



INFINITE SCHOOLS

ENROLLMENT FORMS

Attach photo of child
here

Modderfontein Montessori School CC
CK No. 2010 / 003608 / 23

ADDRESS:

School: 2 Harley Street, Modderfontein, 1609 / **Postal:** PO Box 423, Modderfontein, 1645
<https://www.mmontessori.co.za>

CONTACT PEOPLE AND DETAILS:

Office Tel: (011) 608 3956/0902 **School cell:** 083 229 1247

Liz Nhandara (New Enrolments) liz@mmontessori.co.za

Kenyon Putter (Administrator and Accounts) – admin@mmontessori.co.za

Sunita Parmar (Principal) – sunita@mmontessori.co.za



ENROLLMENT FORMS

Date of Application		Start Date		0 – 3 years 3 – 6 years		Lunch		Aftercare (13:30 – 17:30):	
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	Junior Primary 6 – 9 years		Snr Primary 9 – 12 years		Aftercare (14:00 – 17:30):	
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	Middle School 12 – 15 years		High School 15 – 18 years		Aftercare (14:00 – 17:30):	
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CHILD'S PARTICULARS				ID No: _____							
First Name(s)		Surname									
Date of Birth		Age		Gender		Female / Male					
Name child is known by		Position in family		Total children in family							
Is there a sibling at our school?		Yes / No		If Yes Name of sibling							
Home Language		Religion		Race							
If home language is not English please rank English language ability (1 being poor and 5 excellent):							1	2	3	4	5
Nationality		Who does child live with?									
UNIFORM (Golf shirt / tracksuit with free choice bottoms). <i>Uniform is compulsory for primary and can be ordered from the school office.</i>											

DOCUMENTS TO BE SUBMITTED WITH ENROLMENT FORM		
Document	Parent Checklist (Please tick below)	[Office use only]
1. Signed and completed application form		
2. Copy of child's inoculation certificate		
3. Copy of child's birth certificate		
4. Copy of last school report / Educational assessments		
5. Professional reports where applicable (Speech / play therapy etc.)		
6. Copy of ID of person responsible for paying fees		
7. Proof of residence (less than 3 months old)		
8. Proof of payment (Admission Fee)		



FATHER / LEGAL GUARDIAN'S PARTICULARS						
First Name(s)		Surname				
ID/passport No		Marital Status		Nationality		
Home Address						
Postal Address						
Occupation		Company Name				
Work Address						
Tel (H)		Tel (W)		Cell		
E-mail address					Car Reg	

MOTHER / LEGAL GUARDIAN'S PARTICULARS						
<i>Please notify the school immediately of any changes to your personal details.</i>						
First Name(s)		Surname				
ID/passport No		Marital Status		Nationality		
Home Address						
Postal Address						
Occupation		Company Name				
Work Address						
Tel (H)		Tel (W)		Cell		
E-mail address					Car Reg.	
NAMES OF PEOPLE TO CONTACT IN AN EMERGENCY OTHER THAN PARENTS						
Name		Relationship		Tel:		
Name		Relationship		Tel:		



MEDICAL INFORMATION		
Does your child have any medical condition that we need to be aware of? <i>If YES please provide details:</i>		
Does your child have any allergies that you are aware of? (e.g.: peanuts, dairy, bee stings, meat?). <i>If YES please specify:</i>		
Should medication / hospitalisation become necessary please indicate where applicable:	Medical Aid Name	
	Medical Aid Number	
	Name of principal member	
Address and contact details of your family doctor should they need to be contacted for medical history:		
<p><i>Please note that medication will not be dispensed at school. Should your child be on medication that has to be dispensed during the day they should be at home as they are unwell. The school will contact the parents immediately in the event of your child becoming sick while at school.</i></p>		

PREVIOUS SCHOOL / EDUCATIONAL HISTORY						
Up until now where has your child been? <i>(Mark one):</i>		Home Schooling	Traditional Pre-School	Montessori Pre-School	Traditional Primary/High	Montessori Primary/High
Current School:				Contact No.		
Current Grade:		Years attended:		Grades Repeated:		Please attached last school report
Have you been refused admission at any other school?	YES	If YES when & why?				
	NO					
Has your child received learning / professional support e.g. Occupational Therapy?	YES	If YES when & why?				
	NO					
Has your child received any professional support e.g. Speech/Play Therapy/ Are there any developmental delays/concerns?				YES	If YES please attach reports by professionals.	
				NO		



GENERAL	
How did you hear about our school?	
Why did you choose our school?	
Why are you considering a Primary Montessori or Cambridge Education for your child? <i>(Please give a detailed answer).</i>	
Emotional / social needs? <i>(E.g. divorce, relocated, difficulty forming friendships?)</i>	
Are there any behavioral issues that the school should be aware of? <i>(If YES please explain).</i>	
Do you have any special skills, contacts or occupation that we can call upon in times of school events such as our raffle, able to get discounted products (books, drinks, vouchers etc.)?	

