

Dear Parent/s

Thank you for enquiring about our school.

I want to take this opportunity to welcome you and your child at Smiley Kids Glen Marais. **Smiley Kids Glen Marais runs the pre-school division for Babies up to and including Grade R. We form part of the Gryphon House Independent school that takes our students from Grade 1 up to Grade 7.**

I hope that your experience is a pleasant and happy one. Your child's wellbeing is very important to us, and we assure you that your child will at all times be well looked after.

Please submit the following documents with the enrolment form:

- Copy of your child's unabridged birth certificate,
- Copy of your child's inoculation certificate (clinic card)
- Copy of both parent's / guardian's identity documents.
- Copy of your Medical Aid card (if you don't have medical aid, the doctor's details will do)

Please note that if all the necessary documents have not been signed and copies of all the requested documents have not been received, we cannot accept your little one till all is up to date and paid in full.

Monthly toiletries are also needed for the students from 2-3 years class up to Grade R.

1 x Toilet roll
1 x Box of tissues
1 x Pack of wet wipes.

Uniforms for Smiley Kids students from 2-3 years up to and including Grade R

Smiley Kids shirts – to be worn from Mondays to Fridays – parents may purchase as many shirts as needed for the week. (Information will be placed on the website of where to purchase uniform specific to Smiley Kids Glen Marais.)

Girls: Bottoms only – tights, shorts, jeans or trousers. – **please no skirts or dresses if there are not tights underneath.**

Boys: Bottoms – trousers, shorts, jeans.

If you have any queries or questions regarding our school or your child, please do not hesitate to contact me.

Smiley regards

Mr AJ Boshoff
Director

Mrs GA Boshoff
Director & Principal

ENROLMENT FORM

Start date: _____

Particulars of child:

Full names				Surname			
Known as				Gender			
Date of birth				Home Language			
	Day	Month	Year		AFR	ENG	Other

Previous Institution / Nursery School attended:

Previous Pre-Primary, play school, nursery school, day mother, etc. attended							
Name of Institution							
Suburb/Town		Duration of attendance	From		Until		

Medical Information:

Medical Aid Scheme		Membership number	
Doctor		Doctor's telephone nr	
Allergies or chronic illnesses			
Special medication (please specify)			

Parent Information:

Mother:		Identity number	
Name & Surname		(copy attached)	
Physical address		Occupation	
		Contact No – Home	
		Contact No – Work	
Email address		Cellular No	
Father:		Identity number	
Name & Surname		(copy attached)	
Physical address		Occupation	
(If different from		Contact No – Home	
mother's address)		Contact No – Work	
Email address		Cellular No	

Family Status:

Please indicate by circling the correct	Parents:	Married / Not Married / Divorced – child stays with mother /
		Divorced – child stays with Father / Guardian /
		Other (please specify)

List of people who may collect child/ren (where possible please supply a copy of the Identity document):

Name & Surname		Identity number	
Name & Surname		Identity number	

Financial Information

The person responsible for the account: (Please attach a copy of the Identity Document of the person paying the account)

Name & Surname		Identity number	
Physical address		Contact No – Home	
		Contact No – Work	
		Contact No – Cellular	
Relation to Child			

Contact details in case of an emergency (not parents):

Name and surname		Name and surname	
Relation to Child		Relation to Child	
Contact number		Contact number	

Services

Please mark with an 'x' which services you want to make use of:

(Attached hereto also find the fee structure indication of the relevant fees)

Baby - Full Day		Toddler - Full day		Aftercare		Transport	
Baby - Half Day		Toddler - Half day		Name of Primary School			

Transport:

One-way transport		Two-way transport		One way transport B		Parents to collect	
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Office use

Registration & Admin fee paid – R 500.00 – once off non-refundable	R
Date registration paid	
Enrolment form signed in full	YES / NO
Standard Terms and Conditions signed	YES / NO
Copy of Identity Document received of the person responsible for account and parents	YES / NO
Copy of child's Birth Certificate, Medical Aid card, and Clinic Card received	YES / NO

