

## APPLICATION FOR ADMISSION

### DETAILS OF LEARNER

### ADMISSION DATE:

Surname \_\_\_\_\_ Name \_\_\_\_\_  
D.O.B. \_\_\_\_\_ ID No \_\_\_\_\_  
Gender \_\_\_\_\_ Number of siblings \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

Has he/she been to a preschool/ playschool before? If yes, when last? \_\_\_\_\_

### DETAILS OF PARENTS

**Mother's Name** \_\_\_\_\_ Surname \_\_\_\_\_

ID No \_\_\_\_\_

Tel Home \_\_\_\_\_ Tel Work \_\_\_\_\_

Cell No \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Marital Status \_\_\_\_\_

**Father's Name** \_\_\_\_\_ Surname \_\_\_\_\_

ID No \_\_\_\_\_

Tel Home \_\_\_\_\_ Tel Work \_\_\_\_\_

Cell No \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Marital Status \_\_\_\_\_

### CONTACT DETAILS OF A FAMILY MEMBER OR FRIEND IN CASE OF EMERGENCY

1. Name \_\_\_\_\_ Surname \_\_\_\_\_

Relation to learner \_\_\_\_\_ Tel No \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_ Surname \_\_\_\_\_

Relation to learner \_\_\_\_\_ Tel No \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICAL HISTORY**

Allergies \_\_\_\_\_

Illnesses \_\_\_\_\_

Medical Aid Name \_\_\_\_\_

Medical Aid No \_\_\_\_\_

Please note: All Children must be immunised against: TB, Diphtheria, Whooping Cough, Measles, German measles, Mumps and Polio. Yearly checks for ears (hearing) and eyes (vision) should also be done. Always keep the clinic card in a safe place for future use.

No medication will be administered at school under any circumstances.

The only medication allowed on the premises is a daily multivitamin and/or immune boosters.

Panado/ Calpol syrup is kept in the first Aid box and ONLY used in emergencies, provided that a parent has given consent.

We will not accept responsibility for non-compliance and non-adherence to the above procedure.

**CONSENT AND INDEMNITY**

As parent/guardians, I/we give consent for my child to participate in all the curricular and extra-curricular activities, as set out by Sleepy Hollow. This includes various outings and excursions and the transport to and from the school.

Furthermore, I/we fully understand and accept that all activities shall be undertaken at my child's own risk. I/we undertake on behalf of ourselves/myself and my child/ren, hold harmless and absolve SLEEPY HOLLOW and its staff against and or all claims that may arise.

This consent is signed with indemnity and is signed with the knowledge that SLEEPY HOLLOW and the staff will take all responsible precaution for the safety and welfare of my child/ren.

**SIGNATURE OF MOTHER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME IN FULL** \_\_\_\_\_

**SIGNATURE OF FATHER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME IN FULL** \_\_\_\_\_

## **DECLARATION AND AGREEMENT**

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All the above information is correct and true. On acceptance of me at the above institution, I understand to abide by the rules of SLEEPY HOLLOW, as set out in the prospectus.

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

### **SLEEPY HOLLOW – TERMS & CONDITIONS / RULE & REGULATIONS**

#### **1. ADMISSION**

- 1.1 The full names, address and contact details of the parents / guardians must accompany the Application form.  
  
Originally certified copies of identity documents and proof of residence (not a P O Box Number and not older than two months) must be furnished together with the application form; (For FICA purposes)  
  
Employment details for parents / guardians must be furnished.
- 1.2 The Principal must be informed immediately of any change in address and place of employment of the parents / guardians.
- 1.3 All children must be dropped off in the class and collected from the class; Please inform the teacher timeously when a third party / other person will be fetching your child. The school will not hand over the child if no prior arrangements to this effect were made with the principal or teacher.
- 1.4 Hours are from 07h00 – 18h00 Monday – Thursday;  
And 07h00 – 17h00 on Friday
- 1.5 Children must be collected by no later than 17h00 on Fridays.
- 1.6 The school is open all year with the exception of public holidays, Islamic holidays, and approximately 3 weeks between December and January.
- 1.7 The Principal and/or Management Committee have the right to decline any application for admission of any prospective child/pupil to SLEEPY HOLLOW without having to state their reason/s for declining such application;
- 1.8 The contract between SLEEPY HOLLOW and the parent/guardian runs from January to December each year;
- 1.9 The Debit Order form attached to the Application Form must be completed in full and submitted together with the Application Form.

## 2. PAYMENT TERMS AND POLICIES (FEES)

- 2.1 A non-refundable enrolment/registration fee /annual levy of R500.00 (five hundred rand) is compulsory and payable on successful application and registration.
- 2.2 Fees are payable in advance and not later than the 1<sup>st</sup> day of each and every month; i.e. 12 monthly payments per year;

No subtraction of fees will be taken into consideration owing to absence, illness and/or holidays which holidays shall inter alia include the 3-week December festive period.

- 2.3 School fees are payable in full, irrespective of whether your child attends school for a whole month or part thereof;
- 2.4 December of each year should not be construed as an optional month; **Payment in respect of December of each year must be paid** for in advance as per Clause 2.2 above;
- 2.5 Failure to make payment and/or not to adhere to the aforementioned could result in the following:
  - 2.5.1 Your child not being accepted the following year;
  - 2.5.2 Your child not being part of the Graduation Group and/or Year End Festivities and/or the child's progress report being withheld;
- 2.6 By enrolling your child you hereby acknowledge that the monthly fee is payable in full for each calendar month, including holidays, children's absence including illnesses.
- 2.7 A penalty fee for late collection of children will be charged; kindly see the rates in the SLEEPY HOLLOW Profile, Guidelines and Rules/Policies;
- 2.8 The Principal and/or the management Committee of SLEEPY HOLLOW may exercise their right to disallow and/or to dismiss and/or to expel any child if the fees are in arrears and in excess of over 30 days;
- 2.9 One calendar months' notice shall be given in advance, should you wish to terminate your child's attendance at our school;
- 2.10 NO VERBAL NOTIFICATION of termination of attendance by parent/guardian will be accepted;
- 2.11 Fees for the full month shall be payable and a further **10% (ten percent)** of the full monthly fee shall be due and payable for each and every subsequent month/s thereafter, including December, should the termination occur after 31 August.
- 2.12 All outstanding fees due to SLEEPY HOLLOW must be settled prior to the termination and/or cancellation of the contract/agreement.

- 2.13 Legal action will be taken to recover any amount/s due to SLEEPY HOLLOW; the legal costs pertaining to such legal action shall be for the account of the parent/guardian;
- 2.14 The Principal and/or Management Committee may affect immediate suspension and/or termination of the Agreement/Contract between the Parties, should the parent/guardian not fulfil their contractual obligations towards SLEEPY HOLLOW in terms hereof;
- 2.15 The Principal and/or Management Committee may deny access to its premises and services if fees are in arrears;
- 2.16 Any and/or all legal costs relating to any form of legal action taken shall be for the account of the Parent/guardian; No correspondence will be entered into between SLEEPY HOLLOW and the parent/guardian after a matter have been handed over for legal action;
- 2.17 All CORRESPONDENCE with SLEEPY HOLLOW must be in writing and shall not be verbally communicated;

### **3. ABSENCE**

- 3.1 Children must attend school every day / regularly.
- 3.2 The Principal must be notified of the reason of your child's absence from school.
- 3.3 Children with infectious diseases must be kept at home and the school Principal must be informed of the illness and absence.
- 3.4 In the event of a child requiring urgent medical attention whilst at school, the Principal and/or Teacher has the right to call a doctor and/or ambulance the costs of which the parents shall be liable for.

### **4. GENERAL**

- 4.1 The basic rules as set out in the SLEEPY HOLLOW Guidelines/Prospectus must be strictly adhered to at all times.
- 4.2 Children must be dressed in clean, comfortable clothes and flat shoes daily; Hair must be neat and tidy;
- 4.3 Participation in all parent-teacher or school activities is encouraged;
- 4.4 Attendance of all parent-teacher or school meetings is compulsory;
- 4.5 SLEEPY HOLLOW will provide one meal per day to each child in the form a cooked lunch; however, a small breakfast in the form of a snack will also be served during the course of the morning;
- 4.6 Parents are encouraged to provide and pack a healthy snack for example – (fruit; sandwich; yoghurt; fruit juice) for the child;
- 4.7 All meals provided by SLEEPY HOLLOW are strictly HALAAL.

Signed at \_\_\_\_\_ on \_\_\_\_\_

In the presence of the undersigned witnesses:

1. \_\_\_\_\_  
\_\_\_\_\_ **PARENT / GUARDIAN**

2. \_\_\_\_\_  
\_\_\_\_\_ **PARENT / GUARDIAN**

Kindly include Clear and Originally Certified Copies of the following documents:

- Father's Identity Document
- Mother's identity Document
- Birth Certificate
- Clinic card

All Payments and Electronic transfers must be made to the following bank account with details as follows:

G PARKER t/a SLEEPY HOLLOW

STANDARD BANK

ACCOUNT NUMBER: 27 065 7436

BRANCH CODE: 025 009

**REFERENCE:** Child's Name & Surname

PROOF OF PAYMENT: [info@sleepyhollowschool.co.za](mailto:info@sleepyhollowschool.co.za)