

QINTA RASUL DAYCARE

Qinta Rasul Daycare CC (Registration number: 2007/067125/23)

33 Alexandra Street

Florida 1710

gintarasul@telkomsa.net

Principal: Noerie Ernest and Wardah Rehmond

Contact numbers:

Crèche: 0114727976

Cell : 076 322 7510 (Wardah Rehmond)

Cell : 078 615 5551 (Noerie Ernest)

1. Learners Details (Please Print)

1.1 SURNAME: _____

1.2 NAME: _____

1.3 ID NUMBER: _____

1.4 AGE: _____

1.5 GENDER _____

1.6 Please tick the box that applies to the child:

- | | |
|--|--|
| <input type="checkbox"/> Lives with both parents | <input type="checkbox"/> Parents separated |
| <input type="checkbox"/> Lives with mother | <input type="checkbox"/> Single parent |
| <input type="checkbox"/> Lives with father | <input type="checkbox"/> Mother remarried |
| <input type="checkbox"/> Joint custody | <input type="checkbox"/> Father remarried |
| <input type="checkbox"/> Parents divorced | <input type="checkbox"/> Lives with relative |

2. MEDICAL HISTORY

2.1 ALLERGIES: _____

2.2 CHRONIC AILMENTS: _____

2.3 MEDICATION: _____

3. EMERGENCY CONTACT DETAILS

3.1 NAME OF PERSON: _____

3.2 CONTACT NO: _____

3.3 HOUSE DOCTOR : _____

3.4 CONTACT NUMBER: _____

3.5 MEDICAL AID NUMBER: _____

4. PAST CRECHES:

4.1 _____

4.2 Reason for Leaving: _____

ANY ADDITIONAL INFORMATION: _____

Starting Date: ____/____/____

Care option : full day half day

Please read all the included documents and initial each page then sign the Final Agreement Form.



Documents to accompany this form
FOR OFFICE USE ONLY

Copy of birth certificate	
Copy of clinic card	
Copy of both parents I.D's	
Copy of medical aid card	
Signed fee structure	
Signed COVID-19 S.O.P's	
Photo permissions	✓ X
Class dojo parent code	

FINAL AGREEMENT FORM

I/We the parent(s)/ legal guardian(s) of _____ (Learner's Full Name), hereby confirm the admission of the Learner to Qinta Rasul Day Care.

I/we hereby confirm that the information supplied by us in this agreement is complete and accurate.

I/We have read, understood and agree to all the rules and conditions as contained in this booklet including the Conditions of Admission; the Code of Conduct; and the Indemnity Declaration.

This agreement shall take effect immediately upon signature hereof and shall continue for the duration of the enrolment of the child at Qinta Rasul Day Care.

PARENTS/ GUARDIANS (Please Print)

		Parent1/ Guardian/ Sponsor	Parent2/ Guardian/ Sponsor
1	Relationship to Learner		
2	Surname		
3	Name		
4	ID Number		
5	Places of work		
6	Cell Number		
7	Email address		
8	Work Tel Number		
9	Home Tel Number		
10	Date		
11	SIGNATURE		

DOMICILIUM CITANDI ET EXECUTANDI

(Physical Address to which legal documentation will be sent)

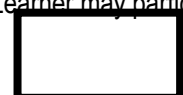


CONDITIONS OF ADMISSION

The parties referred to in these conditions of admission refer to the Parents/ Guardians ("Signatories"), either one or both parent(s)/guardian(s), and the Learner to be enrolled on the final agreement form and Qinta Rasul Daycare CC trading as Qinta Rasul ("the Parties").

