



registration no: 20/02/4873/2019

29 Rembrandt Street
petervale
2191

082 872 8742

littleforestcentre@gmail.com

www.littleforestcentre.com

LITTLE FOREST CENTRE

FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

<u>CHILD'S DETAILS:</u>			
Name & Surname			
Date of Birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>
No. of children in family	Position of child in family		
With whom does the child reside			
<u>ATTENDANCE:</u>			
Full day <input type="checkbox"/>		Half day <input type="checkbox"/>	
<u>PARENTS DETAILS:</u>			
<u>Father:</u>		<u>Mother:</u>	
Name & Surname			
ID No.			
Address			
Occupation			
Employer			
Employer Address			
Contact Number			
E-mail			
Marital Status:	Married <input type="checkbox"/> Customary Union <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/>		
<u>DETAILS OF PREVIOUS SCHOOL:</u>			
Name of School			
Contact Person		Tel No	
<u>MEDICAL INFORMATION:</u>			
Allergies			
Chronic medication			
Doctor		Tel	
Pediatrician		Tel	
Medical Aid		Plan	
Main Member		Number	
<u>VACINATIONS:</u>			
Please provide an up to date copy of your child's vaccination schedule. Unfortunately, no child will be accepted without being up to date with their vaccinations.			

EMERGENCY CONTACT DETAILS:

	Contact 1	Contact 2
Name		
Contact Details		
Relationship to child		

INDEMNITY

The signatory/ies expressly indemnify/ies Little Forest Centre, it's owner, agents or employees from being held responsible or liable for any damages, death, injury, directly or indirectly, consequential or otherwise to the signatory/ies, his or her child/ren in terms of this agreement while engaging in any activity of the school, while on the school property or any other such place where such activities are where such activities are engaged in. I/We hereby agree that my child receives the necessary medical attention in case of need or emergency, by the School staff. I/We further agree that your child can be admitted to a medical facility in an emergency at the Little Forest staff's discretion if need be.

We the signatory/ies, hereby state that I/we acknowledge that I/we have read and fully understand and agree to abide by Little Forest Centre. I/we state that I/we am/are duly authorized to sign this document and that to the best of our my/our knowledge and that all knowledge provided is true and correct and contains no Omissions. I/We agree to inform Little Forest Centre in writing of any changes from time to time as may be necessary.

IMPORTANT:

Please see TERMS AND CONDITIONS.

FATHER

Print your full name _____

Sign: _____ **Date:** _____

MOTHER

Print your full name _____

Sign: _____ **Date:** _____

Witness: 1

Print Name in full: _____ Signature: _____

Witness: 2

Print Name in full: _____ Signature: _____

TERMS AND CONDITIONS

1. FEE STRUCTURE

The fees are as follows:

- 1.1 Full Day: R 8500.00 p.m. Daily Rate: R 600.00 7.00 am – 4.00 pm
1.2 Registration: R 2000.00 **Per child and Non-Refundable**

2. PAYMENT:

A R 2000.00 non-refundable registration fee is required on registration.

- 2.1 All monies payable by the parents to Little Forest Centre in terms hereof shall be paid timeously on due date.
2.2 Fees are payable strictly in advance. Unless otherwise agreed in writing all monthly payments must be made by debit order and Little Forest Centre -requires proof of the debit order on registration.
2.3 Debit order is to run on or before the 1st of each month and by no later than the 7th day of each month, unless agreed in writing and at Little Forest Centre's sole discretion.
2.4 Payment via direct deposits, EFT or ordinary banking must include child's name and surname as a reference.
2.5 No payment will be accepted on the property for security reasons.
2.6 Please ensure that fees are banked / EFT / debit order into:

Banking Details:

Name of Account Holder:	KJ More
Bank Name:	Standard Bank
Branch Code:	051001
Account Number:	1009 4238 969
Type of Account:	Current
Reference:	Child's Name

- 2.7 Any Cash deposits incurring bank charges will be for the parent's account.
2.8 The application form, signed addendum & proof of payment of R 2000.00 **non-refundable registration fee** must be e-mailed to littleforestcentre@gmail.com

FOR OFFICE USE ONLY:

Fees will only be paid:

1. Monthly;
2. Annually;
3. Quarterly.

Via:

1. Debit Order;
2. EFT;
3. Cash Deposit. –refer to clause 2.7

FOR OFFICE USE ONLY:

Date of Registration: _____

Date of Admission: _____

Enrolment Fee Paid: _____

Date of Withdrawal of Pupil: _____

3. LATE PAYMENT:

- 3.1 Late payments cannot be condoned.
3.2 Little Forest Centre will charge R200.00 penalty fee for payments later than the 7th day of the month and a further R200.00 for payments not made by the 15th day of the month.

- 3.3 Little Forest Centre reserves the right to charge interest at the maximum rate permissible in terms of the National Credit Regulations which is 2% per month.
- 3.4 Little Forest Centre reserves the right at its discretion to insist on the removal of children where accounts become overdue.

4. CREDIT INFORMATION

- 4.1 The Parent/s authorises Little Forest Centre to, through the services of any NCR registered credit bureau:
 - 4.1.1 carry out any checks or traces that Little Forest Centre deems fit;
 - 4.1.2 report the Parent/s payment history;
 - 4.1.3 List the Parent/s in the event of the Parent/s defaulting in payment in terms of this agreement.
- 4.2 The consumer/debtor consents to and authorises Little Forest Centre, the supplier, service and/or credit provider, as the case may be, to:-
 - a) contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and
 - b) provide information about the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.

