

NPO NO: 047-775



## KGODISONG DAY CARE

cell: 072 229 7286

AND

## PRE-SCHOOL

## Registration form 2025

[illegible]

	<b>School fund</b>
	I .....parent /guardian of.....(child name) Take full responsibility to pay the school fund of the child/s every month (12months) school fund is payable in advance. (January 2025 is payable in December 2024) school fund must be paid on the 3 <sup>rd</sup> of every month. A late payment for school fund shall be charged the amount of R50
	All stationery must be handed in once the centre re-open for a new season. Should you fail to pay school fund for the child for a period of two months we will be forced to suspend the child (sign) .....
	Every child must come with school fund receipt for January when we reopen for 2025
	In case I .....(parent/guardian ) of .....(child's name) do not pay the school fund for my child, KGIDISONG DAY CARE will take legal action against me regarding the unpaid outstanding balance and handed to the debt collector for legal prosecution. After two months non-payment our child will have to stay home
	I confirm that this contract is binding for 12 months (jan-december2025) and kgodisong day care and pre-school centre will keep me responsible for my child. School fund for my child is for period of a year. If there is an outstanding months unpaid the child shall not be accepted in the centre, year plan and school fund And if the child leaves the centre parent must notify the centre a month before and must pay for that month
	I confirm that this contract is binding for 12 months (January to December)and that kgodisong day care & Pre-school centre will keep me responsible for the child
	School fund of the child /s for the period of one year. If there is any outstanding months unpaid the child/s shall not be accepted in the centre, year plan and school.
	If anything (natural or unnatural) may disturb the programme in the year you are pre-informed to follow the decision taken by the centre. Parent/guardians must comply with the rules of paying school fund and if stationary Is brought or a payment in advance for year plan or school fund then no refund will be permitted. -in case of any injury /death following the unforeseen circumstance or natural disasters the centre will not be held responsible as a results. We will look in to the situation and case shall be dealt in a legal way. SIGN..... No sick will be allowed in the centre. Unless and proven by a doctor and a letter must be produced. -no medication will be accepted in the centre .Sign..... All fundraising/trips activities are to be paid in full. If not so, your child will not participate in the graduation ceremony or be Re-registered in the next year. -Christmas party, shoots and graduation all activities in the year plan are compulsory Sign.....
	Full name of a person responsible for school fund: ..... Date: ..... Signature: ..... Relationship: underline:(Father/Mother/Grandmother/Grandfather/Aunt/Uncle/Guardian)

15195 TSAMAYA ROAD  
MAMELODI EAST  
O122  
NPO NO: 047-775



**KGODISONG DAY CARE**  
**AND**  
**PRE-SCHOOL**

Email: elizabethmagaga1@gmail.com  
cell: 072 229 7286

Parents/guardian/transport must sign in when dropping off children, a register for access and exit control will be provided every day. Kgdisong day care & preschool will not be held responsible for any negligence of a child due to unforeseen circumstances if child has not been signed in.

Parents, guardian/transport drivers must also sign in and out at the main gate where there are security guards at the main gate. **No parent will be allowed in the centre wearing pyjamas or gown**

### 3. COLLECTING OF CHILDREN

Children must only be collected by the person whose name is written on the application form. Please inform the centre if the person collecting the child has changed or has been replaced.

If someone else other than the responsible person, therefore the parent/guardian must give a written consent letter with the original signature of parent/guardian.

No child is allowed to leave the premises without adult supervision.

Only one individual is allowed to enter in the centre premises during collecting of the child

No company of friends/family member are allowed into the pre-school building during the collection of any child only the person responsible to collect the child is allowed to enter the building.

The transport driver are allowed to send other children to collect a child, they must collect and sign themselves.

### 4. APPLICATION

REGISTRATION	R200.00 (NON-REFUNDABLE)
0-2 Years	R700.00
3-4 Years	R600.00
4-5 Years	R600.00
Grade R	R600.00

Our banking details are: TYME BANK (KGODISONG DAY CARE)

**CURRENT ACCOUNT NO: 53000718079**

**Reference no is the child name and surname**

These amounts includes all the events in the centre not outings

The following certified copies of originals must be attached to the application form

- Child's birth certificate
- Child's clinic card (RTH)
- Id copy for both parents/guardian
- Proof of social grant or income

(N.B) please note that all documents mentioned above are required. Failure to submit them with lead to us not admitting the child



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**Code of conduct for parents & children**

**Very Important**

Kgodisong day care is hereby to facilitate and educate your child in a secure and loving environment as well conductive learning. We also encourage all 9 developmental activities.

**Please let us continue to follow and respect the centre's rules**

**1. The school time Frame**

Gates open 6h00 am-08h15am

**Closing of gates**

The gates will be closed at 08H15 am of the daily programme starts to operate.

N.B no children will allowed after 08h15 am.

**2. Collecting Times (14h00 PM-16h00PM)**

No child must be collected later than 16h00Pm, if a child is collected later than 16h00 must pay a fine of R100

Must be paid after 16h00 Pm

Registers and signatures

Every child must be logged in every morning by parent or transport driver and sign and also when the child is Collected they parent or driver .

Sign:



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## 5. Uniform

T-shirts	= R180.00
Shorts	= R100.00
Skirt	= R150.00
Track Suits	= R450.00

It's compulsory for each child to wear school uniform during school functions or if requested. The reason for wearing school uniform is because it will be easy to identify the children who undertook a trip. Parents/guardians are requested to mark the children's clothing because the centre will not be responsible for any loss or damaged school uniform, nails must be cut short at all times. Nail polish is forbidden to be worn by children.

## 6. School Bags

Very important

All children must have their school bags with extra clothing in case a child must be changed. The clothing must be marked.

## 7. Food

No food, chips, juice or toys must be brought to the centre if it happens that you bring your child with food you'll be fined R100

## 8. Toys and Stationery

Should a child accidentally take a toy or stationery in the bag please return back.

All parents are required to bring their children with stationery on the first of school.

## 9. Sick Children

A child with fever or illness must remain at home. If a child is sick and the practitioner acknowledges that then the child will be sent back home by driver or parent.

No medicine is allowed in the centre, unless if it's for chronic.

Sign: