1 Cardita Circle, Sunset Beach,
Cape Town, 7441
Tel: 081 775 1274
Email: alphamontessoricpt@gmail.com
Website: www.alphamontessori.co.za

Enrolment Form

Administration Information for Alpha Montessori

Commencement Date:

Surname: First Name/s:

Date of Birth: ID Number:

No. of Siblings: Language:

Notes: *Other schools attended and information regarding family situation which you feel we should understand:*

Please attach a set of colour ID photographs of your child.

Parent 1 Details:

Surname: First Name/s:

Occupation: ID Number:

Work No.: Mobile No.:

Email: Medical Aid:

Address:

Parent 2 Details:

Surname:		First Name/s:	
Occupation:		ID Number:	
Work No.:		Mobile No.:	
Email:		Medical Aid:	
Address:			

Fee Structure and Information:

Day Type	Monthly	Termly	Annual
Half Day (2pm)	R5500	R16 500	R62 700 *(5% annual discount)*
Full Day (5pm)	R6500	R19 500	R74 100 *(5% annual discount)*

Placement Fee:	R2000
Administration Fee:	R300
Late pick-up Fee:	R50/hour or part thereof
Holiday Care:	R250/day (until 2pm)
Termly Intings:	R250
School T-shirt:	R150
School Hat:	R150
Bedding bag (optional)	R250

Banking Details:
Alpha Montessori
Bank Name: *FNB*
Account Type: *Cheque*
Account Number:
621 803 175 65
Branch: *Milnerton*
Branch Code: *203309*

Payment Method & Frequency:

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

Per Month:		Cash:	
Per Term:		EFT:	
Per Annum:		Other:	

Payment Terms & Conditions:

- I shall be obliged to pay a once off annual placement and administrative fee of R2300.00 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_____202_

Signature of person responsible for settling the account:_____

Full Name: _____

Medial Information and Details:

Child's Details:

Child Full Name:

Allergies:

Doctor:

Doctors Number:

Notes: *Any other medical, psychological or behavioral information e.g Diabetes, Epilepsy, ADD etc. :*

Note: All previous school reports should be shared with us.

Emergency Contact Information (Other than parents):

Full Name:

Relationship:

Contact No.:

Medical Indemnity & 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 the principle, management and their nominated representatives of Alpha Montessori, to act in loco parentis in the event of my child being injured on 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 _____ Parent 1 Name _____ Date:_____

Signature _____ Parent 2 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.

ALPHA MONTESSORI

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 _____ Parent 1 Name _____ Date:_____

Signature _____ Parent 2 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.



ALPHA MONTESSORI

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 remove/ suspend or expel your child if:

- 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.
- 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 payment has been made.

Signature _____ Parent 1 Name _____ Date:_____

Signature _____ Parent 2 Name _____ Date:_____

Checklist of Child's School Requirements:

Daily	Termly
1. School Box <u>Must contain:</u> Extra clothing Healthy snack Hair comb Sanitiser Nappies for Nedo Children 2. Indoor Slippers (remain at school) 3. Sunhat (remain at school) **(Please label all items)**	1. A Box of Tissues 2. Two Packs of Wet Wipes 3. Two 5L bottles of Water 4. Wellington boots (only for winter to 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 school term. External host teachers will invoice parents separately. All extra murals will take place at school.

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

- Child's immunization records
- Child's birth certificate
- Parent 1 ID
- Parent 2 ID
- ID & contact details of any other person registered to collect your child
- 4x ID photographs of child
- Proof of Residence (Utility bill)

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

SOCIAL MEDIA PERMISSION FORM

Dear Parent/Guardian,

At Alpha Montessori, we occasionally take photographs and videos of the children participating in classroom activities, special events, celebrations, outings and everyday school life.

Selected photographs or videos may be shared on Alpha Montessori's official social media platforms and other school communication or promotional material to showcase our learning environment, activities and school community.

We respect every family's preferences regarding their child's privacy. Please select ONE of the options below to indicate the level you are comfortable providing.

PHOTOGRAPHY & VIDEO CONSENT

☐ **OPTION 1 – FULL CONSENT**
I give permission for my child to appear in photographs and/or videos used on Alpha Montessori's **official social media** platforms and school communication or promotional material. My child's face may be clearly visible and identifiable.

☐ **OPTION 2 – LIMITED CONSENT**
I give permission for my child to appear in photographs and/or videos **provided that their full face is not clearly visible or identifiable**. This may include photographs taken from behind, side profile images where the child is not clearly identifiable, photographs focused on activities or their hands/work, or situations where my child appears incidentally in the background.

☐ **OPTION 3 – NO PUBLIC MEDIA CONSENT**
I do **not** give permission for my child to appear in photographs or videos published on Alpha Montessori's social media platforms or other public promotional material.

*Note: Children's full names or any other personal details will not be published alongside photographs or videos unless separate permission has been obtained. Consent may be **changed or withdrawn at any time** by contacting the school in writing. Any change will apply to future use of photographs and videos.*

CHILD'S DETAILS

Child/rens Full Name/s: _____

PARENT / GUARDIAN CONSENT

Parent/Guardian Full Name: _____

Signature: _____