



# BLOMMELAND NURSERY SCHOOL KL

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2026

With reference to the POPI law (Protection of personal information Act Government Gazette of 26 Nov. 2013) Blommeland notifies you that if you have any objection to providing the information required in this form for any personal reasons, you have the right to withhold in terms of Section 11(3) of the POPI ACT. Your objection and reason for this may be provided in writing to us for processing. Please use POPI FORM 1 for this which is available free of charged at the school.

## ENTRY FORM

## PUPIL

(Please submit a copy of birth certificate, immunisation chart, and current photo of child)

Date of admission: \_\_\_\_\_

Full Names: \_\_\_\_\_

Name child is called by: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Home language: \_\_\_\_\_ Religion \_\_\_\_\_

## PARENT 1 (MOM / DAD / STEPMOM / STEPDAD / OTHER)

(Please submit a copy of both parents ID documents, proof of residence)

Surname & Initials: \_\_\_\_\_

Name: \_\_\_\_\_

I.D. number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Name & address of employer: \_\_\_\_\_

\_\_\_\_\_

Telephone Nr. (c) \_\_\_\_\_ Telephone Nr. (W) \_\_\_\_\_

Email address: \_\_\_\_\_

## PARENT 2 (MOM / DAD / STEPMOM / STEPDAD / OTHER)

Surname & Initials: \_\_\_\_\_

Name: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Name & address of employer: \_\_\_\_\_

\_\_\_\_\_

Telephone Nr. (c) \_\_\_\_\_ Telephone Nr. (W) \_\_\_\_\_

Email address: \_\_\_\_\_

1. Parent's signature \_\_\_\_\_

**Note:** Although we attempt to keep this information updated and correct at all times, we reserve the right to update / change the information on this document at any time.





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**GENERAL:**

**(please submit proof of residence)**

Address at which child resides: \_\_\_\_\_

Postal address: \_\_\_\_\_

Who does child reside with: (Mother / Father / Guardian / Other) \_\_\_\_\_

Who is responsible for the payment of the account? \_\_\_\_\_

The fee payable as agree upon R \_\_\_\_\_ for the year \_\_\_\_\_

Name of person to contact in event of Emergency as well as an Emergency phone number:

(Please advise relationship of such person to child i.e. aunt) \_\_\_\_\_

Person responsible for collecting your child: \_\_\_\_\_

(If someone is not allowed to collect your child a copy of the court order must be handed in.)

Siblings: \_\_\_\_\_ age \_\_\_\_\_

Siblings: \_\_\_\_\_ age \_\_\_\_\_

Siblings: \_\_\_\_\_ age \_\_\_\_\_

Previous school information: School name \_\_\_\_\_

Year attended 20 \_\_\_\_\_ Telephone number of school? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

## **MEDICAL INFORMATION**

Home doctor: \_\_\_\_\_ Dr's Telephone Nr. \_\_\_\_\_

Medical aid name: \_\_\_\_\_ Membership number: \_\_\_\_\_

- Please underline -Which illnesses did your child have?

Chicken pox / Diphtheria Measles /Mumps / Measles / Asthma / German Measles / Malaria /

Rheumatic Fever / Epilepsy / HIV Aids / COVID 19 Other: \_\_\_\_\_

- Specify any surgery that your child has had and when: \_\_\_\_\_

Any allergies \_\_\_\_\_

Any eating disorders / likes and dislikes: \_\_\_\_\_

Eating: On his / her own \_\_\_\_\_ need help \_\_\_\_\_ Use a feeding chair \_\_\_\_\_ liquids only \_\_\_\_\_

Potty train: Fully potty trained \_\_\_\_\_ Partially Potty trained \_\_\_\_\_ Not potty trained \_\_\_\_\_

Is your child vaccinated? Up to date \_\_\_\_\_ missed some \_\_\_\_\_ not at all \_\_\_\_\_

## **2. Parent's signature** \_\_\_\_\_

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## **STATEMENT:**

I, \_\_\_\_\_ mother/ father/ legal guardian of  
\_\_\_\_\_ age \_\_\_\_\_ months / years old, apply for admission at  
Blommeland Nursery school and Crèche, and undertake to obey the school rules and regulations.  
Furthermore I will undertake to pay the school fees on or before the **1<sup>st</sup> of each month in advance, and I will give 30 days written notice to take my child out of the school, otherwise I will pay a full month's fee for the notice month although my child will not attend school for that month.** No school fees (in full or partial) will be reimbursed.

