



Glen Austin Primary

a division of Paddington's Educare Center cc



2 Cilliers Road
Glen Austin
Midrand
EMIS : 700400419

Tel : 011 314 2885
Fax : 0866 949 665
Email : admin@glenaustinprimary.co.za
Web : www.midrandschool.co.za

COVER SHEET

DOCUMENTATION TO BE INCLUDED WITH YOUR APPLICATION

	ID Size Photo of the Learner		Mom's ID or Passport Copy
	UNABRIDGED Birth Certificate of the Learner		Dad's ID or Passport Copy
	Clinic Card of the Learner - Up to Date		Mom's Valid Work Permit if Foreigner
	Most recent School Report		Dad's Valid Work Permit if Foreigner
	Passport Copy of the learner if Foreigner		Proof of Employment - Same name as Debit Order
	Valid Study Permit if Foreigner		<u>3 months current bank statement - stamped by bank - same name as Debit Order</u>

IMPORTANT TO REMEMBER

1. All Pages must be completed in full.
2. If you requested Transport - You might very well have to enrol for Aftercare as it would depend on what time the transport leaves school and where you live.
3. Aftercare is required if your child is not collected by 14:00pm daily.
4. Both Parents MUST sign pages 1, pages 3 to 7 and the signatory on the bank account to be debited must sign page 8 and 9.
5. ALL of the above listed documents MUST be included in the application or your application will not be considered.
6. Assessment dates and times will be confirmed and need to be adhered to at all times. Assessment fee to be paid in CASH before the assessment will be done.
7. Your child doing an assessment does NOT guarantee them space.
8. Once accepted, you will be expected to pay the non-refundable registration fee in full by the due date.
9. Should any of the points above not be completed, it could result in your application being incomplete / delayed or discarded.
10. Fees stated on the application form is for the period referred to. These fees will be amended for the following year.
11. An ITC check will be done on BOTH parents at time of enrollment and from time to time thereafter for affordability purposes.
12. Contact will be made with the current / previous school.
13. Application feedback will only be made available 5 -10 days AFTER assessment. You will be notified in writing of the schools decision.
14. The school reserves the right to decline applications made at their discretion.
15. ACCEPTANCE WILL NOT BE DONE SHOULD FORMS BE INCOMPLETE IN ANY WAY IRRESPECTIVE OF WHETHER YOUR CHILD PASSED THE ASSESSMENT OR NOT!!!

PARENT SIGNATURE : _____
ID NUMBER : _____

PARENT SIGNATURE : _____
ID NUMBER : _____



Glen Austin Primary

a division of Paddington's Educare Center cc



APPLICATION FORM FOUNDATION & INTERMEDIATE PHASE (Grade 1 to 7)

Application Date : _____ Grade : _____
 Start Date : _____ Account No : _____

LEARNER INFO

NAME : _____ SURNAME : _____
 Child's Home Address : _____
 Date of Birth : _____ Home Language : _____
 Gender : Girl / Boy Race : _____
 Home telephone number : _____ Sibling Name at this School : _____

PARENT INFO

	<u>MOTHER</u>	<u>FATHER</u>
Name & Surname :	_____	_____
ID Number :	_____	_____
Home Address :	_____	_____
Email Address :	_____	_____
Cellular Telephone Number :	_____	_____
Employer Name & Address :	_____	_____
Work telephone number :	_____	_____

GENERAL INFO

Do you require aftercare? If yes - additional charges apply. YES / NO If NO your child MUST be collected by 14:00pm daily

Do you require transport? If yes, additional charges apply. Yes - Select ONLY ONE option :

MORNINGS	AFTERNOONS	BOTH
----------	------------	------

PLEASE NOTE: Afternoon transport only leaves after 15:30 daily, so you will also need Aftercare

If No, who will drop / collect: _____

NOTE : TRANSPORT IS OUTSOURCED TO PHOKELA TOURS.

