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SAMA
South African Montessori Association
Member School

CONSTANTIA MONTESSORI ENROLLMENT FORM

Constantia Montessori Pretoria East (PTY) Ltd (Reg No 2017/073555/07)
525 Chopin Street Constantia Park | Tel: 012 998 1210 | Email: constantiamontessori@gmail.com

BANKING DETAILS: Constantia Montessori Pretoria East (PTY) Ltd | Bank: FNB | Account No: 62712345678 | Branch Code: 250655 | Reference: Child's Name & Surname

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PART I: EARLY CHILDHOOD DEVELOPMENT AND DAYCARE FORM

Child Information

Full Name:		**Calling Name:**	
Date of Birth:		**ID / Passport Number:**	

Parent / Caregiver Details

Parent / Guardian 1	Parent / Guardian 2
Full Name:	**Full Name:**
ID / Passport Number:	**ID / Passport Number:**
Relationship to Child:	**Relationship to Child:**
Residential Address:	**Residential Address:**
Postal Address:	**Postal Address:**
Employer & Work Address:	**Employer & Work Address:**
Contact Numbers (Work / Cell / Home):	**Contact Numbers (Work / Cell / Home):**
Emergency Phone:	**Emergency Phone:**
Email Address:	**Email Address:**

Section 1: Services

The school provides early childhood development and daycare services under the following standard arrangements (please tick relevant options):

- **Full Day Option:** 06:30 – 17:30
- **Half Day Option:** 06:30 – 14:00
- **Breakfast:** (Until 08:00)
- **Junior Jive -** Music & Movement**:** (Compulsory Extramural)

Special Arrangements *(Subject to prior written consent)*:

Start Date:

Section 2: Fees & Financial Terms

2.1 Registration Fee & Deposit

- **Registration Fee:** A non-refundable fee of **R800.00** is payable upon enrollment.
- **Security Deposit:** A deposit of **R4,950.00** is payable upon enrollment. If all fees are up to date, the deposit is refundable upon termination.

2.2 Monthly Fee Plans

- **12-Month Plan:** R4,950.00 per month (payable January to December).
- **11-Month Plan:** R5,400.00 per month (payable January to November).

2.3 What Monthly Fees Include

- A healthy menu with lunch, mid-morning, and afternoon snacks (breakfast arranged separately).
- Rest period, afternoon play, and in-house afternoon activities.
- School operation during standard school holidays (excluding the annual closure from mid-December to mid-January).

2.4 What Monthly Fees Exclude

- **Breakfast:** Can be arranged at an additional **R210.00** per month.
- **Extramurals & Events:** All extramural activities (including the compulsory Music & Movement programme) and ad hoc events.

2.5 Fee Increases

- Fees are subject to an annual increase effective at the start of each academic year. Parents will be notified in writing at least **30 days** prior to any fee adjustments.

2.6 Late Payments & Default

- **Due Date & Interest**: Fees are payable strictly in advance on or before the **1st day of each month**. Any overdue amount shall accrue interest at the maximum incidental credit rate permitted under the National Credit Act (NCA) from the due date until paid in full.
- **Notice of Breach**: Should payment not reflect in the School's account by the **7th day of the month**, the School may immediately issue a written Notice of Breach in terms of Section 14 of the Consumer Protection Act (CPA), granting the Parent/Guardian **20 business** days to remedy the default.
- **Full Settlement Required to Cure Breach**: To remedy a breach, the Parent/Guardian must settle the entire overdue balance on the account at the time of payment, including any subsequent month's fees that have fallen due during the notice period. Partial payments will not suspend breach proceedings.
- **Suspension & Immediate Termination:** Upon expiry of the **20-business-day** breach period without full settlement, the School reserves the right to immediately suspend the learner's attendance and/or terminate this enrollment agreement with immediate effect upon written notice. Full monthly fees shall continue to accrue and remain payable during any period of suspension, and the School may apply the security deposit toward unpaid arrears.
- **Legal & Collection Costs:** Parents/Guardians shall be liable for all reasonable tracing, collection, and legal costs (subject to statutory limits under the National Credit Act where applicable) incurred by the School in recovering overdue amounts.

