



ECD ENROLMENT AND APPLICATION FORM

Institution Details:

Starfish Academy

76 Canterbury Street, Zonnebloem, Cape Town, 7925

Email: registrations@starfishacademy.co.za

Phone: 087 265 2116 | WhatsApp: 067 625 7121

RULES AND REGULATIONS

Hours: Weekdays (06:30 – 17:30). Please note that late pickups will result in fines of R50 for every 15 minutes after 17:30. In extreme cases, we may need to escalate the issue to child protection services.

Meals: A balanced breakfast and lunch are provided. Parents should pack healthy snacks for their children, such as fruit, yoghurt, or sandwiches. Children arriving after 08:30 am will not be served breakfast.

Arrival Time:

All students must arrive by **09:30**. Please note that arrivals after this time may not be permitted entry for the day, at the discretion of the school. This policy ensures minimal disruption to the daily routine and learning activities.

Clothing: Children should wear clearly marked, comfortable clothing. Additionally, please ensure they have a set of extra clothes and a sun hat.

Health:

- Children with contagious illnesses should not be brought to the Academy. A doctor's certificate is required for rashes.
- Medication must be clearly labeled and handed to the teacher with written instructions.

Collection and Emergencies:

- If your child is to be collected by someone other than a parent, please inform the Principal or Teacher in advance. We will not allow your child to leave the premises without prior notice.
- Notify the Principal or Teacher of any changes in address or telephone numbers to ensure we can contact you in case of emergencies.
- All medications should be given to your child's teacher, who will document the dosage and other relevant information in the medical record file. If your child is unwell, please inform their teacher so they can be monitored. Additionally, please notify us if your child contracts any contagious diseases.

APPLICATION REQUIREMENTS

The following documents are required for enrolment:

- Certified copy of the child's birth certificate.
- Certified copies of parents'/guardians' ID documents.
- Immunization/clinic card records.

Deposits and Fees:

- Deposits and first month's fees must be paid before admission. **No fee reductions for holidays or illnesses.**



CONSENT AND INDEMNITY

I, _____ (Parent/Guardian), consent to my child's participation in all activities and excursions. I indemnify the institution against claims except in cases of gross negligence. I acknowledge my responsibility for medical costs and adherence to school policies.

Signature: _____
Date: _____

CONTRACTUAL AGREEMENT

I, _____ (Parent/Guardian), agree to comply with all rules and pay fees on time. I understand that failure to pay fees may result in suspension of services and legal action for recovery.

Signature: _____
Date: _____

PROTECTION OF PERSONAL INFORMATION (POPIA)

I, _____ (Parent/Guardian), consent to the use of my child's images for marketing purposes. I retain the right to revoke this consent in writing.

Signature: _____
Date: _____

ADDITIONAL AGREEMENTS

- I acknowledge that all clothing and valuables brought to the school are at my own risk.
- I commit to providing accurate information and updating the institution on any changes.

Signature: _____
Date: _____

Contract of Enrolment

I/we am/are the legal guardian(s) of the learner whose details appear on the application form. I/we have read and understood the policies of the school as published by the school.

Policies of the School

- I/we agree to abide by these policies (with special references to the Debtors Policy, the Terms and Conditions of the School, as well as the School's Cautionary and Grievance Procedures that may be adopted from time to time by the school).
- I/we hereby undertake to abide by and comply with all the rules and regulations of the school, and I/we hereby acknowledge that it is incumbent upon me/us to make myself/ourselves familiar with all the rules pertaining to the school.

Initials: _____



- I/we acknowledge that I/we am/are responsible for my/our child whether on the property of Starfish Academy or not after the published finishing times of any school activity, event, or function.
- I/we will ensure that the learner referred to in the Application Form abides by all policies applicable to him/her.
- Notwithstanding the provisions hereunder, I/we understand the school reserves its right to give a shorter period of notice of termination of the enrolment contract should the Head determine a shorter notice period as being appropriate.

Closure Notice

Please note that Starfish Academy will be closed on all public holidays. Additionally, the school will close for two weeks in December each year. Parents will be notified of the specific December closure dates at least two months in advance to allow for adequate planning.

We appreciate your understanding and cooperation. Thank you!

Disclaimer

The school does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including school clothing, sporting equipment, books, or any other personal possessions) brought onto the school premises by my/our child.

