



15 Sipresboom Str,
Heidelberg,
1441

Office: 071 672 8975
Emergencies Only: 082 088 6877

info@suikerbosacademy.co.za
www.suikerbosacademy.co.za

REGISTRATION FORM 2025

The registration form is an official record. The questions asked on this form is for important information that helps us to provide the necessary services to your child. Please complete all questions on the pages to the best of your ability.

Copies of the following documents are required and must accompany the registration form. **If it is not attached to the form, your application will not be accepted.**

- ☐ Birth Certificate ☐ Father ID ☐ Mother ID ☐ Vaccination Record ☐ Latest Water & Light Account
- ☐ Yearly statement from previous school

Registration fee is **R500 per year** and payable with application and EVERY YEAR thereafter with Reregistration.

Please mark in print with a BLACK pen. Please ensure that all pages are answered and initialled.

SECTION 1 – Child's Details

Name & Surname:					Nickname:		
Date of Birth:	yyyy/mm/dd			ID Number:			
Age:		Gender:	M	F	Allergies:		
Home Address:						Postcode:	
Home Language:					Language Preference:	<input type="checkbox"/> AFRIKAANS	<input type="checkbox"/> ENGLISH
Does your child speak a language other than English at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Which Language:				
Religion:							
Expected starting date:							

SECTION 2 – Parent / Guardian Contact Information

	PARENT / GUARDIAN 1 (Mother)	PARENT / GUARDIAN 2 (Father)
Titles:	Mrs./Miss.	Mr.
Parent name:		
Parent surname:		
Main Contact Number:		
Home Telephone Number:		
Cell Phone Number:		
Email Address:		
Occupation:		
Employer:		
Work Telephone Number:		
Home Address:		
Postal Address: (If different from above)		

SECTION 3 – Parent / Guardian Information

	PARENT / GUARDIAN 1 (Mother)	PARENT / GUARDIAN 2 (Father)
Title:	Mrs. Miss.	Mr.
Name:		
Surname:		
ID Number:		
Relationship to learner: e.g. Dad, Stepmom		
Parent Responsible for Learner *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lives with Learner *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive Reports *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact this person in an Emergency *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

** Check all appropriate boxes. If all the NO boxes are marked above, please make sure that Section 2 is completed.*

SECTION 4 – Special Family Circumstances

Special family circumstances include single parents, joint custody, foster care, court orders, access restrictions, etc. Please provide details of the circumstances.

Are the supporting Legal Documents attached? ☐ Yes ☐ No

SECTION 5 – Information about Brother & Sister

Does the learner have any siblings? If yes, please provide their details.	Name & Surname	Age	Gender		Date of Birth
			M	F	yyyy / mm /dd
			M	F	yyyy / mm /dd
			M	F	yyyy / mm /dd
			M	F	yyyy / mm /dd
			M	F	yyyy / mm /dd

SECTION 6 – Emotional Problems

Does your child have any of the following problems? Check all appropriate boxes.

- | | |
|----------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Nail Biting | <input type="checkbox"/> Bed Wetting |
| <input type="checkbox"/> Frequent Nightmares | <input type="checkbox"/> Head Bumping |
| <input type="checkbox"/> Frequent Uncontrolled Temper Tantrums | <input type="checkbox"/> Extraordinary Shyness |
| <input type="checkbox"/> Social Problems | <input type="checkbox"/> Irrational Fear |

Other, please specify: _____

If you have marked one of the above boxes, please provide further information if necessary:

SECTION 7 – Medical Details

Does your child suffer from any of the following? Check all the appropriate boxes.

- | | | |
|--------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Asma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Physical Disability (Down syndrome) |
| <input type="checkbox"/> Speech Impairment | <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Intellectual / Learning Disability (e.g. Dyslexia) |
| <input type="checkbox"/> Brain Disability | <input type="checkbox"/> Mental Health or Behavioural Problem (e.g. Depression, ADHD) | |

Other, please specify:

If you ticked one of the boxes above, please provide further information. Also provide details if the learner has special needs or needs support in school (including details of previous assessments done, etc.):

Any medication used chronically or frequently?

Instructions for administration of above medication:

Family Doctor:		Contact Number:	
Practice Address:			
Medical Aid Fund:		Medical Aid Number:	

SECTION 8 – Additional Contact Numbers for Emergencies

Please provide an alternative contact number for emergencies where the parent / guardian cannot be reached. The following person is authorized to act on your behalf in an emergency:

	CONTACT 1	CONTACT 2
Title:	Mrs. Miss.	Mr.
Name:		
Relationship to learner: e.g. Aunt, Grandparent		
Contact Number 1:		
Contact Number 2:		

EMERGENCY MEDICAL TRANSPORT PERMISSION

I authorize the School Staff, if necessary, to arrange Ambulance Transport and give permission for Emergency personnel and the hospital of my choice, under supervision of the attending Physician, to treat my child in an Emergency if I cannot be located:

Parent / Guardian Signature: _____ Date: _____ / mm / dd

Preferred Hospital:

SECTION 9 – Addition Consent

PERMISSION FOR PUBLICATION OF A LEARNER'S PHOTO AND WORK

Suikerbos Academy can record audio and/or visuals of a learner and their work while they are at school or participating in school related activities or performances. Photos of learners involved in activities and work created by learners are often published to share the learner's experiences and inform parents about the school and staff. Please give permission for the following:

	Photos of Learner	Publication of Learner's Work	Publish Learner's Name	Video recording of Learner of Activities
School's Website:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
School's Facebook:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	PARENT / GUARDIAN 1		PARENT / GUARDIAN 2	

SECTION 10 – Communication

Suikerbos Academy and its staff know that good communication with the parents is an important part of their work, the following guidelines have been put in place to benefit all parties:

Office working hours: 07h30 – 17h00

Office cell no: 071-672-8975 (Please use this cell number in case of any communication.)

Retha van Lingen Personal cell number: 082-088-6877 (Please call this number only in case of emergencies.)

All communication with staff and parents is linked to a **24-hour** response time. You are at work and the Teacher is in class. Teachers may not respond to any cell phone comments while with their students.

All communication between the school and our parents will take place no later than **17:30** daily. *It's family time for our parents and staff.*

- If any urgent communication must take place on weekends, it should only be with the principal.

Correspondence preference	<input type="checkbox"/> Email	<input type="checkbox"/> SMS	<input type="checkbox"/> Whatsapp	Others:
Which parent / guardian will receive the communication?	PARENT / GUARDIAN 1 (mother)	<input type="checkbox"/> Yes <input type="checkbox"/> No	PARENT / GUARDIAN 2 (father)	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 11 – Financial Undertaking

SCHOOL FEES ARE PAYABLE FOR 12 MONTHS, FROM THE 1st of JANUARY TO 31st of DECEMBER.

All fees are payable promptly in advance before the 3rd of each month. R15 fine per day will be charged for any late payments after the 3rd of each month. A fee of R50 will be charged on any cash and card payments.

Any legal fees incurred to collect overdue monies will be on your account.

ONE (1) calendar month (from the 1st of a month to the 31st of a month) written notice is required if your learner leaves school, even if it is in the middle of a month. If notice is given in October, TWO months' notice will be payable in advance with the submission of the written notice except in the case where a learner would normally progress to Gr. 1.

*** **Book fees** are payable in advance.

	REGISTRATION FEE	BOOK FEE	HALF DAY FEE	FULL DAY FEE
<input type="checkbox"/> NURSERY SCHOOL	R500 Payable with registration & per year thereafter.	R1000 per year	R 2'300 Until 12:30	R 2'500 Until 17:30
<input type="checkbox"/> DAY VISITORS			R 150	R 200

THE CONSUMER / DEBTOR GIVES PERMISSION AND AUTHORIZATION TO THE PROVIDER / SCHOOL / OWNER AS POSSIBLE TO:

1. Contact, request and obtain information at any time from any provider, service, or credit provider (or potential credit provider) or registered credit bureau to verify the consumer/debtor's behaviour, profile, debt, payment patterns and creditworthiness (e.g., yearly statement of previous school)
 2. Provide information on behaviour, profile, payment patterns, debt, and creditworthiness of the consumer/debtor to any registered credit bureau or to any provider, service, or credit provider (or potential credit provider) that requires a trade reference with respect to the consumer/debtor's operations with the provider, service and/or credit provider.
- Parents/guardians will still be held responsible for any outstanding fees, even if the child is no longer in the school.
 - Parents/guardians with outstanding fees due to the school will be listed on an Industry appropriate database/service that may affect the placement of your child at a subsequent school.
 - In an event where the account is handed over for collection, the parent/guardian will be held responsible for the outstanding fees plus all collection costs.
 - If an account is handed over for collection, all communication with the school/owner ends with regards to the collection of the outstanding amount. All communication regarding the outstanding fees must be paid by the collector.
 - Collections are payable to the Collector and not to the service provider/school.

SECTION 12 – Declaration & Signature

I parent/guardian declare that the information in this document is correct and that all pages have been read and initialed.

SIGNATURE	NAME & SURNAME	DATE
PARENT / GUARDIAN 1		yyyy / mm / dd
PARENT / GUARDIAN 2		yyyy / mm / dd

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REGISTRATION FORM. WE UNDERSTAND THAT THE INFORMATION YOU PROVIDED IS CONFIDENTIAL AND WILL BE TREATED AS SUCH. **SUIKERBOS ACADEMY WORKS STRICTLY ACCORDING TO THE POPI ACT REGULATIONS.**

FOR OFFICE USE

Are the necessary documents attached to the application form?

- | | |
|--------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Vaccination Record |
| <input type="checkbox"/> Father's ID / Guardian 1 | <input type="checkbox"/> Mother's ID / Guardian 2 |
| <input type="checkbox"/> Latest Water & Lights Account | <input type="checkbox"/> Copy for Parents / Guardian |

Check by:

Application accepted:

Signature of Principal

Date

GENERAL INFORMATION:

Please initial each box and each page after reading the information.

1. Nursery School Hours:

- Monday to Friday from 06:30 to 17:30.
- Toddlers can be dropped off from 06:30. **NOT LATER THAN 08:00**
- If your child is picked up after 17:30, there will be a fine of R100 and R100 for every 15 minutes thereafter. Unless alternative arrangements are made.
- If there is any problem with the time schedules, you are welcome to discuss this with the principal.
- THE SCHOOL WILL BE CLOSED ON PUBLIC HOLIDAYS. IF IT IS ON A THURSDAY THE SCHOOL WILL BE CLOSED ON THE FRIDAY AS WELL OR IF IT IS ON A TUESDAY THE SCHOOL WILL BE CLOSED ON THE MONDAY AS WELL.**
- Suikerbos Academy will open on the 6th of January 2025 and closes on the 12th of December 2025 at 11:00.

☐

2. Registration Fees:

An annual registration fee of **R500** is payable with registration at the school for all ages. It must be submitted with the registration form so that your child is assured of his / her place for the next year in the school and is payable by the end of November. Copy of parents / guardian's I.D. documents are required upon registration. All documentation must be submitted and must be completed in full.

☐

3. Workbooks:

We use the CAPS curriculum as required by the Department of Education. Special books are purchased, and the cost is **R1000** per year and is payable at the beginning of the year. If you enroll your child during the year, a pro-rata amount will be calculated for the books. Stationery must also be submitted at the beginning of each year or when your child is enrolled.

☐

4. Fees:

The fees are payable strictly in advance on the first school day of the month. **It is your responsibility to inform us of times and activities.** The full fee is payable when parents go on leave. No refund will be made in respect of periods during which your child is not in the care of the nursery school. **Kindergarten fees amount to 12 months. R15 fine per day will be charged for any late payments after the 3rd of each month. A fee of R50 will be charged on any cash and card payments** to facilitate accounting, we prefer electronic transfers. We ask that you please pay via EFT because it is safer for us and for you as parents.

Please use your child's NAME & SURNAME as a reference regarding EFT payment and not "SUIKERBOS ACADEMY".

☐

5. Stationary:

A list is attached with the stationery needs for the different groups. Please mark everything clearly.

☐

6. Clothing:

We ask that all children be dressed in clothes they are comfortable with, because we play with paint. It should preferably be old clothes. If the weather allows it, they can come with bare feet, but in winter the feet need to be kept warm. **All clothing must be clearly marked.** We accept no responsibility for lost or damaged clothing or shoes. Please ensure that clothes changed during the day are in the child's suitcase before you leave the premises. Please keep an extra set of clothes in their suitcase for emergencies.

☐

7. Other requirements:

Here at Suikerbos Academy, we only use "Wetwipes" and not washcloths. Please send a BIG pack of "Wetwipes" per month. One pack of tissues should also be sent each month.

☐

8. Toys:

No personal toys are allowed. We accept no responsibility for the loss or damage of tablets, "iPhone" or mobile phones.

☐

9. **Safety & Security:**

This unfortunately happens so there is disagreement and then separation between parents. We may not get involved. Sometimes we are asked to keep children away from a parent and that the parents concerned may not see the child. We may only do so if we have a copy of a Court interdict against the parent. No SAPS clearances or Attorneys' letters will be accepted. By law, we may not deny any legal parent access to his / her child without the said documentation. Children will not be given to people who are not known to us or our staff. In such cases, the parents will first be contacted and the person taking the child must be positively identified.

☐

10. **Other Activities:**

Playball, Ballet, Swim, Funtivities Kinetics, Tumbling Tigers, MusIQ All Around are offered at an additional fee. Arrangements regarding payment must be arranged with the relevant institution and Suikerbos Academy does not take responsibility for it. Baking and Brewing are included in the monthly school fees.

11. **Diseases:**

No sick children can be looked after at school and if your child has an infectious disease or diarrhea he / she may not come to school either. The parents are notified if the child appears to be ill or unwell. **It is the full responsibility of the parents to pick up the child and take him to the doctor for treatment.** Under no circumstances will Suikerbos Academy's staff administer medication if it has not been subscribed to. There is a book available for this purpose. No medication may be left in the school bag, and we ask for your co-operation in this regard. Parents must please ensure that the medication is collected again. In an event where the parents cannot be contacted, and all reasonable efforts have been made, the principal will take her own discretion and give medication.

☐

12. **Emergencies:**

If an emergency arises where the child is in danger, and the parents will not be on time to pick up the child, or cannot be contacted, the family doctor of the family concerned will be contacted and / or the child taken there for treatment. If necessary, the parents will pick up the child for further care. In an event where your child develops a high fever, you will be contacted, and you will be notified of the action being taken. If you cannot be reached, the principal

☐

will administer medication at your discretion, and you will be notified of such actions.

☐

13. **Immunization:**

The owner and principal of the school does not take any responsibility for immunizations, and it is the responsibility of the parents to ensure that all immunizations regarding childhood diseases have been administered to date. A copy of the immunization card must be submitted with registration.

☐

14. **Food:**

Breakfast is served at 08:00 and is provided by the school. For the 10:00 snack, parents must please provide a sandwich and fruit juice. We ask parents **NOT to send any sweets** along as it will be sent back home. A Cooked lunch meal is provided by the school in menu format and will be served by 12:00. The 14:30 snack should be a yogurt that was also provided by the parents. On Fridays there is the Tuck Shop, where our little learners get the opportunity to buy a sweet with money, provided by the parents. All the learners can by ice-cream in the afternoon at 15:00

☐

15. **Communication:**

There will be no communication between the parents, teachers or principal after 17:30 in the evening. In case of a big emergency such as your child is omitted in the hospital or won't attend school the next day. Send us a Whatsapp and we will come back to you. Between 07:00 the morning and 17:30 the evening from Mondays to Fridays we will answer our phones. After 17:30 it is our and your family time. Let's respect each other in this time.

☐

16. **Giving notice:**

When you want to give notice, the notice must run over a calendar month so from the 1st of a month to the 31st of a month. In a case where it is in the middle of the month, you are still reliable for the full months' school fees. If your child is in Grade R and you want to give notice in the last term you are responsible for the 2-month notice (October and November) money.

☐

17. **General:**

Dear Parents, although you have the wonderful privilege of being your child's primary educator up to school age, the nursery school environment offers your child the opportunity to learn certain social skills that are only possible in groups, as well as other types of discipline that is impossible if he / she stays home alone. I understand all too well the doubts that sometimes exist in one's mind about a new environment for your child and I want to give you the assurance that every child's happiness is terribly important to me and that I personally pay attention to each student. The children are treated with love and understanding, and they have a lot of freedom here. You are very welcome to contact me if there is anything you have doubts about or would like to discuss a problem.

Greetings Retha van Lingen