



REGISTRATION FORM

Copies of the following documents need to accompany these forms:

**Copy of Child's Birth Certificate*

**Copy of Child's Vaccination Card*

**Passport size photo of Child*

**Copies of both parents' ID Documents*

**Proof of Residence (i.e. copy of Electricity Account)*

**Assessment reports from relevant professional – where applicable*

**Transfer letter and last academic report – where applicable*

Tick the Age Group Required:

☐

18mths-3Yrs
(Toddlers)

☐

3-4 Yrs
(Early Preschool)

☐

4-5 Yrs
(Preschool)

☐

Special Education Unit

Session Preference:

☐

*Half Day

☐

**Full Day

** Half Day runs until 12:30 pm (includes activities only)*

***Full Day runs until 17:30 pm (includes lunch, activities & aftercare)*

Toddlers only(:18 mths – 3yrs)

☐

3 days/week

☐

5 days/week

Full Name of Child _____

Boy / Girl _____

Preferred Name (if applicable) _____

Date of Birth _____

Residential Address _____

Postal Address: _____

Home Language _____ Second Language: _____

Country of Birth _____ Nationality _____

Religion _____

Fathers Name _____ Mothers Name _____

Postal Address _____ Postal Address _____

Email address _____ Email address _____

Home Tel _____ Home Tel _____

Cell _____ Cell _____

Work Tel _____ Work Tel _____

Place of Work _____ Place of Work _____

Occupation _____ Occupation _____

Marital Status (Married/Widowed/Single/Divorced) _____

Has your child previously attended another daycare/preschool? (Yes/No)

If yes, Name of School _____

Reason for leaving _____

Where did you hear about Kiddies Academy? _____

Parent's Signature: _____ Date _____

SECTION A – Medical Information

Allergies _____

Special Needs _____

Family Doctor 1 _____ Tel No _____

Family Doctor 2 _____ Tel No _____

Medical Aid _____

Medical Aid Number _____

Has your child received all the necessary immunisations? (Yes/ No)

If not, please give details _____

Does the child suffer from any other illnesses or disability or has the child suffered from any other illnesses or disability (Yes/No)

If yes please give details _____

Is the child receiving medical treatment for any condition? (Yes/No)

If yes please give details _____

Has the child suffered from or been treated for any psychological or emotional upset? (Yes/ No)

If yes please give details _____

Has the child had any operations? (Yes/No)

If yes please give details _____

Specify any other relevant medical data _____

Section B – Details of other contacts in the case of an Emergency

Person 1:

Surname _____ First Names _____

Relationship _____ Work No. _____

Cell _____ Email _____

Person 2:

Surname _____ First Names _____

Relationship _____ Work No. _____

Cell _____ Email _____

Section C – List of People who may collect child (please provide copy of ID documents)

Person 1:

Full Names _____

ID Number _____ Relationship _____
Cell _____

Person 2:

Full Names _____

ID Number _____ Relationship _____

Cell _____

Section D- Declaration

We, the undersigned hereby certify that the information given by us on this application is complete and accurate.
We agree to the conditions as set out below.

****NB: the signatures of both parents and or guardians are required below****

Signature of Father / Guardian

Date

Signature of Mother / Guardian

Date

Section E – Payment Terms

School fees will be paid:

☐

Monthly

☐

Termly

☐

Annually

Section F – Financial Terms and Conditions

Kiddies Academy (Pty) Ltd

Acceptance of Liability

1. The person/s responsible for the account (hereafter "the responsible person") as set out in the standard Kiddies Academy Application for Admission ("the Enrollment Form") herewith assumes liability for the account, alternatively binds himself as co-debtor and surety for payment of all school fees to Kiddies Academy ("the school").

Terms of Payment

1. It is recorded that school fees are determined at the beginning of the year and responsible persons are informed of the result in writing.
2. School fees for the year are payable monthly, termly or yearly in advance depending on the fee payment option exercised by the responsible person in the enrollment form.
3. Payments are to reach the schools account without any deductions or set off on the 1st day of the month, quarter or year depending on fee payment option agreed to.
4. Enrollment fees are **not** refundable if the child leaves the school.
5. The school reserves the right to charge interest of 10% (ten percent) on all accounts that are in arrears by 30 (thirty) days and longer.
6. Payment of monthly school fees is not subject to presentation of a statement. Payments are made in accordance with the applicable fees at the school.