If parents are divorced, which parent has custody of the child? Attach copies of relevant documentation _____

Can your child speak and understand ENGLISH? YES / NO

Has your child attended school before? YES / NO

If yes, state when and where? Attach copy of last report card _____

Reason for leaving previous school _____

PERSON TO CONTACT IF PARENTS ARE UNAVAILABLE

Name : _____ Surname : _____
 Address : _____
 Relationship to child : _____ Cellular Telephone Number : _____



Glen Austin Primary

a division of Paddington's Educare Center cc



MEDICAL HISTORY & INDEMNITY FORM

CONSENT AND INDEMNITY FORM

I, _____ ID No : _____
(Full Name of Parent / Guardian) (ID Number of Parent / Guardian)

Residing at _____
(Full Physical Address of Parent / Guardian)

The Parent / Guardian of _____ Born on : _____
(Full Names of Child / Ward) (Date of Birth of Child)

hereby give my consent for my child / ward to take part in any and all activities of the school, whether conducted on the school premises or extra - murally, including, but not limited to, games; athletics; tours and excursions. I fully understand and accept that all such activities shall be undertaken at my child's / ward's own risk, and I undertake, on behalf of myself, my spouse, my executors and my aforesaid child / ward to indemnify, hold harmless and absolve GLEN AUSTIN PRIMARY / PADDINGTON'S EDUCARE CENTER CC, as well as any other party designated by GLEN AUSTIN PRIMARY / PADDINGTON'S EDUCARE CENTER CC to assist in the activities undertaken, against and from any or all claims whatsoever, which, may arise in connection with any loss or damage to the person, or property of my aforesaid child / ward in the course of such activities.

I further indemnify GLEN AUSTIN PRIMARY / PADDINGTON'S EDUCARE CENTER CC, it's partners and or employees or other parties designated by GLEN AUSTIN PRIMARY / PADDINGTON'S EDUCARE CENTER CC, against any lawsuit, prosecution and other actions that may arise as a result of injuries sustained by the minor, or his / her death during transport provided at any time or place by GLEN AUSTIN PRIMARY / PADDINGTON'S EDUCARE CENTER CC and its employees or other parties designated by GLEN AUSTIN PRIMARY / PADDINGTON'S EDUCARE CENTER CC, regardless of the purpose of the transport.

In the event that I cannot be reached, I hereby give my permission for my child to receive any necessary emergency medical care or treatment. I understand that every effort will be made to contact me or my child's other guardian(s) before such action is taken. I will be responsible for the payment of such care or treatment. I agree that my child receives the necessary medical attention in the case of an emergency. I further agree that the medical practitioner looking after my child may be called at the schools / staff discretion when needed, at my cost. Should my doctor be unobtainable I give you the right to use your own doctor at my expense.

MEDICAL HISTORY

I have had my child immunized against all childhood diseases and or illnesses and have attached a copy of my child's immunization chart to this application.

Which contagious diseases has your child already had? ie. Mumps, Measels, Chickenpox etc. _____

Mention any problems at Birth : _____

Does your child suffer from any Allergies? ie. Asthma / Hayfever / Food products YES / NO

If YES, state the nature of such allergies : _____

Does your child suffer from any other problems whatsoever? ie. Weak Bladder, Hearing Problems, Sight Problems etc. YES / NO

If YES, state the nature of such problems : _____

Child's Physician : _____ Telephone number : _____

Medical Aid Name : _____ Member No : _____

I declare that I understand the meaning and implications of this indemnity, which have been explained to me. I further declare that all the information declared herein, is true and complete to the best of my knowledge.

