



1 Cardita Circle, Sunset Beach
Cape Town 7441
Tel:068 282 6855

Website: www.alphamontessori.co.za
E-mail: info@alphamontessori.co.za

Enrolment form

Commencement date	
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CHILD'S INFORMATION:

Surname	
First Names	
Date of Birth	
Child's ID No.	
Number of Siblings	
First Language	
Other schools attended	
Other information regarding family situation, which you feel we should understand:	

Please attach a set of colour ID photographs
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PARENT'S INFORMATION	FATHER	MOTHER
First name		
Surname		
ID no.		
Occupation		
Work Tel		
Cell No.		
Email Address		
Medical Aid		
Medical Aid No.		

ADMINISTRATIVE INFORMATION:	
Home Address	
Postal address	
Home Tel No.	
Email Address	

FEE STRUCTURE

Day Type	5 Day Week /Month	3 Day Week /Month	Term	Annual
Quarter Day (12:30)	R4840 x 12	R3630 x 12	5 Days - R14 520 3 Days - R10 980	R 58 080 Less 10% = R 52 272
Half Day (14:00)	R5395 x 12	R4100 x 12	5 Days - R16 185 3 Days - R12 300	R 64 740 Less 10% = R 58 266
Full Day (17:00)	R6260 x 12	R4760 x 12	5 Days - R18 780 3 Days - R14 280	R 75 120 Less 10% = R 67 608
Aftercare/ Late pick-up	R50 per hour or part thereof			
Holiday care & Termly Intings	This is an additional daily rate of R150 until 14:00 which is charged to your monthly account			

Please indicate which programme your child will be attending:

Quarter Day - 3 Days*		<p>*PLEASE NOTE: ALL 3 -DAY PROGRAMMES WILL BE ALLOWED FOR ONE TERM ONLY.</p> <p>THIS IS IMPLEMENTED SOLELY FOR THOSE CHILDREN WHO HAVE NOT ATTENDED ANY FORM OF SCHOOLING BEFORE AND REQUIRE A GENTLE INTRODUCTION TO OUR ENVIRONMENT, COMMUNITY SOCIALISATION AND OUR MONTESSORI DAILY ROUTINE.</p> <p>AFTER ONE TERM CHILDREN ARE REQUIRED TO REVERT TO A 5- DAY PROGRAMME IN THEIR 2ND TERM.</p>
Quarter Day 5 Days		
Half Day - 3 Days*		
Half Day - 5 Days		
Full Day - 3 Days*		
Full Day - 5 Days		

DISBURSEMENTS ON ACCEPTANCE:

Non Refundable Placement Fee	R5 000
Administration Fee (once-off)	R300
School T-Shirt & Hat (compulsory) Hats to be worn daily in summer/outside time when necessary, t-shirts may be worn daily if you choose-though compulsory for school events, outings, photographs etc)	R300
School Box (compulsory)	R180
Enquire about our Alpha Montessori branded items: Adult T-Shirts / mugs / flasks and more	

PAYMENT METHOD & FREQUENCY

Please indicate your preferred method of payment. Payments are due on the first day of each month or term.

Fees will be paid:

Payment Method:

Per Month		Cash	
Per Term		Transfer	
Per Annum		Cheque	

BANKING DETAILS:

Account Name : Alpha Montessori
Bank : FNB
Account type : Cheque
Account Number : 621 803 175 65
Branch : Milnerton
Branch Code : 203309

PAYMENT TERM & CONDITIONS

- I shall be obliged to pay a once off annual administrative fee of R300.00 upon signature of this agreement. This amount is not refundable.
 - I shall pay fees to the school in respect of the child, which amount shall be advised to the parents by the school in advance of registration, and on an annual basis.
 - I shall pay each years/terms/months fee in advance, on or before the first day of that year/term/month with any amount due for sport, extra murals, extra material, outings or levies charged for the purpose of furthering the child's education.
 - Alpha Montessori offers an incentive to the parent(s) who pay the full annual fee in advance.
 - In the event that I fail to effect payment of the fees on the due date, then there will be a penalty levied on the fee in the amount of 10% of the total amount payable.
 - Should the fee plus the penalty not be paid by the end of the month in which it is due, then the penalty shall increase to 15% of the total amount payable. In the event that the fee and penalty is not paid by the end of the subsequent month, the school shall hand the debt and penalty amount over for collection. The fee plus penalty will attract interest at the prime lending rate per annum from date of due payment to date of payment in full. I shall be liable for costs of collection commission and any other disbursements incurred in collecting the said fee.
 - Whilst any fee is outstanding, all reports of the child will be withheld and the child may not return to the school until all amounts as per above clause have been paid in full. The school shall however issue copies of the said invoice on two separate occasions prior to this clause being put into effect.
 - The school fees shall increase each year by a percentage determined by the school.
 - The school shall accordingly inform the parent(s) of the said increase by the end of the third term.
 - Any cash deposit fees will be charged to the account.
 - I understand that this agreement shall commence upon date of signature and shall continue for an indefinite period, provided that in the event I wish to terminate this agreement, I shall do so by giving at least **one full term's notice in writing** of my intention to terminate this agreement, prior to the commencement of that term.
- A full term fees will be charged if the required terms notice is not received.**
- Alpha Montessori reserves the right to alter any Terms & Conditions without prior notification but will endeavour to inform all parties timeously.

Signed at _____ on this _____ day of _____ 20_____.

Signature of person responsible for settling account: _____.

Print Name: _____.

