





Full Name:		Full Name:	
Relation to child:		Relation to child:	
Home Telephone:	( )	Home Telephone:	( )
Mobile Telephone:	( )	Mobile Telephone:	( )
Work Telephone:	( )	Work Telephone:	( )
E-Mail:		E-Mail:	

### **PlayTopia Enrolment Contract**

1. This document represents a legal contract between the undersigned and PlayTopia (Pty) Ltd.
2. All requirements outlined in this PlayTopia Enrolment Contract will remain in place for the duration of this contract.
3. A R500 registration fee is payable per child upon enrolment.
4. Fees are payable in advance, on or before the 3<sup>rd</sup> of each month, as follows:
  - R2 950 per month for 2024 - 06:30 – 18:00
  - Two days a week R 2750
  - Three days a week R2850
5. A discount of R200 per month is given for the second child and R300 for the third child.
6. Fees are divided over a 12-month period. One calendar month's written notice, on or before the 1<sup>st</sup> of the month must be given, prior to taking the child out of PlayTopia. Failing this, you will be held liable for payment until notice is given (no exceptions will be made). November and December months will not be accepted as a notice. Last month written notice that will be excepted for the year will be on the 1<sup>st</sup> of October.
7. Fees will increase annually.
8. A late payment penalty fee of R25 per day will apply to late payments. This late payment fee will be charged each month if your account runs in arrears.
9. If your account falls in arrears, your child may not attend school until payment is received in full. This rule will apply from the 4<sup>th</sup> of each month should your financial obligations not be honoured.
10. If the account is not settled, your account will be handed over for collection. Legal fees will be for your account.
11. Fees are not refundable for reasons of illness, holidays, or any other cause. Should a child not be present at school for any period, for whatsoever reason, the monthly fees will remain due and payable.
12. Extra mural fees are to be paid directly to the respective service provider and not PlayTopia.
13. PlayTopia is closed during school holidays and all Public Holidays. There will be holiday programs and additional costs and information will be sent out a month in advance.
14. PlayTopia is open Monday to Friday from 06:15 and closes strictly at 18:00.
15. There will be a R100-00 spot fine for late collection of children, payable to the staff member on duty. This fine will be enforced as from closing time until 15 minutes over. Thereafter,

children being collected after 15 minutes over closing time will be charged R120-00 for every 15 minutes or part thereof.

16. If for some unforeseen circumstance you are unable to collect your child on time, you are required, within a reasonable time, to verbally notify the school.
17. It is your responsibility to arrange for alternate means of transport, should you for some unforeseen circumstance be unable to collect your child on time. Details of said person should be sent to us.
18. Please ensure that your child is at school by 08:30 each day, to avoid them missing out on important schoolwork and activities. Daily programs start strictly at 08:30 each day.
19. Breakfast is served between 08:00 and 08:20. If your child arrives after 08:30, we will assume that he/she has already had breakfast.
20. In compliance with school and health regulations, any child suffering from a contagious ailment, high fever, severe respiratory infection or experiencing vomiting or diarrhea, must be kept at home.
21. Should specific medication need to be administered during school hours, parents are required to physically hand such medication in at Reception. Parents must then complete the necessary information on the Medicine Policy. If medication is found inside of your child's school bag, such medication will be stored until home time and will not be administered. No WhatsApp or email will be excepted as Notification.
22. It is compulsory that you send a school bag to school each day for your child with the daily necessities list.
23. Should you prepare a lunch box for after school or for additional snacks for your child for school, please pack nutritious items, such as juice, fruit, vegetables, yoghurt, cheese, crackers, dried fruit, biltong or droewors etc.
24. Sweets (unless arranged for a birthday party or for Bakers Man Friday's), chocolates, chewing-gum, peanuts, and fizzy soft drinks are not permitted at school. If any of these items are found in your child's school bag or lunchbox, such items will be held back until home time.
25. Birthdays are an important occasion. Please don't feel obligated to send something with your child to school, however you are welcome to send something and join us for the celebration. All birthday parties will be held at 10:00.
26. Every Friday (unless otherwise communicated) every child in the class will get a turn to participate in Bakers Man Day. This would entail a pudding (cupcakes, decorated Marie

biscuits, fruit skewers etc.) that the child and parents made together the previous day and to be sent to school for the whole class to enjoy.

27. Children are not permitted to bring toys of any nature, balloons, electronic devices, mobile devices, money, and jewellery to school. If any of these items are found in your child's possession, such items will be held back until home time.
28. Mattress covers are compulsory for all students who sleep during sleep time. These mattress covers are to be taken home every Friday for washing and returned very Monday.
29. All personal belongings must be clearly marked with your child's name.
30. Please send any messages to the school's phone. No messages on teacher's personal phones will be acknowledge.
31. If you experience problems at home, kindly discuss them with your child's teacher, school principal the information will enable them to understand and assist your child better.
32. If your child has been ill or upset the previous night, the teacher must be informed accordingly.

#### **DISCIPLINE**

1. Students who tantrum, lack good manners and respect and won't listen to reasonable instruction will not be tolerated.
2. Vulgar language, bullying, hitting, pinching, and biting will not be tolerated.
3. Should a student purposely break or damage the school / fellow student or teacher's property, the parents will be asked to pay damages.
4. Students who demonstrate bad behaviour will either spend time in the cool down corner or report to the office for time out if such behaviour continues.
5. We will try and remedy bad behaviour in-house, but we need parent's co-operation to help eliminate bad behaviour immediately.
6. Parents will be notified, and the necessary action discussed.
7. Should intolerable behaviour continue after a parent has been informed, we will ask you to remove your child from our school, as such behaviour has a negative impact on the whole class.

PlayTopia will not be liable for any loss or damage to personal items brought to school.

PlayTopia will at all-time care for the child in a responsible manner; but will not be held responsible for any accidents or misfortune which may occur while the child is in its care.

A condition of enrolment is that no claim of whatsoever nature will be instituted by the parent/guardian or third party against PlayTopia (Pty) Ltd and its owners, staff and agents, should an unforeseen event cause the child any harm, whether such harm be caused by any individual or through a medical condition or through an act of God.

Whoever signs this PlayTopia Enrolment Contract binds himself/herself totally and irrevocably to the conditions herein contained in his/her personal capacity, irrespective of marital standing or relation and by attaching his/her signature hereto acknowledges that he/she has the authority to do so.



I/We have read and hereby accept all the terms as stated in this PlayTopia Enrolment Contract. No variations of this PlayTopia Enrolment Contract shall be binding unless reduced to writing and signed by both parties hereto.

If I/We cannot be reached, I/We hereby give permission for my/our child to receive any necessary emergency medical care or treatment. I/We acknowledge that every effort will be made by PlayTopia to contact me/us. Before such action is taken I/We will be responsible for the payments for such care or treatment.

I/We hereby declare that the information provided in this PlayTopia Enrolment Contract to be true and correct.

\_\_\_\_\_  
MOTHER / GUARDIAN FULL NAME

\_\_\_\_\_  
MOTHER / GUARDIAN SIGNATURE

\_\_\_\_\_  
FATHER / GUARDIAN FULL NAME

\_\_\_\_\_  
FATHER / GUARDIAN SIGNATURE

TODAY'S DATE: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_