



Hakuna Matata Pre - School

what a wonderful place to be

Pumbaa Campus

28 Laughton Ave, Glenashley

Email : info@hmps.co.za

Dear Parents.

Thank you for your interest in Hakuna Matata Pre-School. Please read through this document and keep it for further reference.

SCHOOL SYSTEM

Children will enter into a Grade / Group according to their age. Below is an indication of the Grade / Group your child will be placed in.

Pumbaa Campus - 28 Laughton Avenue, Glenashley

Babies	Red Group	Age 1 to 2 years
Toddlers	Blue Group	Ages 2 to 3 years
Pre-School	Grade 000 Yellow Group	Ages 3 to 4 years
	Grade 00 Green Group	Ages 4 to 5 years
	Grade R Orange Group	Ages 5 to 6 years

Applications are dealt with on a "first come first serve basis", so please ensure you return your application with all the necessary information, together with the admin fee, as soon as possible to avoid disappointment. Children already in the Hakuna Matata system will be offered positions first, together with their siblings, after which we place children from our waiting list. Parents will be notified in writing or telephonically as soon as a position is available.

A once off, non-refundable **ADMINISTRATION FEE of R450.00 CASH** is required when handing in your application form. This fee does not guarantee your child a position at the school. It merely places your child on the waiting list.

Kind Regards

Bronwyn Manning

PRINCIPAL



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Admin Fee Receipt No:

APPLICATION FOR ENROLMENT

Date of Application: _____

Application for the **Pumbaa Campus**: _____

Full Name of **Child** _____ Application for 20: _____

Date of Birth: _____ ID. No: _____ Sex: _____

Place and Country of birth: _____

Residential Address: _____

_____ Telephone: _____

Postal Address: _____

Dietary or medical allergies: _____

Any health conditions the school should be made aware of: _____

Medical Aid: _____ Medical Aid No: _____

Does the child go to the toilet by him / herself? : _____

Name of **Father**: _____ Marital Status: _____

Business Name and Address: _____ Occupation: _____

_____ Telephone: _____

Email: _____ Cell: _____

Name of **Mother**: _____ Marital Status: _____

Business Name and Address: _____ Occupation: _____

_____ Telephone: _____

Email: _____ Cell: _____

Family Home Language: _____

Family Doctor: _____ Dr Telephone: _____

Next of Kin: _____ Cell: _____

Please advise any changes in contact details

Family History of Child

Position of child in the family (1st, 2nd etc) _____

Any other children in the family – State whether adopted / step children etc.

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Please state whether parents are, separated, divorced, widowed _____

When returning these forms please include:

1. A copy of child's birth certificate
2. A copy of the child's Immunisation Records
3. Copies of ID for both parents
4. Enclose R450.00 CASH Administration Fee (NON- REFUNDABLE)

The administration fee **does not** guarantee a position at Hakuna Matata Pre- School



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INDEMNITY FORM

I, (Full name of parent/legal guardian) _____

being the parent/legal guardian of (child's name) _____

hereby agree to abide and be bound by the rules and regulations in force from time to time, governing the conduct of Hakuna Matata Pre-School and accept the following conditions:

1. My child will attend Hakuna Matata Pre-School and I will be responsible for the fees, unless otherwise stated in writing.
2. Monthly fees shall be payable monthly on the first business day of each month. Failure to pay on the due date and thereafter within fourteen days after written notice has been given to either parent, shall entitle the principal to refuse admission of the child of the parents concerned, until the fees have been paid in addition to any other remedy including the institution of the court action to compel payment.
3. A parent is obliged to provide **a full terms (i.e. 3 months) written notice** if the child is to be withdrawn at any time prior to the end of the school year. That is:
 - 3.1 If a child is not to attend Hakuna Matata for all or part of the third term, notice must be given prior to the end of the first term;
 - 3.2 If the child is not to attend Hakuna Matata for all or part of the fourth term, notice must be given prior to the end of the second term ie.end of July.
 - 3.3 December Fees are COMPULSORY. To avoid being liable for January, February and March Fees, notice must be given before the 1st October, to leave in January the following year.
4. **Upfront Payments:** With regard to upfront payments, a full terms notice needs to be given. Funds will be refunded within 90 days of your child leaving Hakuna Matata.
5. If short notice is given a full terms fees i.e. 3 months must be paid. The payment of a full term's fees is effectively a penalty provision. The payment of the penalty is in addition to the fees that must be paid for the months that the child remains in attendance.
6. If your child is absent for any amount of time from school or aftercare, unfortunately you will not be entitled to a reduction in school fees.
7. Please be aware that you will be liable for the full January school fees, regardless of the date that your child starts at Hakuna Matata. December fees are also payable in full, regardless of the date that school closes.
8. **Staggered intake** - At the beginning of each year we have a "staggered intake" for all **new children** starting at Hakuna Matata. In such a case your child may start his / her school year at a later date than the starting date of the school year. Please be aware that you will be liable for the full January school fees, regardless of the date that your child starts at Hakuna Matata. Unfortunately there will NOT be a reduction in school fees due to staggered intake.
9. **Full Day/Aftercare** - The full time Aftercare cost is covered by your child's school fees, until 17h00 each day. Ad hoc Aftercare fees are billed at R60 per day.



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10. Holidays - There will be no reduction of school fees during any school holidays.

11. School fees include:

- 1 x set of Prestige Photographs (usually done in the first term)
- 1 x Hearing Screening (usually done in the second term)
- 1 x Eye Screening (usually done in the third term) - ONLY FOR CHILDREN OVER THE AGE of 3

With regard to the above inclusion of school fees;

- a. In the event that you may decide that your child will not require any of these additional extras, or is absent on the day these occur, unfortunately you will not be entitled to a reduction in School Fees.

12. School fees **do not include** Clamber Club or any Extra Mural Activities.

13. I undertake to notify the school of any ailments or diseases contracted by my child.

14. It has been agreed that should Hakuna Matata Pre-School deem that my child is too ill to attend, my child will be excluded from attending school, until such a time as my child has fully recovered.

15. I agree to accept any holidays that may be decided on by Hakuna Matata Pre-School.

16. I hereby indemnify and hold harmless Hakuna Matata Pre-School, the Proprietors thereof, together with employees of Hakuna Matata Pre-School and all other persons to whom the school or its employees may delegate the care of supervision of my child, against loss or damage from any cause arising which my child should suffer, whether by way of personal injury or otherwise, irrespective of whether such a loss or damage was caused or arose out of negligence on the part of Hakuna Matata Pre-School, and the proprietors thereof, it's employees or any other persons to whom the school or its employees may delegate the care of supervision of my child.

17. I authorise Hakuna Matata Pre-School to administer Panado or Ibumol Syrup to my child to control a temperature, until a parent can collect their child.

A parent will always be notified before administering a paediatric syrup however in the case of an emergency, should we be UNABLE to get hold of a parent or next of kin, I hereby authorise Hakuna Matata and their staff, the consent to administer Panado or Ibumol Syrup in the case of an uncontrolled temperature.

18. If in any circumstances we cannot reach the parents and we feel that your child requires medical attention, we will take your child to a doctor of our choice, at the parent's expense.

19. I enclose R450.00 cash Administration Fee (NON- REFUNDABLE).

20. I enclose copies of my child's birth certificate, immunisation records and ID copies of both parents.

Mother's Signature

Father's Signature

Date: _____

Date: _____