MEDICAL INFORMATION

MEDICAL INFORMATION	
Child name and surname	
Child's Allergies	
Any other medical, psychological or behavioural information or reports should be shared with the school. E.g. Diabetes, epilepsy, ADD etc.	
Family Doctor	
Address of Rooms	
Tel No.	
EMERGENCY CONTACT INFORMATION (OTHER THAN PARENTS)	
Name & Surname	
Relationship to child	
Tel no.	
Name & Surname	
Relationship to child	
Tel No.	

Please attach a copy of the following documents to this enrolment form :

Child's immunisation records	
Child's birth certificate	
Mother's ID (Identity document)	
Father's ID (Identity document)	

ID & contact details of any other person registered to collect your child.	
4x ID Photographs of child	
Utility Bill (Proof of residence)	

MEDICAL INDEMNITY AND CONSENT

I give my consent that my child may be attended to by Doctors from the Milnerton Medi-Clinic in the event of any emergency.

I delegate the necessary authority to Mariana Simos, the principal of Alpha Montessori, or her nominated representatives, to act in loco parentis in the event of my child being injured in an accident or emergency, with the aim of ensuring my child's best care.

I agree that I will be responsible for any medical costs that may arise from the treatment of my child after an accident or emergency.

Signature: _____ . Print Name: _____ . Date: _____ .

Signature: _____ . Print Name: _____ . Date: _____ .

Both parents should sign unless only one parent has legal custody, in which case please write 'sole responsibility' after your signature and provide court documentation to confirm your status.

GENERAL INDEMNITY & CONSENT

I give my consent that my child may take part in all the activities of the school and I understand and accept that all activities are undertaken at the child's own risk.

I hold harmless and absolve Alpha Montessori against and from any claims whatsoever which may arise from loss, damage or injury to person or property during school activities, sports days or school outings.

I undertake to ensure that my emergency contact details are updated at any time that they may change, to ensure that Alpha Montessori representatives can contact me when necessary.

I undertake to abide by the school policies as published and updated from time to time.

I will ensure that my child is kept at home or another suitable environment when unwell, as required by health and protocols & regulations.

I undertake to inform Alpha Montessori personnel if my child contracts a contagious disease.

I undertake to adhere to the school operating hours and understand that should my child be here after school hours I will be charged an extra fee.

I accept, by participating on the Alpha Montessori parents whatsapp group and emailing list, to give permission for my child to appear on photographs/videos on this platform shared ONLY with the Alpha Montessori enrolled parents. I agree to not forward/copy or pass on any photographs or personal information as in line with the POPI Act and Alpha Policy. Should Alpha Montessori wish to make use of advertisements on social media platforms that include your child; we will first request your signed approval as in accordance with our POPI regulations.

Alpha Montessori undertakes to publish the school calendar and holiday program timorously each year. Our school observes the South African Private School holidays. Any program, activities or day care run during the holidays will be at an additional cost.

Alpha Montessori will ensure parent notification of any arranged outings where transport is involved.

I understand and accept the above documentation and agree to be legally bound by the contents.

Signature: _____ . Print Name: _____ . Date: _____ .

Signature: _____ . Print Name: _____ . Date: _____ .

Both parents should sign unless only one parent has legal custody, in which case please write 'sole responsibility after your signature.

PARENTS PLEDGE

Understand that we require your cooperation. You are required to encourage your child to practise skill sets and work provided by the school. Encourage a positive view of school and teachers, provide appropriate support at home, maintain a courteous and constructive relationship with school staff , attend all meetings where possible, participate in school functions and follow your child's interests using the Montessori Method to ensure a fluent home and school symbiosis. Consistency, routine, order, a gentle manner, appropriate communication, good hygiene, patience and love provides a nourishing environment; one prepared to lead your child to independence. Strong and stable foundations are necessary for developmental growth and together we must strive to fulfil your child's needs in their crucial formative years.

Kindly note that the Head may in her discretion require you to remove/ suspend or expel your child if :

- a) The parent/ guardian's behaviour is unreasonable to the extent it affects the progress of your child or any other children at the school, if it affects the well-being of any individuals related to our school community being staff, parents or children ; or if the school is brought into disrepute.
- b) The school/staff consider that your child's attendance, progress or behaviour is seriously unsatisfactory or negatively affects other children/ staff or wider community of the school.

Should the school/Head exercise this right, you will be required to remove your child with immediate effect without notice , or at a specified date that is shorter than a term without notice as is reasonable under the circumstances. There will be no refund of fees unless an annual/ termly payment has been made.

I _____ mother of _____ understand and agree to adhere to the above pledge. Signature: _____

I _____ father of _____ understand and agree to adhere to the above pledge. Signature: _____

CHECKLIST OF PUPILS SCHOOL REQUIREMENTS

DAILY	TERMLY
<u>School box must contain:</u> Extra clothing Healthy snack Hair comb Sanitiser Nappies for Nedo children (All items labelled please)	1 x Box of tissues
	2 x Packet of Wet wipes
Indoor slippers (remain at school)	2 x 5L Bottles of water
Sunhat (remains at school)	Wellington boots in Winter only (remain at school)

EXTRA MURALS AVAILABLE

There are a variety of extra activities available, which parents will be notified of at the start of each term. External host teachers will invoice parents separately. All extra murals will take place at school.

WELCOME

Alpha Montessori welcomes you and we look forward to inviting your child into our children's house, which is a prepared environment geared to satisfy and stimulate your child's needs and tendencies so that he/she may be richly educated and develop to his/her natural full potential.

Warm Regards,



Mariana Simos | Principal