



24 Malva Street, Weltevreden Park

Manager: Ronsleigh Meyer 082 896 7133

Owner: Desiree Visagie 083 332 7121

I/We are enrolling my/our child/ren for:

My Homeschool Centre only:

My Homeschool Centre and My Aftercare:

For the purpose of this enrolment form “the business” and “the centre” refers to either or both My Homeschool Centre (Pty) Ltd and Aftercare on Cockspur (Pty) Ltd.

### SECTION 1 – Children Personal Information

The purpose of this information is to address your child correctly.

#### Child 1

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known as: \_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Age as at 1 January 2023: \_\_\_\_\_

Grade in 2023: \_\_\_\_\_

#### Child 2

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known as: \_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Age as at 1 January 2023: \_\_\_\_\_

Grade in 2023: \_\_\_\_\_

#### Child 3

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known as: \_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Age as at 1 January 2023: \_\_\_\_\_

Grade in 2023: \_\_\_\_\_

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**SECTION 2 – I/We nominate the following as my/our domicilium citandi et executandi**

The purpose of us obtaining this information is for our bookkeeping processes.

Residential Address:

Postal Address:

_____	_____
_____	_____
_____	_____
_____	_____

**SECTION 3 – Parents/Legal Guardian Information**

The purpose of us obtaining this information is for our bookkeeping purposes and to add you to our email address list and whatsapp group for information relating to the business e.g. homework, outings, holiday programs etc.

Should the form be completed by only one of the two persons listed here, the person completing this form confirms they have the consent of the second person to provide their information to the business.

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known As: \_\_\_\_\_ Known As: \_\_\_\_\_

ID No: \_\_\_\_\_ ID No: \_\_\_\_\_

Cell No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Work No: \_\_\_\_\_ Work No: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

I wish to have both email addresses included in the email address book for general communication.

Yes  No

If “No” please specify which email address we should use: \_\_\_\_\_

We wish to have both cell phones numbers included in the Whatsapp group.

Yes  No

If “No” please specify which cell phone number we should use: \_\_\_\_\_

If no details are entered here we will proceed to make use of both until advised otherwise.

**SECTION 4 - Emergency Contact Details (Other than listed above)**

In the event of an emergency and us not being able to reach either parent/guardian we will contact one of the contacts provided here. By including this information you confirm you have permission from the contact to provide their information to the business.

Name & Surname: \_\_\_\_\_ Name & Surname: \_\_\_\_\_

Cell No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Alternative No: \_\_\_\_\_ Alternative No: \_\_\_\_\_

**SECTION 5 – Medical Information**

The purpose of this information is to enable us to provide the best possible care for your child and to enable us to provide a medical professional with relevant information should the need arise.

**Child Name:** \_\_\_\_\_

Allergies: \_\_\_\_\_

Illnesses (e.g. Diabetes, Epilepsy etc.): \_\_\_\_\_

Medication: \_\_\_\_\_

Special Dietary: \_\_\_\_\_

**Child Name:** \_\_\_\_\_

Allergies: \_\_\_\_\_

Illnesses (e.g. Diabetes, Epilepsy etc.): \_\_\_\_\_

Medication: \_\_\_\_\_

Special Dietary: \_\_\_\_\_

**Child Name:** \_\_\_\_\_

Allergies: \_\_\_\_\_

Illnesses (e.g. Diabetes, Epilepsy etc.): \_\_\_\_\_

Medication: \_\_\_\_\_

Special Dietary: \_\_\_\_\_

**The parent/guardian is responsible for providing all relevant chronic or essential medications  
e.g. epipens, asthma inhalers etc.**

Name of Doctor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ M/Aid No: \_\_\_\_\_

Please indicate if you do NOT have a medical aid by an N/A. Please do not leave this field blank.

## SECTION 6 – Collecting of Children

The purpose of this information is that in the event of us not being able to reach you or you not advising us accordingly we know we can safely release you child/ren into the care of this person/s. By including this information you confirm you have permission from this person/s to provide their information to the business.

Who is permitted to collect the child/ren from the centre?

Name & Surname:

ID No:

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Note: if anyone other than the person/s mentioned above need to collect the child/ren, staff must be informed timeously. The name and ID number is needed and the person will have to provide identification.

## Operating Hours

**Term Time:** We are open from 8h00 – 13h00 Monday to Friday

(according to the Department of Education calendar.)

**Aftercare:** Aftercare is from 13h00 – 18h00 Monday to Friday at an additional cost

We also provide holiday care with the exception of December when the centre is closed.

**School Holidays:** We are open from 7h00 -18h00 Monday to Friday.

We close strictly at 18h00. Please be considerate as our staff also have families they need to get home to. If you realise you are going to be late, please call ahead. A late fee of R100 per half-hour or part thereof will be charged.

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## General Information

- All relevant changes to addresses and contact persons are to be made to the business in writing, as soon as they occur.
- A full calendar months' notice of withdrawal is required in writing.

### MY HOMESCHOOL CENTRE

#### PLEASE NOTE:

**My Homeschool Centre is NOT a school but a Tutor Centre providing curriculum assistance. It is imperative that the learner bring their relevant curriculum material, textbooks and stationery when attending the centre. We do not provide any curriculum material but merely provide qualified and SACE registered staff to assist the children to work through their chosen curriculum or offer subject specific assistance. Failure to bring the work product to the centre results in us not being able to assist.**

#### Parent's role and responsibility:

- **Ensure that you understand, accept and are equipped to fulfill the responsibility of home education for the learner as set out in the Home Education Policy**
- **Ensure that your children are registered annually, up to and including Grade 9, with the Department of Education as a Home Education Student.**
- **Take full responsibility for the education of your child and ensure the tutor provides the service(s) as agreed upon.**
- **Understand that the Tutor Centre provides support and a supplementary service with regard to the education process.**
- **Any issues in relation to the service provided by the Tutor Centre must be communicated to the Tutor Centre.**
- **Any issue in relation to the service provided by the curriculum provider, must be communicated directly to the curriculum provider.**
- The Manager can, in the interest of the business and without assigning any reason, ask a parent to remove a learner, should the learners conduct or influence, in the Managers opinion, be in anyway detrimental to the good name and smooth running of the centre.
- Learners are expected to take care of the centre's property and any damage to it will result in the imposition of a fine or the replacement of the item.
- Bullying and violence IN ANY FORM will not be tolerated.

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**THE AFTERCARE**

- Children will receive a cooked lunch and afternoon snack daily. Please let us know if your child has any food allergies.
- Homework/ Studying period from 14h00 to 15h00 is compulsory. We need written notice from a parent if a child does not have to do his/her homework at aftercare.
- Children are allowed to bring small toys from home. It's the child/ren's responsibility to look after their toys and M.A.C will not be held responsible for any lost or broken toys. No electronic devices may be charged at M.A.C.
- Children are NOT permitted to video or photograph each other for any reason.
- During school holidays, your child must have breakfast at home and we ask that you please send a morning snack as you would for school. Lunch and an afternoon snack will be served as normal.
- Please let us know timeously if your child will not be attending aftercare for the day.
- Please send a written schedule each term of your child's extra-mural activities.
- It is recommended that your child bring a change of clothes to change into in the afternoon. This is not compulsory. Please mark all clothing clearly. A lost property box is in the office.
- All relevant changes to addresses and contact persons are to be made to M.A.C in writing, as soon as they occur.
- A full calendar months' notice of withdrawal is required in writing. **We do not accept notice for December.**
- The Manager can, in the interest of the aftercare and without assigning any reason, ask a parent to remove a learner, should the learners conduct or influence, in the Managers opinion, be in anyway detrimental to the good name and smooth running of the centre.
- Learners are expected to take care of the centre's property and any damage to it will result in the imposition of a fine or the replacement of the item.
- Bullying and violence IN ANY FORM will not be tolerated.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

NAME/SURNAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Initial.....

**FULL TIME TUITION:**

<b>Grades</b>	<b>Monthly Payment (Over 10 months)</b>	<b>Annual Payment (5% Discount) Payment by 2nd of January</b>
Grade R	R1425.00	R13537.50
Grade 1 to Grade 6	R2125.00	R20187.50
Grade 7 to Grade 9	R4125.00	R39187.50
Grade 10 to Grade 12 ***	R4725.00	R44887.50

\*\*\* The cost above includes the Assessor (for orals) and Invigilator fees (for exams) which are compulsory for the FET phase.

**PART TIME TUITION (and subject specific assistance)**

<b>Grade R - 6</b>	R300.00 per day
<b>Grade 7 - 12</b>	R450.00 per day
<b>Aftercare Ad-hoc</b>	R100.00 per day

**TERMS OF PAYMENT:**

- Fees are payable in advance by the 1st of each month
- Siblings qualify for a 5% discount.
- Fees are payable over 10 months.

For invoicing purposes please indicate your payment option:

Monthly  Annually

Method of payment:

- Electronic Transfer (EFT)
- Cash paid to the office

An invoice with banking details will be provided once the completed form is returned.

*Accountability is our chosen debt management facility.*

Initial.....

**TERMS OF PAYMENT:**

Discounts apply for quarterly and annual payments. Siblings qualify for a 5% discount.

