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CC: 2011/102022/23

## ENROLMENT DOCUMENT: 2026

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Enrollment date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### A: INFORMATION OF THE CHILD

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

Full names: \_\_\_\_\_

Nick name: \_\_\_\_\_

Date of birth (YY/MM/DD): **NB!** \_\_\_\_\_

Home Language: \_\_\_\_\_

Identity number of Child: \_\_\_\_\_

Full Day/ Half Day: \_\_\_\_\_

Siblings in school: \_\_\_\_\_

Gender: Male

Female

With whom is the child living:  
\_\_\_\_\_

### B: MEDICAL REPORT

1. Has your child received all the necessary immunisation? Yes  No

2. Does your child suffer from any allergies? Yes  No

If yes, please specify:  
\_\_\_\_\_

3. Is your child currently on any medication? Yes  No

If yes, please specify (Ritalin, Epilim etc.): \_\_\_\_\_

4. Has your child previously received any therapy Yes  No

If yes, please specify (speech, occupational, etc.): \_\_\_\_\_

5. Has your child had any operations? (specify): \_\_\_\_\_

General state of child's health: \_\_\_\_\_

6. Please specify any special arrangements regarding your child (allergies, bringing own food, Vegetarian, Vegan):  
\_\_\_\_\_

**We play together. We learn together. We grow together**

Doctor information:

Family Doctor: \_\_\_\_\_

Telephone number: \_\_\_\_\_ **NB! Compulsory or write NONE**

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

Medical Aid/Society \_\_\_\_\_ **NB! Compulsory or write NONE**

Medical Aid No: \_\_\_\_\_

I accept that Pumpkin Patch Academy:

- May consult a doctor if I cannot be reached in an emergency.
- Cannot be held responsible for necessary doctor's fees and medication.
- In case of an emergency and you cannot get to school quick enough or we cannot reach you. Pumpkin Patch staff will contact ER 24 to transport your child to the nearest hospital while in contact with yourself.

**C: INFORMATION OF THE PARENTS / GUARDIAN:**

**Parent A (Paying Parent)**

Title: \_\_\_\_\_

Name: \_\_\_\_\_

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

**ID No: NB!** \_\_\_\_\_

Relation to child: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Parent B (Other Parent)**

Title: \_\_\_\_\_

Name: \_\_\_\_\_

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

**ID No: NB!** \_\_\_\_\_

Relation to child: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



Home Address: **NB!**

(*domicilium citandi et executandi*):

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Postal Address:

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E-mail Address: \_\_\_\_\_

Home: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Home Address: **NB!**

(*domicilium citandi et executandi*):

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Postal Address:

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

Home: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Work Address: **NB!**

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Work: (\_\_\_\_) \_\_\_\_\_

Work Address: **NB!**

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Work: (\_\_\_\_) \_\_\_\_\_

The parents will remain both jointly and severally liable for the payment of the account. Should a third party be responsible for making payment, an additional form will be completed and annexed to this agreement. It must however be noted, that despite the annexed agreement (should one be annexed), the parents remain jointly and severally liable.

#### **D: PERSONS THAT CAN BE CONTACTED IN CASE OF AN EMERGENCY**

(when parents cannot be reached):

Name and Surname:

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Telephone number:

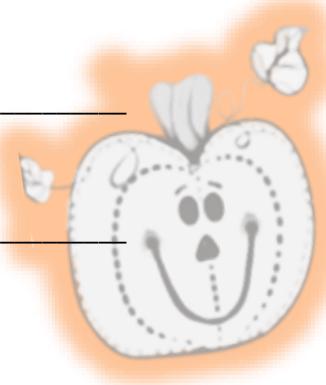
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Name and Surname:

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Telephone number:

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## **: AUTHORISATION FOR COLLECTION OF CHILD/CHILDREN FROM PRESCHOOL.**

I, \_\_\_\_\_ (name and surname), being the parent / guardian of \_\_\_\_\_ (name and surname), hereby authorise the following person/s to collect my child from Pumpkin Patch Academy:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### **F: GENERAL:**

- I have received a copy of the school's Enrolment Document Yes  No
- Hereby grant full indemnity to Pumpkin Patch Academy, against any claim that may arise due to injury, health, or ailment whilst my child is in the care of the school.
- I undertake to give ONE CALENDAR MONTH'S NOTICE IN WRITING before I take my child out of Pumpkin Patch Academy OR pay one month's fees in lieu of notice.

*Following documents must be attached with enrolment:*

- ID's of both parents
- Birth certificate of the child

**Compulsory!**  
**Compulsory!**

### **G: SOCIAL MEDIA**

We will be taking photos and short videos of parties and events throughout the year. The photos will be used for classroom projects, scrapbooks and be posted on the information board. We may also post some school events on our website/Facebook/Instagram page. If you would prefer your child's photo NOT be on the website/Facebook/Instagram page, please indicate below.

I, \_\_\_\_\_ (name and surname), parent/guardian of \_\_\_\_\_ (name and surname) give Pumpkin Patch Academy, permission to take photos of my child for use:

- in the classroom Yes  No
- on our website/Facebook/Instagram page Yes  No



## H. REFERENCES

Please reference the previous school/schools your child has attended, as well as the year they attended. Starting from the most recent, please provide a contactable number/email address.

SCHOOL NAME & YEAR/YEARS ATTENDED	SCHOOL NUMBER/EMAIL ADDRESS

**Is there any information regarding your child that you need to bring to our attention.**

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## Welcome to the Pumpkin Patch Family:

Pumpkin Patch is a dual-medium Christian environment preschool.

Providing education in both English and Afrikaans. We are also an Impaq registered tutor center based on a CAPS-aligned curriculum enabling our Grade R's to be fully equipped.

Making us a high-quality learning facility providing services for children aged 3 Months to 6 years.

At Pumpkin Patch we promote and encourage a close parent-teacher relationship. This is beneficial as it provides the child with a strong foundation for learning. When the rules that a child learns at home match the rules that are taught and kept at school, the child's mind is set at ease and a sense of confidence and responsibility grows within the child.

We have a half-day and a full-day option available.

Ideally, we would like to act as a "home away from home" for your child.



# DAILY PROGRAMME

**06:30 – 08:00:** ARRIVAL (School strictly opens at **06:30**)

The children arrive and do free activities inside the classroom.

Children may play outside in summer, if it is not raining.

The children enjoy breakfast till 08H00. **No breakfast will be served after 08:00**

**08:00 – 09:00:** SCHOOL STARTS (academic program)

Please have your child at school by 08:00

Group greeting where we do the following: Circle Time, greeting, children share news, register, bible verse, days of the week, months of the year, seasons and weather.

Theme discussion: different topics such as Our Bodies, Water, Our Solar system, Our Country, etc. presentations and experiments.

**09:00 – 10:00:** ART AND CRAFT

Working on sensory development, make & bake and loads more.

**10:00 – 10:30:** SNACK TIME

Wash hands, pray and snack time.

**10:30 – 11:30:** FREE PLAY (Gross-motor activities)

Grade R's have formal class.

Free play outside, organized Gross-Motor activities.

Extramural activities. Swimming, Ballet, Computer and Playball.

**11:30 – 12:00:** LUNCH TIME

Wash hands, pray and have lunch. Get ready for nap time.

**12:00 – 14:00:** SLEEP OR REST

ALL AGES HAVE TO REST. **Half day kids go home.**

Grade R's have formal class.

**14:00 – 14:30:** FREE PLAY INSIDE

**14:30 – 15:00:** SNACK TIME

Wash hands, pray and snack time usually outside.

**15:00 – 17:00:** FREE PLAY AND CLEAN UP

Play and clean up time. Full day children are being fetched.

**17:30:** SCHOOL CLOSES



### **Gross Motor Development:**

- Fine Motor Development.
- Art and Crafts.
- Make and Bake.
- Science.
- Music; and
- Sensory play.

### **Our Extra-Murals:**

We have different extramural activities that take place at the school (except swimming).

- Swimming.
- Computers **Stimu Zone!**
- Dance mouse.

These fees are not included in the school fees and are payable directly to the relevant institution responsible for the

extra-mural activity. In January/February you will receive a bag full of information in this regard.

Playball and Music appreciation is included in the school fees.

### **Entry Terms:**

We accept children from 3 months up to the age of 6(Grade R) into the school.

We are a dual-medium preschool and teach in both English and in Afrikaans. We are also a Christian environment.

### **Pre-School Hours:**

Mondays to Fridays

• Half-Day:	06:30 – 12:00	Full-Day: 06:30 – 17:30
• The school is closed on weekends and public holidays and occasionally on school holidays falling in between a public holiday. (School Year Planner will be given to you in January)		
• The school is closed for the Christmas Holidays on the 15th of December annually, unless the 15th falls on a weekend then we will close on the Friday before the 15th. We will reopen on, more-or-less, the second Wednesday after the New Year. The specific dates will be published annually on the school's Year Planner and placed on the notice boards, well in advance.		
• If a public Holiday falls on a Tuesday or Thursday, the school will be closed on the Monday or Friday respectively.		

- The school is open for all other school holidays not specifically excluded above.
- We also reserve the right to close for any number of days should there be a reported communicable disease or virus.
- **No children will be received before 6:30 in the morning.**
- All children must be left with a member of staff on arrival, and it is your duty to always inform a staff-member when collecting your child.
- **Please only discuss your child or any problem you should have with the principle or the teacher on duty.**
- Children may only be collected by a responsible adult, as arranged with the preschool before collection. Should a 3rd-party need to collect the child at any time, please SMS/WhatsApp the preschool (079 496 0385). Your child will not be allowed to leave the school with a 3rd-party if this consent has not been submitted to the preschool before collection.
- **Please try and send your child to school every day as they will benefit greatly from the stimulating program we offer.**

### **Meals:**

NB Access to the kitchen is restricted to staff only.

The following meals and snacks are offered:

- Breakfast:
  - 07:45 – 08:00 (Mielie-meal or Oats)
- Breakfast MUST be done by 8:00 so that we can start the educational program. Should you know you will not be able to be in time for breakfast please give your child something to eat at home.
- Snacks:
  - 10:00 (Sandwiches, Rooibos tea or juice)
  - 15:00 (Sandwiches, Fruit or a biscuit, Rooibos tea or juice)
- Lunch: (Chicken, beef, rice, pasta, mash and seasonable vegetables)
  - 11:30 – 12:45 (See Menu attached.)

Menu may change without prior notice.

### **Communication:**

It is important for us to be able to communicate with parents. We make use of SMS/WhatsApp or emails. Please make sure that we always have your correct contact information. Communication via e-mail, guarantees that you do receive all documents, newsletters, notifications, and statements, so kindly provide us with your e-mail address should you have one. Hardcopies of the above will also be provided.

- It is important that you read all documents provided and further return all necessary information.
- Should you wish to have a meeting with a teacher, take note that an appointment must be made with the principal to see the respective teacher.
- **Please notify the school if there is any change in the child's circumstances.**
- Should your child visit any therapist, please make sure that a copy of the report is available to the school.
- Please notify the school should any personal details change, such as contact details, address details or medical details.

- Progress reports for your child are sent out in June and November (Termly for Grade R). During the year, these report cards must be signed and returned to school where you will receive the complete one at the end of the year.

#### **Discipline:**

Pumpkin Patch Academy will not tolerate any inappropriate or disruptive behavior. We want a positive outcome each time and will appreciate your help in reinforcing good behavior.

#### **Toilet training and Nappy changing:**

- Children must be trained by the time they enter the 3-4-year-old class group. (Turning 4 within the year)
- Potty training only happens in a designated time frame and will commence in February and September each year.
- We see toilet training as self-care that children can learn with the full support and non-judgmental concerns of adults.
- Suitable candidates will be given a "Potty Training" Letter and the process will carry on thereafter.

#### **Children's birthdays:**

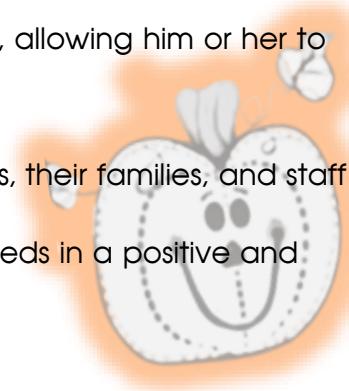
Birthdays can be celebrated with cakes/cupcakes and/or party packs. Healthy snacks are encouraged. Any of these options are to be supplied by the parents. Parties are held at **10:00. Not later**, because then the academic and eating routines are disrupted.

#### **Curriculum and Goals:**

Pumpkin Patch Academy strives to provide quality education, care, and security in a loving and nurturing environment. We provide rich, structured developmental activities in a creative and fun way. We use multiple resources to best benefit your child. Our dedicated and professional personnel use their passion for children to empower our learners to be ready in every aspect of life and to face the challenges of formal schooling. We aim to turn out well mannered, confident children who have received a good holistic foundation. We are committed to the Early Learning Goals and CAPS policy.

We strive to further each learner's individual skill at an appropriate pace, allowing him or her to move forward towards personal growth....

- To embrace each child's uniqueness
- To foster a positive self-image while respecting diversity in students, their families, and staff
- To build relationships based on trust and respect
- To help the children learn self-control and how to express their needs in a positive and socially acceptable way
- To help children grow in all areas of development



- To support each child in the context of their family, their family's culture, the community, and society
- To develop a curriculum that will meet these goals and developmental needs

### **Security and Parking:**

- Take note that should you drop off or collect your child, please keep in mind that other parents also need to use the PARKING AREA. Please be courteous in your use of the parking area and ensure that you park so that others can also make use of the parking area.
- A CCTV system is also available on the outside perimeters/playgrounds as well as all classes. The system stores 2 weeks' worth of footage. **We do not use generators for back ups during load shedding**
- Always close both gates at the entrance behind you and make sure that the gate is magnetically locked and secure.
- **Do not allow anyone into the school please. Parents know the code and should open the gate themselves.**
- Kindly drive slowly when entering and exiting the parking area on our premises.
- For safety, hold your child's hand when walking to and from the school. No child should be left unattended in the parking area please. **DO NOT let children run around in the parking.**
- The parking is used at your own risk and the school cannot be held liable for any incidents that occur in the parking area.

### **Smoking:**

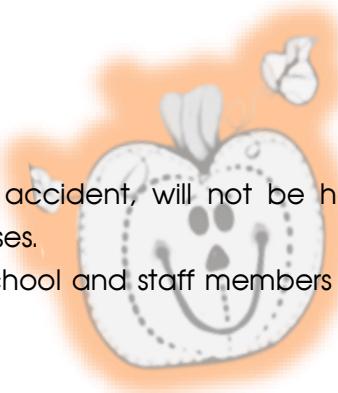
The Pumpkin patch Academy premises are designated SMOKE-FREE. All employees, parents, contractors, and visitors are requested to abide with this Policy when performing activities at the school. All employees are requested to report any non-compliance of the Smoking Policy immediately to myself. Any breach of this policy can lead to a fine of R500 as imposed by law. Act 23 of 2007 Section 2:

### **Liability:**

All precautionary measures are taken to ensure the safety of your child.

The school and all its staff members do not take any responsibility for:

- Any damage due to bodily injury or death of your child.
- Any loss or damage to any personal property of you or your child's.
- An employee, acting on behalf of the school, in the event of an accident, will not be held responsible personally nor for any costs, should any 3rd party claim arises.
- The parking and drive through areas are used at your own risk. The school and staff members do not take any responsibility for incidents or any damage.



## What children must bring to school:

- Bambi Babies (See additional form as needed)
- Applicable to all ages
  - 2 Sets of clean clothing.
  - School bag.
  - Warm clothing incase the weather changes.
  - Plastic bag.
  - Sun hat and Sunscreen.
  - a Blanket for the winter. (take it home weekly to be washed)

**All items must be clearly marked!**

## General Information:

- Reports will go out twice a year, in the 2nd as well as the 4th term. Grade R will receive a report every term. Children who do not attend school regularly cannot be assessed and an accurate progress report will not be possible.
- Sister Lise visits our school once/twice a year to administer flu-vaccination (before winter) as well as de-worming children, not compulsory. Her fees are applicable.
- Please treat your child's hair with lice preventative spray regularly.
- During school holidays there will be an informal holiday program. During this period there will be less staff and we will ensure that you are informed prior to every holiday of the upcoming arrangements.
- NO TOYS/Snacks/Monies are allowed at school. **Toys that come with your child to school will become school property.** The aforementioned does not apply on request of a teacher in regards to the educational program.
- Should you discover any of the school property at home, please return these items.
- Children are under constant supervision and we cultivate good manners and kindness to others as a priority.
- All items that get lost at school will be kept for 4 weeks to be identified and claimed.
- Birthday Parties: Very special to every child. Prior arrangements must be made with your child's teacher should you wish to have a party at school. Please avoid being too lavish.
- **Please keep your pick-up and drop-off brief. As some children tend to get emotional and parking is limited.**
- Please dress your child in comfortable, old clothes as they get dirty quickly and **no gum boots please** (bad for their feet and for moving around) Jewelry is not allowed unless arranged.
- Please inform the school if your child will not attend.
- If you would like to collect your child early, please plan with the school.
- **PLEASE MARK ALL YOUR CHILD'S SCHOOL ITEMS CLEARLY.**
- Please feel free to make an appointment to discuss your child as your child is very important to us.



## Bring along list

- You will receive a list at the start of each term indicating specific items that your child needs to bring to school.
- This list will change every term. Should you fail to provide the specific items contained in the bring along list, you consent to an amount of R500 being added to your account.

## Late Collection:

- A penalty fee will be charged for late collection. Failure to collect your child on time will result in a penalty in the amount of R50 for every 5min or part thereof (from 17:30) per child. You will be requested to sign for late collection and the resultant penalty fee will be added to your account.
- Penalty fees are only calculated for 20 minutes. Should you be later than 20 minutes to collect your child, a penalty fee of R500 will be charged to your account. Please note that the staff members on duty also need to rest after a long workday at the school and transport is not easily accessible so late.
- Please note if your child is not collected from school and we are unable to reach anyone on your contact list by 19:00 your child will be taken to the South African Police services Garsfontein: 277 Johnny Classens Str, Garsfontein Pretoria, 0042.

Latitude: -25.78853 Longitude: 28.2891 Contact nr 012-4704200 / 012 4704220

## Notifications:

- A notice period of one calendar month must be given should your child leave school. Notice will only be accepted if you supplied the school with a WRITTEN NOTICE before the ending of the planned notice calendar month.
- You will be liable to pay a full month's fees as well as any outstanding fees.
- November will not be a notice month. Therefore, October or December

will be your notice month.



## Medical Information:

**UNDER NO CIRCUMSTANCES MAY MEDICINE BE LEFT IN A CHILD'S BAG PLEASE!**

**Any child who undergoes a medical procedure will not be permitted to return to school until they have fully recovered and have received appropriate medical clearance. (Normally the following day) This includes, but is not limited to, immunizations, dental procedures, and similar treatments. We appreciate your understanding and cooperation in ensuring a safe and healthy environment for all students.**