7. Kiddies Academy "Reserves the Right" to increase fees together with the Resource Packs fees. At least 45 (forty five) days' notice will be given.

Breach of Contract

In the event where the undersigned surety, responsible person or guardian commits a breach of contract of any of the terms of this agreement, the school may in its sole direction:

- Refuse the child entry to the schools premises until the breach has been remedied: or
- Claim damages from the responsible person and / or the sureties and guardian
- Take whatever legal steps that may be necessary

General

This agreement constitutes the whole agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this agreement or any provision or terms thereof or any agreement, bill of exchange or other document issued or executed pursuant to or in terms of this agreement and no settlement of any disputes arising under the agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this agreement, bill of exchange or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties.

Any such extension, waiver or relaxation or suspension which is so given or made shall be directly constructed as relating strictly to the matter in respect whereof it was made given.

Jurisdiction

This agreement is subject to the Botswana Law.

Credit Information

The responsible person, surety or guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the Credit Act.

Domicilium

The parties choose as their domicilla citandi et executandi the address set out in the application form.

Legal Fees

In the event where the school takes legal action against the responsible person, he will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

Cancellation

1. The responsible person undertakes to give 30 (thirty) calendar days written notice of termination of the enrollment of a child, failing which the liability be incurred for the full amount of the following terms fees.
2. In the event of emigration which is a long process, Kiddies Academy requires 1 (one) full terms written notice in advance.

Payments:

Accounts will be sent via email towards the end of each month, indicating amount due by the 1st of each month.

Our banking details are:

Bank: First National Bank of Botswana

Account Name: Kiddies Academy

Account Number: 62098181755

Branch Number: 285267

Branch: Riverwalk

NOTE

Once the Enrolment Fee has been paid, your child's place is reserved.

I, the undersigned, _____ hereby certify that the information given by me on this application is complete and accurate.

We accept joint and several liability to Kiddies Academy for the due and punctual payment of all school fees, enrolment fee (which is non-refundable) or any other amounts which may become due and payable to Kiddies Academy or in respect of participation in or attendance of any extracurricular activity.

I accept the Financial Terms and Conditions.

****NB: The signature of the account holder as well as that of the 2nd parent is required****

Signature of Account holder

Date

Signature of 2nd Parent

Date

Section G – General Indemnity

I/We, the undersigned _____ (Father/Guardian) and _____

(Mother/Guardian) of _____ in my/our personal capacities and in my/our representative capacities as parents/guardians of our child, hereby agree to and accept the following terms and conditions:

1. I/We hereby agree to comply with the rules set by the Management Committee.
2. I/We give permission that my/our child may accompany the school on educational trips and that he/she/they may be transported by the school at my/our own risk.
3. I/We further agree that neither the school nor the staff or the Management Committee will be held responsible for any injuries, loss of property or other accidents or incidents.
4. I/We hereby give consent to personnel of Kiddies Academy for the administration of medication to my child/children upon my/our written consent. Such consent will include medication to be administered, quantity that must be given and what time the medication must be administered.
5. I/We hereby give consent of any emergency medical assistance, namely first aid as is deemed appropriate by Kiddies Academy in the event of injury to the child/children.
6. I/We hereby consent that should (my/our) child or children require emergency medical treatment, Kiddies Academy may take such child/children to the nearest doctor or medical facility. I/we shall remain liable for the costs incurred by such emergency medical treatment.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date

SECTION H- PARENT INTERVIEW

Name of child: _____ Date of Birth: _____

Gender: _____

Position of child in family: _____

Ages and gender of other children: _____

How do you think the child will react to separation from mother? _____

Experience of play with other children: _____

Play interests: _____

Physical development: _____

Speech development: _____

Sleeping habits: _____

Eating habits: _____

Can your child help himself/herself at the toilet (Yes/No) _____

Fears (dogs, doctors, etc.) _____

How would you describe your child? _____

For Internal Use Only

Enrollment Fee Paid	(Yes/No)
Date Enrollment Fee Paid	
Enrollment Form Completed & Signed	(Yes/No)
Terms and Conditions Signed	(Yes/No)
Copy of Identity documents received for parents and account holder	(Yes/No)
Vaccination Card and Birth Certificate Received	(Yes/No)
Proof of Residence received	(Yes/No)
Child's passport size photo received	(Yes/No)
Assessment reports from relevant professional –where applicable	(Yes/No)
Transfer letter and last academic report – where applicable	(Yes/No)