1. GENERAL CONDITIONS

1. This agreement constitutes the entire agreement between the Parties and no warranties or representations whether expressed or implied, not stated herein, shall be binding on the Parties.
2. The Signatories acknowledge and confirm that they are personally liable for all terms and conditions herein, including but not limited to the Code of Conduct.
3. The Signatories agree to all reasonable amendments to the Rules and Conditions as contained in this booklet, including the Conditions of Admission, Code of Conduct and Indemnity Declaration.
4. Notice of amendments will become binding in 14 (fourteen) days after notification in writing.
5. The Signatories agree that any change in information supplied in this Agreement including but not limited to the Signatories marital status, residential address or employment status does not invalidate the agreement made herein, and any such change will be reported in writing to Qinta Rasul.
6. Legal correspondence between the Parties sent by either Party shall be delivered by hand or by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery or on the 5th (fifth) business day after posting. In regard to all correspondence by the Signatories to Qinta Rasul, the onus of proof of delivery rests on the Signatories.
7. On termination of this agreement in writing for any reason whatsoever, the Signatories undertake to immediately withdraw the Learner from Qinta Rasul, unless otherwise agreed in writing.
8. No agreed cancellation of this agreement shall be of any force unless recorded in writing and signed by both parties.
9. The domicile et execute and of the Signatories shall be as contained in the Final Agreement Form. (The physical address to which legal documentation is sent)
10. The Signatories hereby agree that 1 (one) month's notice must be given in writing before a Learner leaves Qinta Rasul or transfer to another school, or a full month's cancellation fee be paid in lieu thereof.
11. Qinta Rasul shall be entitled to cancel this agreement by giving the Signatories 1 (one) month's written notice to this effect.
12. The Signatories hereby indemnify and hold blameless Qinta Rasul and its staff against any loss, damage or injury which may be sustained by the Learner from whatever cause excluding gross negligence, whether on Qinta Rasul property or en route thereto or therefrom, or in the course of any extra-mural activity or organized outing in which the Learner may participate.



13. The Signatories accept that personal possessions of the Learner are not covered in any risk insurance by Qinta Rasul and that the Signatories are responsible for supplying adequate cover for the Learners' personal possessions.
14. The Signatories accept liability for any loss or damage suffered by Qinta Rasul as a result of any act or omission of the Learner.
15. The Signatories acknowledge that Qinta Rasul shall be entitled to recover all legal costs incurred, in order to enforce its rights under this agreement, including but not limited to attorney and own client fees, collection and tracing charges.
16. No indulgence granted by Qinta Rasul or any failure to enforce any of the terms of this agreement timeously shall constitute a waiver of any of its rights, and it shall not thereby be precluded from exercising any rights against the Signatories which may have arisen in the past, or may arise in the future.

2. PAYMENT OF FEES

- 2.1 The Signatories agree that they shall be jointly and severally liable to pay tuition fees, as prescribed in the Schedule of Fees, from time to time, and any special levies imposed by Qinta Rasul, and that they have sufficient funds to meet the financial commitments herein.
- 2.2 The Signatories accept joint and several liabilities to Qinta Rasul for the punctual payment of all fees, subscriptions levies and other amounts that become due and payable to Qinta Rasul, or in respect of participation in, or attendance at school-related activities, regardless of any bursary or sponsorship in favour of the Learner.
- 2.3 A certificate issued by the school Bursar certifying the balance owing from time to time shall be good and sufficient (*prima facie*) proof for all purposes of the amount owing by the Signatories in terms hereof.
- 2.6 If any payment due by the Signatories remains unpaid for a period of 30 (thirty) days after due date, the balance of the annual tuition fee shall immediately become due and payable and Qinta Rasul shall have the right to suspend the Learner from attending classes without prejudice to its other rights under this agreement, including its right to immediately institute action against the Signatories for the full balance owing in terms hereof.
- 2.7 The Signatories acknowledge that the inability to the Learner to attend school, or the absence of the Learner from the school, does not relieve the Signatories of the obligation to pay school fees.
- 2.10 Payment shall be made to Qinta Rasul Daycare,

Absa Bank
Florida Branch no: 632005
Cheque Account
Account Number: 4069304122

(main account) FNB
Florida Branch No : 250655
Cheque Account
Account Number : 62452234471



CODE OF CONDUCT

1. DRESS AND APPEARANCE

1.1. Clothing

- 1.1.1. Plain, functional clothing of personal choice is preferred.
- 1.1.2. Qinta Rasul has a uniform which bears the school emblem which consists of a lime green t-shirt, as well as a royal blue t-shirt to be worn by Grade R Learners.
- 1.1.3. Learners are expected to wear the uniform on Mondays and on excursions.
- 1.1.4. The uniform must be worn with jeans, tights or shorts. Shorts should be longish so that kids private parts are not exposed.No 'flared' shorts exposing the private area.
- 1.1.5. Girls are to wear shorts/tights underneath dresses **at all times** – as per the above reason.
- 1.1.6. Khurtas may be worn on Fridays. The wearing of Khurta's on Fridays is optional.
- 1.1.7. Flashy, expensive branded, trendy, gimmicky and outrageous clothes will not be tolerated.
- 1.1.8. The Learner's clothing should be comfortable, weather appropriate and unrestrictive.
- 1.1.9. Belts should only be worn if the Learner can loosen it by him/herself.
- 1.1.10. Too much clothing can restrict movement and can delay the toilet process.
- 1.1.11. Parents to exercise caution when allowing beaded clothing, shoes and scarves – beads and diamante can be a choking hazard.

