

APPLICATION FOR ENROLMENT

&

ACCEPTANCE OF CONDITIONS FOR ECD

(To be completed by the person who has legal guardianship of the child)

N.B. PLEASE COMPLETE ALL SECTIONS AND USE BLOCK CAPITALS WHERE APPROPRIATE.

Child`s Information

1. **SURNAME:**.....
2. **FIRST NAMES:**.....
3. **Date of Birth:**.....(Please attach copy of birth certificate)
4. **Male or Female:**.....
5. **Religion:**.....
6. **Proposed Date of Admission:**
7. **Child`s Age as from January:**
8. Is this child proficient in the English language? Language spoken at home:
9. Nature of any mental or physical / health problems.....
(Please attach psychologist`s / doctor`s report)
10. Does the child take any prescriptive medication? YES / NO – if so what type of medication?.....
11. Any allergies:

Parents/Guardian`s Information

12. **Name of legal guardian:**.....**Contact Numbers:**

13. **Mother:**.....

14. **Occupation:**.....

15. **Contact Phone Numbers:**.....

16. **Father to Child:**

17. **Occupation:**

18. **Contact Numbers:**.....

19. **Residential Address:**

20. **Name of family Doctor:**.....

21. **Contacts:**

22. **Medical Aid Society:**.....

23. **Medical Aid No:**.....

24. AUTHORIZATION:

In the event of an emergency, I wish to be notified immediately.

Name of Parent or Guardian _____ Business No / Cell No _____

If it is necessary to call a medical practitioner I authorize you to call:-

Doctor`s Name: _____ Telephone Number _____

In the event of the above doctor named not being available, I give authorization to the authorized representatives of Hillcrest Prep School to take such measures as they deem necessary for the safety of my child`s health and any emergency treatment.

25. CONDITIONS & REQUIREMENTS:

- a. The ECD caters for children from 3 – 6 years of age.
- b. The ECD will coincide broadly with the Prep School terms calendar at times.
N.B. Adjustments can occur.
- c. The ECD will open Mondays to Fridays from 7.30 am to 12.30 pm except for Public and School Holidays but please note lessons will begin at 8.30am. Children should be collected promptly at 12.30 pm. An overtime charge of \$10.00 will be applied for every 30 minutes after 12.30pm.
- d. Parents are to provide their children with their own healthy packed snack and refreshment at break time.
- e. **A Full Term’s Notice of intention to withdraw the child from school must be given in writing. Should the child be withdrawn without the required notice, the parents will be liable for the payment of the following term’s fee in lieu of the said notice.**
- f. Each child should have a hat and an apron, to be brought in as soon as we start and taken home to be washed at the end of every term. All items must be clearly labelled. The school will not be responsible for any personal items, such as toys brought to the school. All lost property, which remains unclaimed at the end of term, will be handed over to the front office.
- g. The children will be carefully supervised at all times on the school property. Whilst care will be taken, the school will not be held responsible for any injury to a child, whilst on the premises.
- h. For the safety of pupils, any changes in collection of a pupil must be done in person or the child will not be allowed to leave the premises.
- i. Age limits:
ECD A – (3 years old to 4 years old) your child should be turning 3 years old between January and June, and they must be potty trained.
ECD B – (4 and a half years old or 5 years to 6 years old) your child should be turning 5 years old between January to December, and they should be potty trained.

N.B: Please notify ECD teaching staff and school office if there are any changes to address, work details and contacts as soon as possible.

26. Acceptance: _____ have read and accept the above conditions.

Signature _____ Date _____