PREFERRED METHOD OF COMMUNICATION

We have gone paper-free and use WhatsApp to communicate with parents. Each class has a class cell phone number. You will be added to the group. Communication, newsletters, photos and reminders. Please note that if you have a message, query or concern pertaining to your individual child, this should be sent via a Private Message and not to the whole class group. For any urgent messages or queries, please contact the school office. The class number is only checked at 07.45 / 10.45 / 13.45.





SCHOOL AGREEMENT

TERMS AND CONDITIONS

1. Agreement Overview

These terms and conditions form the basis of a legally binding contract between the Parents of the Child and the Modderfontein Montessori Pre-School CC T/A Infinite Schools ("the School") and are intended to promote the education and welfare of the child.

2. Enrolment

Upon signature of these terms and conditions, and payment of the enrolment fee, the child shall be enrolled at the school for an indefinite period of time until terminated as provided for herein.

3. School terms

The School Year consists of 4 (four) terms which run as follows:

Term 1: mid Jan to mid-Mar **Term 2:** early Apr to mid-June **Term 3:** Mid-July to end Sept

Term 4: early Oct to early Dec

The dates on which the terms commence and end are at the School's discretion but will correspond loosely with Gauteng ISASA (independent school) terms and will be communicated to the parents from time to time.

4. School operating hours

For any administrative queries the office shall be open from 08:00 to 16:30 Monday to Thursday and until 14:30 on Fridays. Class starts at 08:00 every weekday for pre-school and at 07:45 for primary. Children are to be dropped off at the School, at the designated drop-off points between 07:00 and 07:45.

Half-day pre-school children are to be collected by 13:30.

Primary school children not signed up for after care are to be collected by 14:00.

All other children are to be collected by 17:30.

Should the Parents collect the child(ren) after these times, they shall be liable for payment of a late collection fee of R100 (one hundred Rand) per every 30 minutes beyond the specified collection time.

5. Public holidays

The School is closed on all South African public holidays.

Parents may absent their children from School on religious holidays upon prior notification to the school but shall nonetheless remain liable for payment of fees on absent days.

6. Medical Matters

Parents shall complete a Confidential Medical Information Form concerning the child's health and must inform the School in writing if the child has been exposed to or develops any medical condition, health problem, incapacity or allergy from time to time. The School reserves the right as its sole discretion, to send the child home for medical reasons. The School will not administer any oral medication to children even where written consent is provided. Please do not send your child to school with medication. The Parents hereby specifically authorise the School, at its reasonable discretion, to facilitate



emergency medical treatment, including blood transfusions, general anaesthetic and operations by an appropriately qualified medical professional, as necessary for the health and welfare of the child.

7. Fees

Parents are liable to the School for payment of all fees, including one or more or all of: Admission fees, school fees, and further fees for services and/or goods and/or disbursements including but not limited to, clothing and equipment, books, meals, transportation, examination fees, photographs, school trips, medical care or other items ordered by the Parents or charges arising in respect of educational visits, or damage where the Pupil alone or with others has caused wilful loss or damage to School property or the property of any other person. The fees are specified in the fees schedule annexed hereto and are subject to change upon 1 (one) months' notice.

Fees being settled termly or annually need to be the full amount due to qualify for the discount and cannot be settled in part payments. Payment is due on the dates specified in fee structure.

8. Payment of fees

School fees are payable monthly, termly or annually, in advance and parents undertake to pay the fees by the due date irrespective of having received a statement or not, **no later than the first day of each month**. Should the first day of the month fall on a weekend or public holiday, then by the next immediate business day. Parents, even if they do not receive an invoice every month, must pay the total due to avoid late payment charges. **Should the parent opt to pay the school fees on a monthly basis it is required that an automated debit order agreement is entered into as per the Debit Order Authorisation Form attached.**

The School reserves the right to allocate all payments received at its sole and absolute discretion.

