



Treasure Tots

Pre-School - Nursery School

"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6

EDENVALE BRANCH

✉ 19 Terrace Road
Edenvale
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www.treasuretots.co.za

BIBLICAL VALUES

CHARACTER BUILDING

QUALITY EDUCATION

APPLICATION FORM

Treasure Tots Pre-School/Nursery School

Monday – Friday

06:00am – 18:00pm

011 608 3131

Date Of Application:	
Child's Name & Surname:	
Child's Age:	
Child's Starting Date:	

Please include the following required documentation with your application:

- Copies of both Parents / Guardians identity documents
- Copies of identity documents of those who are authorised to fetch your child.
- Copy of child's birth certificate
- Copy of child's immunization card
- Copy of medical aid card
- Last Report from the child's previous school
- Attached Reference Form completed and returned by Previous School
- 2x ID / Passport size photos of the child
- Copy of Current Payslip
- Proof of Residence

Personal Particulars of Parents and Child:

Mother's Details				
Name & Surname of Mother:				
Occupation (Place of work):				
Work Telephone Number:				
Cellphone Number:				
Email Address:				
I.D. Number:				
Residential Address:				
Father's Details				
Name & Surname of Father:				
Occupation (Place of work):				
Work Telephone Number:				
Cellphone Number:				
Email Address:				
I.D. Number:				
Residential Address:				
Child's Details				
Name of Child:				
Date of Birth:				
Gender:	Male		Female	
I.D. Number:				
Nationality:				
Home Language:				
Family Structure: (Married Parents, Single Parent, Adopted etc.)				

**Persons authorised to pick up your child
(Please supply copies of I.D.'s for all authorised persons):**

Name:	Relationship to Child:	Telephone Number:

Emergency Contact Numbers:

Name:	Relationship to Child:	Telephone Number:

**Medical & General information regarding your child
(Please fill in with comments):**

General Overall Health:	
Family Doctor:	
Telephone Number:	
Allergies:	
Medical Aid:	
Medical Aid number:	
Emergency Hospital Preference:	
Medical Conditions:	
Chronic Diseases:	
Disabilities:	
Toilet (Potty) Trained:	
Food/Drinks not allowed:	

Child's Development:

Has a security/comfort object (dummy, blanket etc.):	
Plays well with siblings:	
Plays mostly with children the same age/younger/older:	
Plays alone:	
Adapts to a new environment easily:	

Any areas for concern or information for us to take note of:

References:

Previous Pre-School/Nursery:	
Reason for leaving:	
What do you expect to be included in child's pre-school programme?	
How did you hear about Treasure Tots?	
Reason for choosing Treasure Tots:	

Church Affiliation:

Are you attending a church?	
Church Name:	

AGREEMENT:

I have read the information furnished and agree to insist that my child/children submit to the programme, academic and disciplinary regulations and all other requirements instituted by the Office and carried out by the Principal and Staff. I hereby declare that the above information supplied is correct.

FATHER'S / GUARDIAN'S SIGNATURE:		Date:	
MOTHER'S / GUARDIAN'S SIGNATURE:		Date:	

TREASURE TOTS ATTENDANCE OPTION

I, parent / guardian of _____, hereby request the following Attendance Option with regards to the attendance of my child at Treasure Tots Pre-school.

I understand that a change in Attendance Options results in a change in fees and I agree to pay the appropriate fees accordingly.

(Please place a X in the appropriate option block)

OPTION 1 : FULL WEEK MONTHLY
 Υ Full Day (6:00 – 18:00)
 Υ Half Day (6:00 – 14:00)

OPTION 2 : 3 DAYS A WEEK MONTHLY
 Υ Full Day (6:00 – 18:00)
 Υ Half Day (6:00 – 14:00)

As different school rates apply to different Options, **it is important** that you inform us of any change with regards to your child's attendance at Treasure Tots. *We will not be held responsible* if you are invoiced with the incorrect school fees because of us not receiving a new Option Form stating a change.

Sufficient notice needs to be given to change Monthly Options and will therefore be effective from the beginning of a new month and not in the middle of a month or directly after Invoice / Statement run.

All changes are subject to approval by the Principal.

Effective from: _____ (Date / Month / Year)

FATHER'S / GUARDIAN'S SIGNATURE:		Date:	
MOTHER'S / GUARDIAN'S SIGNATURE:		Date:	

PRINCIPAL APPROVAL : _____

Account Name : Heritage Christian College
Bank : ABSA
Branch Number : 632 005
Account Number : 404 747 8503
Reference : Child's Name & Surname / TT Account Number
Email P.O.P : accounts@heritageecc.co.za

PLEASE NOTE: No Payments to be made until your child's place is confirmed by the Principal.
Availability is subject to change without prior notification.

INITIAL APPLICATION FEES TO BE CHARGED

1st / 2nd / 3rd Child attending		
Registration Fee		<i>Once off – Non-refundable</i>
Initial Full Month		<i>Monthly</i>
Initial ½ Month / Part Month		<i>If applicable</i>
Development Fund		<i>Monthly</i>
PACES – Grade R		<i>Monthly</i>
Workbooks – Grade RR		<i>x4 (x1 per term)</i>
Stationery Pack		<i>Once off per year</i>
Toiletry Pack		<i>Once off per year</i>
Grade R Entrance Test		<i>Once off per year</i>
Grade 1 Entrance Test		<i>Once off per year</i>
Co-ordination Test – Grade R		<i>Once off per year</i>
Total		

PERSON RESPONSIBLE FOR PAYMENT OF ACCOUNT ****Required Information***

I hereby agree to a credit check on my name & confirm that the details below are completed to the best of my knowledge.

I am the Parent of the child: **I am the Guardian of the child:**

Name of Paying Parent/Guardian:	
Identity Number:	
Physical Address of Paying Parent/Guardian:	
Postal Address of Paying Parent/Guardian:	
Place of Work of Paying Parent/Guardian:	
Physical Work Address of Paying Parent/Guardian:	
Telephone Number:	
Email address:	
Do you own or rent your place of Residence?	
Name and Surname of Landlord:	
Contact number of Landlord:	
Years lived at the above property?	

Signature of Paying Parent/Guardian : _____

FINANCIAL AGREEMENT:

In recognition of the acceptance of my child /children (name/s)

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into Treasure Tots during the academic year, I do hereby agree to pay the following:

1. A Re-enrolment fee is charged annually on confirmation from parents / guardians that their child / children will be returning the following year to Treasure Tots. A Re-enrolment letter & form will be conveyed to the parents during the 3rd Term.
2. **School fees** as per monthly invoices are issued from January to December and **are payable in ADVANCE before the SECOND of each month**. These fees **will not** include the cost of the required Pace's, school photo packs, testing etc. done during the year which will be charged separately each month (where and when applicable). The school fees will be increased annually (**generally in March each year**).

Payment of school fees is not subject to presentation of a statement.

3. **Three calendar months'** written notice is required for Grade R learners and **one calendar months'** written notice is required for Nursery School learners of intention to remove any child / children from **TREASURE TOTS PRE-SCHOOL**.

No Notice will be accepted for October, November, or December.

Fees will be due during this period.

- *I understand that the fees for the **three months' notice period (Grade R)** or **one month (Nursery School)** will be required even if the child leaves the school before the notice period expires.*
4. Invoicing will be issued approx. the 20th of each month (depending on weekends and/or public holidays).
 5. Payments are due by the **2nd of each month** (reflecting in Treasure Tots Account). The First Letter of Reminder / SMS / Email for late payments will be sent out on the **3rd of each month**. A Second Letter of Reminder / SMS / Email will be sent out on the **4th of each month** for accounts still outstanding. A Letter of Suspension / Email will be issued by the **5th of each month** for those who have not made payment by this date.
 - *I understand that, should the required fees not be paid by the due date, (2nd of each month), that after written notification – the School Financial Board reserves the right to suspend my child / children from attendance till the fees are up to date. If suspension is issued more than 3 times a year to an individual family, Treasure Tots reserves the right to terminate their contract with said family with immediate effect and hand the outstanding fees over for collection.*
 6. Should an account be in arrears, and you would like to make a payment arrangement, an AOD (Acknowledgement of Debt) form will be forwarded to you for completion.
 - a. Please note that 2% interest will be levied on any outstanding amount on your Account per month.
 - b. R100 admin. fee will be levied for late payment per month.
 - c. An AOD (Acknowledgement of Debt) form or emailed arrangements may only be accepted twice annually.

7. R50 will be credited to your account if your payment appears in our bank account **before month end**. This does not apply to the first Statement of the year or the final Statement of the year. Please do not deduct your own R50 discount for early payment. The Accounts Department will allocate your R50 discount monthly as it is earned.
8. R75.00 Development Fund will be charged each month per family to enable upgrades, maintenance & repairs.
9. If payment is made from the 1st until the 2nd of the month, no credit is given.
10. If payment is made after the 3rd, a R100 admin. fee will be reflected on your next Invoice.
11. Please note that you, the parent / guardian will be held responsible for any fees / charges incurred for collection of any outstanding fees.
12. Note – If prior arrangements have been made for payment of account in arrears with the Financial Board or Accounts Department - No fine will be levied.
13. Note – Dates of Financial letters / Invoicing may vary due to weekends and/or public holidays.
14. Please collect your child by 18:00 **sharp**. Parents arriving any later will be **charged a levy of R200.00 per 30 minutes or part thereof**. If a parent is late more than 3 times in a term, the child may be suspended from Treasure Tots.