Signature of the person responsible for the account

Date

(I acknowledge that I have read the Standard Terms and Conditions applicable to Smiley Kids Glen Marais and bind myself thereto)

STANDARD TERMS AND CONDITIONS

1. **Introduction**
The owner, teachers, and staff of Smiley Kids Glen Marais wish to take this opportunity to welcome you and your child to our school. We confirm that our priority is to provide quality service to you and your child in a professional manner.
2. **Acceptance**
The undersigned ("the Applicant") hereby acknowledges that he/she shall be liable for the payment of the monthly fees in respect of the child-minding services as more fully explained in clause 3 hereof.
3. **Terms of Payment** Applicant initial _____
 - 3.1 The monthly fees shall be determined by Smiley Kids Glen Marais from time to time. Parents shall be advised, in writing, of changes to any fees payable to Smiley Kids Glen Marais or any of its service providers and/or agents. Non-receipt of the notification of changes to any applicable fee shall not invalidate such change to the applicable fees. The fees of Smiley Kids Glen Marais shall increase annually at the end of February. Such increase shall be implemented and will be effective from 01 March annually. **School fees are payable for 12 months of the year.**
 - 3.2 Monthly school fees (as well as fees for services rendered by other service providers) are due and payable in advance and shall be paid no later than the 1st day of the month during which the service is rendered. Smiley Kids Glen Marais reserves the right to refuse access to the Applicant and his/her child/children if the fees that are due have not been paid or are outstanding.
 - 3.3 Should the 1st day of the month fall on a Saturday, Sunday, or Public Holiday then the amount due to Smiley Kids Glen Marais shall be payable on the preceding ordinary working day.
 - 3.4 The Applicant shall qualify for a discount, the amount which shall be determined at the sole discretion of Smiley Kids Glen Marais from time to time, if the Applicant makes payment of the fees due and payable to Smiley Kids Glen Marais (in respect of the services that it renders) on or before the last working day of the month preceding the month during which the service is rendered. It is specifically recorded that the discount referred to in this subclause does not apply to those services rendered by contractors and/or other service providers used by Smiley Kids Glen Marais unless the contractor and/or service provider agree otherwise. When depositing or transferring money into the school's account, it must be taken into

consideration that delays occur due to interbank transfers. To qualify for the discount on the school fees, the amount due must have been received in the school's bank account on or before the 1st of the month.

- 3.5 Payments made after the 2nd day of a month (as well as arrears) shall be subject to the maximum interest rate permissible under the National Credit Act and its regulations.
- 3.6 Every payment by the Applicant arising out of or in connection herewith shall be made at the address of Smiley Kids Glen Marais, free of any deductions and without set-off on the due date and without demand.
- 3.7 The Applicant shall be liable to pay collection commission, all attorney/client fees, and tracing fees (if applicable) if Smiley Kids Glen Marais must institute legal action to recover any amount outstanding to it by the Applicant as is set out further in clause 12 below.
- 3.8 Fees may be paid either using a cash payment at the premises of Smiley Kids Glen Marais (please ensure that you receive an official Smiley Kids Glen Marais receipt with the correct amount recorded thereon) or using an internet transfer or by direct bank deposit. The school fees must be paid into the Primary School's account (Gryphon House) bank account details are:

Account Holder	:	Gryphon House
Bank	:	FNB Bank
Branch and code	:	254 605
Account number	:	628 1962 5198

Please ensure when making the payment that you use the child's name and surname as the reference of the payment. Proof of payments must be submitted at the school.

- 3.9 Smiley Kids Glen Marais reserves the right to withhold any academic and/or other information concerning the Applicant's child or children's progress if any fees are outstanding or not paid in full.
- 3.10 An amount of five hundred rand, (R500.00), is payable on receipt of enrolment form for registration. No enrolment form will be accepted without the registration fee. **This registration fee is a once-off payment for administration costs and is not refundable and does not guarantee acceptance.**
- 3.11 There is an additional cost for stationery used throughout every year. It is a once of payment and covers most of the stationery used by the children. The cost for the stationery for the year is indicated on the price list attached.
- 3.12 Should you enquire about paying in advance for 12 months, a special fee will be worked out accordingly. This means that the period for which the payment has been worked out is binding and should payment in that amount be made it will be accepted for that full term. No refunds will be made as it is a special rate at the school's sole discretion.

4. Notice

Should the Applicant wish to remove his/her child/children from Smiley Kids Glen Marais, then the Applicant shall be obliged to give Smiley Kids Glen Marais one calendar month's written notice. For this clause, a calendar month notice shall mean from the first day of the month until the first day of the next month (for example, notice given on 15 March shall only have effect from 01 April and the agreement shall terminate one calendar month later, on 01 May). Despite the provisions of this clause, the Applicant may not give notice for November and December. The fees for December are fully payable.

Notice to terminate this agreement for the end of December must be handed in at the office by no later than the end of October. Smiley Kids Glen Marais shall be entitled to give the

Applicant short notice of the termination of this agreement in the event of a material breach of this agreement as well as a breach or non-compliance with any standing operational procedures, code of conduct, or other policies of Smiley Kids Glen Marais.

Such shorter notice by Smiley Kids Glen Marais to the Applicant may be verbal or in writing. Should Smiley Kids Glen Marais in its opinion believe that the Applicant's child is not suited to be a student at the school for any reason whatsoever, it may in its sole discretion terminate this agreement by providing the Applicant with 5 days written notice of its intention to terminate. The Applicant shall nevertheless, be obliged to pay for the calendar month's notice and the remainder of the month in which the child was removed from school.

5. School Hours

- 5.1 The school hours are strictly from 06h30 to 17h45, Monday to Friday, and 06h30 to 17h45, excluding Public Holidays, when the school shall be closed.
- 5.2 **Should the Applicant's child/children be collected after 17h50, a late collection fee of R50.00 (fifty rand) for every five minutes after 17h50 will be charged to his/her account. This amount may be amended from time to time at the sole discretion of Smiley Kids Glen Marais.**
- 5.3 No unauthorized person or children under the age of 18 will be allowed to collect the Applicant's child or children from Smiley Kids Glen Marais. Smiley Kids Glen Marais must be informed if any other person will collect the Applicant's child or children from school. Please furnish us with the person's identity number, name, and surname and a short description of the features of the person concerned or a photo must be sent to the owner via WhatsApp before collection.
- 5.3 The school shall be closed for the December Holidays from approximately 15 December until approximately the second Tuesday of January. The specific details in this regard will annually be communicated to Applicants by no later than the end of October. The full school fees shall be payable, despite the closure of the school during this period. The exact dates will be communicated in writing to the Applicant. No notices will be accepted for students as of the end of October of every year. The agreement is not a yearly agreement but an ongoing one till the students graduate from grade R or if we receive notice in the correct terms and format.

Applicant initial _____

6. Indemnity

Although every precaution necessary will be taken to prevent accidents, neither Smiley Kids Glen Marais nor any of its employees, agents, guests, facilitators, representatives, or anyone acting on its behalf shall be held liable for any injury, be it physical, emotional or psychological or howsoever caused to the child whilst under the control of Smiley Kids Glen Marais, be it as a result of gross negligence or otherwise. Smiley Kids Glen Marais shall further be indemnified and held harmless by the Applicant against any claim of whatsoever nature and howsoever arising whether in contract or delict, which may be brought against Smiley Kids Glen Marais, its members, employees, agents, guests, and facilitators by any other third party. If and when the Applicant's child or children are being transported by Smiley Kids Glen Marais, for whatever reason, (including but not limited to outings, collecting, or dropping off) it will be at the Applicant's and the child's own risk. Smiley Kids Glen Marais (including all its employees and or any person acting on behalf of Smiley Kids Glen Marais) shall not be liable in respect of any injury sustained or damage suffered by the Applicant's child or children.

7. Transport Facility

Smiley Kids Glen Marais has a transport facility available to all parents and children to collect and/or drop off children from or at home, collect and drop off children at their primary school, and for outings that are away from the premises of Smiley Kids Glen Marais. Smiley Kids Glen Marais reserves the right to limit the area of operation of the service. The fees applicable for this service shall be determined by Smiley Kids Glen Marais from time to time. Smiley Kids Glen Marais reserves the right to levy an additional amount on users of this transport facility when high fuel prices necessitate such a levy. Please note that we do not facilitate half-day drop off's so students making use of the school's transport facility have to be enrolled under full-day fees.

8. School property

If the property of the school is damaged by the Applicant or his/her child or children, the Applicant will be responsible for any costs to replace or repair the damaged property.

9. Breach

- 9.1 The Applicant shall be in breach of this agreement if the Applicant fails to make payment of any amount due and payable to Smiley Kids Glen Marais on its due date or if the Applicant being placed under administration or is sequestered or by the attachment of the assets of the Applicant in any judicial process.
- 9.2 In the event of the breach of this agreement by the Applicant as is set out in clauses 4 and 9.1 above, Smiley Kids Glen Marais may elect to cancel this agreement with or without notice in the sole discretion of Smiley Kids Glen Marais.
- 9.3 Smiley Kids Glen Marais shall be entitled to list the name of the Applicant on a credit control list for all the Smiley Kids schools. The effect thereof is that the Applicant's child or children may be refused entry to any Smiley Kids school within the Gauteng Province until such time that the act or omission that caused the breach, is remedied and Smiley Kids Glen Marais reserves the right to proceed with legal action against the Applicant without further notice.

10. Notice and Domicilia

- 10.1 The parties choose the *domicilia citandi et executandi* for the purpose of all notices and processes arising out of or in connection with this agreement as follows:
- Smiley Kids Glen Marais : 17 Concourse Crescent, Aston Manor, Kempton Park, 1619
- Applicant (physical address)** : _____
- 10.2 Any notice sent by post, by either party to the other, shall be deemed to be received on the seventh day after the date of posting or the date of delivery in the case of delivery by hand.
- 10.3 Each party shall be entitled to change the address specified by it in terms of this clause, in writing, to any other address within the Republic of South Africa (not being a post office box or poste restante) on not less than 14 calendar days prior written notice to the other party.

11. Duration and Termination

This contract shall operate for an indefinite period and is subject to the notice periods as set out in clause 4 above.

12. Costs

All legal and collection costs, including attorney and own client costs, tracing fees, charges, and disbursements incurred by Smiley Kids Glen Marais in collecting or endeavouring to collect all or any amount payable by the Applicant hereunder, shall be for the account of the Applicant and payable on demand.

13. Certificate of indebtedness

The indebtedness of the Applicant to Smiley Kids Glen Marais in terms of this contract shall be determined and conclusively proved for all purposes by a certificate signed on behalf of Smiley Kids Glen Marais.

14. Jurisdiction

The Applicant hereby consents, notwithstanding the amount of the claim, to the jurisdiction of the Magistrates Court.

15. Emergency Medical Treatment, Illness, Injury and Medication

- 15.1 Smiley Kids Glen Marais cannot accept responsibility for extremely sick children, those running high temperatures, vomiting, with eye infections, or that have diarrhea or head lice. Should the Applicant's child display any signs of the above-named conditions, the Applicant will be requested to collect the child from school and take him/her to a doctor for proper assessment of the condition and relevant medication.
- 15.2 In the event of the Applicant's child or children contracting any infectious disease, Smiley Kids Glen Marais must be notified immediately. Children with infectious diseases may not be sent to Smiley Kids Glen Marais until certified by the Applicant's doctor.
- 15.3 Please ensure that any allergies that your child or children may have are recorded on the enrolment form.
- 15.4 The administration of medication to any child by a member of the personnel of Smiley Kids Glen Marais may only be performed upon the written consent of the Applicant or the other parental party. The Applicant or the other parental party of the child or children must specify what medication is to be administered, the quantity that must be given, and what time the medication must be administered. The Applicant or the other parental party of the child or children must clearly state their name and sign this instruction.
- Applicant initial _____
- 15.5 The Applicant or the other parental party of the child or children hereby consent to the administration of any emergency medical assistance, namely first aid, as is deemed appropriate, by Smiley Kids Glen Marais, in the event of injury to the child.
- 15.6 Should the Applicant's child or children require emergency medical treatment the Applicant hereby gives Smiley Kids Glen Marais authority to take such child to the nearest doctor or medical facility. The Applicant shall remain liable for the costs incurred by such emergency medical treatment.
- 15.7 Medication may be sent to school to be administered and may only be performed upon the written consent of the Applicant or the other parental party by the school's Occupational Health and Safety Representatives in the following instances:

Short-term medication:

- The medication is labelled with the child's name, the dosage, the frequency and method (by mouth, nose ears, or topical ointment), the name of the prescribing doctor and the dispensing pharmacist.
- Medication is recorded on applicable forms daily.
- The condition is not contagious.
- Antibiotics after 48 hours after the 1st dosage was given.
- Teething medication

Chronic medication:

- The child has been diagnosed by a medical practitioner to have a certain condition that requires chronic medication e.g., asthma, diabetes, etc.

- The medication is labelled with the child's name, the dosage, the frequency and method (by mouth, nose ears or topical ointment), the name of the prescribing doctor and the dispensing pharmacist.
- Medication is recorded on applicable forms daily.

16. General

- 16.1 This agreement constitutes the whole agreement between the parties and there are no other agreements, representations, or warranties between the parties other than those specifically set forth herein.
- 16.2 No amendment, variation, or modification of this agreement shall be of any force or effect unless the same is confirmed in writing and signed by all the parties hereto.
- 16.3 No indulgence on the part of either party in exercising any right conferred upon such party in terms of this agreement shall constitute a waiver or novation of any such right, nor shall any single or partial exercise of any right preclude any other future exercise thereof or the exercise of any other right under this agreement.
- 16.4 Smiley Kids Glen Marais shall be entitled, without notice to the Applicant, to cede, transfer, or assign its rights under this agreement to any third party.
- 16.5 The person responsible for the account preferably both parents must sign the agreement and supply with the signed agreement and enrolment form a copy of their identity document. Also, a copy of the child or children's birth certificate must accompany this signed agreement and enrolment form.
- 16.6 With regards to school trips, outings, and or any other activity that warrants the students to attend, if they do not attend the trip/outing or activity the students must stay at home as their teachers will accompany the others on the trip/outing and or event and there will be no one that will be able to look after your child for that day. After the trip/outing and or event, the school will resume as normal.

17. POPI ACT DISCLAIMER

Applicant initial _____

This disclaimer is provided in accordance with the Protection of Personal Information Act (POPIA). Smiley Kids Glen Marais respects your privacy and is committed to protecting your personal information. By using our services or providing us with your personal information, you consent to the collection, processing, and sharing of your information as described in this disclaimer.

1. Collection of Personal Information:

We may collect personal information from you for the purpose of, providing our services and processing your child's information for assessment purposes. The information collected may include parent / legal guardian and child's name, contact details, date of birth, and identity number.

2. Processing and Use of Personal Information:

Your personal information will be processed and used solely for the purpose for which it was collected, and as permitted or required by law. We will not use your information for any other purpose without your consent.

3. Sharing of Personal Information:

We may share your personal information with debt-collecting agencies/ lawyers as necessary to fulfill the agreement as set out above. We will not sell, rent, or lease your personal information to third parties.

4. Your Rights:

You have the right to access, correct, and delete, your personal information. To exercise these rights or for any inquiries related to your personal information, please contact us at Smiley Kids Glen Marais.

5. Security:

We have implemented security measures to protect your personal information from unauthorized access, disclosure, or loss. By continuing to use our services, you acknowledge that you have read and understood this POPI Act disclaimer and agree to the terms outlined herein.

