Bright Minds - Capital View

Full day ☐ Half day ☐ Weekly care ☐ After care ☐ Day care ☐ Hourly care ☐

Child's Full Details

Enrolment Date: _____
Name and Surname: _____
Age: _____
Allergies: _____
Date of birth: _____
Gender: Male or Female Male
Prescribed Medication: _____
Medical Aid Name: _____
Medical Aid Number: _____
Home Language: _____
Other condition: _____

Father or Guardian details

Name: _____
ID number: _____
Relationship: _____
Contact number (WhatsApp): _____
Physical Address: _____
Signature_____

Mother or Guardian details

Name: _____
ID number: _____
Relationship: _____
Contact number (WhatsApp): _____
Physical Address: _____
Signature_____

For school WhatsApp group

WhatsApp Number: _____

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Payments

Person Responsible for Payment: _____

Date of Payment: _____

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PARENT ENROLMENT CONTRACT

By signing the enrolment form, the Parent/Guardian confirms that they have read, understood and agree to follow the school's rules, policies and procedures.

SCHOOL HOURS & ATTENDANCE

- School hours: Monday–Friday, 06:00–18:00.
- Children must arrive by 10:00, unless prior arrangements have been made.
- Late collection is charged at R100 per 30 minutes.
- Parents must notify the school when a child will be absent.
- School fees remain payable during absence, including illness, holidays and family trips.
- Children absent for two consecutive weeks without communication/payment may be regarded as withdrawn.

FEES & PAYMENTS

- Fees must be paid in advance.
- Annual registration fee: R500 (non-refundable).
- A one-day grace period applies to monthly payments.
- Children may not attend school while fees or other outstanding charges remain unpaid.
- A one-month written notice is required to withdraw a child, and the notice period remains payable.
- All school, registration, activity and uniform payments are non-refundable.
- Parents choosing the 15th payment date must settle December fees in advance
- Changing the agreed payment date may attract an administration fee of R150.

SAFETY & COLLECTION

- Parents must sign the child in and out daily.
- Parents must notify the school before someone unfamiliar collects the child.
- Identification may be requested.
- The school gate must be properly closed after entry or collection.

ILLNESS & MEDICAL CARE

- Sick or contagious children must not be brought to school.
- Parents must collect an ill child promptly when contacted.
- Parents must complete and sign the Permission to Administer Medication Form/Book before any medication is given.
- No medication will be administered without a signed permission form.
- Medication must be properly labelled and supplied in its original packaging.
- Staff are not permitted to change or replace bandages, clean wounds, apply ointments/creams to injuries, administer medication rectally, or perform invasive procedures.
- Emergency first aid will be provided when necessary, and parents will be contacted.

BLANKETS, CLOTHING & TOYS

- The school will provide blankets for children to use during nap time to maintain proper hygiene standards.
- Blankets will be managed and washed by the school as part of its hygiene procedures.
- All uniforms and clothing must be clearly marked with the child's full name.
- The school is not responsible for lost or unmarked clothing.
- Parents must ensure children's fingernails are kept short and clean.
- Jewellery, earrings and pony beads are not permitted for safety reasons.
- Personal toys from home are not permitted unless approved by the teacher for a special activity.

PARENT CONDUCT

Parents/Guardians are expected to communicate respectfully with staff, management and other parents.

- Parents may not discipline, threaten or reprimand another child.
- Confidential information concerning other children and families must be respected.
- Concerns must be addressed through the appropriate school channels.
- Parents/Guardians are not permitted to give tips, cash or gifts to teachers or staff members.

BIRTHDAYS, ACTIVITIES & EVENTS

- Birthdays will be celebrated quarterly (once every three months) as part of the school's birthday programme.
- School activities and special events form part of the school programme.
- Parents will receive advance information about dates, requirements and applicable fees.
- Activity/event payments are non-refundable.
- Annual graduation participation and the applicable graduation fee are mandatory for learners enrolled for the academic year.

NUTRITION

- Meals are freshly prepared daily.
- The school provides a balanced rotating menu with fresh fruit.
- No pork, artificial sweeteners or preservatives are used.
- Parents must inform the school of any food allergies or foods that must be avoided.
- **Every Thursday, parents/guardians are required to prepare and send a special lunch for their child to enjoy at school.**

TERMINATION OF ENROLMENT

The school may suspend or terminate enrolment for serious or repeated breaches, including:

- Non-payment or persistent late payment.
- Aggressive, abusive or disrespectful conduct.
- Serious or repeated behavioural/safety concerns.
- Failure to follow school policies.
- Providing false or incomplete information.
- Failure to comply with illness, safety or other school policies.

PARENT/GUARDIAN ACKNOWLEDGEMENT

I confirm that I have read and understood the above important information and agree to comply with the Parent Enrolment Contract and school policies.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

PARENTAL CONSENT FOR USE OF CHILDREN'S IMAGES / VIDEOS

☐ I GIVE ☐ I DO NOT GIVE

Bright Minds – Capital View permission to take and share photographs/videos of my child for:

- School WhatsApp groups and social media.
- Displaying classroom activities, school events and projects within the school.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

INDEMNITY

In the event of an accident, injury or sudden illness:

- Bright Minds – Capital View will provide first aid and contact the parent/guardian.
- Where necessary, an ambulance will be called or the child taken to a medical facility.

I, the Parent/Guardian, acknowledge that:

- The school takes reasonable safety precautions, but accidents and injuries may occur.
- I authorise the school to obtain emergency medical treatment if I cannot be reached.
- I accept responsibility for medical and ambulance costs.
- I understand that the school is not responsible for circumstances beyond its reasonable control.

Parent/Guardian Name: _____

Signature: _____ Date: _____