4 Parent/s/guardian must ensure that all outstanding fees due to Greenies Academia are settled before the child goes away. Failure to effect payment of any outstanding amounts will result in legal action being ensued against the parent/s/guardian for recover of all amounts due to Greenies Academia together with the legal cost for recovery of the monies. (See legal action)

8. TERMINATION OF CONTRACT

- 8.1 The principal may affect immediate termination of this contract should it be evident that the parent/s/guardian of a pupil is/are not meeting their contractual obligations towards Greenies Academia in terms of Rules and Regulations.
- 8.2 The principal has the right to terminate the contract without having to state any reason/reasons for the termination.
- 8.3 The principal may deny access to its premises and services if fees are in arrears.
- 8.4 Payment of all outstanding fees will become due on the date that this contract is terminated. Failure to effect payment will result in legal action being ensued against the parent(s) / guardian for recover of all amounts due to Greenies Academia together with the legal cost for recovery of the monies on the attorney client scale. (See legal action)

9. LEGAL ACTION

- 9.1 Failure to pay all outstanding fees (as discussed in 5.2, 5.3, 5.4, 7.2 and 7.3 above) will result in such matters being handed over to the collections department of our legal representatives, for debt recovery. Once a matter has been handed over to them, Little Greenies will no longer entertain any negotiation or discussions with parent/s/guardians regarding settlement of their account.
- 9.2 All legal cost incurred by our attorneys will be claimed from the Defendants (parent(s) / guardians) on the attorney client scale.

10. CORRESPONDENCE

All correspondence to the school must be in **writing and not verbally.**



11. INDEMNITY

I, the undersigned _____ being the

FATHER/MOTHER/NATURALGUARDIAN of _____ do hereby indemnify and hold harmless the Greenies Academia and /or any of its Staff members against all claims for damages at the instance of myself or my said child/children arising out of any injury or loss of property sustained by reason of the use of the school's premises or equipment or excursion outside of school premises or as a result of anything not maliciously done or omitted by the said school or any of its Staff members during such time as my said child/children or any of them attend or under the care of the school as a pupil

Signed at _____ on ____ (date) of _____ (month) _____ (year)

I / WE, the undersigned, hereby confirm that I/We understand the Rules and Regulations as set out by Greenies Academia and agree to pay the fees as set out 5.1 (insert a or b or c).

11.1 INDEMNITY FORM

I _____, the parent/legal guardian of _____, grant permission for:

PURPOSE	SIGNATURE	DATE
1. Taking of photographs and/or making video recordings of my child for the purpose of assisting with the educational programme . (i.e. to be used for identification and for the personal file of the child, but not for promotional purposes or public display)	_____	_____
2. Taking of photographs and/or making video recordings of my child for the purposes of training and education of other professionals and relevant interested parties	_____	_____
3. Photographs/Video recordings of my child may be used for promotional purposes and/or public display e.g. Facebook page, Website, WhatsApp parent group	_____	_____

SIGNATURE OF PARENT / GUARDIAN

1. _____

DATE: _____

2. _____

DATE: _____

SIGNATURE OF WITNESS

1. _____

DATE: _____

2. _____

DATE: _____

PRINCIPAL _____

DATE: _____



REGISTRATION FORM

Child's full name/surname:													
Date of Birth:	DD MM YYYY												
ID No:													
Address:													
Home Phone:													
Nickname:													
Password:													
Who will bring child to school?													
Who will Fetch child from school?													
Religion:													

LEARNER EDUCATIONAL DETAILS (only applicable to new learners)

Previous School:	Principal Name:
Physical Address:	
Tel No:	Last Grade passed:
Reason for leaving:	

FAMILY BACKGROUND 1

Home Language:	Religion:
Name of Father:	Occupation:
Identity No:	
Employer:	
Business Address:	
Telephone:	Cell:
Email:	

FAMILY BACKGROUND 2

Home Language:	Religion:
Name of Mother:	Occupation:
Identity No:	
Employer:	
Business Address:	
Telephone:	Cell:
Email:	



Where have you heard of Greenies Academia? _____

Family Circumstances (Married, Single Parent, Divorce, adoption): _____

Number of Children in family _____ Position of child _____

Other children in the family:

NAME	AGE	SCHOOL

EMERGENCY CONTACTS (Within 20 km radius of daycare, other parent or guardian)

Primary Emergency Contact (other than parents or guardian)	
Home Phone:	Work Phone:
Relationship to child:	
Address:	

Person(s) authorized to pick up my child: (Besides parents, guardians, or emergency pick-ups)

Name: _____ Comment: _____

EMERGENCY RELEASE

Consent to emergency first aid & transportation

I hereby give permission that my child, _____ may be given emergency treatment by a staff member at Greenies Academia. I also give permission for my child to be transported by car, ambulance or aid car to a medical facility for treatment and agree to hold Greenies Academia and its employees harmless.

Parent's signature: _____ Date: _____

CONSENT TO MEDICAL CARE AND TREATMENT

In the event that I cannot be contacted immediately, medical or surgical treatment can be administered to my child in the case of an accident or emergency, as prescribed by a treating physician and hold Greenies Academia harmless.