I/We _____ (full names and surname), being the parent(s)/ legal guardian(s) (herein referred to as "the Applicant") of

_____ (herein referred to as "the child"), understand, agree to, and accept the standard terms and conditions aforesaid and that I am bound thereto.

Signature of the Applicant
(Person responsible for the account)

Identity number

Date

Transport fees

1. Pick up only or drop off only
2. Pick up & Drop off

Transport fees for January 2025 (subject to change)

- R 1 900.00 per month
R 2 000.00 per month

2026 Fees projection (Subject to change)

- R 1 500.00 per month.
R 2 000.00 per month.

Please note that we will only be able to accommodate transport should you fall on the route driven and if there is someone at home at the time of drop off or collection. Should we arrive at your home and there is no one there you will be responsible for the collection of your child from school before our closing for the day (17h45). Please note that you will then fall under the agreement as per your contract – Standard Terms and Conditions clause 5.2. There is no half-day transport facility available from the school. Students must be enrolled in full-day and fall on the route. Prices are subject to change at school and supplier's discretion.

School Fee structure

Fee Structure and Extra Mural Activities – 2025 / 2026 Registration fee is R500.00

(Prices are subject to change at school and supplier discretion)

Fee Structure	Half Day March '25	Full Day March '25	Half Day March '26	Full Day March '26
Babies	(no half-day babies)	R 3 850.00 p/m	(no half-day babies)	R 4 250.00 p/m
Toddlers	R 2 900.00 p/m	R 3 550.00 p/m	R 3 190.00 p/m	R 3 900.00 p/m
2 – 3 years	R 2 900.00 p/m	R 3 550.00 p/m	R 3 190.00 p/m	R 3 900.00 p/m
3 – 4 years	R 2 900.00 p/m	R 3 550.00 p/m	R 3 190.00 p/m	R 3 900.00 p/m
4 – 5 years (Gr. RR)	R 2 900.00 p/m	R 3 550.00 p/m	R 3 190.00 p/m	R 3 900.00 p/m
5 – 6 years (Gr. R)	R 2 900.00 p/m	R 3 550.00 p/m	R 3 190.00 p/m	R 3 900.00 p/m
Aftercare till 13 years of age		R 1 650.00 p/m		R 1 800.00 p/m

Note: School fees are due on or before the 1st of every month with the correct reference. Should these fees be paid after the due date without arrangement with management there will be late payment fees charged to the amount due that will be payable with school fees. By the 2nd R100.00 will be added and by the 3rd R200.00 will be added. Accounts will be handed over after that. By the morning of the 3rd, your access will automatically be stopped. Please forward proof of payment to an e-mail address. Prices are subject to change at the school and supplier's discretion.

Extra Mural activities	(subject to change at school's discretion)		Monthly costs		Days of the week
Activity	Registration fee	Instruction			
1. Karate	No registration	at school	available on request		Fridays only.
2. Soccer Stars	as per forms	at school	available on request		Thursdays only.
3. Dance Mouse	as per forms	at school	available on request		Tuesdays only.
4. Swimming	as per forms	Off-site	available on request		Mondays & Wednesdays.
5. Computers	as per forms	at school	available on request		Mondays only.

Please note that all activities have to be paid to the respective parties. We will not accept any fees for activities.

Karate is the only activity that you can pay your school fees monthly. You can just add the Karate to your school fees if it is not already added.

Stationary fee – payable for each student. (PLEASE NOTE THAT THIS IS FOR THE YEAR) (subject to change at suppliers' and school's discretion). Note that only the files will be returned to students when they leave the school. It is too difficult to determine the use of bulk orders per student. To be paid into [the STATIONERS ACCOUNT. NOT THE SCHOOL ACCOUNT.](#)

Stationary is compulsory and must be handed in at school in the beginning of every year or within 1 week of the student starting school with us. Failure to do so will result in your child not being able to do the academic program properly as each child is responsible for their own stationary.

Tuck shop – R 15.00 (subject to change at suppliers and school discretion)

We have sweets for sale on Fridays only. For costs and more information please contact the office.