Withdrawal

- I/we hereby undertake to give **ONE MONTH'S** notice (in writing) to the Head, whether such notice is to be effective during the currency of a school year, or whether the notice is in respect of a withdrawal at the end of any school year. If such notice is not given, a full month's fees shall be paid in lieu of such written notice.
- I/we understand that one full month's fees are payable in the event of withdrawal between the date of acceptance of a place and the beginning month.
- If the School elects for any adequate reason to terminate the enrolment of a learner, then it may do so on giving one month's notice of its decision to terminate its enrolment contract with the parent(s) at the end of the month in question, at which time I/we shall be required to withdraw the learner.

Payment of Fees

- Fees for each month are payable in advance by the 1st of every month.
- With the exception of annual and termly payments in advance, fees are payable via cash, debit card, or EFT.
- In the event of payment not being made within the prescribed period:
 - A surcharge on the outstanding capital amount will be levied.
 - The whole balance outstanding shall immediately become due and payable, and no indulgence or grant of time by Starfish Academy shall be deemed a waiver of its rights.
 - The Head shall have the right to prevent the learner from attending school until such time as the fees have been paid.



- Should the fees remain unpaid, the Head shall have the right to fill his/her place without prejudice to the claim of fees in lieu of notice.

Fee Agreement Section:

- Monthly Fee Amount: R_____
- Payment Date Each Month: _____

Bank Details:

Banking Details	Details
Bank	FNB
Account Name	The Starfish Academy
Account No.	63085318369
Branch Code	210854
Reference	Child's name and surname

Acknowledgement of Debt

- I/we hereby assume absolute responsibility for the payment of fees as a result of my/our child attending Starfish Academy. I/we acknowledge that fees are payable in advance and facilities exist for monthly payments.
- I/we acknowledge that should any one instalment payable in terms hereof not be paid by due date, then the whole balance outstanding shall immediately become due and payable by me/us, and that no indulgence or grant of time by Starfish Academy shall be deemed a waiver of its rights.
- I/we hereby agree in terms of Section 45 of the Magistrate's Court Act No. 32 of 1944 that the school shall, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by me/us to the School in any Magistrate's Court having jurisdiction in respect of such proceedings in terms of Section 28 of the Act.
- In the event of the school having to institute action to recover fees, I/we understand that I/we shall be liable to make payment of all costs incurred by the school, as between attorney and client.
- I/we confirm that all particulars that I/we may furnish or that have been furnished on this form shall, to the best of my/our knowledge and belief, be full, true, and accurate. I/we undertake to advise the school in writing of any changes to the details included herein.

Declaration and Acceptance

I/we do hereby declare that the above information is true and correct and that I/we understand the contents thereof.

I/we do hereby accept the offer of a place for: _____ (child's name)

Signature of First Parent/Guardian : _____ **Date:** _____

Signature of Second Parent/Guardian : _____ **Date:** _____

Initials: _____

**Enrolment Form****Details of the Child:**

Field	Details
Full Name and Surname	
Nickname	
Date of Birth (dd/mm/yyyy)	
Home Address	
Person Responsible for Pick-Up	
Home Language	
Allergies/Medical Conditions	
Previous ECD Attendance:	
Name of previous ECD (if applicable):	
Was the child at home before joining? (Yes/No):	

Mother/Guardian Information:

Field	Details
Full Name and Surname	
ID Number	
Home Address	
Work Contact	
Cell Contact	
Home Contact	
Email	
Employment Details	
Marital Status	

Parent/Guardian's Details:

Field	Details
Full Name and Surname	
ID Number	
Home Address	
Work Contact	
Cell Contact	
Home Contact	
Email	
Employment Details	
Marital Status	

Contacts for Emergencies:

Field	Details (in the event we can't contact the parent/s/guardian/s)
Primary Emergency Contact Name	
Primary Emergency Contact Cell	
Primary Emergency Contact Work	
Secondary Emergency Contact Name	
Secondary Emergency Contact Cell	
Secondary Emergency Contact Work	

Doctor/Hospital Info:

Field	Details
Doctor/Hospital Name	
Doctor/Hospital Contact Number	

Thank you for choosing Starfish Academy for your child's development journey. We look forward to working together for their growth and success!

Initials: _____