Section 3: School & Operating Hours

- **Operating Hours:** Monday to Friday, **06:30 – 17:30**.
- **Arrival Time:** All children should arrive by **08:00** to participate fully in the Montessori learning cycle.
- **Late Collection Penalty:** A late fee of **R100 per 15 minutes** (or part thereof) applies for children collected after 17:30.

Section 4: Extra-Mural Activities

- **Junior Jive:** Compulsory music and movement curriculum programme.

- **Little Kickers:** Optional soccer program (billed separately by service provider).
- **Swimming at Squiddies:** Optional swimming lessons (billed separately by service provider).
- **YogaSteps:** Optional kids' yoga program (billed separately by service provider).

Section 5: Termination

- **Standard Termination: One full calendar month's** written notice is required to terminate this contract. Notice must be submitted on or before the 1st day of the month.
- **Year-End Termination:** Notice for termination effective at year-end must be given no later than **1 November**.

Section 6: Required Documents

Enrollment is conditional upon submission of the following complete documentation:

- Certified copies of ID / Passport documents for both Parents/Guardians
- Certified copy of Child's Birth Certificate
- Proof of residential address (less than 3 months old)
- Signed Enrollment Form (Part I, Part II, and Part III)
- Proof of preschool fee payment for the previous 4 months (if applicable)

Section 7: Permissions & Consents *(Please circle your choice)*

- **Electronic Communication:**
  Consent to receiving school communications, statements, and announcements via email or instant message. Yes No
- **POPIA Data Processing:**
  Consent to the collection, storage, and processing of personal data in compliance with the Protection of Personal Information Act (POPIA). Yes No
- **Media & Social Media:**
  Consent to the use of photographs/videos of the child for internal school updates and official social media platforms. Yes No

Part I Signatures

Parent / Guardian 1 Signature: Date: _____	**Parent / Guardian 2 Signature:** Date: _____

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PART II: INFORMATION ON THE CHILD (POPIA COMPLIANT DATA FORM)
Please complete all fields accurately. Information provided will be kept strictly confidential in accordance with POPIA regulations.

Child Personal Details

Full Name of Child:
Date of Birth: **ID:**

Medical Conditions / Special Needs:

Allergies/Dietary Restrictions (Food/Medication/Environmental):

Religious, Cultural, or Family Beliefs / Preferences

Recent Stressful Events / Transitions:

Likes / Dislikes / Comforting Preferences:

Additional information:

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Authorized Emergency Contacts & Pickup Consent

Contact Name	Relationship	Phone Number	Authorized Pickup (Yes/No)

Part II Signatures

Parent / Guardian 1 Signature: Date: _____	Parent / Guardian 2 Signature: Date: _____

PART III: POLICY ON MEDICATION, CONTAGIOUS DISEASES AND MEDICAL EMERGENCIES

1. Prescription Medication Rule

Prescription medication will only be administered if accompanied by written parental authorization and clear medical instructions in the school medication register. All medication must be provided in its original packaging with the child's name.

2. Over-The-Counter (OTC) Medication Rule

No OTC medication will be administered without prior telephonic or written consent from the parent/guardian for specific symptoms on that given day.

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3. First Aid Box

Basic first aid treatment (cleaning wounds, applying plasters, ice packs) will be provided by trained staff members as needed.

4. Contagious Diseases & Separation

Children suffering from contagious illnesses (fever, diarrhea, vomiting, infectious rashes) must be kept at home. If symptoms develop at school, the child will be isolated comfortably and the parent contacted for immediate pickup.

5. Emergency Medical Treatment Authorization & Cost Liability

In the event of a serious medical emergency, school staff is authorized to secure emergency medical assistance or transport the child to a medical facility. **All associated emergency medical and transport costs shall be the sole responsibility of the parent/guardian.**

Part III Warranty & Signatures

I/We warrant that all information provided across Parts I, II, and III of this registration form is true, complete and correct, and that I/we agree to all terms, conditions, and financial responsibilities set out herein.

Parent / Guardian 1 Signature: Date: _____	**Parent / Guardian 2 Signature:** Date: _____