



Enrollment Form 2024

General Information

Physical Address: 90 Halepensis Street
Lynnwood Ridge
Pretoria
0081

Postal Address: P.O. Box 72034
Lynnwood Ridge
0040

Tel: 012 361 6751

Cell Phone: Leanda Viljoen 071 889 9861

E-mail: babies@montessori-zonkie.co.za

Webpage www.montessori-zonkie.co.za

Initial (both parents): _____

BABY ZONKIES: GENERAL INFORMATION

1. PHILOSOPHY AND METHOD

- The Montessori Method was developed in the early 1900s by Dr. Maria Montessori, an Italian physician. Her pioneering work led her to realize the importance of stimulating children from birth to six years, the years when a child's mind is most receptive to learning.
- Dr. Montessori developed the idea of the 'prepared environment', a classroom where small children can be taught to function independently by a teacher (facilitator).
- Having been shown the appropriate way of using the equipment, the children are free to choose the activity that interests them most at the time and so develop self-discipline, concentration and the ability to make constructive choices.
- Montessori facilitators recognise that each child is unique and needs a certain amount of freedom, which is guided by ground rules such as talking softly, walking carefully, being kind to others and respecting the equipment. These rules provide the children with a framework for behaviour and foster independence, self-discipline, and maturity.
- Stories, rhymes, and poetry are included in the daily preschool program.
- Music, movement, and art help equip the learners with the skills and confidence they need to express themselves freely.
- Should you wish to know more about Montessori, please go to www.monterssori-zonkie.co.za
- ELDAS – Our curriculum is fully integrated with the standards set by the Department of Education.
- KINDERKINETICS – Our staff has been trained to provide Kinderkinetics classes.

2. RELIGION AND LANGUAGE

- Christian principles will be applied in the education of your child.
- It is a **dual medium** school. The medium of instruction is **English and Afrikaans**.

3. AGES AND GROUP SIZES

- Mixed ages in each group according to Montessori philosophy and method.
- The group has a ratio of approximately 6 toddlers per facilitator.

4. ADMISSION POLICY

- Tiny tots between the ages of 12 months to 3 years are admitted.

5. SCHOOL HOURS

Drop off time: 06:45 – 08:00
Half day: 06:45 – 12:00 to 13:00
Full day (Monday to Thursday): 06:45 – 17:15
Full day (Friday): 06:45 – 17:00

- **School hours during holiday care:**

Half day: 07:30 – 12:00/13:00
Full day: 07:30 – 17:00

- The school has to be informed before 11:00 on the day, should your child need care for a single afternoon. A single afternoon or part there-of will be R100.
- No child will be received before 06:45 in the mornings.
- The collection period for half day children is from **12:00 to 13:00**.

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- The collection period for full day children, Monday to Thursday is from **14:00 to 17:15**.
- The collection period for full day children on a Friday is from **14:00 to 17:00**.
- **Should half day hours be exceeded, a fine of R50 per 15 minutes will be charged after 13:00 for the first 15 minutes or part thereof; thereafter the fee for after care (R100) will be charged when school hours are exceeded.**
- **Should full day hours be exceeded, a fine of R50 per 15 minutes/part thereof will be charged after 17:15 on Monday to Thursday and after 17:00 on Friday. If a child is collected after 17:30 on Monday to Thursday and after 17:15 on Friday, an additional R100 will be charged for every 10 minutes.**
- All fines must be paid cash within 24 hours.

6. NATIONAL SCHOOL TERMS AND HOLIDAYS 2024

Term	School Open	School Close
1	17 January	20 March
2	03 April	14 June
3	09 July	20 September
4	01 October	11 December

- There will be holiday care during the March/April, June/July and September holidays except for a few days which will be indicated to you for 2024:
28 March to 2 April, 1 to 8 July, and 27 to 30 September.
- The school will **close at 12:00** on Wednesday **27 March**, for the Easter weekend. On Wednesday **11 December the school will close at 10:00** for the start of the December holiday.
- Fines will be doubled if a child is fetched late during the school holidays.
- Your child may only attend holiday care if your account with us is up to date.
- **HOLIDAY CARE**
We offer holiday care during the parts of the March/April, June/July, and September/October holidays. Our holiday care provides a fun and engaging environment for children to enjoy their school breaks. They will have the opportunity to participate in various activities, including arts and crafts, sports, music and sensory activities. Our experienced and friendly staff will ensure that your child has an enjoyable time during their holiday.
Participation in the holiday care programme requires an additional fee of R20 per day.
Please note: should there at any time during holiday care be less than 5 children enrolled for a particular day, parents will be notified in time that the school will close at 15:00 on that day.

7. SAFETY AND SECURITY

- Entrance to the school is obtained through a gate with an electromagnetic lock which is under camera surveillance and monitored and controlled by the staff from inside the school.
- Only staff members and persons authorized by them are allowed to open the gate.
- **DO NOT PICK UP YOUR CHILD TO PRESS THE BUZZER/BELL INSIDE OR OUTSIDE THE GATE.**
- Please don't ask your child to wait for you at the gate; we must know when and with whom each child leaves.
- Children must be brought into the school and be left in the care of a staff member on arrival in the mornings. **Please never leave your child at the gate.**
- Please ensure that the gate is PROPERLY closed behind you at all times.
- We are member of the Ridgefield Security Estate neighborhood watch. The staff has panic buttons which activates a response from them within seconds.
- Our staff has First Aid, and Basic Fire Fighting and SAP Clearance certificates to ensure your child's safety to the best of our ability.

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- We shall not let a child go home with any person other than those appointed by you on the Registration form. If this has to be, then you are personally responsible to let us know ahead of time. Any telephone costs or fines due to exceeding the school hours because of your negligence in informing us in time will be for your account
- The main entrance, used by our neighbours too, must not be blocked by parking in front of the gate when you fetch or drop children off.
- Please do not put valuables in your boot or leave them visible in your car when you enter the school premises. Please be very vigilant because theft happens everywhere.
- Please ensure that any person fetching your child is well informed about the above-mentioned rules.

8. SCHOOL FEES 2024 (01 January to 31 December)
School fees per month X12 months (December included)

School fees include:

	Fee
Half Day – excluding lunch	R3270
Half Day – including lunch	R3755
Full Day – excluding lunch	R3650
Full Day – including lunch	R4135

- **All parents provide morning (09:30) snack, point 15 of pg. 6**
- **Full day:** School provides lunch (own food optional) and afternoon refreshments (biscuit, fruit, rooibos tea and juice). A mattress and two covers will be provided for the afternoon nap.
- **Payments:**

Deposit: The said deposit will not be paid back to you, should you cancel the reserved place for your child.	Equal to one month's school fee payable as applicable to your child on enrollment.
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Annual – Non-refundable

General purpose levy/Administration fee:	R470 per child
Compulsory extras (events and in-visits):	R670 per child
Mattress and X2 covers provision/ care (full day only):	R130
Art and stationery:	R150
Parents provide per child on admittance: None of these will be returned should the child withdraws from the school during the year.	4 tissue boxes 1 wet wipes packet 1 liquid handwash (300ml) 1 nappy bags box 150's

9. PAYMENTS

- Proof of payment for EFT payments must be provided per e-mail.
- **Payments are payable to: Baby Zonkies Preschool in advance, i.e., on the 1st of each month starting.**
- Late payments are subjected to a fine of R20 per day.
- If school fees are not paid, a child may be refused entry to the school.
- The school fee must be paid in full, irrespective of whether the child attends school or not.
- **The deposit does not serve as a payment for the first month**, but as provision for the last month when you give notice that your child will be leaving the school.
- Please note that December will be seen as a full month and the full monthly fee will be charged.
- The school is a member of TPN Credit Bureau.

Initial (both parents): _____

10. CANCELLATION

- The parent/guardian agrees to notify Baby Zonkies **in writing** at least **one (1) calendar month** prior to the cancellation date of their intention to cancel the contract from 1 January to 30 September **and three (3) calendar months written notice when notice is given on 1 October. i.e. October, November and December.**
- For notice given any time after October, parents will be liable for school fees until the end of the school year regardless of whether the child attends school and regardless of whether notice was given before 1 October.
- Should notice be given during the period 1 October and 31 December, January will automatically be the notice month and fees will therefore be payable until the end of January.
- In the event of written notice, the following is required:
 - ✓ Intended termination date.
 - ✓ Whether the child will attend Baby Zonkies during the notice period.

Example of cancellation:

2023			2024												2025	
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
School registration for next year. If your child will not attend Zonkies in 2024, please give written notice on or before 01 October 2023.	Written notice will not be accepted if submitted during November.	Written notice will not be accepted if submitted during December.				Written notice on 01 April 2024: April and May the notice months. Termination date: 31 May 2024.						School registration for next year. If your child will not attend Zonkies in 2025, please give written notice on or before 01 October 2024.	Written notice will not be accepted if submitted during November.	Written notice will not be accepted if submitted during December.		

- Failure to provide Baby Zonkies with the necessary notice before removing your child from our school is a gross breach of this agreement and the necessary steps will be taken to recover two months school fees on behalf of Baby Zonkies.

11. SPECIAL CIRCUMSTANCES

- The school must be notified before 08:00 if a child will be absent for a day/few day.
- The school must be notified of any unusual circumstances, at the school or at home, that may affect the child’s behaviour.
- If your child is seen by a behavioural-, physio-, occupational therapist etc. copies of such reports must be made available to the school for our information.
- The school must be notified if there is any change of address, telephone numbers, doctors, or responsible persons.

12. GENERAL

- No sweets must be put in the snack boxes unless requested by the staff.
- No toys must be brought to the school, unless requested by the staff.

Initial (both parents): _____

- Please return to the school any apparatus belonging to the school, or shoes, clothing etc. that do not belong to you or your child.
- All lost items will be kept at the school for identification and claiming.
- All your child's belongings, clothes, and shoes too, must be clearly marked.
- Only one child at a time can visit the bathroom (toilet).
- Bad language will not be tolerated.
- **No 'superhero' clothes (e.g. Spiderman, Batman, etc.) as well as clothes with dragons and other scary creatures will be allowed. It often evokes aggressive behaviour and unrealistic expectations and anxieties in young children, who cannot yet distinguish between reality and fantasy.**
- High heel shoes and boots are cute but extremely dangerous on jungle gyms.
- Children are not allowed on the jungle gym wearing gloves.
- Children are not allowed to eat/drink while walking or leaving the school.
- Please do not litter the school premises.
- Please speak to the principal if you want to share a thought or complaint.
- Please make an appointment if you want to discuss something with us. Be assured of our best intention and that we shall always do our utmost to assist you.

13. BIRTHDAYS

- Birthdays are very special, and we have a birthday ring for every child.
- Please provide a small treat for each child. Keep it small and simple.
- Please come and make the necessary arrangements with the staff.

14. MEDICAL CARE

- **You are requested not to send a sick child or a child with a contagious disease to the school. Please consider your own child, the other children and staff and make alternative arrangements.**
- **No medicine or antibiotics will be administered at school.**
- Children with head lice, pink eyes, fever (from 37.5°C), diarrhea, or any other contagious illness will not be admitted to the school. Parents will be contacted at any time during the day to collect the child from school should we notice any condition we feel can be contagious to other children or staff. It is a high priority for Zonkies to provide a clean and safe environment for all the children and staff.

15. REFRESHMENTS AND LUNCH TIMES

- Refreshments 09:30 Own snack box with two or three kinds of snacks.
- Gas cool drinks, fruit juices, chips, sweets, and yogurt are not allowed.
- Fruit must be washed, peeled and ready to eat. A whole orange simply does not work.
- Sandwiches (low GI, brown or seeded), fresh/dried fruit, pizza slices, nuts, biltong, cheese, and raw vegetables are excellent snack foods.
- We encourage the children to drink more water. Please pack a clearly marked water bottle.
- Snack boxes and all other containers/lids must be clearly marked with your child's name.