Parent's signature: _____ Date: _____



MEDICAL INFORMATION:

Child's physician:	Phone:
Preferred hospital:	Medical Aid:
Medical Aid no:	Regular medications:
Blood type:	Medicine allergic to:
Food allergies:	Any other allergies:

HEALTH HISTORY

Does your child have any problems with any of these?			Has your child had any of these illnesses?		
Constipation	Yes	No	Asthma	Yes	No
Convulsions	Yes	No	Bronchitis	Yes	No
Diarrhea	Yes	No	Chicken Pox	Yes	No
Fainting spells	Yes	No	Diabetes	Yes	No
Frequent colds	Yes	No	Heart disease	Yes	No
Frequent ear infections	Yes	No	Hepatitis	Yes	No
Frequent sore throats	Yes	No	Impetigo	Yes	No
Lice	Yes	No	Measles	Yes	No
Ringworms	Yes	No	Mumps	Yes	No
Skin rash	Yes	No	German measles	Yes	No
Soiling	Yes	No	Polio	Yes	No
Stomach Upsets	Yes	No	Scarlet fever	Yes	No
Urinary problems	Yes	No	Tuberculosis	Yes	No
Worms	Yes	No	Whooping cough	Yes	No

Does your child suffer from any chronic diseases, have difficulty with hearing or vision? Provide details:			
Physical disabilities	Yes	No	Provide details
Occupational therapy	Yes	No	Provide details
Speech therapy	Yes	No	Provide details
Remedial therapy	Yes	No	Provide details
Learning difficulties	Yes	No	Provide details
Emotional support	Yes	No	Provide details
Psychological support	Yes	No	Provide details
If you have replied YES to any of the above, kindly give full details and include the last assessment results with this application:			



DEBIT ORDER FORM

Name of Learner/s		Location	
Grade		Start Date of Learner	

A. AUTHORITY

Given by (name of account holder)										
Address										
Bank										
Branch and Code										
Account Number										
Type of Account	Current					Savings				
Preferred Date	15 th	25 th	27 th	30 th	31 st					

Amount that will be debited per month	Full day: 6 months to Grade R	R3 080
	Half Day: 6 months to 3 – 4 yrs. (Edu care only)	R2 640
	Siblings Amount	R

To (name of beneficiary)	LITTLE GREENIES PTY LTD
Abbreviated name, registered with bank	LITTLE GRE 1
Beneficiary's Address	39 Rayner Road, Greenhaven, 7764
Beneficiary's Bank	FNB First National Bank
Beneficiary's Account Number	625 150 238 60
Branch Code	250 655

This signed authority and mandate refers to our contract dated _____ ('The agreement').

An additional 10% will be added to the monthly school fees to cover the December school fees.
January school fees are paid up front via EFT.
The remaining 11 months (February – December) will be paid over a 10-month period via debit order.
(E.g. R2 800 X11/10 = R3 080pm)

end January for February	R3 080
end of February for March	R3 080
end of March for April	R3 080
end of April for May	R3 080
end of May for June	R3 080
end of June for July -	R3 080
end of July for August	R3 080
end of August for September	R3 080
end of September for October	R3 080
end of October for November + December	R3 080

Payment of school fees must be done by debit order. Debit order forms must be signed with Greenies Academia. All debit orders will run the day before the decided date.

R100.00 penalty fee for returned debit order is payable. An additional R100 is payable, which increments for every month unpaid. (E.G.) First unpaid R100 > Second unpaid R200 > Third unpaid R300 etc., etc.

In the event that the payment day falls on a Sunday, or recognized South African public holiday, the payment day will automatically be the very next ordinary business day.

Furthermore, if there are insufficient funds in my account to meet the obligation, you are entitled to track my account and represent the instruction for payment as soon as sufficient funds are available in my account.

I/We hereby authorize you to issue and deliver payment to your banker for collection against my/our above-mentioned account at my/our above-mentioned bank (or any other bank or branch to which I/We transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the agreement and commencing on _____ and continuing until this authority and mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

I hereby agree to the adjusting of my monthly debit order should there be any outstanding amounts due to the service provider. The individual payment instructions so authorized to be issued and delivered as follows: **MONTHLY**

Payment instructions due in December may be debited against my account on _____

I/We understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my bank statement. Such must contain a number, which must be included in the said payment instructions and if provided to me should enable me to identify the agreement. This number must be added to this form in Section E before issuing of any payment instruction.

B. MANDATE

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions have been issued by me/us personally

C. CANCELLATION

I/We agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the agreement. I/We shall not be entitled to any refunds of amounts were legally owing by you.

D. ASSIGNMENT

I/We acknowledge that this authority may be ceded or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the agreement, this authority and mandate cannot be assigned to any third party.

Signed at _____ on ____ (date) of _____ (month) _____ (year)

(Signature as used for operating on the account)

(Assisted by)

E. AGREEMENT REFERENCE NUMBER

This agreement reference number is _____