Signature of the Applicant
(Person responsible for the account)

Identity number

Date

Access to school and messages/notifications

Please note that we rely on school fees to be paid on time to do the necessary and to ensure that your child has the best service possible. If we do not receive fees on time, there are delays on our side and this causes unnecessary problems and embarrassment. We urge all parents/guardians to ensure prompt payment of school fees on or before the 1st of Every month and fees are fully payable for 12 months a year.

Notice must be given for a calendar month. No exceptions and must be done so in writing – no verbal notices will be accepted.

General messages will be sent out via WhatsApp and email monthly. They will be marked as "FRIENDLY REMINDER" if fees are not paid on time or we can't pick up the payment, a message will be sent to you via WhatsApp to inform you that there is a problem with allocating the payment. If you receive a message of this nature, please just advise us if payment was made or forward us the proof of payment. Your communication will be much appreciated to resolve any issues in a timely fashion.

Should fees not be paid on time access to school will be blocked till said payment is received as we cannot render services for free. We understand that things happen and that is why we rely on accurate information and communication with regards to this. We are always here for you to ensure prompt service and care for our students, with this we require prompt payment of fees due.

Our staff and service providers rely on school fees being paid on time to enable us to pay them on time.

With regards to trips and outings arranged by the school, they are not compulsory and if possible alternative arrangements will be made to assist parents, however, it sometimes does happen that we cannot accommodate students who do not attend seeing that all the staff accompany us with the other students, on those days, parents will have to make alternative arrangements for their children if they do not attend these outings. We do not have many a year and parents are informed of such outings well in advance.

When a student is collected by someone other than the parent/guardian, it is required that an arrangement is made in advance with the owner/principal. Please send the details of the person to collect the student via WhatsApp: a picture of the person, the make and model of the car, and also the ID number of the person.

No one under the age of 18 is allowed to collect students, this is for safety as they have to walk into the parking area and we don't want anyone to walk in front of a vehicle. **Please understand that older siblings cannot come to collect students from school, they have to be accompanied by an adult or someone over the age of 18.**

I, _____, have read and understand the abovementioned rules and letter and I will adhere to them.

Signature parent/guardian

Signature parent/guardian

Language of instruction – Confirmation Letter

Dear parents,

Smiley Kids is a fully bilingual (Afrikaans and English) organization. We request that if a parent wants their child to be taught in either Afrikaans or English and this language is not their home language that you please complete and sign the document below giving Smiley Kids permission as the child's parent or legal guardian to teach your child in either Afrikaans or English which may be your language of choice and that you as the parent or legal guardian understand the consequences (if any) of your decision and will not hold Smiley Kids responsible.

Yours sincerely
Smiley regards,

Gereliza Boshoff
Principal / Owner

I _____ (full names) parent / legal guardian, Identity number _____, hereby give Smiley Kids Glen Marais permission to teach my child _____ (child's full name) in English although the child's home language is _____. I also furthermore understand the consequences (if any) of my decision and will not hold Smiley Kids Glen Marais or Smiley Kids Early Childhood Development Association responsible.

Parent / Legal guardian signature

Date signed.

Acknowledgment of documents received.

Please sign the following to acknowledge that you, the parent, (the person responsible for the account) have received, read, understood, and agree that the following documents are binding on you:

1. Enrolment Form
2. Standard Terms and Conditions, and
3. Welcoming letter with the rules and regulations.
4. Language instruction letter
5. Fee structure Form
6. Access system and Message and Notifications (terms and conditions read and understood)

I _____, Identity number _____ being the parent/guardian of

_____ hereby acknowledge that I have received, read, and understood the content of the aforesaid documents. I irrevocably bind myself to its content.

Signature

Date

Please ensure that the Enrolment Form, Fee structure Form, Standard Terms and Conditions, Language and acknowledgment document, and a copy of the person responsible for the account's identity document are returned to Smiley Kids Glen Marais, completed, and signed in full before your child or children commence school at Smiley Kids Glen Marais.

Thank you for your patience in completing all the necessary documents.

Smiley regards
Mrs. GA Boshoff
Owner