Fees are payable without deduction whatsoever, free of exchange and strictly by way of Electronic Funds Transfer or scheduled payment into the account specified by the School in the attached fees schedule.

(NOTE: **No** cheques accepted).

9. School account changes

A calendar month written notice must be given to the office notifying us of any changes to the school account i.e. Half-day children changing to Full-day children and Half-day children having lunch.

10. Late payment of fees

Fees are due monthly, in advance, by the first day of every month. Parent(s) (Client(s)) whose payments are not reflecting by the 3rd day of the month will be charged a late collection fee, as stipulated in the fees schedule, and these fees will be deemed to be overdue. If the amount then due is not paid within 20 (twenty) business days from the date when the late collection fee is charged, interest will begin to accrue on the outstanding capital amount (ie from day 21) at the rate of 24% (twenty four percent) per annum (which equates to 2% (two percent) per month) and Parent(s) will become liable for administration expenses incurred by the school in recovering payment of such fees as detailed in the fees schedule (school fee breakdown in prospectus). In the event that the School institutes legal proceedings against the Client(s), the Client(s) will be liable for the legal costs of the School on the scale as between attorney and own client, plus collection commission.



11. Suspension for non-payment

School fees are payable on or before the 1st of each month. Failure to make payment result in suspension. In the event that school fees are still not paid within 20 working days from the date of the statement, your account will be handed over to our debt collecting agency which may result in possible ITC listing for non-payment. Accounts which are consistently paid after the due date may compromise your child’s position in the school.

12. Absenteeism

Parents are obliged to notify the school prior to any absenteeism of their child. Fees are payable irrespective of absenteeism for any reason whatsoever. Primary school children are required to produce substantive reasons for absenteeism. Absenteeism for holiday purposes is not permitted.

13. Notices and Chosen Address

All notices between the school and the parents are to be in writing and communicated by email only, using the email addresses specified by the school and the parents respectively in this agreement. Class and school updates are regularly sent via the class WhatsApp groups.

14. Termination

Either the school or the parents may terminate this agreement by 1 (one) full terms’ written notice to the other, in which event, the parents shall remain liable for payment of all fees during such term and the school shall remain liable to provide the service.

15. Non-Variation

This agreement constitutes the only and entire agreement between the parties and no variation or consensual cancellation hereof shall be of any force or effect unless reduced to writing and signed by both parties.

16. Relaxation and condonation

Any condonation, relaxation, indulgence or grace on the part of the School shall not in any way be construed as a waiver or novation of its rights in terms of this agreement.

17. Reservation of right to make rules

The School reserves the right to make, change, alter or amend its rules, within reason, from time to time and the Parent agrees to abide by any such rule.

18. Severability

Each clause herein is severable from the other, if any clause is invalid or unenforceable, same shall be capable of severability, the balance of these clauses to remain in full force and effect.

Signed at on this day of 20

Modderfontein Montessori School

Father / Legal Guardian

Mother / Legal Guardian





INDEMNITY FORM

I/We,

_____ (Full names & ID of Father / Legal Guardian of pupil) and

_____ (Full names & ID of Mother / Legal Guardian of pupil)

Hereby consent to my/our child(ren),

_____ (Full names of child(ren)) participating in the various activities

(including, but not limited to, sports activities, camps and educational shows) arranged, organised or offered by the School and further

agree to the condition that, while every precaution will be taken for the safety and welfare of my child(ren) and for the care of

his/her/their possessions, I will hold blameless and indemnify all persons, Modderfontein Montessori School (T/A Infinite Schools)

and all other organisations associated with the activity, should any prejudice, loss, damage, illness or injury occur to my child(ren).

This includes an indemnity against recovery of costs resulting from damage, loss and/or medical conditions or hospitalisation, unless

such loss is caused by the negligence, wilfulness or deliberate act of the School or one or more of its employees.

I furthermore appoint the school staff supervising any activity organised by the School, to act in loco parentis in respect of my

child(ren) should the need therefore arise.

Signed at _____ on this _____ day of _____ 20

Modderfontein Montessori School

Father / Legal Guardian

Mother / Legal Guardian

***** FOR OFFICE USE ONLY *****

Admission fee paid		Date:		Amount:	
Educational fee paid		Date:		Amount:	
Family No.		Class		Teacher/s	
Welcome doc.		Uniform Ordered:		Labels:	
Assessment	Yes / No.	Assessing Teacher			