



**Quality Education and Care with  
a Christian Foundation**

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# ENROLMENT FORM

<b>Pupil's Name</b>	
<b>Grade Required</b>	
<b>Year Required</b>	

(Colour Passport Photograph)

<b>Father's Signature</b>	
<b>Mother's Signature</b>	
<b>Date of Application</b>	

## DETAILS OF FATHER / GUARDIAN

Surname		First Names	
Title		Preferred Name	
ID Number		Date of Birth	
Home Address		Postal Address	
Home Tel No		Work Tel No	
Cell Number		Email Address	
Occupation		Employer	
Marital Status		Church Denomination	
Church Membership		Pastor's Name	
Pastor's Tel No		Born Again Christian	<input type="checkbox"/> Yes <input type="checkbox"/> No

## DETAILS OF MOTHER / GUARDIAN

Surname		First Names	
Title		Preferred Name	
ID Number		Date of Birth	
Home Address		Postal Address	
Home Tel No		Work Tel No	
Cell Number		Email Address	
Occupation		Employer	
Marital Status		Church Denomination	
Church Membership		Pastor's Name	
Pastor's Tel No		Born Again Christian	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Name and contact number of family member or friend who can be contacted in case of emergency

(In event of parents/guardian not being available)

Name		Relationship	
Home No		Cell No	

## Pupil Information

Surname		First Names	
Preferred Name Name used on class lists etc		Present Grade or level of schooling	
Gender (Required by GDE/SAICAI)		Home Language	
ID Number		Citizenship	
Date of Birth		Present Age	
Name & Grade of any siblings attending GLEN			

# ENROLMENT CONTRACT The Glen Play Centre & Pre-Primary School

I/WE the parent (s) / Legal Guardian (s) ("Applicants(s)") of

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Pupils Full Name ("Pupil") hereby confirm the admission of the pupil named above to

## The Glen Play Centre & Pre-Primary School (GLEN)

I/We hereby confirm that the information supplied by us in this agreement is complete and accurate.

I/We have read, understood and agree to all the rules and conditions as contained in this document including:

Conditions of Admission, Medical Information and Consent Form and Indemnity Declaration and Appointment in loco parentis.

This agreement shall take effect immediately upon signature hereof and shall continue for the duration of the enrolment of the pupil at the GLEN

### Parents' / Guardians' Details

1.	Relationship to Pupil	Father	Mother	Guardian						
	Full Name									
	ID Number									
	Nationality									
	Date	Y	Y	Y	Y	M	M	D	D	Signature
2.	Relationship to Pupil	Father	Mother	Guardian						
	Full Name									
	ID Number									
	Nationality									
	Date	Y	Y	Y	Y	M	M	D	D	Signature
3.	Pupil Lives With	Father	Mother	Both	Guardian					
	Number of Children in Family:		Position in Family							
	Personal Liable for Account									
	Send Communication to	Father	Mother	Both	Guardian					
4.	Contact Details									
				Tel						
				Fax						
				E-Mail						

### For The Glen Play Centre & Pre-Primary School

	Name		Signature							
	Date	Y	Y	Y	Y	M	M	D	D	

# Conditions of Admission

## General

1. The Applicant/s and the Pupil will be bound by the rules, regulations, policies, and procedures of GLEN as laid down by the GLEN Management Board and /or its Principal from time to time. The Applicant/s confirm that by signing this enrolment contract, that he/she/they will have read, and discussed the school rules contained in the Code of Conduct with his/her/their son/daughter/ward, and agree to adhere to the Christian Ethos and practices observed by GLEN .
2. The Applicant/s and Pupil agree to abide by GLEN's Christian ethos and confirm to the spirit of GLEN's Christian-based education.
3. The Applicant/s hereby acknowledge and confirm that they are personally liable for all terms and conditions herein and to be effected in terms hereof, including but not limited to GLEN Parent Handbook.
4. The Applicant/s and the pupils undertake at all times to uphold the good name and reputation of GLEN.
5. The Applicant/s accept that personal possessions of the Pupil are not covered in any risk insurance by GLEN and that the Applicant/s are responsible for supplying adequate cover for the Pupils personal possessions.
6. The Applicant/s accepts liability for any loss or damage suffered by GLEN arising from any conduct of the pupil, however caused.
7. The Applicant/s understand that GLEN will constantly endeavour to take such steps as may be reasonably required in the circumstances to do what it can to ensure an environments from harms and/or loss, taking into account what can be reasonably foreseen and provided for in the circumstances.
8. The Applicant/s hereby indemnify and hold blameless GLEN, its Management Board, The Wesleyan Church of Southern Africa, employees and agents against any loss, damage or injury which may be sustained from whatever cause excluding gross negligence, whether on GLEN property or en route thereto or therefrom or in the course of any extra mural activity or organised outing in which the Pupil or Applicant/s may participate.
9. The Applicant/s understands that the information contained in the enrolment contract constitutes a material representation relevant to the acceptance of the enrolment of the Applicant/s child as a Pupil and the Applicant/s warrant that all information contained in the enrolment contract is true, complete and accurate.
10. The Applicant/s further agree that any change in information supplied in this agreement including but not limited to the Applicant/s marital status, residential status or employment status does not alleviate the agreement made herein, and any such change will be reported in writing to GLEN .
11. In the event of the Pupil's expulsion from GLEN, the Applicant/s understand that he/she/they will nevertheless forfeit 3 (three) months fees payable in advance.
12. Any relaxation or deviation from the terms of this agreement, which may have arisen in the past or may arise in the future, shall not be deemed to be a waiver of GLEN's rights to enforce strict compliance with these conditions without further notice.
13. This agreement shall be deemed to be concluded upon the enrolment of the Pupil by GLEN, and on the payment of the deposit and enrolment fee stipulated by GLEN and shall constitute the whole agreement between the parties and no amendment, alteration, addition, variation, representation or warranties, whether expressed or implied, will be of any force or effect unless reduced to writing and signed by both parties.
14. All legal correspondence between the Applicant/s and GLEN sent by GLEN shall be delivered by hand, either directly to the Applicant/s or via the Pupil or sent by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery or on the 5<sup>th</sup> business day after posting. In regard to all correspondence by the Applicant/s to GLEN, the onus of proof of delivery shall rest on the Applicant/s.
15. The Applicant/s acknowledge that GLEN shall be entitled to recover all legal costs incurred by it, in order to enforce its rights under this agreement, including but not limited to attorney and own client fees and collection and tracing charges.
16. The Applicant/s understand that by signing this form he/she/they consent to GLEN conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming his/her/their credit rating with a national Credit Bureau and contact with previous schools of the Pupil.
17. On termination of this agreement for any reason whatsoever, the Applicant/s undertakes to immediately withdraw the Pupil from GLEN and to make satisfactory arrangements for the Pupil's attendance at any alternative school.

18. GLEN shall be entitled to cancel this agreement by giving the Applicant/s 1 (One) months written notice to this effect.

## **Payment of Fees**

1. School fees, subscriptions and levies, as prescribed in the annual fee structure from time to time, are payable monthly in advance, by the 1<sup>st</sup> of the month.
2. Interest shall accrue on all fees and disbursements not paid by the due date at a rate to be determined by the Management Board from time to time, which rate shall not exceed the maximum rate prescribed by law. The said interest shall be calculated and compounded monthly in arrears from the due date of payment, both dates inclusive.
3. The Applicant/s will be liable for GLEN's customary charges and necessary disbursements incurred in the administration relating to the late or non-payment of the said fees and incidental expenses inclusive of, but not limited to the payment of bank charges arising from unpaid cheques or returned debit orders.
4. The Applicant/s consent to the jurisdiction of the Magistrates Court in respect of any action to be instituted by GLEN.
5. In the event that GLEN is obliged to institute legal action for outstanding school fees and related expenses due by the Applicant/s then, and in that event, the Applicant/s shall be liable to GLEN for all expenses incurred in collecting any amount owing by the Applicant/s, which expenses shall include all legal charges on the scale as between attorney-and-own-client, collection commission and tracing fees.
6. Without limiting or detracting from GLEN 's rights to enforce payment of any and all monies not paid on or before due date to GLEN by the Applicant/s, GLEN may, in its sole discretion:
  - i. Suspend the Pupil from attending the classes until such date as all fees and monies have been paid in full.
  - ii. Withhold the release of report cards, results and transfer cards until such date as all fees and monies have been paid in full.
7. School fees are subject to an annual increase.
8. In addition to the school fees charged by GLEN, the Applicant/s shall be liable to pay increases in such additional fees including subscriptions and levies which may be imposed from time to time.
9. All incidental expenses incurred during the course of the term shall be due and payable as and when charged and upon presentation of the statement of account.
10. The Applicant/s agree to the upfront payment of the NON REFUNDABLE registration fee as per the current fee structure, prior to admission and acceptance of the Pupil to GLEN.
11. The Applicant/s acknowledge that the inability of the Pupil to attend school or the absence of the Pupil from the school does not relieve the obligation to pay school fees.
12. One (1) calendar month's notice must be given in writing of a Pupils intention to leave GLEN or one (1) month's notice will be billed and payable in lieu of notice;
13. The Applicant/s accept joint and several liability for the due and punctual payment of such school fees, subscriptions, levies or other amounts which may become due and payable to GLEN or in respect of attendance or participation by the Pupil in any extramural or school related activities.

## Medical Information

Doctor's Name		Doctor's Telephone No	
Medical Aid		Number	
Main member / Initials & Surname			

### Does your child have any of the following:

- |                       |                              |                             |
|-----------------------|------------------------------|-----------------------------|
| Physical Disabilities | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Allergies             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Long Term Medication  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Occupational Therapy  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Speech Therapy        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Remedial Therapy      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### Has your child ever been:

- Refused admission to another school  Yes  No

If you have replied **YES** to any of the above, kindly give full details


(The school reserves the right to request an independent report where deemed necessary)

The applicant/s in his/her/their capacity as parent/guardian of the pupil consent to the exercise of the necessary parental powers to the Head, deputy head or nominated teacher over the pupil whilst the pupil is on the Glen Play Centre & Pre-Primary School premises and / or engaged in any activity in connection with or incidental to Glen Play Centre & Pre-Primary School, academic, sporting, recreational or otherwise and herewith confirm their appointment in loco parentis, having all necessary authority without limiting the generality in case of emergency, regarding any medical treatment, operation or blood transfusions.

The Applicant/s accept/s responsibility for payment of all medical / hospital and related costs, and undertake/s to refund Glen Play Centre & Pre-Primary School immediately on demand, such funds dispersed by Glen Play Centre & Pre-Primary School.

The Applicant/s must give written permission and directions for the administration of any medication taken during school hours or after hours school activities.

This done and signed at \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (Year).

Signed Full Names	<b>FATHER/LEGAL GUARDIAN</b>	<b>MOTHER/LEGAL GUARDIAN</b>

# Indemnity Declaration and Appointment of Loco Parentis Declaration

I/We, the undersigned \_\_\_\_\_  
Parents'/ Guardians' Full Names

\_\_\_\_\_  
Parents'/ Guardians' Full Names

Acknowledge that in certain situations there may be insufficient time to contact Parents/ Guardians or to refer to Medical records, and consequently the school representative is authorised to utilise the most appropriate medical services available.

And we therefore:

1. Delegate to the Principal or his/her representative, the power to authorise whatever medical treatment he/she in their sole discretion deems necessary for the pupil, and in doing so agree that the Principal and/or his/her representative should act in loco parentis.
2. Indemnify and hold the Glen Play Centre & Pre-Primary School, The Wesleyan Church of Southern Africa and agents harmless in respect of all loss or damage, whether to person or to property, from any cause howsoever arising, which may be sustained by the pupil stipulated or his/her prroperty or possessions, whilst on school property or under school control during any school excursion, activity or outing, or as a result of medical treatment administered under paragraph 1 above.
3. Agree that this indemnity and appointment in loco parentis shall commence on the date of signature hereof and remain in force and effect for the duration of the pupil's enrolment at The Glen Play Centre & Pre-Primary School.

This done and signed at \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_\_ year.

	<b>FATHER/ GUARDIAN</b>	<b>MOTHER/ GUARDIAN</b>	<b>WITNESS 1</b>	<b>WITNESS 2</b>
Signed				
Full Names				

Note: Witness signatures to be obtained by Father / Mother / Guardian

## Previous School Information

Last school attended		City/Town and Province	
Telephone No		Contact Name & Position	

## Additional Information

My child may go home with the following person/s: (Please attach copy of his/her ID Document).

**PLEASE NOTE:** Your child **WILL NOT** be permitted to leave the School with any other person that the Parent/Guardian, unless we have written permission. The responsible person's full name and identity number must appear in the letter, and the person must produce his/her ID document to the Staff when fetching the child.

Full Name		Relationship	
ID Number		Contact Tel No	

## Marketing Information

**How did you hear about The Glen Play Centre & Pre-Primary School?**

Family / Sibling	
School is in your local area	
Word of mouth	
Reputation in Community	
Internal Referral	
Advertising	

**What form/s or Marketing Created an Awareness of GLEN for You?**

Post Box drops	
GLEN Website	
Other Website (i.e. Impak, Wesleyan Church, Etc)	
Advertisements	

**PLEASE NOTE: Your application will not be considered if ALL the required documents are not received.**

**Please attach the following:**

- \* Copies of BOTH parents or guardians legal identity documents.
- \* Copy of work and study permits if not RSA citizen
- \* Copy of child’s birth and immunization certificate.
- \* Documented proof of residence.

Note: I understand that a registration fee is payable once notified in writing by Glen Play Centre & Pre-Primary School.

**Right of admission Reserved**

<b>For office use only:</b>		
Start Date: _____	Class: R, 1, 2, 3, 4	Registration Rec No: _____
ID: Father _____	Mother _____	Child _____
Clinic Card: _____	After Care _____	Utility Bill: _____
Comments: _____		