- Staff members will not be held liable for the administering of medicine unless it is marked clearly and written into the medicine book.
- Staff will only administer medication prescribed by a Doctor (thus no vitamins etc.)
- It is the parent's responsibility to ask for the medicine before taking your child home.
- Information to be noted clearly in the medicine book includes: date, description of meds, time of administration, dose and signature.
- We do have a minor incident book at school and all known bumps and scrapes will be written in this book which must please be signed on the date of the incident. Please bear in mind that they are children and can get injuries at school however we do take every precaution to minimize this.
- It is also very important to inform us as well as record any incidents from home in this book in the mornings.
- Should your child go for his/her immunisations we do recommend that you observe your child for at least 12 hours afterwards – if not possible and you would like to return your child to school afterwards, the school may contact you to collect your child if anything arises after the immunisation.
- By signing the registration form, parents give permission for Pumpkin Patch Preschool or one of the staff members to decide on medical treatment, should one or both parents be unreachable. Even if it has financial implications to the parents. The following instances apply:
  - Obtaining medical assistance or services.
  - Transporting your child to a place where medical assistance and/or services are available as well as during outings.
  - Permission to give any medicine as prescribed by a medical doctor.
  - Giving permission for anesthetics.
- We request that no child that has any contagious disease, this includes thick yellow mucus, be sent to school.
- No child will be admitted back to school **without a doctor's letter**, stating that the illness is no longer contagious and that no other child will be affected negatively by the illness.
- **In the event of a head injury, bee sting, fever of 38 degrees and above, 4 runny tummy nappies, and 2-3 vomiting spells parents will be contacted and asked to collect their child from school.**
- In the event of a fever at home, please keep your child at home. Your child needs to have had his fever broken for 24 hours before returning to school, this is without medication suppressing the fever. Please do not send your child to school if he or she has Conjunctivitis with a discharge or "pink eyes". Your child may return to school up to 24 hours after treatment has started and no discharge is present. In the event of a discharge being noticed at school, parents will be contacted and asked to collect the child.
- No child with head lice or nits will be allowed to attend school, as it may contaminate other children.
- A child will be sent home from school should head lice or nits be found on them.
- If your child is sent to school with stitches or a major wound, Pumpkin Patch preschool cannot take responsibility for the wound should it open or get worse.

SICKNESS CHART: STIPULATED ABSENTEE PERIOD					
ILLNESS	24 HOURS	48 HOURS	ABLE TO ATTEND	COMPLETELY RECOVERED	DOCTOR'S DISCRETION
Allergies					
Chest Infection					
Chicken pox					
Common cold					
Ear infection					
Eczema					
Eye disorders					
Gastro-enteritis					
Hand/Foot/Mouth					
Head lice					
Herpes Simplex					
Impetigo					
Measles					
Meningitis					
Mumps					
Ringworm					
Roseola Infantum					
Rubella					
Scabies					
Scarlet Fever					
Sickness / Diarrhea					
Slapped Cheek Syndrome					
Temperatures					
Thrush					
Tonsillitis					
Whooping Cough					
Malaria					
Tick Bite Fever					
Parasites					
Warts: any body part					

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**UNDERTAKING TO PAY SCHOOL FEES:**

I / we, the undersigned \_\_\_\_\_, parent / guardian of (Childs / Children names) \_\_\_\_\_, agree and undertake that the school fees of my child / children, named above, are payable to the school on a monthly basis in advance. If I do not adhere to the undertaking, I / we be responsible and liable for the lawyer fees that will be payable for the collection of outstanding fees.

All school fees are payable on or before the 30th of each month. Late payments may result in administrative charges and could affect continued enrolment, unless prior written arrangements have been made with the school's administration. Should there be any partial payment refunds, these will be processed at month-end only. If the refund amount exceeds R10,000, the refund will be paid over a period of two months.

I / We the undersigned hereby accept the contract for enrollment and the provisions contained herein. I / We bind ourselves to the terms and conditions and confirm that we undertake the provisions contained in the contract.

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PARENT A Name in Print

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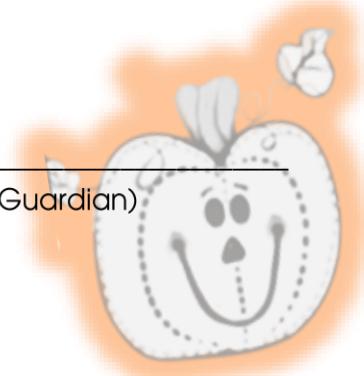
PARENT A Signature (Guardian)

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PARENT B Name in Print

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PARENT B Signature (Guardian)



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Owner – Sylvia Oosthuizen

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Date and place

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Witness

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