



Woodcrest Academy

Always our Best

Tel 082 899 6361 | email: admin@woodcrestacademy.co.za
3 Msinsi Road, Sezela
Postal Address: PO Box 32, Pennington, 4184

(Office use only) Enrolment Number and photo:

Enrolment Form for 20.....

THIS FORM MUST BE RETURNED TO THE SCHOOL WITH THE FOLLOWING DOCUMENTS

- Proof of payment of Registration Fee, Development fee, 1st month's tuition fees
- Copy of ID / Birth certificate of learner +2 passport size photographs
- Proof of employment or 3 months bank statements
- Copy of most recent school report, Transfer card and fees clearance if applicable
- Copy of ID(s) of parent(s)/guardian(s)
- Copy of ID of person responsible for fees plus signed Fees Responsibility Form (if not parent or guardian)
- Proof of inoculations (All Primary School learners)
- Copy of Medical Aid Card

YOUR CHILD WILL NOT BE ADMITTED TO THE SCHOOL UNTIL THESE DOCUMENTS ARE PROVIDED.

Documentation may be handed in at the school or scanned and emailed to the above email address. We suggest you keep a copy of this document for your records.

Section A: Details of Learner

Surname: First Names:.....

Age:..... Date of Birth:

Gender:..... Language Spoken at Home:

ID Number / Birth Certificate Number:

Nationality:

Siblings at the school:

Left-Handed / Right-Handed / Ambidextrous / Unsure:

Previous School Attended:

Has the Learner Failed Before? Reason:

Current Grade: Grade of Enrolment: Date of Enrolment:

Child's Place of Residence:

.....

Primary Care Giver (Name):..... Relationship:

Section B: Learner Health

Allergies or illnesses we should be aware of:

Medical Aid:..... Medical Aid Number:.....

Child's Doctor: Doctor's Tel Number:

Emergency Contact Person: Number:

Learning difficulties we should be aware of:

Medical Kit

Please be aware that Woodcrest Academy may not administer any form of medication to a child without the permission of the parent. All medicines, including plasters, etc., that a child may need must be supplied by the parent in a small, safe, marked container. Please sign permission that the medicine may be administered. If a child is on prescribe medication, please send any medicines in a marked container with directions clearly indicated so the teacher can administer antibiotics, cough mixture, etc. as directed by the doctor.

I, hereby give permission for the class teacher to administer medication/treatments supplied in the child’s medical kit to should the need arise.

Section C: Parents / Guardian Details

	Parent / Guardian 1	Parent / Guardian 2
Name:
Relationship:
ID Number:
Residential Address:
Postal Address:
Cell Number:
Home Number:
Work Number:
Email:
To be used for Billing?	Y/N (circle your choice)	Y/N (circle your choice)
Name of Employer:
Occupation:
Work Address:
Employer contact number:
Employer email address:

Section D: Person Taking Responsibility for Fees

Parent or Guardian 1 Parent or Guardian 2

If other, please complete the Fees Responsibility Form.

CHOICE OF METHOD OF PAYMENT:

FREQUENCY:

- 1. School Development Fund: R500 monthly in advance OR In advance for the year (main school only)
- 2. Monthly Tuition Fees: Monthly in advance OR In advance for the year

METHOD:

1. Electronic Funds Transfer (preferably repeat payments).
2. Cash (not preferred for safety and tracking purposes).
3. Stop Order (organised by you and your banker).

FEE STRUCTURE:

	<u>2021</u>	<u>2022</u>
Once-off non-refundable Registration Fee:		
Pre-school (Grades RRR-RR)	n/a	R1,500
Main school (Grades R-9)	R3,000	<u>R3,000</u>
Learners coming up from the Pre-school will only pay the balance of the Registration Fee.		
Once-off School Development Fund:		
Pre-school school (Grades RRR-RR)	n/a	R2,000
Main school (Grades R-9)	R6,000	<u>R6,000</u>
Learners coming up from the Pre-school will only pay the balance of the School Development Fund.		
Monthly Tuition Fees: Pre-school Phase:	n/a	R2,400
Foundation Phase (Gr R-3):	R2,650	R2,850
Intermediate Phase (Gr 4-7):	R2,950	R3,200
Senior Phase (Gr 8-9):	R2,000	R2,950

BANKING DETAILS:

Account Name:	WOODCREST ACADEMY	Name of Bank:	FIRST NATIONAL BANK, SCOTTBURGH
Branch and Code:	260-225	Account Number:	62651894191

For any initial payments please send a proof of payment with the learner's name/surname to admin@woodcrestacademy.co.za. Please reference on-going payments with the learner's name/surname or enrolment number or, for multiple siblings, the WCA number on your invoice. Failure to do so may cause a misallocation of this payment. Where a single payment is made for more than one learner, the amount will be split pro rata across the accounts of each learner.

When creating a stop order or scheduled payment, please send proof to admin@woodcrestacademy.co.za of such a facility being in place.

All billing queries should be directed via Whatsapp to 082 665 3265 and the accounts personnel will respond to your query.

Section E: Parental/Guardian Consent

Credit Check Consent

Woodcrest Academy is affiliated to TPN Credit Bureau, a registered credit bureau; all account payment profiles, patterns and behaviour are recorded monthly with the credit bureau for the purposes as per the National Credit Act.

The undersigned hereby consents to and authorises Woodcrest Academy, the service credit provider, via TPN to:

- a) contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and
- b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.

- c) conduct a verification check on the identity details provided in the application.

The school undertakes to conduct credit checks strictly in compliance with the provisions of the National Credit Act No.34 of 2005.

Personal Information Consent

The undersigned hereby consents to and authorises Woodcrest Academy to process their personal information for the purpose of credit checks and to facilitate the administration of the school.

The school is committed to protecting the privacy of all personal information provided, and to effect the constitutional right to privacy and fulfil its obligations under the Protection of Personal Information Act No.4 of 2013 (POPI). The school undertakes that personal information will not be processed for purposes prohibited by POPI and the principles contained in the Act, and will ensure the confidentiality of such information.

Indemnity

The undersigned hereby give consent for their child/ward to take part in activities that the school arranges at the school or away on excursions. They fully understand and accept that while the school will make every effort to protect their child/ward, all such activities shall be undertaken at their child's/ward's own risk, and they undertake, on behalf of themselves, their executors and their aforesaid child/ward, to indemnify, hold harmless and absolve Woodcrest Academy, the principal and staff from any or all claims whatsoever which may arise in connection with any loss or damage to person or property of their aforesaid child/ward in the course of such activities.

Social Media

The undersigned hereby give permission for photographs and/or videos in which their child/ward appears to be used by the school in printed and/or electronic media, including the school's website. Y/N.....

The undersigned agree to be added to the school notice Whatsapp group for communications purposes.

Undertakings

The school undertakes to:

- Take reasonable precautions to ensure the safety and welfare of your child while at school during normal school hours and during extra-mural activities and school excursions.
- Maintain consistent discipline so that all learners have the opportunity to learn in an orderly environment where they can exercise their right to learn, and the educators can exercise their right to teach.
- Create an environment where your child can learn in a happy, healthy environment of mutual support and responsibility for self, friends, parents, educators, the community, and the natural world.
- Develop a sound work ethic in every learner through a programme of merits and demerits.
- Assist every learner to realise their full potential and encourage the specific skills or talents of each learner.
- Assist every learner to understand that mistakes and shortcomings can be rectified given time, effort and support and that no person or child is above making mistakes.
- Inform the parent or guardian immediately if their child is unwell. Should the parent or guardian be unavailable the child will be taken to the nearest doctor or hospital (**at the expense of the parent or guardian**) to receive emergency treatment if it is deemed necessary.
- Ensure the safety of learners who have not been picked up after school, sports or excursions by placing them in the aftercare **at the expense of the parent or guardian** or, if the aftercare is closed, taking them to a place of safety for collection. No child will be left unattended to wait for a lift or taxis.

The parents or guardians undertake to:

- Behave with decorum and respect when dealing with staff, educators and learners of the school.
- Ensure that their child attends school regularly as required by law.
- Ensure that they and their child adhere to the rules and regulations of the school as set out in the Code of Conduct.
- Provide the required stationery and textbooks for their child.
- Ensure that school fees are paid when due.

- Contact the school as soon as possible when requested to so in order to ensure a healthy partnership in matters concerning their child’s health and education.
- Provide the school with up-to-date, current contact details so that they can be reached in an emergency or so that financial matters can be resolved.
- Send their child to school neatly dressed in clean school wear.
- Ensure that their child eats a wholesome breakfast before coming to school, as not doing so can seriously affect the learning process.
- Ensure their child does not self-medicate. They are asked to provide details of any medication to the teacher who will ensure that it is administered in the correct dosage and at the correct time interval.
- Not send an ill child to school.
- Provide the child with a mini-emergency kit and instructions for dosages of medicines provided.
- Ensure that arrangements to pick up the child after school, sports, and excursions are in place to avoid an anxious wait for a late pick-up.

To be signed by the Parents or Guardians

The undersigned state that:

- The information contained in Sections A, B, C, and D is correct in every respect.
- They accept the conditions in this document and undertake to read and abide by the policies of Woodcrest Academy (available under the Documents tab on the school website) and accept that breach of these policies could result in their child being asked to leave the school.
- They agree to notify the school immediately in the event of any of the above information changing.
- They understand that their child/children will have to apply for re-enrolment each year. The school reserves the right to deny re-enrolment dependent on behavioural and financial compliance.

Signed: _____ Signed: _____ Date: _____

Parent/Guardian 1

Parent-Guardian 2