I, _____ the legal parent/guardian of _____, have read and understood **TREASURE TOTS PRE-SCHOOL / NURSERY SCHOOL** Financial Agreement as laid out above. I agree to abide by the Financial Agreement. I understand that failure to do so may result in necessary action being taken as determined by the Board.

FATHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

MOTHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

CHARGES TO ACCOUNT:

I, _____ the legal parent / guardian of _____, hereby acknowledge that the following may appear / be charged to my account – PACES, testing, workbooks, school photos, fundraising events, etc... and that I am liable for payment in this regard.

FATHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

MOTHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

GENERAL POLICY:

As a parent / guardian of this Christian Pre-School, I pledge to uphold the school's standards and will act in a very orderly and respectful manner. I will maintain Christian standards in courtesy, kindness, morality, and honesty.

I will strive to be of unquestionable character in dress, conduct, and all other areas of life.

- All parents are to be fully supportive of **TREASURE TOTS PRE-SCHOOL**, its staff, and its policies at all times.
- Parents are to attend parent's evenings.
- Parents are to attend fundraising events and other school functions with their child / children when requested by the school.
- The Prize Giving Ceremony is compulsory to the respective children and parents.
- A record of attendance will be taken at all functions.

I agree that if a problem / concern arises regarding the school or staff, I will handle the matter through the proper school channels. I will encourage others to do the same.

I agree to abide by the above standards of conduct and other regulations expected of each parent of each child enrolled at **Treasure Tots**.

I also understand that **Treasure Tots** reserves the right to dismiss families who fail to comply with the school regulations, policies, or obligations.

FATHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

MOTHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

GENERAL INDEMNITY FORM:

I, _____ the legal parent / guardian of _____,

agree that I will not hold **TREASURE TOTS PRE-SCHOOL / NURSERY SCHOOL ALBERTON** or any staff member responsible for any loss, damage, or injury of any nature to my child / children, except if such loss or damage occurs due to the consequences of wilful misconduct or gross negligence of the school or Treasure Tots Board of Directors or any person acting for or controlled by Treasure Tots.

This applies during school periods - any outings, field trips, or sports events that my child / children will be attending during their schooling career at Treasure Tots Pre-school.

FATHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

MOTHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

PERMISSION TO USE PHOTOGRAPHS:

I, _____ the legal parent / guardian of _____

hereby give Treasure Tots permission to use photographs of my child / children that may be taken from time to time for the following platforms only (*please tick your choice/s below*):

- | | |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Treasure Tots school website | <input type="checkbox"/> Other social media forums –
E.g. Instagram, etc. |
| <input type="checkbox"/> Signage on buildings / school vehicles | |
| <input type="checkbox"/> Facebook page | <input type="checkbox"/> For Treasure Tots Advertisements –
E.g. magazines / newspaper
advertisements / articles, leaflets, or
banners |

Treasure Tots will always ensure that these photographs portray excellence and are used in good taste.

FATHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

MOTHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

POPI – PROTECTION OF PERSONAL INFORMATION

- I/We consent that the school can collect, store, and update my/our personal information and the personal information of the learner.
- I/We consent that the school may provide such information to an authorised representative for lawful purposes only.
- I/We give consent that the information provided be confirmed and updated where necessary by the School or the Schools authorised representative.

FATHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

MOTHER'S / GUARDIAN'S SIGNATURE: _____ **DATE:** _____

Thank you for taking the time to fill in your application form, we look forward to starting an amazing God-filled journey with you and your little one!

CONDITIONS FOR ADMISSION

PLEASE NOTE:

THE FOLLOWING CONDITIONS MUST BE MET FOR THIS APPLICATION TO BE SUCCESSFUL

1. Complete & return the Application Form with all the required documents.
Legal documents required if a child is living with guardian(s) and not the parents.

- Copies of both Parents / Guardians identity documents
- Copies of identity documents of those who are authorised to fetch your child
- Copy of child's birth certificate
- Copy of child's immunization card
- Copy of medical aid card
- Last Report from the child's previous school
- Attached Reference Form completed and returned by Previous School
- 2x ID / Passport size photos of the child
- Copy of Current Payslip
- Proof of Residence

- **Foreign Pupils – (Both Parents are Foreign Nationals)**

- Diplomatic Status – Letter from employer stating parent's employment
- Certified copies of valid diplomatic passport & study permit
- Non-SA Citizens – Parents are to provide certified copy of their SA residence permit and / or work permit.
- Certified copies of passports.

2. A successful credit check.
3. You will be notified via email / telephonically whether your application has been successful or not.
4. **PLEASE NOTE:**

No Payments to be made until your child's place is confirmed by the Office or Principal.

Once you have been notified that your application has been successful, a non-refundable registration fee is required as confirmation that your child will be attending Treasure Tots Pre-school.

THE APPLICATION PROCESS WILL BE UNSUCCESSFUL DUE TO THE BELOW FACTORS

- Required documentation not provided.
- An unsuccessful credit check.

