



3YRS TURNING 4YRS IN 2021 - AGE GROUP

APPLICATION FOR ADMISSION TO PINOCCHIO CRECHE  
INCOMPLETED FORMS WILL NOT BE CONSIDERED

Start Date:		Learner's Name:	
Date of Birth:		Form Number:	
Date Issued:		Date Returned:	
PACKAGE OPTION?		PAYMENT PLAN OPTION?	

**IMPORTANT – PLEASE NOTE**

- Following **CERTIFIED** supporting documents must be submitted with the application form:
  - **CERTIFIED** Copy of Child's Birth Certificate
  - **CERTIFIED** Copy of Child's Clinic Card (Ensure its updated) -
  - 2 ID Photos of each parent/guardian
  - **CERTIFIED** Copy of parent's/guardian's Identity Documents ( i.e.; Passport or SA ID)
  - Proof of Employment (i.e.; pay slip, or employment letter)
  - **CERTIFIED** Proof of Residence (i.e.; recent accounts, utility bill, etc.)
  - **CERTIFIED** Foreign Citizens: certified copies of residency & permit documents (Home Affairs/Embassy)
  - Copy of 3 months Recent Bank Statement
  - Stop Order forms / proof of payment ( Once application is approved)

***Once the application form and supporting documents are completed, an interview may be arranged.***

FOR OFFICE USE ONLY	
Supporting Documents Received	
2 ID photos of each of parent/guardian = Total 4 ID Pics	
<b>Certified</b> Copy of Child's Birth Certificate	
<b>Certified</b> Copy of Parent's Identity Document	
<b>Certified</b> Copy of Clinic Card ( <b>WHOLE BOOK</b> )	
Proof of Employment	
Proof of Residence/ Recent Account/ Affidavit	
3 months Bank Statement	
<b>Non-South Africans:</b> Permits/Proof of Residency/ Evidence from Home Affairs/Embassy	

Please be advised that this is a binding contract and a signature is acknowledgement the information supplied is truthful and accurate and agreement to the terms and conditions.

Initial: \_\_\_\_\_



A. APPLICATION FOR CHILD TO ATTEND PINOCCHIO CRECHE

Name of Child: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_

\_\_\_\_\_

Child's Home Telephone: \_\_\_\_\_

Child's BIRTH DATE \_\_\_\_\_ GIRL/BOY: \_\_\_\_\_

Does your child have any health conditions? Please give details: \_\_\_\_\_

\_\_\_\_\_

Which Childhood Illnesses did your child already have? (i.e. Chicken pox, measles, etc.) \_\_\_\_\_

\_\_\_\_\_

Does your child have any allergies? Tick Appropriate ✓

YES		NO	
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IF YES, DETAILS: \_\_\_\_\_

Tick Appropriate

Tuberculosis	Polio	Diphtheria	Tetanus (DT)	Whooping cough	Influenza	Other	
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Is there anything else we should know about your child? \_\_\_\_\_

\_\_\_\_\_

Name of Previous crèche Child Attended: \_\_\_\_\_

Reference at Previous Creche/ECD: \_\_\_\_\_ Tel/Cell: \_\_\_\_\_

Is your child receiving medication? Please give details \_\_\_\_\_

Is your child registered for and receiving a social grant?: \_\_\_\_\_

Mom's Name: \_\_\_\_\_ Tel&Cell: \_\_\_\_\_

Mom's Email: \_\_\_\_\_

Mom's Home Addr: \_\_\_\_\_

Mom's Job: \_\_\_\_\_ Mom's ID/Passport No: \_\_\_\_\_

Work/Employer Name & Address of: \_\_\_\_\_

\_\_\_\_\_

Work Tel: \_\_\_\_\_

Dad's Full Name: \_\_\_\_\_ Tel&Cell: \_\_\_\_\_

Dad's Home Addr: \_\_\_\_\_

Dad's Email: \_\_\_\_\_

Initial: \_\_\_\_\_



Dad's Job: \_\_\_\_\_ Dad's ID/Passport No: \_\_\_\_\_

Work/Employer Name & Address of: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Emergency Contact 1 Name: \_\_\_\_\_ (NOT PARENT)

Relationship: \_\_\_\_\_ Tel&Cell: \_\_\_\_\_

Addr: \_\_\_\_\_

Emergency Contact 2 Name: \_\_\_\_\_ (NOT PARENT)

Relationship: \_\_\_\_\_ Tel&Cell: \_\_\_\_\_

Addr: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Tel&Cell: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ Membership No: \_\_\_\_\_

**B. FEE STRUCTURE AND AGREEMENT**

**PAYMENT PLAN BREAKDOWN: 2021**

<b>3yrs turning 4yrs in 2021: FULL DAY PACKAGE <u>OPTION 1:</u></b> <b>School Hours: (07:00am to 17:25pm)</b>	
<b>COST</b>  - <b>NON-REFUNDABLE REGISTRATION &amp; ADMIN FEE: <u>R 1 000.00</u></b>  <b>NB: SCHOOL FEES ARE CHARGED FOR 12MONTH.</b>  <b>FOLLOWING PAYMENT OPTIONS:</b> <ul style="list-style-type: none"><li>• <b>R1 900,00 Monthly Over 12 months (Payable by the 1st of every month.)</b></li><li>• <b>R2 280.00 Paid over 10 months (Payable By: 1 Jan, 1 Feb, 1 Mar, 1 Apr, 1 May &amp; 1 Jul, 1 Aug, 1 Sep, 1 Oct, 1 Nov)</b></li><li>• <b>R7 600 TERMS: 3 PAYMENTS FOR THE YEAR (3% DISCOUNT: If paid by; 1 Jan, 1 May &amp; 1 Sept) <u>R7 372.00 TERMS: 3 PAYMENTS FOR THE YEAR</u></b></li><li>• <b>R22 800.00 ANNUAL PAYMENT (5% DISCOUNT: If paid by; 1 Jan) <u>R21 660.00</u></b></li></ul>	<b>PACKAGE INCLUDES:</b> <ul style="list-style-type: none"><li>* Secure Stimulating Learning Environment &amp; Equipment</li><li>* Catered: Breakfast, Light Morning Snack &amp; Lunch</li><li>* Wholistic Age Appropriate Development Program</li><li>* Twice Monthly Make &amp; Bake</li><li>* Monthly &amp; Quarterly Assessments</li><li>* Quarterly Report with Portfolio</li><li>* Supervised Naptime</li><li>* Stationary &amp; Art Supplies</li><li>* Basic Toiletries: Tissues, Toilet paper &amp; hand soap</li><li>* Regular Parent / Guardian Engagements</li><li>* Technology Based Messaging &amp; communication.</li></ul> <b>VALUE ADDED PROGRAMMES:</b> <ul style="list-style-type: none"><li>* Tennis, Zumba Dance,</li><li>* Library Reading Program</li><li>* Music Program</li></ul> <p>NB: - Parents participation in school fundraising is important to continue these programs.</p> <p>- Parents provides a healthy afternoon snack daily. NO Sweets, chips, fizzy drinks, energy drinks &amp; junk unhealth permitted ever.</p>

Initial: \_\_\_\_\_



**3yrs turning 4yrs in 2021: HALF DAY PACKAGE OPTION 2: With Lunch**  
**School Hours: (07:00am to 13:30pm)**

<p><b>COST</b></p> <ul style="list-style-type: none"> <li>- <b>NON-REFUNDABLE REGISTRATION &amp; ADMIN FEE: <u>R1 000.00</u></b></li> </ul> <p><b>NB: SCHOOL FEES ARE CHARGED FOR 12MONTHS.</b></p> <ul style="list-style-type: none"> <li>• <b>Monthly Fee: R1 750.00</b> (Payable by the 1<sup>st</sup> of every month)</li> <li>• <b>R2 100.00 Paid over 10 months</b> (Payable By: 1 Jan, 1 Feb, 1 Mar, 1 Apr, 1 May &amp; 1 Jul, 1 Aug, 1 Sep, 1 Oct, 1 Nov)</li> <li>• <b>R7 000.00 TERMS: 3 PAYMENTS FOR THE YEAR</b> (3% DISCOUNT: If paid by; 1 Jan, 1 May &amp; 1 Sept) <u>R6 790.00 TERMS: 3 PAYMENTS FOR THE YEAR</u></li> <li>• <b>R21 000.00 ANNUAL PAYMENT</b> (5% DISCOUNT: If paid by; 1 Jan) <u>R19 950.00</u></li> </ul>	<p><b>PACKAGE INCLUDES:</b></p> <ul style="list-style-type: none"> <li>* Secure Stimulating Learning Environment &amp; Equipment</li> <li>* Catered: Breakfast, Light Morning Snack &amp; Lunch</li> <li>* Wholistic Age Appropriate Development Program</li> <li>* Twice Monthly Make &amp; Bake</li> <li>* Monthly &amp; Quarterly Assessments</li> <li>* Quarterly Report with Portfolio</li> <li>* Stationary &amp; Art Supplies</li> <li>* Basic Toiletries: Tissues, Toilet paper &amp; hand soap</li> <li>* Regular Parent / Guardian Engagements</li> <li>* Technology Based Messaging &amp; communication.</li> </ul> <p><b>VALUE ADDED PROGRAMMES:</b></p> <ul style="list-style-type: none"> <li>* Tennis, Zumba Dance,</li> <li>* Library Reading Program</li> <li>* Music Program</li> </ul> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>- Parents participation in school fundraising is important to continue these programs.</li> </ul>
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**3yrs turning 4yrs in 2021: HALF DAY PACKAGE OPTION 3: Without Lunch**  
**School Hours: (07:00am to 13:30pm)**