**FEES 2023: Payable over 12 months in advance by the 1st of the month.**

**One Child**

Monthly (12 months) – R2075.00 (payable in advance by the 1st of each month)

Quarterly (5% discount) – R5913.75 (payable by 1 Jan, 1 April, 1 July, 1 Oct)

Annually (10% discount) – R22410.00 (payable by 1 January)

**Two Children**

Monthly (12 months) – R4046.25 (payable in advance by the 1st of each month)

Quarterly (5% discount) – R11531.81 (payable by 1 Jan, 1 April, 1 July, 1 Oct)

Annually (10% discount) – R43699.50 (payable by 1 January)

**Three Children**

Monthly (12 months) – R6017.50 (payable in advance by the 1st of each month)

Quarterly (5% discount) – R17149.88 (payable by 1 Jan, 1 April, 1 July, 1 Oct)

Annually (10% discount) – R64989.00 (payable by 1 January)

**Two days a week:** R1625.00 per month

**Three days a week:** R1675.00 per month

**Holiday care**

- Included for MAC Children relevant to the number of days they attend during school terms.
- R195.00 per day for additional days for M.A.C children on the 2 or 3 day rate
- R210.00 per day non-MAC children

**Sick Care**

- R260.00 per day (We provide a dedicated staff member for the child)
- R330.00 per day (for children 5 years old and younger)  
- this is payable in cash on the day to the sick care attendant.

**Late collection fee (after 18h00):** R100.00 per half hour

For invoicing purposes please indicate your payment option:

Monthly  Quarterly  Annually

An invoice for the year's fees will be generated at the end of December each year. Your payments whether monthly, quarterly or annually will be allocated to this single invoice and we will email updated statements each month. Failure to make payment on time will result in a loss of the discount for the quarterly and annual fees.

***Accountability is our chosen debt management facility.***



## SECTION 7 - Code of Conduct

Discipline is a fundamental quality that affects every aspect of our lives. Discipline is not inborn nor is it a quality that is inherited. It is a value that needs to be instilled – taught, nurtured and reinforced throughout the course of one's life.

Discipline forms an integral part of the day-to-day life at the centre. The parent/legal guardian is responsible for ensuring that the child/ren are aware of how we expect every child to conduct themselves to facilitate an environment of fun, nurturing and inclusion.

### **General Code of Conduct:**

- a) Treat each other with kindness and courtesy.
- b) Show respect to the staff and other children.
- c) Litter is to be disposed of in the dustbin.
- d) Stay away from the area where the cars are parked.
- e) No touching, removing or interfering with anyone's belongings.
- f) No fighting, punching, kicking, biting, hair pulling or hitting is allowed under any circumstances.
- g) Bullying and violent behaviour will not be tolerated at the centre.
- h) Swearing and foul language is not allowed.
- i) No dangerous or sharp objects are allowed at the centre – this includes toy weapons.
- j) Property and or buildings may not be defaced or vandalized. Any loss or damage must be reported to a staff member immediately.
- k) No media detrimental to good morals is allowed at the centre e.g. books, pictures, magazines or videos that are offensive.
- l) Racist or discriminatory comments or remarks will not be tolerated at the centre.
- m) Children are not allowed to charge any electronic device at the centre.
- n) Homework is compulsory with the exception of a parent notifying us otherwise, in writing.
- o) Children are to observe the time for homework between 2pm and 3pm in a quiet, orderly manner so as not to disrupt others.
- p) Children are not allowed to talk over the wall to strangers walking in the street.
- q) Children are not allowed to leave the centre without permission.
- r) There is to be no throwing of any item over the perimeter walls.
- s) Children are to conduct themselves in a manner that displays respect for themselves and the centre.

Any transgression or incident must be reported to one of our staff members immediately to allow them the opportunity to resolve the issue.

**PLEASE NOTE: There are CCTV cameras in every area with the exception of the bathrooms.**

### **Disciplinary Procedure:**

An incident book is kept to record all offences to the rules. The following procedure will be followed:

**MINOR OFFENCES** e.g. disrupting homework, swearing, foul language

- a) A verbal warning – the date and time of which will be recorded in the incident book.
- b) Second offense – a written warning recorded in the incident book and an email to the parent/guardian.
- c) Third offense – a meeting with the parent/legal guardian
- d) Continued offenses may result in suspension and/or expulsion from the centre. This is at the discretion of the Manager.

**SERIOUS OFFENCES** e.g. bullying, violence, damage to property, inappropriate behaviour that violates the dignity of another child/person

- a) A meeting with the parent/legal guardian
- b) This could lead to a suspension or immediate expulsion from the centre without further warning. This is at the discretion of the Manager.