PARENT SIGNATURE : _____ PARENT SIGNATURE : _____

ID NUMBER : _____ ID NUMBER : _____

Signed at _____ on the _____ day of _____ 20 _____



Glen Austin Primary

a division of Paddington's Educare Center cc



Foundation & Intermediate Phase Pricelist 2023

Fees Grade's 1 - 7 - Subject to increase annually		Grade 1 - 3	Grade 4 - 5	Grade 6 - 7
Assessment Fee (non-refundable)	Payable on day of assessment (once off)	R350 per learner		
Non Refundable Registration Fee	Payable on acceptance (once off)	R4,000 per learner		
Monthly School fees - Jan to Nov 2023	1st Child (Oldest) - Monthly in advance	R3,800 / month	R3,950 / month	R3,950 / month
	2nd Child - Monthly in advance	R3,610 / month	R3,755 / month	R3,755 / month
Annual Stationery and consumables levy 2023	Pay on acceptance & annually thereafter	Gr 1 = R2,800 Gr 2 = R2,800 Gr 3 = R3,350	Gr 4 = R3,650 Gr 5 = R3,650	Gr 6 = R3,890 Gr 7 = R3,890
Annual Stationery and Uniform Labels	Pay on acceptance - COMPULSORY for new learners	Pricing to be confirmed		
Chair Bag (Gr 1 - 3) / Pencil Case (Gr 1 - 7)	Pay on acceptance - COMPULSORY for new learners	R 250	R 135	R 135
Refundable Aftercare Deposit - Subject to annual top up	If Applicable - Pay on Acceptance	R700 per learner		
Monthly Aftercare fees - Jan to Nov 2023	If Enrolled - monthly in advance	R700 / month per learner		
ADHOC AFTERCARE FEE per child	Only with Prior Arrangement	R80 / day per learner		
Monthly Transport fees - 10 months if required (not billed for July and December) NB: Outsourced to Phokela Tours!!!	Olifantsfontein / Clayville / Glen Austin / Ebony Park / Kaalfontein / Randjiesfontein	R1,100 Full Trip	OR	R550 Half Trip
	Tembisa	R1,300 Full Trip	OR	R650 Half Trip
	Other Areas if agreed upon	R1,250 Full Trip	OR	R625 Half Trip
ADHOC TRANSPORT FEE per child	Only with Prior Arrangement	R60 / trip per learner		
OLDEST CHILD AT THIS SCHOOL WILL BE CONSIDERED TO BE THE 1ST CHILD				
PAYMENT DUE IN ADVANCE – STRICTLY BY DEBIT ORDER ONLY!				
Extra Mural Activities				
SOCCER STARZ (Gr 1 to Gr 3)	Monthly fee - R230 monthly February to November	Annual Registration fee for 2023 - R200		

PLEASE LABEL ALL SCHOOL CLOTHING & STATIONERY ITEMS - LABELS CAN BE ORDERED DIRECTLY FROM SCHOOL

TERMS : We are a FOUR term school and use the Department of Education & ISASA recommended 4 Term Calendar as guidelines. Copy of school terms are available on request. We are closed on weekends, Public Holidays and also on a Monday or Friday where a public holiday falls on a Tuesday or Thursday respectively which are normal working days for some.

Start of the 2023 academic year - 16 January 2023 & Final day of 2023 academic year - 8 December 2023

School Times		
Monday To Friday:	7:30am to 2:00pm	LATE COLLECTION FEE OF R100 PER HALF HOUR (OR PART THEREOF) APPLIES TO ALL CHILDREN NOT COLLECTED BY 14:15PM IF NOT ENROLLED IN AFTERCARE
SCHOOL CLOSSES AT 12:00PM ON THE LAST DAY OF EACH TERM		
Aftercare	2:00pm to 17:45pm	LATE COLLECTION FEE OF R100 PER HALF HOUR (OR PART THEREOF) APPLIES TO ALL CHILDREN NOT COLLECTED BY 17:45PM

I undertake to pay my child's School fees in Advance in the following manner: (Select the applicable option)

Monthly over a 11 month period
 6 months in advance - Due 31/12/2022 and 30/06/2023
 Annually as a ONCE OFF payment - Due 31/12/2022

PARENT SIGNATURE : _____

PARENT SIGNATURE : _____

ID NUMBER : _____

ID NUMBER : _____

Signed at _____ on the _____ day of _____ 20_____



Glen Austin Primary

a division of Paddington's Educare Center cc



AFTERCARE - Foundation & Intermediate Phase

ALL CHILDREN MUST PROVIDE THEIR OWN STATIONERY! Homework cannot be done if your child has no tools to work with. Children are PROHIBITED from sharing Stationery.