Lunch	11:30/11:45	Provided by school for full day children
Refreshments	15:00	Provided by school for full day children

Initial (both parents): _____

16. WHAT YOUR CHILD MUST BRING TO SCHOOL

- A rucksack or baby bag that will fit into the lockers (28cm x 28cm x 28cm), clearly marked.
- A set clean clothes clearly marked.
- A top or jacket in case of a sudden change of weather.
- Five (5) disposable nappies per day.
- Bum paste or crème of your choice and wipes.
- A plastic bag for dirty clothes.
- Bottle/s for the day prepared and clearly marked (if your toddler still needs it).
- Snack box, and lunch box clearly marked.
- Water bottle, clearly marked.
- Blanket clearly marked.
- Hairbrush clearly marked.
- Hat clearly marked.
- Sunscreen clearly marked.

17. EXTRA-MURAL ACTIVITIES

The following classes are optional and charged separately should there be sufficient interest.

- Kindermusik
- YSports

18. DAILY ROUTINE

<p>06:45-08:00 ARRIVAL TIME</p> <p>♥ Arrival and free play under supervision of a teacher or assistant.</p>	<p>Please keep your child at home when he/she is not well. (Fever, cough, sore throat, redness of eyes, vomiting, diarrhea).</p>
<p>08:00-08:15 Toilet / Nappy change routine.</p>	<p>Changing station/toilet disinfected.</p>
<p>08:15-09:30 WORKTIME / CLASS ACTIVITIES</p> <p>Calls and WhatsApp’s will not be answered during this time.</p> <p>Ring time, Attendance Register, Bible story, Music and movement (song and rhymes), Theme.</p> <p>Physical Activities (Motor skills development)</p> <p>Individual presentations and practice of previous presentations are done in this time, also religious lessons, stories, creative activities and music and movement like song, dance and rhyme.</p> <p>An assortment of educational activities available to choose from.</p> <p>During this time we work and give a lot of attention to:</p> <p>language development, developing fine motor skills, listening skills, eye-hand coordination, forming ideas of mathematical concepts, spatial orientation.</p>	<p>Disinfected after use.</p> <p style="text-align: right;">Initial (both parents): _____</p>

09:25-09:30	Washing hands routine.	Good hygiene practice.
09:30-09:50	MORNING SNACK and drinking water	Morning snack provided by parents. Water bottle packed, clearly marked. Tables and chairs disinfected.
09:50-10:00	Washing hands routine and cleaning up	Good hygiene practice. Tables and chairs disinfected.
09:50-10:30	Supervised FREE PLAY / OUTSIDE ACTIVITIES Gross motor activities and jungle gyms, large wooden construction blocks, sandpit play, fantasy play, sensorial containers, ball and hula hoop play, vestibular system activities (balancing and tunnel), chalk board.	Apparatus and equipment to be disinfected after playtime.
10:30-10:35	Washing hands routine	Good hygiene practice.
10:35-10:50	Toilet / Nappy routine	Changing station/toilet disinfected.
10:50-11:10	INDOOR / STOOP / TABLE ACTIVITIES Paper scribbling, play dough, painting, rhythm sticks, cutting, etc.	Disinfected after use.
11:10-11:15	Washing hands routine	Good hygiene practice.
11:15-11:30	STORY TIME / MUSIC AND RHYME	Children are encouraged to participate.
11:30-12:00	LUNCH and drinking water	Lunch provided by school. Tables and chairs disinfected.
12:00-12:10	Washing hands routine	Good hygiene practice.
12:10-12:25	Toilet / Nappy routine	Changing station/toilet disinfected.
12:25-14:00/14:15	NAPTINE for full day children.	Children do not share mattresses. Blanket kept in individual bags and sent home weekly.
12:00-13:00	Going home time for half day children.	See school hours.
14:15-14:30	Toilet / Nappy routine	Changing station/toilet disinfected.
14:30-17:00	Supervised free play / outside activities	Disinfected after every use.
15:00-15:20	Afternoon refreshment	Each child gets his/her juice in their water bottle that parents provide daily. Refreshments provided by school.
16:45-17:00	Toilet / Nappy routine	Changing station/toilet disinfected.
17:00-17:15 (Monday – Thursday) 17:00 (Friday)	Remaining children to wait with a teacher / assistant at the collection area to be fetched.	See school hours.

