



Parent/Guardian Agreement & Enrolment Contract

This Agreement is entered into on the _____ day of _____, 20____, by and between:

1. The Centre

Dowerglades Nursery School (hereinafter referred to as **"the Centre"** or **"the School"**)

2. The Parent/Guardian of the Child

- **Child's Full Name:** _____
- **Parent/Guardian's Full Name:** _____
- **Effective Start Date:** _____

1. Confirmation & Updates of Information

1.1 Confirmation

I/We confirm that all information provided is true and correct at the time of completing this Agreement.

1.2 Obligation to Update Details

I/We undertake to inform the Centre **immediately** of any changes to:

- Cellphone numbers
- Contact information
- Medical information
- Emergency contacts

2. School Fees & Billing Terms

2.1 Monthly Fees

- Monthly school fee: **R** _____
- Fees are payable **monthly in advance** via **EFT**.
- Fees must be paid by the **1st day of each month**.



2.2 Late Payment & Arrears

- Late payments may result in additional charges or suspension of enrolment.
- If fees remain unpaid and fall into arrears, the Centre has the right to **deny the child access** until the account is settled.

2.3 Non-Refundable Fees & Closures

- Fees are payable during illness, absence and holidays taken while the Centre is open.
- **No refunds** will be issued for days absent.
- Should the Centre be closed due to events beyond its control (e.g., power failure, weather conditions), **no compensation or refunds** will be provided.

2.4 Fee Increases

- Fees may be reviewed annually.
- Increases will be communicated **at least half a term in advance**.

2.5 Termination & Notice

- **One full calendar month's written notice** is required to cancel enrolment.
- Until the notice period ends, **fees remain payable in full**.

3. Attendance, Hours & Collection

3.1 Operating Times

- **Arrival Time:** _____ AM
- **Pick-up Mon-Thurs:** No later than _____ PM
- **Pick-up Friday:** No later than _____ PM

3.2 Late Collection Fees

- Any collection after the times above will incur a fee of **R75 per 15 minutes**, which will be added to the next month's invoice.

3.3 Collection Safety

- No child will be released to anyone except the parent/guardian or a person **explicitly authorised in advance**.

4. Welfare of the Child

We are committed to safeguarding and promoting your child's well-being. The Centre will work with parents, teachers, therapists and the community to give each child the best start in life.



4.1 Potty Training & Supplies

Where a child is not fully potty trained, parents must supply: - Nappies - Wipes - Extra clothing

These will be used **exclusively** for your child.

5. Health & Medical Matters

5.1 Illness at School

If your child becomes ill during school hours:

- The teacher will contact the parent/guardian or emergency contact.
- Parents must ensure all emergency contacts are always up to date.

5.2 Communicable Illnesses

Children must **not** attend school until infections have cleared. Parents must notify the Centre if the child is absent due to illness.

5.3 Medication Policy

The Centre may not administer medication.

5.4 Emergencies

Staff act **in loco parentis** while your child is in our care and may:

- Call an ambulance
- Escort your child to the nearest hospital's Emergency Department

Parents will be contacted immediately to meet the child at the hospital.

6. Belongings & Dress Code

6.1 Personal Items

The Centre is not responsible for loss or damage to belongings. Parents should:

- Label all items clearly
- Avoid sending unnecessary belongings



6.2 Toys

No toys are to be brought from home.

6.3 Dress Code for Safety

Children should be dressed in:

- Comfortable play clothes
- Closed shoes suitable for running and play

Items **not allowed** (due to safety risks):

- Jewelry
- Flip-flops
- Heeled shoes

Parents take responsibility for injuries caused by unsuitable clothing.

7. Photos & Media Consent

The Centre may take photographs for:

- Learning journeys
- Classroom activities
- Internal documentation
- Promotional material (with parental consent)

Children's names will **not** be used in promotional material. Parent preference will be obtained via the media-consent form.

8. Safety & Security

- Visitors must be announced in advance.
- Staff will not release a child to any unauthorised individual.
- The premises are monitored by **CCTV**.

In a life-threatening emergency, staff may use **any available medical service** without prior consultation. The school, its staff or premises owner cannot be held responsible for **any accident, injury, or death**, except where required by law.



9. Parent Conduct & Relationship with the School

9.1 Constructive Relationship

Parents/guardians are expected to maintain a **respectful and positive relationship** with all staff.

9.2 Behaviour Affecting the School

The Principal may suspend or expel a child if a parent's behaviour:

- Is unreasonable
- Affects the school's functioning
- Impacts staff well-being
- Brings the Centre into disrepute

10. Breach of Contract

The School may cancel this Agreement immediately, without deposit refund, if you materially breach the contract and fail to remedy the breach within **20 business days** of written notice.

10.1 Examples of Material Breach

- Failure to follow School rules or policies
- Behaviour (parent or child) that disrupts learning or staff well-being
- Actions that place the child, other children, or staff at risk
- Conduct that brings the Centre into disrepute

11. Acknowledgement & Acceptance

I/We acknowledge and agree:

- To abide by all School rules, policies and procedures
- That non-compliance may result in termination of enrolment
- That this Agreement governs the relationship between the School, the parent/guardian and the child



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Signatures

Parent/Guardian Name: _____

Signature: _____

Date: _____

Parent/Guardian Name (if applicable): _____

Signature: _____

Date: _____

Principal: _____

Signature: _____

Date: _____



Parental/Guardian Consent And Indemnity Form

I, _____
(Full name of parent/legal guardian)

the parent/legal guardian of
Child's Name and Surname: _____

hereby give permission for my child to participate in all activities organized by
Dowerglades Nursery School.

including, but not limited to, sports, games, and any other activities that may arise during or in connection with the school day.

1. Acknowledgement of Risk and Responsibility

I acknowledge that while every reasonable precaution will be taken to ensure the safety and well-being of my child, unforeseen incidents can occur. I accept full responsibility for any medical or hospital costs that may arise should my child be injured while participating in any school-related activity.

2. Indemnity

I hereby indemnify and hold harmless the Principal, staff, assistants, students, volunteers, and any representatives of **Dowerglades Nursery School** from and against any and all claims, damages, or liabilities of any nature whatsoever, arising from loss or damage to my child's property or injury to my child during school hours or while participating in any school activity.

3. Medical Treatment Authorisation

In the event of a medical emergency, I authorise the Principal or delegated teacher of Dowerglades Nursery School to act *in loco parentis* (in the place of the parent) and to consent to any necessary medical treatment or surgical procedure on my behalf.

As far as I am aware, my child is in good health.

4. Medical Details (to be completed by Parent/Guardian)

- Doctor's Name: _____



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- Doctor's Contact Number: _____
- Medical Aid Name: _____
- Medical Aid Number: _____
- Allergies/Conditions: _____
- Medications: _____

Signatures

Parent/Legal Guardian:

Name: _____

Signature: _____

Date: _____

School Principal:

Name: _____

Signature: _____

Date: _____



Protection of Personal Information (POPIA) Consent Form

Your privacy is very important to us. All Personal Information collected by **Dowerglades Nursery School** will be handled in a **lawful, justifiable, and reasonable manner**, in full compliance with the **Protection of Personal Information Act (POPIA)**. We strive to be open and transparent with you regarding how your Personal Information is collected, used, and protected.

1. Definition of Personal Information

For the purposes of this enrolment form, *Personal Information* refers to any information that can identify you or your child,

(Child's Name and Surname): _____,

and may include, but is not limited to:

- Name and surname
- Physical or postal address
- Contact details (phone number, email address)
- Nationality
- Medical or health information
- Any other personal data provided during the enrolment process

2. Purpose for Processing Personal Information

We process Personal Information for the following purposes:

- The operation and administration of the early learning centre
- To provide and maintain a mobile communication and resource-sharing platform
- To provide support and respond to queries
- To monitor and ensure proper functioning of our systems
- To detect, prevent, or address technical or security issues
- To respond to your emails or phone communications
- To contact you (where consent is given) for newsletters, updates, or marketing purposes
- For any other lawful purposes to which you may consent, or which are permitted under applicable law

3. Acknowledgment and Consent

By signing this acknowledgment and consent form:

- You confirm that you have read and understood this Privacy and Consent Form.



- You consent to the collection, use, storage, and processing of your Personal Information as described above.
- You understand that your consent is voluntary and may be withdrawn in writing at any time by notifying the Centre.

4. Declaration

I, the undersigned, hereby acknowledge that I have read and understood the above and consent to the processing of my and my child's Personal Information as outlined.

Signed at: _____

On this day of: _____, **20**

Parent/Guardian Name: _____

Parent/Guardian ID Number: _____

Parent/Guardian Signature: _____

Witness Name: _____

Witness Signature: _____