## SECTION 8 – Privacy

The business does not make use of any information or images of the children for marketing purposes and will never put images of the children on social media platforms with the exception of the centre Whatsapp groups of current parents when we participate in extra mural activities such as outings. Should you wish that we do NOT include any pictures of your children on the whatsapp group, please inform us in writing.

The information obtained on our enrolment form is for our exclusive use to provide the necessary care for your child/ren and to facilitate our bookkeeping processes. We will never sell your information to a third party. We do however reserve the right to disclose what we deem necessary to a third party e.g. medical professional or debt management company. We will never disclose your information to any company or individual wishing to market their products or services.

- Your personal information such as name, contact details, ID numbers, address are for the purposes of bookkeeping and will be recorded on Pastel Accounting. This is not a cloud based platform hence this information is stored on two devices, one being in the possession of the centre manager and the other being in the possession of the owner. Both devices are protected by anti-virus programs.
- Hard copies or emailed copies of the documents are kept on the same two devices or in files in the office at the aftercare for the period of the current year of enrolment. Should an account be in arrears at the end of the current year then we reserve the right to retain any and all copies of this document and communication until such time as the account has been settled in full.
- We reserve the right to disclose your information to a registered debt management company of our choosing should this become necessary.
- All forms that we do not need at the end of the current year will be removed from all devices and the hard copies will be shredded and disposed of.
- Your email address provided will be used for the purpose of sending you invoices and statements of account and included in an email address book for the purposes of communicating general information about the centre e.g. holiday programs, outings etc. Should you not wish to receive the termly information via email we ask that you please indicate this on the enrolment form in section 3. Emails will be sent out making use of the BCC facility to ensure no email addresses are shared.
- All cell phone numbers provided will be included on the Whatsapp group for the purposes of communicating general information about the centre e.g. holiday programs, outings etc. Should you not wish to receive this information via Whatsapp we ask that you please indicate this on the enrolment form in section 3.
- All email addresses will be deleted at the end of each year and only email addresses obtained on the enrolment forms completed for the following year will be included in the new email address book.
- Medical information will only be used in the event of an injury and may be disclosed to medical professionals e.g. ambulance services and hospitals to assist in the treatment of your child should this be necessary.
- Dietary information will be used by us to ensure that we provide an appropriate meal for your child/ren.
- In the event of any personal information being compromised via a computer breach or theft, we will notify anyone who may have been affected by such a breach within 24 hours of becoming aware of the breach.

## SECTION 9 - Declaration

I/We, the parents(s) / guardian(s) of the child/ren do hereby agree:

- That we have obtained all relevant consent to disclose any personal information provided and I/we are aware of the purposes for which this information will be used.
- That we acknowledge and will abide by the code of conduct of the centre.
- That no child will be accepted at the centre without the relevant form and social media policy being completed and signed in full.
- That we understand that the rules and regulations are subject to change.
- To pay the fees in advance by the 1st of the month and that in the event of the fees not being paid by the 1st of each month, services will be suspended from the 2nd of the month.
- That the staff endeavour, to the best of their ability, to take care of my/our child/ren.
- That the business cannot be held responsible for any injury or accident or loss that occurs in any form whilst my/our child/ren is in the staff's care.
- That the person in charge may in an emergency arrange transport for my/our child/ren to the nearest Medical Facility and understand that the medical costs are for my/our account.
- That one calendar months' written notice is due to terminate my/our child/ren's enrolment. and that the business, in particular the aftercare, does NOT accept notice for the month of December.
- That any changes in my/our contact details will be communicated to the business, in writing, as soon as they become known.
- That this contract will expire on the 31 December each year. A new contract needs to be completed each year for enrolment. We reserve the right not to accept a child/ren back in January of the following year if there are fees outstanding.
- That the business subscribes to Accountability and all outstanding fees will be dealt with through Accountability, the cost of which will be for my/our account. This may result in a listing with Transunion ITC.
- That arrears amounts will attract interest at the bank overdraft rate.
- That all parties signing this document shall be jointly and severally liable for all obligations of this document.
- That if any part of this document is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.
- That a relaxation of one part of this form does not mean a relaxation of any other part.

*A copy of our Social Media Policy is attached.*

### **Declaration:**

I/We confirm that the information that I/We have provided is correct to the best of my/our knowledge.

I/We declare that I/We have read and understood this document.

I/We declare that I/We have received, read and understood the Social Media policy document.

Signed at: \_\_\_\_\_ on this date \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Mother/Guardian: \_\_\_\_\_

### Contact Details:

Manager: Ronsleigh 082 896 7133  
Owner: Desiree Visagie 083 332 7121  
Email: office@myhomeschoolcentre.co.za