I hereby give my consent for yearly medical examinations provided by the school.

I understand that non-payment or not paying my account on time can result in being handed over to the debt collector or lawyer for collecting the outstanding balance. I also understand that I will be held accountable to pay any additional fee added by the debt collector or lawyer.

I/we will not hold the Principal, neither Blommeland Nursery School nor anyone connected with Blommeland Nursery School responsible for any accident, illness or injury involving my child or for any loss.

Consent for use of photos:

I hereby give my consent that my child may be photographed and that photos may be used by school for their website. Yes / no

Consent for use of personal information:

I hereby give my consent that our information may be used by the school for admin or Departmental reasons.

Signed at PRETORIA on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature: Father / Guardian: \_\_\_\_\_ ID nr: \_\_\_\_\_

Signature: Mother / Guardian: \_\_\_\_\_ ID nr: \_\_\_\_\_

3. Parent's signature \_\_\_\_\_

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# BLOMMELAND NURSERY SCHOOL KL

## INDEMNIFICATION FORM

This policy forms part of Blommeland Health and Safety Policy and is aligned with our Infection Control Policy:

### Aim and Intent

1. To provide guidance in order to establish safe and effective procedures to minimise the risk of transmission of micro-organisms when using communication methods.

### Key facts

1. This document applies to all staff employed by Blommeland.
2. All parents who has enrolled their children in our Centre.

### Illness and accidents

We declare that I am sending my child to school out of my own free will. The school personnel, management and owners of Blommeland Nursery school and Crèche cannot be held responsible for any claims due to accidents/diseases while the child is in the care of the centre.

We hereby declare that no claims can be made against the school due to injury, accident, or illness or any other happening that may occur during the care of a child, as the care centre is doing all they can to prevent any of the above, but it is not always possible to pin point the place or time a person contract a illness.

The school will contact parents if a child is sick or hurt. The parents must then please pick up the child within 45 minutes or an ambulance will be called for the child and the parent will be responsible for the account.

### School hours

Due to the new regulation and precautions for COVID 19 we have to amend our hours as well.

- The school will be open from 06h30 and will close exactly at 17h15.
- **We will only accept children until 7H55. Once the gate is closed no child or person will be allowed in the school.** This is for safety precautions and the ability to teach the learners without interference from outside.
- The school will close in December. Notice will be given in advanced of these dates.  
No children must be left in the parking lot without any supervision; your child is your responsibility before and after school hours.

### Illness and medication

No medication will be given at school. If a learner is sick he/she must stay at home. If a child shows evidence of any contagious disease, fever, nausea, pink eye, lice etc. we will immediately call and inform you to pick up your child at once. As regulated by the Department of Health no child is allowed in school with a contagious disease, this includes head lice. AFER COVID medication will only be given if the medication register has been filled in by the parents.

### Culture and religion

We have children from different cultures and religion in our school. We do need your help as we do not want to offend any of your believes as we see all children the same as precious ones who we need to teach and care for.

Is there any food your child may not eat? (Name it like pork) \_\_\_\_\_

Is your child allowed to attend our Christian Bible class? We tell a story and colour a picture regarding the story. Y / N

Is there anything else we need to know regarding your culture or religion? \_\_\_\_\_

### Personal belongings

Each child must have an extra set of clothes. Please mark all articles. Send child in old play clothes only. No fashion clothes or shoes or super hero suits. These can be dangerous on the equipment. All clothing and shoes must be clearly marked. As we do not take responsibility for the loss of these items.

### Collection of children

- No child will be allowed to leave the school with anyone other than the parents, unless the following is adhered to:  
A letter of permission signed by the parents, also a copy of the Identity document of the person collecting the child. Please note the person collecting the child will be asked for positive identification.
- No child under the age of 10 years may collect the little children; there must be an adult present. No staff may take a child home.
- All parents or nannies must wear a mask when collecting the little ones.

4. Parent's signature \_\_\_\_\_

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# BLOMMELAND NURSERY SCHOOL KL

## Outings and other activities

I do understand that the children will take part in activities or outing and that I may refuse to let my child take part. The school will send a consent slip before every activity and that my child may only take part if I give consent in writing.

These rules are for your child's safety.

We do not tolerate any form of child abuse, at home or at school. The school have social workers on standby and they may be contacted for my children.

I / We \_\_\_\_\_ the parents of \_\_\_\_\_  
adhere to the indemnity form and declare that my child is in the centre at own free will.

We declare furthermore that the school personnel, management and owners of Blommeland Nursery school can not be held responsible for any claims due to accidents or illnesses while taking care of my child.

We hereby declare that no claims can be made against the school due to injury, accident, or any other happening that may occur during the time my child is attending the school.

If the school feel that we as parents or my child does not adapt to the environment they may ask us to look for another place of care.

Signature:

Father / Guardian: \_\_\_\_\_ ID \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_ ID \_\_\_\_\_

5. Parent's signature \_\_\_\_\_

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# BLOMMELAND NURSERY SCHOOL KL

## SCHOOL FEES

### First month's fee:

Kids 3 years and older R2900-00 (1 month and registration)

Kids under 3 years R3000-00

Registration / stationary: R600-00 per year

### School fees:

Kids 3 years and older: R2300-00 (full day per child) **(06h30 – 17h15)**

Kids under 3 years R2400-00

All kids halfday: R2200-00 (half day per child) **(06h30 – 13h00)**

Day tariff: R200-00

Outing: Dates will be given to parents.  
R150-00 maximum per child is payable.

Tuck-shop (Friday's): R15-00 - per child

### PAYMENT OF FEES:

All fees must be paid on or before the 1<sup>st</sup> of each month,

Fees must be paid via Internet (EFT) or cell phone banking into the BANK ACCOUNT.

**WE PREFERE internet or cell phone banking to prevent COVID 19 contamination**

Please don't pay any CASH directly into the BANK ACCOUNT as there will be an additional admin fee charged.

### **NO CHEQUES ARE ACCEPTED**

Parents will be notified in advance when the school fees will increase.

**LATE PAYMENT** of school fees: R150-00 per day will be added to your account

**LATE PICK UP FEE of child:** R150-00 for every part of 30 minutes will be charged, payable directly to the teacher who had to stay late.

6. Parent's signature \_\_\_\_\_

## CONDITIONS, RULES AND REGULATIONS:

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# BLOMMELAND NURSERY SCHOOL KL

## Year Calendar:

**Blommeland Nursery School** is open from Monday till Friday. The school opens early in January and closes at 10h00 on the 15<sup>th</sup> December or the closest working day before this date; this is when all staff is on leave. **The school is closed on all official Public Holidays as well as on the Monday (if holiday is on the Tuesday) and Friday (if holiday is on the Thursday).** Since these are paid holidays, there is no reduction in school fees (this includes year-end closure). If you take your child out to go on holiday, there is no reduction of school fees.

## SCHOOL HOURS:

**The school will be open from 06h30 and will close exactly at 17h15. All learners must be in class by 7H50. A penalty fee will be charged for being late. The school will close in December. Notice will be given in advanced of these dates. A 30-day (one calendar month) written notice must be given to the school if your child is leaving the school or going to primary school. This contract is binding for the whole time your child attend this school (from 30 days up to 6 years), it is not a year contract. No children must be left in the parking lot without any supervision; your child is your responsibility before and after school hours.**

## AGE:

Children are accepted from 3 months up to school going age.

## EDUCATION

Given in English and Afrikaans.

## DOCUMENTS:

Enrolment form must be completed and submitted on/or before the day of admission.

**Copies of the Child's Birth Certificate, Clinic Card (Inoculations), copies of Father and Mother's or Legal Guardian's Identity documents, and proof of residence e.g. (Water and lights account) and a current photo of the child must be attached.**

**TAKE NOTE:** No child will be enrolled without these documents on our files.

## DEFINITION OF A PARENT

A "parent" is the biological or legal guardian of a learner, or

A "parent" is a person legally entitled to the custody of a learner, or

A "parent" is a person who usually has the care and control of a learner.

The school will require a copy of the documents conferring guardianship, custody or care and control of the learner to a person other than the biological parents.

## For guardianship purposes:

The school requires an affidavit from the biological parents conferring guardianship, custody or care and control of the learner to a person other than the biological parents. The guardian must also provide an affidavit accepting total responsibility for the learner.

## **REGISTRATION & FEES:**

These are determined by the Management Board of Blommeland Nursery School, and are revised yearly. All fees are payable in advance.

- The relevant documents have been completed and handed in.
- The relevant registration fees have been paid.
- The parent's agree to abide by the Conditions, Rules and Regulations of the School, as set out in this document.

## **TAKE NOTE:**

- The registration fee as well as any school fees is not refundable and a 30 day (1 calendar month) notice must be given in writing if you want to take your child out of the school.
- All fees must be paid before or on the 1<sup>st</sup> day of each month. If you are unable to pay on this day an arrangement must be made with the principal (in writing) and an additional late payment fee will be added.
- Registration will be suspended if these payments are not made on time each month.
- All fees are payable irrespective of absence for illness, leave, holidays, this include closure of school by Government example due to COVID. etc.
- If you or your child has difficulty to adapt to our school environment the school has the right to give you notice to look for a school more to your liking.
- **All outstanding school fees will be handed over to the debt collector or lawyer and you will be responsible to pay any additional fees added by the debt collector or lawyer.**

## **PAYMENT OPTIONS:**

### **CASH:**

**WE PREFERE internet or cell phone banking to prevent COVID 19 contamination**

### **INTERNET / CELL PHONE BANKING:**

Your KL.... **account number** as on our school account must be given as reference. Receipts will only be given once the payment appears on our bank statement.

**TAKE NOTE:** no cash or cards are accepted and please don't pay any cash directly into the bank account. Use EFT.

**7. Parent's signature** \_\_\_\_\_

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# BLOMMELAND NURSERY SCHOOL KL

## CONFERENCE:

If at any time during the year it is felt that Parent/ Teacher/ Principal could benefit from a conference, this may be scheduled by appointment. Since the attention of the teacher is needed for the whole class while in the classroom, conferences are not advantageous or permissible during arrival or departure times. Any telephonically enquiries can be done between 8h00 and 12h00. Tel: 012 335 0539 or cell: 066 227 6450. Parent's evenings are held once a year.

## COMPLAINTS, CONCERNS AND SUGGESTIONS:

All complaints, concerns, or suggestions must be put in writing and handed to the Principle.

## DIVORCE AND SEPARATION:

**In the case of a Custody Court Order, the School must be informed in writing if a parent is not allowed to fetch a child from school, and a copy of the order must be supplied for our file. In the case of custody over a child between parents, the School will not be held liable in any way, but will at all times strive to give the child concerned a sense of security and well-being.**

## ILLNESS AND MEDICATION:

**Due to COVID 19 No medication will be given.**

Please do not leave any medication, antihistamines, cough lozenges, lip ice, inside the bags. **No medication will be put on any child's PRIVATE PARTS.**

Please do not ask us to keep your child indoors. Weather permitting; children go outside morning and afternoon. We cannot leave your child in the classroom unattended. A child who cannot play outside should be kept at home. If a child shows evidence of any contagious disease, fever, nausea, pink eye, lice etc. we will immediately call and inform you to pick up your child at once. **As regulated by the Department of Health no child is allowed in school with a contagious disease, this includes head lice.** But if we allow medication the correct medication administration form and medication register must be filled in by the parent.

## ABSENTEEISM

Please notify the school if your child is absent that day.

## THE MENU AND OTHER FOOD.

Breakfast is only served up to 8H00. The menu is on display outside the Principals office. Allergies can unfortunately not be catered for. Parents with allergy prone children must check the menu and substitute. Parents must put a sandwich in for the child for break at 15H00.

## SWEETS, TOYS, MAKE-UP AND JEWELLERY:

These items are not allowed at school. The Principal will confiscate these items. The tuck shop is open on Friday mornings.

## A BIRTHDAY PARTY:

Please arrange this with the school before time. No bubblegum / lollipops or balloons please.

## PERSONAL ARTICLES:

**Each child must have an extra set of clothes. Please mark all articles.** Send child in old play clothes only. **No fashion clothes or shoes or super hero suits. These can be dangerous on the equipment.** No shoes during the warm weather. Make sure all clothing is for current weather. **All clothing and shoes must be clearly marked.**

**Summer clothing:** Boys and girls must wear shorts and T-shirts bare foot.

**Winter clothing:** Boys and girls must wear tracksuits with shoes.

## CELL PHONES:

**No phones allowed at school. We do not take any responsibility for phones getting lost or damaged.**

## SUITCASES:

A change of clothing marked with your child's name should be put in suitcase daily. Check daily for newsletters, soiled clothing. Please read the letter book when send home, sign and send back the next day. If there is unknown items in your child's bag please send it back to school the next day.