A DEPOSIT OF R700.00 MUST BE PAID ON ACCEPTANCE (Existing Deposits will be subject to an increase annually.)

- Fees are payable monthly in advance before the 1st of every month, via Debit order.
- Strictly NO CASH !!!
- PENALTY OF R500 WILL BE LEVIED MONTHLY FOR ANY ACCOUNT IN ARREARS BY MORE THAN R100 ON THE 5TH OF EVERY MONTH.
- Parents will be charged all related Cash Deposit fees (as charged by our bank) for Cash Deposits of any nature.
- An Additional fee of R300.00 will be charged for EVERY rejected Debit Order.
- Interest accrued to monies paid in advance / deposits is accrued to the School.

DEPOSIT R700.00 per child

Refundable if 1 month's notice is given and if all Fees are paid in full & subject to an Increase Annually.

ANNUAL INCREASE IN JANUARY OF EVERY YEAR

AFTER CARE R700.00 p/child p/month

Fees include the following:

- Supervised Homework
- Lunch
- Afternoon Snack & Juice

This amount is payable over an 11 month period (January – November) and excludes school holiday care. There is NO aftercare available in School Holidays.

Please select one of the following payment options:

Over a 11 month period

Annually as a ONCE OFF payment

SHOULD PAYMENT NOT BE RECEIVED ON TIME, YOUR CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL UNTIL FULL PAYMENT HAS BEEN RECEIVED. NO CREDIT AND OR REFUNDS WILL BE GRANTED FOR ANY ABSENTISM FROM SCHOOL FOR ANY REASONS WHATSOEVER, INCLUDING HOLIDAYS AND OR SICKNESS.

I agree to give one calendar month's notice or one month's fees in lieu of notice before removing my child from Aftercare (this notice period applies to Aftercare only). Glen Austin Primary / Paddington's Educare Center CC does not accept notice during the months of November and December. Should notice be given during this period, I agree & understand that my full deposit will be non refundable and that I will be charged for this full period including January as January will be my notice month.

I understand that my deposit will be credited towards my account and only refundable once all fees, transport & extra-mural activities are paid in full and that the appropriate notice period has been given.

Should I fail to honour this agreement in any manner, I will be held liable for Interest, calculated monthly on the outstanding amount, as well as any legal costs incurred and that Glen Austin Primary / Paddington's Educare Center CC subscribes to the standards issued by Trans Union and the Nation Credit Bureau. As a result I may be listed on their database for failing to comply with the conditions, as set out above.

I hereby undertake to pay the fees monthly in advance and to obey the Rules and Regulations as set out by this institution.

PARENT SIGNATURE : _____

PARENT SIGNATURE : _____

ID NUMBER : _____

ID NUMBER : _____



Glen Austin Primary

a division of Paddington's Educare Center cc



IMPORTANT INFORMATION

School Fees Include the following (no extra charge):

- All Standard Tuition
- Copied Books and notes
- Physical Education (incorporating sport skills, swimming and athletics)

Aftercare Fees include the following:

- Supervised Homework
- Light Lunch & juice
- Afternoon Snack

NOT Included in Fees (Compulsory in nature for ALL children):

School Uniform
Textbooks

Excursions/Outings & Camp Fees
Lunches & Snacks
Stationery & Art Supplies

Extra Mural Activities
School Photos

1. Above pricing excludes transportation costs and additional extra mural activities, all payable in advance each month.
2. Fees are payable monthly in advance before the 1st of every month, via Debit order.
3. PENALTY OF R500-00 WILL BE LEVIED MONTHLY FOR ANY ACCOUNT IN ARREARS BY MORE THAN R100 ON THE 5TH OF EVERY MONTH.
4. Parents will be charged all related Cash Deposit fees (as charged by our bank) for Cash Deposits of any nature.
5. An Additional fee of R300.00 will be charged for EVERY rejected Debit Order.
6. Interest accrued relating to monies paid in advanced / deposits is accrued to the school.