1.2. Shoes

- 1.2.1. Shoes must be comfortable and fit well and laces should not be too long to avoid tripping.
- 1.2.2. High heels, slippery shoes, or any clothing, which could cause injury or restrict movement will not be allowed.

1.3. Hair

- 1.3.1. Hair must be clean and tidy. Inappropriate hairstyles are not permitted.
- 1.3.2. Hair accessories are to be kept to a minimum and non extravagant. Only Flat hair slides and plain headbands.

1.4. Jewellery

- 1.4.1. Girls may wear plain studs or plain sleepers in their ears.
- 1.4.2. Only one earring per ear, worn on the lobe is allowed.
- 1.4.3. Boys are not permitted to wear earrings.
- 1.4.4. Bangles, beaded jewellery, rings and necklaces are not permitted.

2. MEDICATION

- 2.1.1. All prescription medication must be handed over to care givers and the medicine register must be completed.
- 2.1.2. Medication must be clearly marked with the Learner's name and clear instructions must be given.
- 2.1.3. Parents are to ensure all medicine is collected when the Learner's are collected.
- 2.1.4. Only prescribed medication may be administered for the completion of the course.
- 2.1.5. Should a Learner contract an infectious disease or illness while attending school, management must be advised immediately. Children showing signs of any contagious condition while at school should be collected immediately when contacted by the school. Child should only return to school once cleared by a doctor.

3. DROP OFF/COLLECTION OF LEARNERS

- 3.1.1. Covid-19 protocols are to be adhered to in this regard.
- 3.1.2. Under no circumstances must traffic be held up in the driveway when learner's are collected or dropped off.
- 3.1.3. Drivers are to maintain a speed limit of 10km/ph.
- 3.1.4. Only parking in demarcated areas is permitted, please ensure your vehicle does not block off other cars.
- 3.1.5. Drop off's must be done in a speedy manner, please ensure that you do not delay the process.
- 3.1.6. Hooting is **not permitted**. Please call school should you have no response at the gate.
- 3.1.7. Parking on pavements outside the School is not permitted.
- 3.1.8. Should you make use of alternative transport such as taxis or lift clubs, it is the Parent's responsibility to ensure that these rules are adhered to.



4. MEALS

- 4.1.1. All meals and snacks are provided by Qinta Rasul.
- 4.1.2. Special arrangements must be made with management before any other foods or lunch boxes are consumed on the property.
- 4.1.3. Parents/ Guardians must limit the Learner's consumption of sweets and crisp before school
- 4.1.4. Sweets and crisp are not permitted as lunch.
- 4.1.5. Parents may be asked to contribute snacks and fruit for certain events.
- 4.1.6. Should a Learner not agree to the porridge offered at Qinta Rasul, parents/guardians are welcome to provide alternative cereals. However, parents/guardians must ensure that they provide the necessary amount of milk for their cereal. Qinta Rasul will not offer any milk to Learner's who have brought their own cereal.

5. RESPONSIBILITY FOR PERSONAL BELONGINGS

- 5.1.1. All personal belongings should be clearly marked with the name of the owner.
- 5.1.2. The School cannot take responsibility for articles that are lost or stolen.
- 5.1.3. Learners are discouraged from bringing toys to School, unless such items are required for Show and Tell Projects.
- 5.1.4. Qinta Rasul will not be held liable for loss or damage of any jewellery or hair accessories.
- 5.1.5. Marbles and dangerous toys are not permitted.
- 5.1.6. Qinta Rasul will not allow Learners to be in possession of electronic devices during school hours, or at school related functions.
- 5.1.7. Qinta Rasul shall not be held responsible for any loss or damage to electronic devices under any circumstances.

