



HAPPY CHAPPIES

NURSERY SCHOOL

(t) 011 478 0682

(f) 011 678 4479

www.happychappies.co.za

Email: donna@happychappies.co.za

239 Cornelis street, Fairland, 2195

Applicant's Details		
Surname:		
Christian Name:	Boy/Girl:	
Nationality:	Home Language:	
Date of Birth:	Age:	
Residential Address:		
Father's Details:		
Name & Surname:		
I.D Number:	Occupation:	
Telephone No's. (H)	(W)	(Cell)
Email Address:		
Residential Address:		
Postal Address:		
Mother's Details:		
Name & Surname:		
I.D Number:	Occupation:	
Telephone No's. (H)	(W)	(Cell)
Email Address:		
Residential Address:		
Postal Address:		
Date starting at Happy Chappies:		
My child will be attending:		
Half day 06h30 – 14h00		
Full Day 06H30 – 18h00		
Marital Status:	Married	Divorced
	Single	Separated
		Widowed
Known Allergies:		
Is there food stuff or drink that your child should not have:		
Does your child have frequent:		
Earache?	Colds?	Fever?
Stomach Aches?	Sore Throats?	
Has your child had any operations? If so please specify:		
Incase of Emergency:		
Name & Surname:		
Relationship to child/children:		
Identity Number:	Car registration number:	
Telephone No's (H)	(w)	(Cell)

Person Responsible for the account:				
Name & Surname:				
Relationship to Child/Children:				
Identity number:		Car registration:		
Residential Address:				
Postal Address:				
Telephone No's (H)		(W)	(Cell)	
Doctor's Details:				
Name:				
Cell:		(w)		
Medical details:				
Main member:				
Medical aid Name:				
Medical aid Number:				
Person responsible for application's Commutation(travel): other than the parents(no child/ children will be allowed to leave the school without written notice from the parents)				
Name & Surname:				
Relationship to your child/children:				
Identity Number:		Car registration number:		
Telephone No's (H)		(W)	(Cell)	
"The personal information hereby provided by the client will be used and processed as is necessary to carry out actions and functions for the conclusion or performance of the agreement entered into between the parties"				
Extra Murals:				
Please indicate if you would like your child/children to participate in an extra activity provided at Happy Chappies at an additional cost:				
Swimming			Catrobatkidz	
Karate			Pottery	
Ballet			Computers	
Music			Soccercise	
Speech and Drama				

I, _____ the responsible party for account of the above mentioned applicant, hereby confirm that I have read pages 1 - 6 and understand the registration terms and conditions of the said applicant at Happy Chappies Nursery School contained herein and agree to pay the amount of R_____ per month and before the 1st of each month, Failing to do so will result in legal action with all cost for my expense. Interest will be charged on all overdue accounts , at the maximum rate as prescribed by the National Credit Act.

Signed at Fairland, Gauteng this _____ day of _____ year_____

Payee's Signature_____Principal_____

Father's _____Mother's _____

Indemnity

1. As parent of said applicant I do hereby grant permission for the applicant to participate in all school activities, which form part of the daily routine.
2. I accept that all reasonable precautions will at all times be taken to ensure the safety of my child and I shall be held responsible for the payment/reimbursement to Happy Chappies, any duly authorized staff member, medical aid scheme, Hospital Plan or/ and medical institution where should any injury be sustained which cannot be ascribed to negligence on the part of any staff member.
3. I therefore undertake on behalf of myself, spouse, executors and applicant to indemnify and absolve Happy Chappies arise in connection with any loss or damage to the property or injury of said applicant at all times.
4. I cede my powers as parents to the principal or her representatives should medical treatment/surgery be deemed necessary for my child if neither parent can be contacted in time.
5. I accept that this general indemnity shall remain in force for the full duration of the applicant's registration at Happy Chappies Nursery School. I further undertake to furnish the school with any alterations to the required information.

Father Initial_____ Mother Initial_____

Registration Conditions:

1. **Arrival and departure Times:**
School hours are from 06h30 – 14h00 for half day children and 06h30 –17h30 for full day children, with a half an hour waiting period 18h00. Late parents will be fined R50.00 after 18h00, which will be paid to the teacher on duty. The applicant's class teacher or duly authorized representative from 06h30 to 08h00 will receive the applicant personally. Your child may not be left at the gate. Kindly note that the aftercare ends at 18h00. Our Security guard leaves at 17h30. Parents are urgently requested not to be late, as it upsets the applicant terribly.
2. **Written Notification:**
Written notification (letter, fill in collecting book, or phone call) must be marked for your child's class teacher's attention when an alternative person will be collecting your child. (Contact the principal for the appropriate format). No child will be allowed to leave the school property without notification.
3. **Refreshments and Food:**
Please ensure that your child has substantial breakfast before coming to school. Breakfast may be eaten at school between 07h00am until 07h45. ONLY as our morning ring starts at 7.45am. Sandwiches, fruit and juice are provided at 10h00 and 15h00. A balanced meal is served at 12h00.

4. **Baby Class:**

It is essential that you provide cereal, formula, 6 nappies, wet wipes and cream for the applicant. (Label clearly) please send extra clothing. Please use the communication book which will be provided.