I HAVE TAKEN SPECIAL NOTE OF POINT 1 TO 6 ABOVE AND WILL ABIDE BY THIS AND ENSURE MY ACCOUNT IS PAID IN FULL EVERY MONTH.

PARENT SIGNATURE :

PARENT SIGNATURE :

POLICY FOR SICK CHILDREN

As the staff at Glen Austin Primary / Paddington's Educare Center CC takes care to ensure the overall wellbeing of your children, we ask all parents at the school to assist us in preventing cross contamination / infection of the children. It is for this very reason that we appeal to all parents to take note of the following guidelines :

SICK CHILDREN ARE NOT PERMITTED TO ATTEND SCHOOL IF THEY HAVE THE FOLLOWING :

1. Children with runny tummies and or vomiting are not allowed to attend school.
2. Children who are suffering from any contagious illness are not allowed to attend school. (Includes Measles/ Mumps/ Chickenpox/ sinus/ bronchitis/ tonsils)
3. Children with eye infections are not allowed to attend school.
4. Children who are on a course of prescribed antibiotics are NOT allowed to attend school for the first 24hrs.
5. Children with Head Lice may not attend school.
6. Ringworm is highly contagious and Must be treated. Your child may only return to school when a doctor has given them a clearance certificate, stating they are no longer contagious.
7. The school does not administer medication, as stated in the SA Schools Act. Children must take their medication at home. In the case of chronic medication needing to be administered it must be accompanied by a "Medicine Administration Form" as well as a Doctor's letter stating the medication, dosage and the times to be given, with permission for us to administer. Parents are to ensure compliance with the Procedure for Medicine Administration Policy.

The above Rules must be strictly adhered to and are within the prescribed guidelines set out by the Department of Health and Welfare and are aimed at preventing the cross infection of illness in children, and not as an inconvenience for parents.

PLEASE ENSURE YOUR CHILD'S IMMUNIZATIONS ARE KEPT UP TO DATE AT ALL TIMES!

Glen Austin Primary / Paddington's Educare Center CC is NOT a place for sick children and as we make every effort to take good care of your children, we require the co-operation and understanding of each and every parent in this regard.

PARENT SIGNATURE :

PARENT SIGNATURE :

ID NUMBER :

ID NUMBER :



Glen Austin Primary

a division of Paddington's Educare Center cc



POLICY REGARDING HIV

As it is the right of each individual or parent of a minor to not disclose their HIV status we are forced to treat each child or adult as if they are HIV positive. With the alarming statistics available, both you and your child are certain to come into contact with an HIV positive adult and or child at some stage. We will probably not even be aware of this person's HIV status.

At Glen Austin Primary / Paddington's Educare Center CC we believe in taking care of the "Whole child" and in offering quality, personal care for the "whole family".

We believe that all children have :

- * the right to develop respect for the natural environment
- * the right to protection from neglect, use of drugs and sexual abuse
- * the right to grow up with love and security
- * the right to recreation and play, appropriate to the age of the child
- * the right to develop respect for others and their culture, language and religion
- * the responsibility to care for others
- * the right to an education free of prejudice
- * the right to privacy
- * have a right to all rights
- * the right to look after and respect your body

It is for these particular reasons that we at Glen Austin Primary / Paddington's Educare Center CC follow the "Universal Precautions in Early Childhood Development Centers".

- * ALL blood, body fluids such as vomit, faeces, open wounds, sores and excretions should be treated as if infectious.
- * All caregivers attending to blood spills or any bodily fluid will wear protective gloves.
- * Any materials that are soiled with blood or faeces will be put into disposable bags.
- * If any blood or bodily fluid spillage occurs, the area will be disinfected with a bleach solution.
- * All Glen Austin Primary / Paddington's Educare Center CC pupils will be educated in "germs" e.g. We don't touch our friend's sores or blood, we call an adult immediately if there is any injury, we don't share suckers etc.

I declare that I have read the school's sick / HIV policy and agree to abide by these rules at all times.

MARKETING PERMISSION

I, _____ ID No : _____
(Full Name of Parent / Guardian) (ID Number of Parent / Guardian)

Residing at _____
(Full Physical Address of Parent / Guardian)

The Parent / Guardian of _____ Born on : _____
(Full Names of Child / Ward) (Date of Birth of Child)

give permission to Glen Austin Primary / Paddington's Educare Center cc to use my child's image / photograph taken during the period of enrolment at the school in any form of print, online, television footage, or social media advertising deemed necessary by the school.

I take note that the images taken of my child, could be utilised in Glen Austin Primary / Paddington's Educare Center cc Public Relations, Marketing, Advertising and Social Media campaigns as well as on the Website for coverage, for the duration of the enrolment period and possibly extend after termination date.

PARENT SIGNATURE : _____
ID NUMBER : _____

PARENT SIGNATURE : _____
ID NUMBER : _____



Glen Austin Primary

a division of Paddington's Educare Center cc



PROTECTION OF PERSONAL INFORMATION ACT (POPIA / PAIA)

Glen Austin Primary / Paddington's Educare Center cc (also referred to as the school) takes the protection of personal information very seriously and will only process personal information in accordance with the current South African privacy laws. Accordingly, the relevant personal information privacy principal relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, achieving and deletion) will be applied to any personal information processed by the school.

1. The school shall collect, process, and store the personal information of the parent / guardian / learner for the purpose intended, and that it shall proceed to act in accordance with the provision of POPIA / PAIA in collecting, processing, and storing the parent / guardian / learner personal information.
2. Further it is acknowledged and agreed by all parties to this agreement that such privacy, confidential or personal information may have value and such information may or may not be in the public domain. For purposes of rendering services on behalf of the parent / guardian and any party associated with this agreement and/ or any subsequent or prior agreement that may have been / will be entered into, irrevocably agreed that " confidential information " shall also include inter alia and shall mean inter alia:
 - a) all information of any party which may or may not be marked confidential , restricted or with any similar designation,
 - b) where applicable, any and all data and business information ,
 - c) where applicable the parties may have access to data and personal as well as business information regarding clients, employees, 3rd parties and the like including personal information as defined in the POPIA / PAIA regulations.
 - d) trade secrets, confidential knowledge, know – how, technical information, data or any other proprietary information relating to the parents / guardians, or any other party associated with this agreement and including, without limitation, all product information, technical know – how, software programs, computer processing systems and techniques employed or used by either party to this agreement and/ or their affiliates.
3. During the business relationship between the parent / guardian / learner and the school, the parent / guardian acknowledges and consents to the processing of the personal information for any purpose relating to the administration, management and operation of the school's legitimate business purposes and legal obligation of the school or anyone acting on behalf of the school.
4. The school undertakes not to disclose the parent / guardian / learner's personal information unless it is legally or contractually required or for its legitimate business purposes. Similarly, the parent / guardian / learner has the corresponding obligation to the school in this regard.
5. The parent / guardian acknowledges that the school will use reasonable effort to ensure that the parent / guardian / learner's personal information in its possession or processed on its behalf is kept confidential, stored in a secure manner, and processed in terms of POPIA / PAIA and for the purposes for which the school has been authorized. Similarly, the parent / guardian / learner has the corresponding obligation to the school in this regard.
6. The parent / guardian declares that all personal information supplied to the school for the purposes of enrolment and related legal and operation reasons is accurate, up to date, is not misleading, and that it is complete in all respect. The provision of misleading information by the parent / guardian may lead to termination of the agreement between the parent / guardian and the school. It shall always remain the responsibility of the parent / guardian to immediately advise the school of any change to its personal information should any of their details change including, but not limited to, a change of physical address or contact telephone number.
7. The parent / guardian hereby provides its consent to the school to process its personal information, as provided above, and acknowledges that it understands the purpose for which it is required and for which it will be used.