6. OPERATING TIMES AND PUNCTUALITY

- 6.1.1. Qinta Rasul opens at 06.55 am and closes at 17.45pm.
- 6.1.2. During Ramadaan the School will close at 17.00pm. or 30 MINUTES BEFORE MAGHRIB

7. DISCIPLINE AND DISPUTE RESOLUTION

- 7.1.1. Our discipline procedures aim to be fair, just, corrective, consistent and educative.
- 7.1.2. Vandalism will not be tolerated.
- 7.1.3. Victimisation, including but not limited to bullying, fighting, intimidation, harassment, confrontation, will be severely dealt with.
- 7.1.4. Where possible the parent will be informed and involved in the correction of the Learner's behaviour.
- 7.1.5. Educators resolve disciplinary problems that are not serious enough to be referred to the principal.
- 7.1.6. Impartial mediation will take place to resolve disputes.
- 7.1.7. At no times are staff members, other parents or other children to be confronted if there are problems – you can contact either Teacher Wardah or Ouma Noerie

8. SCHOOL FUNDRAISERS, EVENTS AND PROMOTIONS

- 8.1.1. Qinta Rasul will host at least 2 compulsory fundraisers a year, whereby parents will be taxed with the minimum amount of tickets or sales, which will be attached to your invoice within the month of said fundraiser.
- 8.1.2. Qinta Rasul will host school events namely sports day and annual concert and parents are required to attend and support the cause.
- 8.1.3. During the course of the year other non compulsory events and fundraisers will be hosted by the school such as: Kids night out, meal drive thru etc.- your support and participation will be appreciated as this is to support the school

9. COMMUNICATIONS

- 9.1.1. Qinta Rasul uses **only** Class Dojo as a platform of communication between school and parents.
- 9.1.2. Alternatively parents can contact teachers on landline outside of lesson time: between 11:15 -12:00 and 14:30 -17:00
- 9.1.3. Teacher Wardah will be the only one to accept calls on her cell 076 322 7510 . If in the case of an extreme emergency after hours, please feel free to phone her and as a last resort you are welcome to contact Ouma Noerie.

10. REPORT CARDS AND PROGRESS

- 10.1.1 Report cards will be handed out twice a year. Mid year and at year end.
- 10.1.2. Feedback meetings on child's progress must be scheduled with class teacher well in advance.



INDEMNITY DECLARATION

I/We _____ (full names and Surnames), the Parent(s) or Guardian(s) of _____

1. Acknowledge that in certain situations there may be insufficient time to contact Parents or Guardians, or to refer to Medical Records, and consequently the school representative is authorised to utilise the most appropriate medical service available.

2. Therefore, we:
 - a. Delegate the Principal, or his/her representative, the power to authorise whatever medical treatment he/she in their sole discretion deems necessary for the learner, and in doing so agree that the Principal and/or his/her representative should act *in loco parentis*.
 - b. Indemnify and hold Qinta Rasul and/or their staff, agents or employees harmless in respect of all loss or damage, whether to person or to property, from any cause howsoever arising, which may be sustained to the learner stipulated above or their property or possessions, whilst on school property or under control during any school excursion, activity or outing.
 - c. Agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the learner's enrolment at Qinta Rasul.

SIGNED at _____ On this day _____ of _____ 20__

For:

PARENT/ GAURDIAN

AS WITNESSES:

1. _____

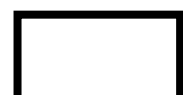
2. _____

Disclaimer Final

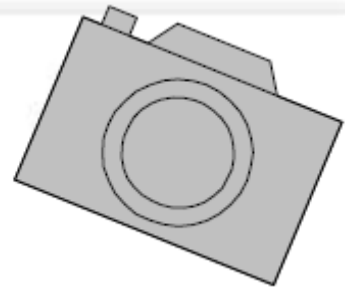
Persons entering this property do so on condition that Qinta Rasul Daycare CC, the owners, tenants, managing agent, their employees or any other persons will not be held responsible for any personal injury to persons or for any loss or damage to property.

Persons entering this property do so on condition that they shall abide by the Conduct Rules of

Qinta Rasul Daycare CC.



PERMISSION TO PHOTOGRAPH



Salaam Parents ☺

As you may know, Qinta Rasul has a website, Face Book account as well as instagram account.

These handles are updated regularly with photos/videos of our activities and class participation.

Should parents require printed copies of these, they are available at a charge.

Please sign and return clip out form

Shukran



PERMISSION TO PHOTOGRAPH

Qinta Rasul HAS permission to place photos/videos of my child participating in classroom activities and their work on any handle connected to the school.

Child's name: _____

Parent /guardian signature: _____
XX

Qinta Rasul does not have permission to place photos /videos of my child participating in classroom activities and their work on any handle connected to the school.

Child's name: _____

Parent /guardian signature: _____