<p><b>COST</b></p> <ul style="list-style-type: none"> <li>- <b>NON-REFUNDABLE REGISTRATION &amp; ADMIN FEE: <u>R1 000.00</u></b></li> </ul> <p><b>NB: SCHOOL FEES ARE CHARGED FOR 12MONTHS.</b></p> <ul style="list-style-type: none"> <li>• <b>Monthly Fee: R1 650.00</b> (Payable by the 1<sup>st</sup> of every month)</li> <li>• <b>R1 980.00 Paid over 10 months</b> (Payable By: 1 Jan, 1 Feb, 1 Mar, 1 Apr, 1 May &amp; 1 Jul, 1 Aug, 1 Sep, 1 Oct, 1 Nov)</li> <li>• <b>R6 600.00 TERMS: 3 PAYMENTS FOR THE YEAR</b> (3% DISCOUNT: If paid by; 1 Jan, 1 May &amp; 1 Sept) <u>R6 402 TERMS: 3 PAYMENTS FOR THE YEAR</u></li> <li>• <b>R19 800.00 ANNUAL PAYMENT</b> (5% DISCOUNT: If paid by; 1 Jan) <u>R18 810.00</u></li> </ul>	<p><b>PACKAGE INCLUDES:</b></p> <ul style="list-style-type: none"> <li>* Secure Stimulating Learning Environment &amp; Equipment</li> <li>* Catered: Breakfast &amp; Light Morning Snack</li> <li>* Wholistic Age Appropriate Development Program</li> <li>* Twice Monthly Make &amp; Bake</li> <li>* Monthly &amp; Quarterly Assessments</li> <li>* Quarterly Report with Portfolio</li> <li>* Stationary &amp; Art Supplies</li> <li>* Basic Toiletries: Tissues, Toilet paper &amp; hand soap</li> <li>* Regular Parent / Guardian Engagements</li> <li>* Technology Based Messaging &amp; communication.</li> </ul> <p><b>VALUE ADDED PROGRAMMES:</b></p> <ul style="list-style-type: none"> <li>* Tennis, Zumba Dance,</li> <li>* Library Reading Program</li> <li>* Music Program</li> </ul> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>- Parents participation in school fundraising is important to continue these programs.</li> <li>- Parents provides a healthy packed lunch daily. NO Sweets, chips, fizzy drinks, energy drinks &amp; junk unhealth permitted ever.</li> </ul>
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Initial: \_\_\_\_\_



**PAYMENT PROCEDURES AND CONDITIONS:**

1. The monthly fee, either full day, half day and/ is subject to annual increases. The registration and admin fee is due upon successful registration – banking details will be issued. If you remove your child from our care, you will be required to give us one month’s written paid notice – starting from the next payment due date. **To the extent allowed by law, all fees paid are NON-REFUNDABLE, we therefore request parties to be certain before entering into this agreement.**
2. Fees are payable over a 12 (twelve) month period, 10 (ten) month period, 3 (three) terms or annual period which includes December and January. Termly and annual payments will attract discounted rates if paid by deadline indicated on the payment plan breakdown.
3. Fees are payable **IN ADVANCE** by the 1st (First) of the month. All school fees both full and half day are charged for 12 months.
4. Fees are not refundable, nor shall any amount be set off should your child be absent for whatsoever reason.

**PAYMENT OPTIONS:**

1. The three payment options available are, EFT (Electronic Funds Transfer) via Internet Banking, Debit / Stop order or Cash Deposit.
2. A prescribed form may be requested from the Crèche for all Debit/Stop order applications. Once completed, please furnish the original document to your bank for loading and supply Pinocchio Crèche with a certified copy thereof for our records. *(This is the preferred method)*
3. Please note, use your child/children’s name and surname as the reference, every time a payment is made.
4. Banking details will be furnished at the interview / meeting upon receipt of the application.

**UNDERTAKING TO PAY AGREEMENT:**

It is hereby agreed that I/We the guardian(s)/parent(s) of the concerned child(ren) shall be jointly responsible and liable for payment of the monthly fees as well as any additional charges relating to his/her admission to the Crèche.

***PARENT(S) / GUARDIAN(S) TO PLEASE SIGN THIS SECTION.***

<b><i>MOTHER / PARENT 1</i></b>	
<b><i>Print Name of Mother/Guardian</i></b>	<b><i>I.D. Number/Passport Number</i></b>
<b><i>Signature of Mother/Guardian</i></b>	<b><i>Date of Signature</i></b>

<b><i>FATHER / PARENT 2</i></b>	
<b><i>Print Name of Father/Guardian</i></b>	<b><i>I.D. Number/Passport Number</i></b>
<b><i>Signature of Father/Guardian</i></b>	<b><i>Date of Signature</i></b>

<b><i>If a company or third party is paying the monthly fees, please include a supporting letter of confirmation, on a letterhead.</i></b>	
<b><i>Print name of Company or third party responsible for the account (If different to details above)</i></b>	<b><i>Company registration number/ third party’s I.D. number</i></b>



## CONFIDENTIALITY AND PROCESSING OF INFORMATION

The Crèche takes *all reasonable steps to:*

1. *treat personal information as strictly confidential;*
2. *take appropriate technical and organisational measures to ensure that personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;*
3. *promptly notify data subjects in the event of any unauthorised use, disclosure or processing of personal information;*
4. *provide reasonable evidence of compliance with regard to obligations under this policy on reasonable request; and*
5. *retain personal information only for the period for which it is required by law, unless the data subject has consented to a longer retention period;*
6. *only share personal information with employees and third party service providers for purposes relating to the data subjects' continued employment future employment or for any other legitimate purpose.*

I/we hereby:

1. Confirm that all personal information and consents furnished herein to **DWA EDUCATIONAL TRUST: Pinocchio Crèche** is provided voluntarily, and is true and correct.
2. acknowledge that the submission of my personal information constitutes an indefinite, unconditional consent to the processing of such information. I hereby consent to the Crèche or its duly authorised agent processing the information herein contained, which includes but is not limited to conducting screening checks on my credit history.
3. indemnify the Crèche against any liability that may result from the processing of my personal information, which includes but is not limited to the unintentional disclosure of my personal information and reliance on inaccurate information provided to the Crèche.

PARENT/GUARDIAN 1 NAME & SURNAME: \_\_\_\_\_

PARENT / GUARDIAN 1 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN 2 NAME & SURNAME: \_\_\_\_\_

PARENT / GUARDIAN 2 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS NAME AND SURNAME: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**DWA EDUCATIONAL TRUST  
PINOCCHIO CRECHE  
Acknowledgement of Debt**

1. By entering into this agreement I/we confirm that I/we understand our financial obligation to the Crèche and agree to be legally bound to pay the prescribe Crèche fees as well as additional charges relating to my child/ren admission to the Crèche. I/we commit to all undertakings and we accept responsibility for monies that are due according to the agreement set out within this document, and the terms and conditions listed in the general information.
2. All children must be at Crèche by **8:30am** and collected between 15:00pm and 17:25pm for Full Day Options, and 13:00pm and 13:30pm for Half Day Options. The Crèche closes promptly at 17:25pm. We request parties to respect this policy as any time hereafter falls outside our staff's working hours, they too have to travel home and have families to attend to. **Any party failing to adhere hereto will be issued with a penalty of R10 per 1 minute after 17:30pm for Full Day Attendees or R10 per 1 minute after 13:30pm for Half Day Attendees. Payment of the penalty sum must be made by next fees payment due date – via EFT.**
3. I/we acknowledge that Crèche fees are payable monthly in advance and that facilities exist for said monthly payments.
4. I/we acknowledge that should any one installment payable not be paid on the due date, then the whole outstanding balance will be due and payable immediately or a month's written notice of termination of this childcare agreement will be issued.
5. I/we choose the contact details set out in the application form, for all correspondence, notices and communication from the Crèche to be sent.
6. I/we hereby agree in terms of section 45 of the Magistrate's Courts Act No.32 of 1944 that the crèche shall, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by me/us to the Crèche in respect of such proceedings in terms of section 28 of that Act.
7. I/we acknowledge that one month's written notice or the equivalent fee is required before the withdrawal of any learner from the Crèche.
8. I/we confirm that all the particulars that I/we have given is, to the best of my/our knowledge, full, true and accurate.
9. I/we agree to the terms and conditions listed in the Pinocchio Crèche's general information document with the terms and conditions.
10. The fees charged to parents are compulsory and decided upon by the Management Committee.

CHILD'S FULL NAME AND SURNAME: \_\_\_\_\_

\_\_\_\_\_  
MOTHER/GUARDIAN/ PARENT1 SIGNATURE

\_\_\_\_\_  
FATHER/GUARDIAN/PARENT 2 SIGNATURE

DATE OF SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**KINDLY NOTE – WE MAKE USE OF CREDIT BUREAUS AND DEBT COLLECTION AGENTS TO VERIFY INFORMATION, CHECK AFFORDABILITY AND COLLECT OUTSTANDING PAYMENTS.**



## INDEMNITY FORM

I/we, the undersigned

FATHER: \_\_\_\_\_ (FULL NAME AND SURNAME)

MOTHER: \_\_\_\_\_ (FULL NAME AND SURNAME)

OF: \_\_\_\_\_ (CHILD'S FULL NAME AND SURNAME)

Hereby:

1. indemnifies and holds DWA EDUCATIONAL TRUST: PINOCCHIO CRECHE (hereinafter referred to as "the Crèche"), its Trustees, Director and staff harmless in respect of any emergency, injury and/or accident, of whatsoever nature, while in the care of the Crèche, if the said emergency, injury or accident was not attributed to the gross negligence of the Crèche;
2. agree that, if the Crèche is unable to reach me/us, and it is the opinion of the Director or staff member of the Crèche that medical treatment is deemed necessary for my/our child, the Director or staff member shall have the authority to remit my/our child to the nearest medical facility in the surrounds, for the necessary treatment, the cost of which I/we acknowledge I/we will be responsible for;
3. acknowledge that I/we have read and understand the Rules and Policies of the Crèche and agree to abide and be bound thereby;
4. confirm that I/we shall ensure that no toys, jewelry and/or items of value are brought to the Crèche as I/we have been advised that the Crèche is unable to secure same. I/we therefore indemnify the Crèche, its Trustees, Directors or staff against any theft, loss, damage or destruction to any property, of whatever nature, brought onto the Crèche premises by myself/us or my/our child.
5. Agree and consent to the Crèche or their duly authorized agents conducting credit enquiries and/or credit information searches on me/us with any credit information bureau and/or credit grantors for the purpose of making credit risk management related decisions. The crèche may hold and process by computer or otherwise any information obtained about the parent/s as a result of their liability for crèche fees.
6. Understands that sending their child to the creche is voluntary and no one is forcing anyone to enter the premises to make use of this service.
7. Agrees to adhere to all Covid-19 Health Protocols and Procedures laid out in Department of Social Development's Standard Operating Procedures and Guidelines for early childhood development programs and Partial Care Facilities on Covid-19, Minister of Social Development's Directions on Covid-19 Gazetted on 10 July 2020, Regulations as per the Disaster Management Act, Regulations as per the Basic Education Department and Department of Health Guidelines.

### PARENT'S SIGNATURE

FATHER: \_\_\_\_\_

DATE: \_\_\_\_\_

MOTHER: \_\_\_\_\_

DATE: \_\_\_\_\_

INSPIRE • CREATE • EDUCATE





## Permission Slip

I, \_\_\_\_\_, the parent / legal guardian of \_\_\_\_\_

Do hereby:

1. authorise and give DWA Educational Trust: Pinocchio Crèche (hereinafter referred to as “the Crèche”) my permission to take and make use of any audio recordings and images of me and my minor child/ren which may include but is not limited to photographs, and video footage obtained during daily activities, programs and events of the Crèche. The aforementioned images may be used for any purpose deemed appropriate by the Crèche, which may include but is not limited to informational purposes as well as the promoting and marketing of the Crèche and its activities.
2. waive the right to inspect and/or approve the use of any image prior to its publication.
3. consent to my/our names being displayed in connection with the appearance of my/our image.
4. consent to information, including my/our images, being stored, accessed or disclosed outside of the Republic of South Africa.
5. I/we hereby release the Crèche from all liabilities arising out of the use of my/our names and/or images in any promotional material.
6. I confirm that I have the necessary authority to consent hereto.
7. I understand that my permission is on strict condition that the Crèche respect and upholds my child’s safety and Human Rights and will act responsibly at all times in this regard.
8. I confirm that I have read and understood these terms prior to signing it.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Parent / Guardian)

Print Name & Surname: (Parent / Guardian) \_\_\_\_\_

Mark with a cross in the box who signed:

MOTHER:  OR FATHER:  OR LEGAL GUARDIAN:

Parent / Guardian’s phone number (home): \_\_\_\_\_

Parent / Guardian’s phone number (cell phone): \_\_\_\_\_

Parent / Guardian’s email address: \_\_\_\_\_