5. **Illnesses and Notice of Absence:**

Should your child be ill, unwell, contagious, infectious, feverish, have bronchitis, diarrhoea, etc he/she must be kept at home to recover before resuming attendance. If your child is being treated with an antibiotic, he/she must remain at home for a minimum of the first 24 hours. It is essential to contain and avoid the spread of infections. There will be no refund if your child is absent from school due to illness or an operation or going on holiday.

ALL MEDICATION IS TO BE HANDED TO THE CLASS TEACHER AND THE DOSAGE IS TO BE WRITTEN INTO THE MEDICINE BOOK AND SIGNED BY THE PARENT. IF THIS IS NOT DONE THE TEACHER WILL NOT ADMINISTER ANY MEDICATION.

Please supply a copy of your child's birth certificate and a copy of his/her immunization card.

Please supply a copy of both parents' identity documents. Thank you

Father's signature: _____ Mother's signature _____

6. **Clothing:**

Parents are to ensure that your child wears comfortable clothes to play in and which may be dirtied. The days "work" and activities include playing with paint, sand, mud, etc. Your child will be encouraged to be independent and parents must ensure that clothing can easily be put on and removed by them. A clean set of clothing must be sent to school daily. If your child wears nappies, enough for the day must be supplied as well as barrier cream. Please provide wet wipes. All your child's items (clothing, bag, shoes, socks, blanket, wet wipes, juice bottles etc) must be clearly marked with your child's name. In respect of the baby class, all relevant items for the day must be included in their bag. (Confer with the relevant teacher) CAP'S AND SUNBLOCK ARE TO BE WORN DAILY.

7. **Birthdays:**

A Birthday is a great event in every child's life and others love to share it. Parents are welcome to arrange their child's party during school time, provided it does not conflict with naptime. Please chat to your class teacher. Any jumping castle hired by the parent will be charged at R200 per day.

8. **Liability:**

Happy Chappies Nursery School or any of its staff will not be held responsible for any damages/loss and/ or injuries incurred on the premises, (see indemnity section). Please do not allow your child to bring toys or books to school as these are easily lost and broken. No sweets or chewing gum is allowed as it can be dangerous (choking) and cause unnecessary rivalry among the children. Any child taken out of the teacher's supervision is done at the parents' full responsibility.

9. **Holidays:**

Happy Chappies will be open for all school holidays except for 4 weeks during the Christmas season. The principal reserves the right to employ a substitute teacher during any of the provincial holidays.

10. Reports

Juniors – will be given reports twice a year (July and December)

Seniors – will be given reports 3 times a year (May, August and December)

Parents evening will be arrange for all classes after the reports have been handed out. A notice will be sent out

11. Mattress covers:

Mattress covers are to be supplied by the parent the measurements are as follows: 1170 X 560 X 60mm. The cover is to be taken home on a Friday and returned on a Monday. Please send a clearly marked blanket which can be kept a school for cold days and winter.

12. Complaints:

At Happy Chappies we try our best to make you all Happy Chappies but sometimes something may upset you please bring it to our attention as soon as possible so the problem can be corrected. No matter how small it may seem.

13. Wet Wipes and Tissues

Parents are to please supple wet wipes and tissues on a monthly basis, we do not use face clothes for hygienic purposes. Thank you.

ALL HAPPY CHAPPIES STAFF WOULD LIKE TO TAKE THIS OPPURTUNITY TO WELCOME YOU TO OUR HAPPY CHAPPIES FAMILY AND MAY YOU HAVE A MEMROABLE STAY WITH US

Father's signature: _____ Mother's signature: _____

Fees:**On registration fees are payable on the following basis:**

1. Non – Refundable registration fee of R550.00
2. School Fees are payable over 12 months.
3. Two calendars month’s written notice is required or 2 month’s fees in lieu of. No notice will be accepted during November or December. Fees are for 12 months
4. All late parents will be charged a R50.00 fine for every 15 minutes after 18h00, payable to the teacher on duty.
5. Less 10% on second child.

Monthly:**Two months written notice is required when the applicant leaves the school.**

In the event of parents terminating the contract, all outstanding fees must be paid in full. Failure to do so will result in the account being handed over to the school attorneys. Any cost incurred will be recovered from the parent, including tracing, legal administrative cost and other collection costs.

Description	Times	Fees	
Registration	N/A	R550.00	Non refundable
3 Mornings per week	06h30 - 14h00	Please contact us for this information	
5 Mornings per week	06h30 - 14h00		
Full Day	06h30 – 17h30 (with half an hour waiting period till 18h00)		

All prices are subject to change upon written notice from Happy Chappies through the newsletter

Banking Details:

Banking details: Nedbank	Blackheath	OR	Standard Bank
Branch code	151 305		01 8005
Happy Chappies	Cheque account		+ Plan
Account number	1513 024728		02 7239535

Innings

At Happy Chappies we do not take the children out as the roads are too dangerous, we have innings each month. Puppets shows, musicals, etc this is at an additional cost which will be added onto your monthly account payable with the school fees. Please check the **Yearly Planner** on the website for these shows and their costs.

At the beginning of each year we do Hearing and Eye Tests for the senior classes, a letter will be sent out for you to fill in; this is also at an additional cost. We also have a psychologist who does play therapy on Fridays for the children who need it.

Father’s Signature _____ **Mother’s Signature** _____