Initial (both parents): _____

19. PROTECTION OF PERSONAL INFORMATION (POPI):

This serves to inform you of your rights and responsibilities as a Data Subject under:

- The Protection of Personal Information,
- The General Data Protection Regulations, and
- The Promotion of Access to Information Act

The Parent agrees to his/her personal contact details such as cellular phone numbers and email addresses be entered into the Baby Zonkie Preschool's registry for the purpose of the direct marketing of School functions, fund raising events and donations and that such details be used by Baby Zonkies Preschool for that purpose at a time that is convenient to the School. It is further agreed that Baby Zonkies Preschool shall NOT be entitled to make these details available to third parties without the Parent's express permission.

Baby Zonkies Preschool may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to Baby Zonkies Preschool that it may do so. Should this be the case, Baby Zonkies Preschool may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

You have:

- The right to be notified that Personal Information ("PI") and/or Special Personal Information ("SPI") is being collected about yourself, as the Competent Person, and your child/children.
- The right to be notified when your Personal Information has been accessed or acquired by an unauthorised person, or lost.
- The right to establish the identity of the Information Officer is and what controls are implemented to safeguard your PI.
- The right to request access to your PI and/or SPI.
- The right to request the correction, destruction or deletion of your PI.
- The right to object on reasonable grounds to the processing and retention of your PI.
- The right to not have your PI processed for the purpose of direct marketing.
- The right to submit a complaint to the Information Regulator regarding the interference with or loss of your personal data.
- The right to institute civil proceedings regarding interference or loss of your PI.

Your responsibility as a Data Subject is to keep the Information Officer updated with any changes to your information. In addition, we will send out annual update forms for you to complete and return.

Social media

Baby Zonkies/Zonkie Montessori Preschool uses social media websites and applications as a means of communicating and sharing information about the facility and educational programs with families and the community. Specifically, we use Facebook, Email, WhatsApp, Website and Instagram. We use photos and videos for promotion purposes. Please indicate whether you give permission for your child to be photographed or not.

- I give permission for my child to be photographed.
 I do not give permission for my child to be photographed.

Information Officer

Leanda Viljoen

Email Address: babies@montessori-zonkie.co.za

Telephone number: 071 889 9861

Initial (both parents): _____

ADMISSION FORM (Please complete in print)

Date of Admission:		
Child's Details and information		
Surname:		
Forenames:		
Name preferred at school:		
Date of Birth:		
ID/Passport Number:		
Age at Entry:		
Child's Gender:	Male / Female	
Home Language:		Please circle school language: Eng/Afr
Time slot: (Circle please)	Half day – Excluding lunch	Yes / No
	Half day – Including lunch	Yes / No
	Full day – Excluding lunch	Yes / No
	Full day – Including lunch	Yes / No
Parent's Details		
	Mother/Guardian	Father/Guardian
Surname and initials:		
Forenames:		
ID Number:		
Occupation:		
Employers Name:		
Home Address:		
Postal Address:		
Email address:		
Telephone Home:		
Telephone Work:		
Cellphone Number:		
Emergency Contact – NB! Must be different to Mother and Father		
Name:	1	2
Relationship to the child:		
Telephone numbers:		

Initial (both parents): _____

MEDICAL AND HEALTH

In the event your child is very ill and we cannot get hold of you may we take your child to the local doctor? You will be liable for all the associated charges		Yes /No
Doctor's Name:		
Telephone number/s:		
Does your child have any other medical conditions that we need to know off?		
Does your child have any allergies or food intolerances?		
Any surgery you child has had:	Type of surgery:	At what age:
Medical Aid Details		
Scheme Name:		
Plan:		
Membership No.:		
Principal Member:		
Dependent number:		

Herewith, I / we parents/guardians:

1..... (name, surname, ID)

2..... (name, surname, ID)

give consent that our child:

.....(name, surname, ID)
 should it not be possible to reach one or both parents, that Zonkie Montessori Preschool/ Baby Zonkies Preschool, or the person with power of attorney, may make the following medical decision/s, even if it has financial implications for the parents, regarding:

1. Obtaining medical assistance or services
2. Transporting a child to a place where medical assistance and/or services are available
3. Giving consent for any medication as prescribed by a physician
4. Giving consent for anesthetic.

Signed at _____ (Place) on _____ (Date)

Signature of Father/Guardian

Signature of Mother/Guardian

Signature of Principal/Owner _____

GENERAL INFORMATION

Security at School			
Who will bring the child to school?		1	
		2	
Who will collect the child from school?		1	
		2	
		3	
Does your child have siblings?		If so, how many?	
Child's place in the family?	Youngest	Middle	Oldest
Parents marital status	Married	Divorced/Separated	Parents deceased
If divorced/separated, who does the child live with?			
What are the visiting arrangements with the other parent?			
Briefly describe how you discipline your child at home:			
Please state your policy regarding screen time for your child: (e.g., how much, and which games and programs are allowed?)			
Please state how many stories you read or tell your child per week?			
In whose care is your child in the afternoons if not for full day?			
Please describe your child's afternoon activities if not at school for full day.			
Has your child been to a school/play group before?		Yes	No
What time does your child go to bed at night?			
Does your child sleep through the night?		Yes	No
Why do you want your child to come to our school?			
Where did you learn/hear about Baby Zonkies Preschool / Zonkie Montessori Preschool?			

Initial (both parents): _____

BILLING INFORMATION

Person responsible for payment of school fees (NB: The parents are ultimately responsible for payment of the school fees, even if somebody else has undertaken to pay them and defaults.)	Name:	
	Postal Address:	
	Residential Address:	
	ID Number:	
	Office Landline:	
	Home Landline:	
	Cellphone Number:	
Next of kin not living with you	Name	
	Residential Address	
	Telephone Numbers:	Home: Office: Cellphone:
Bank: Name: Account number: Code:	Standard Bank, The Grove Baby Zonkies Preschool 310884160 012445	

DOCUMENTS

Please attach:	1 A recent water and electricity account as confirmation of your address 2 A copy of your child's birth certificate / passport and 3 A copy of your child's immunization certification 4 Copies of ID's / Passports of both parents.
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Initial (both parents): _____

AGREEMENT

I/we, the undersigned parents/guardians:

_____ (name/surname and ID)

_____ (name/surname and ID)

of _____ (name/surname of child)

1. Declare herewith that the contents of the enrollment form are true and correct and undertake to inform Mrs. L Viljoen immediately in writing, should any changes occur. I/we take full responsibility for any loss for whom it may occur as a result of the incorrectness of the said information.
2. I/we herewith acknowledge that I/we have read the information and are aware of the rules and regulation of Baby Zonkies Preschool and that I/we understand and accept it.
3. I/we hereby give my/our permission that my/our above-mentioned child may attend the Baby Zonkies Preschool and may participate in all the regular activities and games of the school.
4. I/we accept that the staff in charge will do everything reasonable to their knowledge to safeguard the safety of my/our child.
5. I/we herewith abandon and indemnify Mrs. L Viljoen and her preschool staff of all and any claims of any kind whatsoever that may be instituted by myself/ourselves or any other person that may arise from teaching, safekeeping and caring of my/our child or any action in connection hereto.
6. I agree to give Baby Zonkies Preschool one (1) calendar month’s written notice between January and September, and three (3) calendar month’s written notice if notice is tendered on 1 October. I understand that the last notice date for the year is 1 October, and if notice is given after such date, I will be held liable for the full school fees for October, November, and December of that year.

Signed at _____ on this _____ day of _____ 20_____.

Signature of Father/Legal guardian

Signature of Mother/Legal guardian

Owner of Baby Zonkies Preschool

1. Witness
Name:

1. Signature:

2. Witness
Name:

2. Signature: