



Application Form

2027

1. Enrollment Information:

Non-refundable Registration Fee: R1200 (Once-off)

8A Morkel St.
Groenkol

☐

10 Hoekberg St.
Aerorand

☐

Programme: Full Day:

06:30 - 17:00

R3 300 x 12

☐

Half Day:

06:30 - 13:00

R2 900 x 12

☐

Starting Date: _____

2. Child Information:

Full Name & Surname: _____ Preferred Name: _____

ID No.: _____ Date of Birth: _____ Age: _____

Gender: Male ☐ Female ☐

Home Language: _____

Home Address: _____

3. Parent/Guardian Information:

Parent/Guardian 1: Name & Surname _____

Relationship to Child: _____

ID No.: _____

Occupation: _____

Mobile: _____ WhatsApp: _____

Email: _____

Parent/Guardian 2: Name & Surname _____

Relationship to Child: _____

ID No.: _____

Occupation: _____

Mobile: _____ WhatsApp: _____

Email: _____

4. Authorized Collection Persons:

Name: _____ Relationship: _____ Contact: _____

Name: _____ Relationship: _____ Contact: _____

5. Additional Programmes:

☒ Playball included in school fees

☐ Tabs4Tots Coding & Robotics: 2-6 year old's - Once per week (R220 / month) x 10

☐ Tabs4Tots Coding & Robotics: 2-6 year old's - Twice per week (R370 / month) x 10

☐ English Phonographic Reading & Spelling: Gr. RR & Gr. R - Twice per week (R550 / month) x 10

Signature

6. REQUIRED DOCUMENTS CHECKLIST:

- ☐ Child's Birth Certificate
- ☐ Parent / Guardian ID Documents
- ☐ Clinic Card / Immunization Record
- ☐ ID of Authorized Collection Person(s)
- ☐ Previous School Report (Grade RR and Grade R learners)

7. MEDICAL INFORMATION:

Medical Aid: _____ Membership No: _____

Main Member: _____

Family Doctor: _____ Contact No: _____

Medical Conditions: _____

Allergies / Food Restrictions: _____

Current Medication: _____

Special Needs / Additional Support: _____

8. FINANCIAL AGREEMENT & CONSENT:

- I understand that the registration fee is non-refundable.
- School fees are payable monthly in advance.
- One calendar month's written notice is required before withdrawal.
- No cancellations are accepted at the end of November; December fees remain payable.

Photo & Media Consent: Yes ☐ No ☐

9. SCHOOL CONTACT & BANKING INFORMATION

School Office: 013 813 1500 (Groenkol)

013 813 1501 (Aerorand)

James: 082 449 6988 (Principal/Owner)

Carinne: 084 298 9058 (Administrator/Owner)

Email: admin@toddlersacademy.co.za

Website: www.toddlersacademy.co.za

Banking Details:

Bank: Standard Bank

Account Type: Current

Account Number: 270 534 504

Branch Code: 051001

Reference: Child's Name and Surname

Declaration:

I declare that the information provided in this application is true and complete.

Parent / Guardian Signature: _____ Date: _____



Information & School Rules

2027

WELCOME

Dear Parents,

Welcome to Toddler's Academy Pre-School.

We are committed to providing a safe, loving and stimulating environment where every child can learn, grow and develop confidence. Our goal is to partner with families in laying a solid foundation for future learning and success.

OUR OBJECTIVES:

We aim to:

- Develop each child emotionally, socially, intellectually, and physically.
- Encourage a positive attitude towards learning and school.
- Build confidence, self-esteem, and independence.
- Foster self-discipline, responsibility, and respect for others.
- Develop problem-solving and decision-making skills.
- Establish a solid foundation in literacy and numeracy.
- Encourage creativity and imaginative thinking.
- Promote an appreciation for nature and the environment.
- Provide education based on Christian values through Bible stories and assembly.

SCHOOL HOURS:

Full Day: 06:30 - 17:30

Half Day: 06:30 - 13:00

Baby/Nursery Room: 07:00 - 17:00

- School remains open during school holidays.
- School is closed on weekends, public holidays and declared long weekends by the DBE.
- School closes on 15 December 2026 and reopens on 4 January 2027.

SCHOOL FEES:

Registration Fee (Non-Refundable): R1 200 (once-off).

Monthly Fees:

- Full Day: R3 300 x 12 months
- Half Day: R2 900 x 12 months

Important:

- Fees are payable in advance, before the 4th of each month and are non-refundable.

PAYMENT TERMS:

- Fees may be paid by cash, card or electronic transfer.
- One calendar month's written notice is required when withdrawing a child.
- Failure to provide written notice will result in liability for the applicable month's fees.
- Account with outstanding balances will be handed over for collection.
- Services may be suspended if fees remain unpaid after the 6th of the month.
- School fees remain payable during illness or absence.
- No cancellations are accepted at the end of November; December fees remain payable.

WHAT IS INCLUDED IN THE SCHOOL FEES:

- Breakfast, lunch and two snacks.
- Toiletries exclude nappies, wet wipes, and bum cream.
- Stationery and classroom consumables.
- Playball - a gross motor development programme.

Additional extramural activities are optional and charged separately.

GENERAL INFORMATION:

Arrival Times:

- Children should arrive between 06:30 and 07:50.
- The educational programme begins promptly at 08:00.
- Please ensure your child arrives on time.
- No entry from 08:00 to 08:30 due to morning ring activities.

