



Enrolment Form 2025

DETAIL OF YOUR CHILD TO BE COMPLETED BY PARENT OR GUARDIAN

CHILD'S NAME(S) IN FULL	GENDER
<input type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>

CHILD'S DATE OF BIRTH	CHILD'S ID NUMBER/PASSPORT																					
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Country of Birth	Race Type (non compulsory)
<input type="text"/>	<input type="text"/>
Main language spoken at home	Second language spoken at home
<input type="text"/>	<input type="text"/>

Primary Caregiver Details (this caregiver is responsible for payment of school fees)

FIRST NAME
<input type="text"/>

SURNAME
<input type="text"/>

RELATIONSHIP TO CHILD
<input type="text"/>

MARITAL STATUS
<input type="text"/>

ID NUMBER
<input type="text"/>

MOBILE PHONE NUMBER
<input type="text"/>

WHATSAPP NUMBER (IF DIFFERENT TO MOBILE PHONE NUMBER)
<input type="text"/>

EMAIL ADDRESS
<input type="text"/>

HOME ADDRESS
<input type="text"/>

CITY/TOWN
<input type="text"/>

Secondary Caregiver Details

FIRST NAME
<input type="text"/>

SURNAME
<input type="text"/>

RELATIONSHIP TO CHILD
<input type="text"/>

MARITAL STATUS
<input type="text"/>

ID NUMBER
<input type="text"/>

MOBILE PHONE NUMBER
<input type="text"/>

WHATSAPP NUMBER (IF DIFFERENT TO MOBILE PHONE NUMBER)
<input type="text"/>

EMAIL ADDRESS
<input type="text"/>

HOME ADDRESS
<input type="text"/>

CITY/TOWN
<input type="text"/>



PROVINCE

PROVINCE

ADDITIONAL CAREGIVER – this individual may collect this child from school

NAME	PHONE NUMBER

THIS HOME QUALIFIES FOR AND RECEIVES A SASSA GRANT		IF YES, PLEASE PROVIDE A COPY OF YOUR SASSA CARD
YES <input type="checkbox"/>	NO <input type="checkbox"/>	

My child will be attending: Please tick below	
Daycare	
Aftercare	
Combination	

Medical Information

1. PROVIDE A COPY OF CLINIC IMMUNISATION CARD. ☐
2. ENSURE THAT YOUR CHILD IS UP TO DATE ON ALL IMMUNISATIONS. ☐

DOCTOR'S NAME	DOCTORS CONTACT NUMBER	DOCTOR'S ADDRESS

PLEASE LIST ANY KNOWN ALLERGIES	
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HAS YOUR CHILD HAD ANY SERIOUS OPERATIONS OR ILLNESSES? PLEASE PROVIDE DETAILS	
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HAS YOUR CHILD GOT ANY PHYSICAL DISABILITIES OR SPECIAL NEEDS? PLEASE PROVIDE DETAILS	
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IS THERE ANYTHING ELSE THAT WE SHOULD KNOW ABOUT YOUR CHILD MEDICALLY?	
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Educare Centre Agreement

This agreement is made by and between **Annie's Ark Preschool** and

_____ the Parent/Caregiver of

_____ (name of child).

The following has been agreed upon between the two parties beginning _____ (Date)



	Please Tick
I/we confirm that all the above information is correct at the time of completing the form.	<input type="checkbox"/>
I/we agree that, if any of the information (cell numbers, contact detail, medical information) changes we will inform Annie's Ark Preschool immediately.	<input type="checkbox"/>
I have read and agree to the full contents of the Parent Manual (in Addendum A below).	<input type="checkbox"/>
I understand that disregarding these policies can result in termination from Annie's Ark Preschool.	<input type="checkbox"/>
A non-refundable administration fee of R500 will be paid upfront and will secure a place for my child at Annie's Ark.	<input type="checkbox"/>
I agree that what is referred to as the monthly fee is an installment of the annual fee that I agree to pay and therefore the installment must be paid every month of the year.	<input type="checkbox"/>
I agree to the monthly fee of R2000 per month for January and February 2025. From 1 March 2025 fees will increase to R2300 .	<input type="checkbox"/>
If my child only starts on or after the 15 th of the month, then only half the fees will be required. This excludes January.	<input type="checkbox"/>
I agree that the fee will be paid by the first day of each month or upfront before my child joins Annie's Ark Preschool. There will be a late fine of R100 for every day payment is late.	<input type="checkbox"/>
Aftercare fees are R1000 for the month but own food to be provided. It's an additional R300 per month if you would like us to provide lunch. An afternoon snack must be packed in.	<input type="checkbox"/>
I agree to adhere to the opening hours of 6:30am - 6pm on Monday to Friday.	<input type="checkbox"/>
I agree that collection of my child after 6pm will result in a late pick-up fee of R75 per hour.	<input type="checkbox"/>