PARENT SIGNATURE :

ID NUMBER :

PARENT SIGNATURE :

ID NUMBER :



Glen Austin Primary

a division of Paddington's Educare Center cc



DECLARATION

I declare that the above-mentioned particulars are to the best of my knowledge correct and that I have read and understand the requirements for enrolment and undertake the following:

1. As parent / guardian and student, we undertake to support the school and abide by the Rules & Regulations as set out by this institution.
2. To inform the school in writing of any change in contact details and addresses, as well as any custodial changes affecting my child.
3. To ensure that my child attends school regularly and ON TIME. If my child is absent from school for any reason, I will inform the school, stating the reason for such absence and provide the relevant Dr's certificate.
4. To provide my child with stationery, art supplies and textbooks as prescribed by the school, at my own expense. Currently these expenses form part of the schools Annual Fund and are billed for and supplied by the school.
5. To respond promptly should my child be issued with a letter or warning or be called to appear in front of a disciplinary committee.
6. To assist my child with homework & reading, check and sign my child's homework and school books on a daily basis.
7. I further understand and agree that the activities as listed above, as well as all school outings and camps are COMPULSORY in nature and are for my own expense.
8. To pay all costs incurred for damages done or losses caused by my child to the owners & schools property, books and equipment.
9. I understand that the payment of monthly school fees (including aftercare, transport and soccer fees where applicable) must be paid in full no later than the 1st of every month via Debit Order. Should payment not be received on time, I undertake to keep my child at home until full settlement has been made and that the school reserves the right to request we seek alternative schooling for our child in the event of continuous late and unpaid fees.
10. No credit and or refunds will be granted for any absenteeism from school for any reasons whatsoever, including but not limited to holidays, sickness, acts of God or any other national state of disaster as announced from time to time .
11. I agree to give **one calendar month's notice or one calendar month's fees** in lieu of notice before removing my child. Glen Austin Primary / Paddington's Educare Center CC does not accept notice during the months of November and December. Should notice be given during this period, I will be charged for school fees up to and including January.

PARENT SIGNATURE : _____ PARENT SIGNATURE : _____

12. Should I fail to honour this agreement in any manner, I will be held liable for the outstanding account which will include penalties calculated monthly on the outstanding amount, as well as any legal costs incurred and that Glen Austin Primary / Paddington's Educare Center CC subscribes to standards issued by Trans Union and the Nation Credit Bureau. As a result I may be listed on their database for failing to comply with the conditions, as set out above.

PARENT SIGNATURE : _____ PARENT SIGNATURE : _____

13. Glen Austin Primary / Paddington's Educare Center CC reserves the similar right to Terminate the contract.
14. I further understand that should my child utilise the aftercare and transport facilities offered by Glen Austin Primary / Paddington's Educare Center CC at any given time during their enrolment, the same conditions relating to payment and notice periods, as stipulated above, apply.
15. I accept and agree that upon application at Glen Austin Primary / Paddington's Educare Center CC a full Credit Check will be performed prior to acceptance of my child.

PARENT SIGNATURE : _____
ID NUMBER : _____

PARENT SIGNATURE : _____
ID NUMBER : _____



Glen Austin Primary

a division of Paddington's Educare Center cc



BANK DEBIT ORDER INSTRUCTION

Child's Name : _____ School Ref Number : _____

Parent Name & Surname : _____ Parent Contact Number : _____

Address : _____

Debit Amount : _____ Commencement Date : _____

The details of my / our bank account are as follows:

BANK : _____ TYPE OF ACC : _____

BRANCH NAME : _____ BRANCH CODE : _____

ACCOUNT NAME : _____ ACCOUNT NUMBER : _____

This signed Authority and Mandate refers to our contract as dated as on signature hereof ("the Agreement"). I / We hereby authorise you to issue and deliver payment instructions to the bank for collection against my / our above mentioned account at my / our above mentioned bank (or any other bank or branch to which I / We may transfer my / our account) on condition that the sum of such payment instructions will never exceed my / our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me / us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows

i. On the _____ day ("payment day") of each and every month commencing on _____. In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account;

ii. Monthly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due;

I / We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

Signed at _____ on the _____ day of _____ 20 _____

PARENT SIGNATURE : _____ ID NUMBER : _____

PARENT EMAIL ADDRESS : _____

SIGNATURE AS USED FOR SIGNING CHEQUES OR BANK ACCOUNT TRANSACTIONS



Glen Austin Primary

a division of Paddington's Educare Center cc



MANDATE

I / We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions had been issued by me/us personally.

CANCELLATION

I / We agree that although this Authority and Mandate may be cancelled by me / us, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

ASSIGNMENT

I / We acknowledge that this Authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Furthermore, I understand and accept the following conditions of this authorization:

1. All withdrawals hereby authorized will be processed by computer through a system known as NETCASH / SAGE and Credited to the School's Standard Bank Cheque Account. It will be printed on my bank statement as follows: Paddington (followed by numbers) NETCASH / SAGE. An email will be sent as a reminder of your upcoming debit.
2. The charge, levied for unpaid debit order transactions will be R300.00 and is for my account.
3. I authorize the School to adjust the above amount automatically in the event of:
 - 3,1 Non-payment for whatever reason of the debit order for a particular month
 - 3,2 New enrolment of an additional child
 - 3,3 My child leaving the school
 - 3,4 Increase of school fees as determined by Paddington's Educare Center CC with prior notice by order of a notice in a newsletter of the School,
 - 3,5 An existing credit / deposit / registration fee / Annual fund on my account
4. The School may cancel the debit order should my bank disallow a debit against my Account on three consecutive occasions because of insufficient funds or for any other reason.
5. This authorization will be in force as long as my child/children attend(s) the School or until cancelled by myself with 30 days notice in writing to Paddington's Educare Center CC at its physical address.

Signed at _____ on the _____ day of _____ 20 _____

PARENT SIGNATURE : _____

ID NUMBER : _____

PARENT EMAIL ADDRESS : _____

SIGNATURE AS USED FOR SIGNING CHEQUES OR BANK ACCOUNT TRANSACTIONS



Glen Austin Primary

a division of Paddington's Educare Center cc



CURRENT SCHOOL / PREVIOUS SCHOOL CLEARANCE CERTIFICATE

This form must be completed by the school the child is currently enrolled at and returned directly by the school to accounts@glenaustinprimary.co.za – **PLEASE DO NOT HAND IT BACK TO THE PARENT TO RETURN.**

Name & Surname of pupil : _____ Current Grade : _____
Name of current school : _____ No of years at current school: _____
Account balance as at today : _____

Payment options : EFT Cash Debit Order

Payment period : Monthly For the year in advance
 Other, please specify : _____

Please comment below with regards to how the account has been handled for the past 6 months. Please indicate if you have struggled to collect the fees as well as any delayed payments / payment arrangements.

Please comment below with regards to parent / family involvement and support on the various levels (academic, homework, extra mural and general).

Any other information we need to be aware of:

School Stamp

Signature of Bursar / Principal