

# LAUGH & LEARN EDUCARE/PRESCHOOL

28 Circle Road, Amalinda East London 5247

## Admission Form

### **FOR OFFICIAL USE ONLY**

Enrolment date:.....

Admission date:.....

Removal date:.....

### PERSONAL DETAILS

NAME AND SURNAME.....DATE OF BIRTH.....

PHYSICAL ADDRESS .....

TELEPHONES .....

PREVIOUS SCHOOL ATTENDANCE.....PERIOD.....

### Parents Information

MOTHER/GUARDIAN.....ID NO.....

CONTACT NO (CELL) .....

CONTACT NO (WORK) .....

FATHER/GUARDIAN.....ID NO.....

CONTACT NO (CELL) .....

CONTACT NO (WORK) .....

### Relative Information

MOTHER/GUARDIAN.....ID NO.....

CONTACT NO (CELL) .....

CONTACT NO (WORK) .....

MARRIED/SINGLE/GUARDIAN .....

WHO IS FETCHING THE CHILD .....

## Indemnity Form

I give to Laugh and Learn Educare a permission to take my child on walks outside and to areas located in LLE. In addition, my approval is hereby given for my child to go on the plan field trips during the school year.

I .....the parent/guardian of .....hereby ask the staff of LLE to act in my place while my child is in their care on the premises of the learning site and during outings. I hereby indemnify the committee and staff against any claim for accidental injury to my child or loss or damage to his/her belongings.

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Child Name                      Signature of Parent/Guardian                      Date

## Photo Permission/Agreement

I give LLE permission to take my child's picture. The picture will be used for art work, day care advertisement or promotion events, fundraiser etc.

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Child Name                      Signature of Parent/Guardian                      Date

## Declaration

I .....do hereby undertake to promise to pay all school fees in advance, every month or on the set date. To accept this condition, I shall be subjected to the disciplinary rules of the school.

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Child Name                      Signature of Parent/Guardian                      Date

## School Policy

The decision to enrol your child at our school has been a voluntary one, and parents must therefore be prepared to conform to the schools policy with regard to:

1. The prompt payment of school fees. Fees for the month are to be paid in full during the 1<sup>st</sup> day of that month. If the amount is not settled within the week, the child could forfeit his/her place in our school.
2. When parents wish to remove their child from our school for whatever reason, the school must be notified in advance, one months notice is to be given and fees for that month are still to be paid in full.
3. Regular attendance at school meetings and general support as needed.
4. Check the child for the minor ailments daily before sending him/her to school or parent will be called to fetch the child, the safety of others depends on your decision. If there is a need for you to send medicines, please make a request in writing in the book, with instructions.
5. In case of emergency, if a need to call our Doctor urgently to attend to an emergency, are you willing to cover the Doctor's expenses? If yes please sign.

I have read the above and agree to abide by the school policy.