Indemnity

I, _____ the Parent/Legal Caregiver of

_____ (Child's name and surname)

hereby give permission for him/her to participate in all the activities of **Annie's Ark Preschool** including sports, games plus any other activities which may arise out of school or in connection with the school day.

I accept that all reasonable precautions will be taken to ensure the safety of my child and that I shall be held responsible for the payment of medical and / or hospital costs should my child be injured at school.

I therefore agree to indemnify and absolve the Principal, helpers, students and staff of **Annie's Ark Preschool** and the GW Foundation, trading as GROW ECD, against and from any / or all claims whatsoever that may arise in connection with any loss or damage to the property of my child or injury to my child.

I agree to hand over responsibility to the principal of the centre or teacher should medical treatment / surgery be necessary for my child. As far as I know, he/she is in good health.

Media Consent and Release Form

I, _____ THE PARENT / GUARDIAN of

(CHILD'S NAME AND SURNAME),
who is enrolled at **Annie's Ark Preschool**,

give permission to Annie's Ark Preschool and the GW Foundation (trading as **Grow ECD**), and any persons acting with their authority and permission, the right to take and create photographs, videos and other graphical depictions of my Child, which may be used on social media, websites and any other media (the "Photographs") to promote and support the work of Annie's Ark Preschool and Grow ECD (including the ECD centre where my child is enrolled).

I understand that

- The Photographs, including the copyright, are the property of Annie's Ark Preschool and Grow ECD, and that I, or someone acting on my behalf, cannot make any claims to these Photographs.
- There is no personal or financial gain to myself or the child.
- The Photographs will be used at the discretion of Annie's Ark Preschool and Grow ECD now and in the future.

Grow ECD and Annie's Ark Preschool will

- Take care in using Photographs of children respectfully and within all requirements of the South African law.
- Provide or share Photographs with the Parent/Legal Guardian on request and where reasonably possible (for example, through the ECD Centre principal)

Any reference in this document to Grow ECD includes GW Foundation, it's Franchisee ECD Centres, it's Funders, Partners and Supplier companies.

I confirm that I understand this document, which is irrevocable.

Protection of Personal Information

Your privacy is very important to **Annie's Ark Preschool** and to GW Foundation NPC, and all Personal Information collected will be handled in a lawful, justifiable and reasonable manner. We will be as open and transparent as possible with you as to how your Personal Information is handled.

For the purposes of this enrolment form, Personal Information is any form of information that is identifiable with you or _____ (Child's name and surname), which may include but is not limited to name, mailing address, phone number, email address, nationality, and medical history.

GW Foundation NPC's Data Protection and Privacy Policy can be found at www.growecd.org.za

We generally process your Personal Information for the following purposes:

1. the operation of an early learning centre;
2. to provide and maintain a mobile application suite for communication and resource-sharing;
3. to provide interactive features for your use;
4. to provide support;
5. to gather analysis or valuable information so that we can improve our operations;
6. to monitor the usage of the mobile application suite;
7. to detect, prevent and address technical issues;
8. in any other way described when you provide the information;
9. to respond to an e-mail that you have sent to us by return e-mail or by phone;
10. to contact you from time to time, where you have consented to being contacted for marketing purposes or to be put on our mailing list;
11. for such other purposes to which you may consent from time to time; and
12. for such other uses which we are authorised by law to carry out.



By signing this acknowledgement and consent form:

1. you confirm that you have read and understood the privacy policy and this form.
2. you acknowledge, accept and agree that you have given us your consent to the collection, use, disclosure and related processing of your Personal Information as outlined above.
3. you understand that your consent is voluntary and that you are free to withdraw your consent on written notice to us.
4. you understand that your Personal Information may be disclosed by us to third parties, including service providers, associates and potential acquirers (some of which may be located outside of the Republic of South Africa), for the purposes as specified herein and you give us permission to do so.
5. you understand that we may send your Personal Information outside of South Africa and you consent to us doing so.

Signed at _____ on the day of _____ (Date)

Parent / Caregiver Name: _____ Parent / Caregiver Signature: _____

Parent / Caregiver ID No: _____

DOCUMENTS REQUIRED:

Copy of Parent's/Guardian ID
Copy of Clinic Card of Child

Copy of Birth Certificate of Child
SASSA card (if applicable)

**Please email the filled out enrolment form with the required documents to
anniesark2022@gmail.com or whatsapp the form and documents to +27 71 880 2846**

Addendum A - Parent Manual

Hours of Operation



- Monday to Fridays: 6.30 am until 6.00 pm.
- Annie's Ark Preschool will be closed weekends and public holidays and specified school holidays.
- Annie's Ark Preschool operates during school holidays, but will be closed during the December school holidays.

Arrival and Departure Times



- Children can be dropped off from 6.30 am.
- No breakfast served after 9.00 am
- Children of parents who are left at the Annie's Ark Preschool after 6pm will be required to pay a late fee of R75 per hour.
- Parent/guardian to sign in and out every day, leaving a contact number on the register.

Age Groups of Children



Ages accommodated

0-2yrs	YES	
2-5yrs	YES	
Aftercare (Gr R)	YES	

Arrangements Regarding Fetching and Transport of The Child



- On enrolment parents/ guardians are to notify the centre as to who will be responsible for collecting the child.
- Parents are to notify the Principal if another person will be collecting the child.
- Daily transport is not provided by Annie's Ark Preschool
- Should transport be offered as a service at the centre, it is offered independently of Annie's Ark Preschool

Outings



- Parents will be notified in writing (including permission slip) at least 3 weeks before an outing.
- Payment or arrangement for payment must be made 5 days before the outing.

Fundraising



- All parents are encouraged to help with fundraising efforts, financially and/or offering of their time.

Admission of Special Needs Children



- Children with disabilities are welcome to join Annie's Ark Preschool should the facilities be suitable.
- Should an individual carer be needed by the child, the parents will provide one at their own cost.
- Testing for HIV/AIDS for attendance at centres is prohibited and as such the Centre does need to know the HIV/AIDS status of children & their families.

Ill or Injured Children



- Children who show symptoms of being ill should be kept at home until they are well enough to attend the centre, and there is no possibility of other children contracting the illness or disease.

Children who fall ill or are injured while in the care of Annie's Ark Preschool



- If a child is injured whilst in the centre, the seriousness of the injury is assessed immediately.
- If it is a minor injury, which can be treated by the staff, the child will be kept at the centre. The parents will be notified at the end of the day when the child is collected.
- In the case of a more serious injury the parents will be contacted immediately and expected to collect their child and seek medical assistance.
- In the case of an injury requiring immediate medical assistance, staff will call an ambulance.
- A parent must sign the incident report.

Monthly Fees



- Daycare: Fees must be paid for 12 months of the year @R2000 per month for January and February 2025 and @R2300 per month from 1 March 2025 onwards.
- Siblings are offered a 5% discount.
- A toiletry and stationery list will be included and siblings share one list.
- Aftercare: Fees are R1000 for the month but own food to be provided. It's an additional R300 for lunch to be provided. An afternoon snack must be packed in.
- A non-refundable once-off admin fee of R500 will ensure your child's place.
- The due date for payment of fees is the 1st day of every month or upfront when your child begins. If your child begins at Annie's Ark from and after the 15th of a month then only half the fees need to be paid for that first month. There will be a late payment fine of R100 per day for everyday that payment is late.
- Here are the bank details for payment of fees:

Account holder: Annie's Ark Preschool

Bank name: Tymebank

Branch code: 678910

Account number: 53000764094

Please use your child's name and surname as your reference.

- If paying cash, please ensure to get a receipt.
- If you are in arrears of two months and do not make an arrangement for payment with the Principal, you will be given written notice to make payment and / or find another centre for their child.
- The full amount of fees will be payable whether or not a full month of centre is attended.
- All fees owed to the Centre must be paid in full or legal action will be taken.
- Please give one month's written notice if your child will not be returning to the centre.

Clothing



- At least one clean change of clothing is to be sent in the bags every day.
- Clothing/possessions must be marked with permanent marker.

Food



- Breakfast and lunch will be provided as per centre policy.
- Parents to pack a morning snack (a sandwich, a yoghurt and one fruit).
- A waterbottle must be packed in.
- No sweets, chips or sweet biscuits please.