Collection Times:

- Babies must be collected by 17:00.
- School closes at 17:00 but with arrangement the school will be available until 17:30.

SECURITY & COLLECTION POLICY:

- Only authorised persons listed on the registration form may collect a child.
- Identification may be requested where necessary.
- Parents must inform the school of any changes to collection arrangements.

For the safety of all children:

- Driveway gates are open only during designated collection and drop-off times.
- Children must be handed directly to a staff member.
- Transport providers may not drop off or collect children from the street.

COMMUNICATION & ASSESSMENTS:

Our primary communication channels are:

- WhatsApp
- Email
- School landline - 013 813 1500

Weekly feedback will be provided every Friday during the school term.

Formal assessments will be conducted as follows:

- **June and November:** All learners.
- **Every Term:** Grade RR (Bumble Bee) and Grade R learners.

Please note that reports will only be issued once school fees are fully paid and up to date.

Parents are requested to notify the school of absence, illness, holidays, or unusual circumstances.

Formal meetings may be arranged through the school administration.

CLOTHING & PERSONAL ITEMS:

- Children should wear comfortable clothing suitable for active play.
- Shorts or leggings should be worn under dresses.
- Jewellery is not permitted, except for stud earrings.
- Please label all belongings clearly.
- The school cannot accept responsibility for lost items.

GRADE R UNIFORM:

- Summer - Branded shirt, Navy short/skort, White socks and White Tekkies.
- Winter - Branded shirt, Branded tracksuit and White Tekkies.

Initials

HEALTH & WELLNESS:

For the safety of all children:

- No medication may be administered at school.
- Children on prescribed Schedule 3 or 4 medication may not attend school.
- Children with contagious illnesses must remain at home until medically cleared.

Examples include:

- Measles
- Chickenpox
- Pink eye
- Gastro - Vomiting and diarrhoea
- Mumps
- COVID-19

Please keep your child at home if they:

- Have a fever above 37.5°C.
- Have a rash.
- Are feeling unwell.

Personal Belongings and Prohibited Items:

Children are not permitted to bring personal toys or any dangerous or inappropriate items to school. Prohibited items include Blades/knives; Matches or lighters; Cell phones.

The school reserves the right to confiscate any prohibited items brought onto the premises.

MEALS PROVIDED DAILY:

Breakfast (07:00 - 07:45) Oats, maize porridge, or cereal.

Morning Snack (10:00) Fruit and filtered water.

Lunch (from 11:30):

- Monday - Spaghetti & Mince
- Tuesday - Rice, Mince & Vegetables
- Wednesday - Macaroni & Cheese
- Thursday - Rice, Mince & Vegetables
- Friday - Fun Food Day

Afternoon Snack (15:00) Fruit, biscuit, and juice.

Parents must inform the school of any allergies or food sensitivities and ensure that these are clearly indicated on the registration form.

BIRTHDAY CELEBRATIONS:

Birthday celebrations may be held at school and are scheduled for 10:00 am.

Parents are welcome to attend their child's celebration.

Please plan with the class teacher or Carinne for further details.

To ensure inclusivity and sensitivity:

- Gifts may not be distributed in class.
- Personal presents may not be opened in front of the class.

REST TIME:

Children aged 2 - 4 years rest from 12:00 to 14:00

Parents should provide:

- One small blanket
- One pillow

These items will be sent home weekly for washing.

Initials

SOCIAL MEDIA AND WEBSITE:

Our school maintains a Facebook page and website. By enrolling your child, you acknowledge that photographs may be used on these platforms to highlight school activities and achievements. Separate written consent will be obtained should photographs be required for additional advertising purpose, such as brochures, pamphlets, newspapers, or other promotional materials.

DISCIPLINE POLICY:

We believe discipline should be positive, fair, and constructive.

Behaviour Management Process:

1. Verbal Warning.
2. Time-Out under teacher supervision.
3. Intervention by Principal/Manager.
4. Parent Meeting.

The following behaviours require immediate parent consultation:

- Swearing
- Biting
- Physical aggression
- Bullying
- Inappropriate touching

All incidents will be documented and signed by the relevant parties.

STAFF CODE OF CONDUCT:

Staff members will never:

- Physically punish a child
- Verbally abuse, humiliate, or ridicule a child.
- Lock a child in any room or area, withhold food, rest or toilet access, or leave a child unattended.

SAFETY & LIABILITY:

- CCTV cameras are installed throughout the school.
- Outdoor play equipment is used under supervision.
- First aid may be administered when required.
- Parents remain responsible for medical costs arising from injury or illness.
- Incident reports will be completed for any injuries occurring at school.

TRANSPORT:

- Transport arrangements remain the responsibility of parents or guardians.
- The school accepts no responsibility or liability for transport providers.

PLEASE SEND THE FOLLOWING ITEMS:

- Extra set of clothing and a jersey.
- Nappies, wipes, and bum cream (if required).
- Sun hat - it will stay at the school.
- Small blanket and pillow (2 - 4 year olds).

IMPORTANT:

Please ensure that at least one parent or guardian is always contactable by telephone in case of emergency.

PARENT ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the Toddler's Academy Information & School Rules for 2027 and agree to comply with the policies and procedures outlined herein.

Parent/Guardian Name: _____

Signature: _____

Date: _____