DEFAULT IN PAYMENTS

- 5.1 Where fees are not paid within the discretionary two calendar months grace period (this will also apply to parent/s that have established payment plans):
 - 5.1.1. Children will not be taken for the educational assessment required for their termly report. Reports will be withheld until such time that accounts are paid up in full.
 - 5.1.2. Parent/s will be given two calendar months' written notice to remove their child from Little Forest and will still be liable for the outstanding fees and the two months' notice period.
- 5.2. Should the account not be settled within 21 days after receiving the credit bureau letter the Parent/s will be black listed and handed over to our attorney, all costs incurred will be for the Parents account.
- 5.3. Where school fees are outstanding for more than two months:
 - 5.3.1. The child/children will be suspended from school with immediate effect.
 - 5.3.2. The child's/children's report or transfer letter issued for the new school will be withheld.

6. INVOICING AND STATEMENTS:

- 6.1. Invoices will be sent out on the 20th of every month.
- 6.2. It is the parent's responsibility to ensure that they have received the monthly statements and invoice, by providing proper and correct e-mail contact details.
- 6.3. The Parent/s allegation of non-receipt of invoices will not be regarded as equitable reason for non-payment.
- 6.4. It is the Parent/s responsibility to notify Little Forest Centre of all changes and details.

7. NOTICE PERIOD / TERMINATION OF CONTRACT

- 7.1. Two (2) full calendar month's written notice of termination (dated from the 1st of the month), is required when a child/children is/are taken out of Little Forest Centre by parent/s.**
- 7.2. Where a parent/s fails to give the required notice of termination in 9.1 two (2) months fees in lieu of notice will be charged.**
- 7.3. No extended holidays will be accepted as reason for non-payment, as payments are made over a 12-month period.**
- 7.4. Termination of this contract: a child is enrolled for a fixed period of twelve months, after which the contract is automatically renewed indefinitely. This is consistent with the provisions of Section 14 of the CPA. In terms of this Section of the Act, the consumer may only terminate the contract by giving 2 months calendar written notice as per clause 9.1**

8. AFTERCARE:

- 8.1. Aftercare closes at 5.00 pm. Where longer hours are required, Parent/s must advise Little Forest Centre and Little Forest Centre will strive to accommodate Parent/s caught in an emergency.
- 8.2. A late penalty charge of R100.00 per 15 min per child will be charged for children left without notification after 5.00 pm.
- 8.3. Where children are enrolled until 2.00pm parent/s must fetch their children no later than 2.15pm, failing which the penalty in 10.2 will apply.

9. EXTRA MURAL AND THERAPY ACTIVITIES:

- 9.1.** Extra mural activities will be charged as an optional extra.
- 9.2. Where extra mural activities are not paid for, children will not be allowed to participate in any private extra mural activities and Little Forest Centre extra murals.
- 9.3. Therapies (Speech Therapy, Occupational Therapy and Physical Therapy) are provided by private contactors at the Little Forest Centre. These services are arranged by the parents and will be charged by the practitioner directly.

10. GENERAL:

- 10.1.** Neither party may cede or assign their rights or delegate their obligations in term of this Agreement without prior approval from the other party which approval shall not be unreasonably withheld.

11. NON-VARIATION AND WAIVER:

- 11.1. No extension of time or any other relaxation or indulgence granted by Little Forest Centre to the Parent/s shall operate as, or be deemed to be a waiver by Little Forest Centre of any rights under this Agreement, or a novation of any of the terms and conditions of this Agreement.
- 11.2. No alteration, variation, or addition to this agreement or this clause shall be of any force or effect unless reduced to writing and signed by the parent/s and duly authorized representative of Little Forest Centre.

12. DOMICILIUM ADDRESS:

- 12.1. The Parent/s nominates the Parents physical home address as recorded herein as their chosen address (*domicilium citandi et executandi*) for the service on it of all legal processes and notices.
- 12.2. Communications sent by prepaid registered post from Little Forest Centre to the Parent/s will be deemed to have been delivered within 3 (three) days of the date that such communication was sent.
- 12.3.
- 12.4. The Parent/s undertakes to notify Little Forest Centre of any change in the Parent/s physical and/or registered address.

The above contract was explained to me by a Little Forest representative:

(Non-South African residents / citizens must supply a certified copy of the current SA residence or work permit)

Father:

I (print full name) _____

ID number _____ Passport Number _____

- ✓ **Hereby give Little Forest Centre permission to perform a Trans Union Credit Check.**
- ✓ **Hereby understand and abide to the rules of the notice period set out in clause 9 as above.**
- ✓ **Herby understand fully and completely all the rules and regulations set out in the contract clauses 1-14.3 in the above contract.**

Signature: _____

Signed at Fourways JHB on this _____ day of _____ 20__.

Mother:

I (print full name) _____

ID number _____ Passport Number _____

- ✓ **Hereby give Little Forest Centre permission to perform a Trans Union Credit Check.**
- ✓ **Hereby understand and abide to the rules of the notice period set out in clause 9 as above.**
- ✓ **Herby understand fully and completely all the rules and regulations set out in the contract clauses 1-14.3 in the above contract.**

Signature: _____

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

Witness: 1

Print Name in full: _____ Signature: _____

Witness: 2

Print Name in full: _____ Signature: _____