## LOST PROPERTY:

Please check the lost clothing pencil regularly for your child's stuff

## COLLECTING YOUR CHILD:

**No child will be allowed to leave the school with anyone other than the parents, unless the following is adhered to: A letter of permission signed by the parents, also a copy of the Identity document of the person collecting the child. Please note the person collecting the child will be asked for positive identification. If arrangements are made for your child to visit a friend in our school this includes birthday parties after school, we must be advised in writing. No child under the age of 10 years may collect the little children; there must be an adult present. No staff may take a child home. These rules are for your child's safety.**

8. Parent's signature \_\_\_\_\_

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# BLOMMELAND NURSERY SCHOOL KL

## SMOKING

This is a smoke free school. NO exception will be made to this rule.

## HYGIENE

Hair must be regularly checked for lice and if necessary properly treated. If head lice are found the child must stay at home and must be treated immediately. Nails must be short and clean. No nail polishes please.

The employees and management of this school will do all they can to prevent any accidents or injuries and can not be held responsible if something should happen to your child. In the case of a serious injury or accident you will be contacted immediately.

**We do not tolerate any form of child abuse.**

## **SCHOOL BUSINESS HOURS:**

The school business hours are from **06h30 till 17h15** – business days.  
No exceptions.

## **LATE PICKUP PENALTIES:**

**A penalty fee will be added to the account if the child is picked-up after 17h30.**

## **PAYMENT OF FEES:**

All fees must be paid on or before the 1<sup>st</sup> of each month.

Fees can be paid as follows - NO CASH or CARDS are accepted

- EFT or cell phone banking.

**Please don't pay any CASH directly into the BANK ACCOUNT (at tellers) as there will be an additional admin fee charged.**

***All fees paid into account WITHOUT the KL... reference number will be seen as a donation and will go towards our maintenance fund. Names can't be use as reference.***

(NB) R100-00 for every cash payment made into bank account at the tellers.

## **PENALTY FEE FOR LATE PAYMENT:**

**A penalty fee will be added to the account if the school fees or any other fees (in full or in part) are not paid on the agreed date.**

**If no adherence is given, this account will be handed over for debt collection after 60 days.**

I/WE THE UNDERSIGNED DECLARE THAT I/WE HAVE READ THE ABOVE AND THAT I/WE UNDERSTAND AND ACCEPT IT.

Signed at **PRETORIA** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Signature:** Father / Guardian: \_\_\_\_\_ ID \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_ ID \_\_\_\_\_

**DRIVE SLOW THERE ARE CHILDREN AROUND....**

**9. Parent's signature** \_\_\_\_\_

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# BLOMMELAND NURSERY SCHOOL KL

## Child profile

Childs full name and surname: \_\_\_\_\_

Childs nick name: \_\_\_\_\_ ID number: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Complexion: \_\_\_\_\_

Hair colour: \_\_\_\_\_ curly / straight / wavy Hair length \_\_\_\_\_

Eye colour: \_\_\_\_\_ Scars or Birthmarks \_\_\_\_\_

Height: \_\_\_\_\_ weigh \_\_\_\_\_ Build \_\_\_\_\_

Home address: \_\_\_\_\_

Blood type: \_\_\_\_\_ Allergies: \_\_\_\_\_

Pre-existing conditions: \_\_\_\_\_ Medication: \_\_\_\_\_

Best friends name / address: \_\_\_\_\_

What languages does your child speak? \_\_\_\_\_

What languages does your child understand? \_\_\_\_\_

Does your child bruise easy? \_\_\_\_\_

Does your child bleed easy? \_\_\_\_\_ give sample like nosebleeds \_\_\_\_\_

## My Childs favourite:

Cartoon \_\_\_\_\_ song \_\_\_\_\_

Breakfast food \_\_\_\_\_ Lunch \_\_\_\_\_

Snack food \_\_\_\_\_ Drink \_\_\_\_\_

Games: Indoor \_\_\_\_\_ outdoor \_\_\_\_\_

Toys: \_\_\_\_\_ stuffed animal: \_\_\_\_\_

What does your child dislike? \_\_\_\_\_

If he / she has trouble sleeping what do you do? \_\_\_\_\_

What are they afraid of? \_\_\_\_\_

Does your child have a favourite person? \_\_\_\_\_ Who? \_\_\_\_\_

What is his / her favourite place to go? \_\_\_\_\_

Anything else you think we need to know about your child? \_\_\_\_\_

Attached is a fingerprint document PLEASE DO NOT do the prints that is only done by the school.

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