

CINDERELLA PRE-SCHOOL & DAYCARE APPLICATION FORM

Please complete the form and return with P350 non-refundable registration fee and birth certificate of the child.

Official use only: Date application received: _____

How did you hear about us? (put an X or the name of the source where applicable)

TV _____	Newspaper _____
Website _____	Fliers _____
Referral _____	Other _____

Child Details

First Names: _____ Surname: _____

Nickname (if other than above): _____ Gender: _____

Date of Birth: _____ Nationality: _____

Entry into Class/Group: _____ Estimated Date of Entry: _____

Language(s) spoken at home: _____

Language spoken most fluently by your child: _____

Previous school (s): _____

Is your child allergic or sensitive to any particular foods? _____ No _____ Yes

If you answered yes above, please list the foods _____

Is your child allergic or sensitive to any particular medicines? _____ No _____ Yes

If you answered yes above, please list the medicines _____

Family Doctor, including contact details _____

Parent/Guardian Details

Father/: Surname: _____ First Name: _____

Guardian

Nationality: _____ Profession: _____

Employer: _____ Tel. (w): _____ Fax: _____

Tel (h): _____ Cell: _____ E-mail: _____

Mother / Surname: _____ First Name: _____

Guardian

Nationality: _____ Profession: _____

Employer: _____ Tel (W) _____ Fax: _____

Tel (h): _____ Cell: _____ E-mail: _____

Address for Correspondence: _____ Physical address: _____

Other Emergency Contacts

Name of contact person:

1. _____ Tel: _____ Cell: _____

2. _____ Tel: _____ Cell: _____

For more information, please visit our website: www.cinderellapreschool.com

CINDERELLA PRE- SCHOOL ADMISSIONS & WITHDRAWALS POLICY

Admissions

Students may enroll at any time during the school year, which commences in January and ends in December.

When an application for admission has been approved, the parents will be asked to arrange school fee payments. This completes the registration process and the child can begin classes upon arrangement with the school administrator.

Please note that **school fees are payable in advance** (before the beginning of each Term), OR up to the 7th of every month for those parents who pay by monthly installments. Management reserves the right to refuse admission if an account is past due. Past due accounts may be sent to a debt collection agency.

Withdrawals

We require a full term's notice in case of withdrawal otherwise you are penalized in the amount of the subsequent term's fees.

Conditions

1. I accept that the details contained in this application will only be considered when accompanied by:
 - Copy of the child's birth certificate.
 - Report from a recognized health facility certifying the child does not have a contagious or communicable disease that might threaten the health of the other children.
2. Registration will only take place upon an offer of a spot in the school and payment of fees per the school's terms.
3. Registration fee is not refundable.
4. Notice of one term shall be given for withdrawal. If the child is withdrawn from the school during the year I/we shall inform the school in writing of the withdrawal and shall pay outstanding balance against my account.
5. School fees are not refundable if the child leaves the school after the beginning of the term. For transfer, a notice of three months should be given.
6. Cinderella pre-school is open from 7.00am to 5.00pm. Please note that children can not be dropped off on the street or by the gate. They must be handed over to the staff on duty.
7. We allow half an hour for children to be collected. Half day kids should be collected by 1pm; full day kids by 5pm. For late pick-ups a fee of P50 is charged for every 30 minutes over the pick-up deadline.
8. In the event you send someone other than a parent/guardian to pick up your child, we should be notified in advance, preferably in writing.

I declare that all the details I have provided on this application form are correct. I verify that I have read the conditions of this agreement and I accept to comply with them fully.

Date: _____

Parent/ Guardian's Signature: _____