

FOR OFFICE USE – TO BE HANDED IN TO JOYLAND PLEASE

Registration is only successful upon full completion of the entire document.

ADDITIONAL documents need to accompany this form and contract.



PRE-SCHOOL, GR RR & GR R

REGISTRATION FORM AND CONTRACT

Child's Names: _____

Child's Surname: _____

Relationship to Child (Mother, Father, Grandparent etc): _____ of the person completing this form:

Contact numbers:

- Home - _____
- Work - _____
- Cell - _____

Services required:

- | | |
|---|--|
| <input type="checkbox"/> Under 2 Years | <input type="checkbox"/> 4yr Old Class |
| <input type="checkbox"/> 2yr Old Class | <input type="checkbox"/> Gr RR (5yrs) |
| <input type="checkbox"/> 3yr Old Class | <input type="checkbox"/> Gr R |
| <input type="checkbox"/> Full Day (06:30 – 18:00) | <input type="checkbox"/> Transport (1 trip) |
| <input type="checkbox"/> Half Day (06:30 – 14:00) | <input type="checkbox"/> Transport (2 trips) |

!! Please note should you require transport – please arrange with our transport manager Piet Lepuru on 072 784 0870. This is not a registration form for Transport.

Recent Passport Photo

Terms and Conditions of Agreement

Made and entered into by and between:

Joyland Riverbank Schools (Hereinafter referred to as "the School")

And

(BOTH PARENTS)

(Full names and surname), (jointly referred to as "the Parent")

For the tuition and education of

(ONE per Child)

(Full names and surname), (Hereinafter referred to as "the Learner")

Whereas:

1. The Parent is desirous of having the Learner admitted to the School
2. The Learner has been admitted to the School with effect from
3. The parties are desirous of recording the terms and conditions on which the Learner will be educated, developed and cared for by the School.
4. **Our culture is one of mutual respect – across all boards – and this is non-negotiable. We reserve the right to terminate the contract with immediate effect should any behaviour – from parents or guardians – violate this culture.**

Initials of parents: _____

Documents that you need to complete the registration form:

- ☐ 4 x ID photo of learner
- ☐ Copy of the medical aid card
- ☐ Copy of Mother's ID
- ☐ Copy of Father's ID
- ☐ Copy of Learner's Birth Certificate
- ☐ Latest School Report (if applicable)
- ☐ Transfer Card from previous school (if your child was in a previous school)
- ☐ Copy of Clinic Card/ Immunization card
- ☐ Copy of medical reports – where needed

1. Personal Information**Learner's details:**

Surname: _____

Full names: _____

Preferred name: _____

Date of Birth: _____

ID Number: _____

Gender: _____

Number of children in the family: _____

Position in the family (eldest, youngest, etc): _____

Home language: _____

Other languages: _____

Level of language: (Applicable for 3+ year olds)

Please only complete if English is not your home language:

How much English has your child been exposed to?

- | | |
|---|--|
| <input type="checkbox"/> TV only | <input type="checkbox"/> Spoken often at home. |
| <input type="checkbox"/> Previous Schooling | |
| <input type="checkbox"/> Other: _____ | |

Does your child understand you when you speak English?

- | | |
|------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> With help |
| <input type="checkbox"/> No | |

Can your child reply in English?

☐ Yes

☐ No

(The above gives the teacher an idea of the kind of support your child will benefit from)

Parents/Guardians details:

	Father/Guardian	Mother/Guardian
Surname		
Name		
ID Number		
Marital Status		
Occupation		
Employer		
Physical Residential Address		
Postal Address		
Telephone – Home		
Work		
Cell (Whatsapp)		
E-Mail Address		

I acknowledge that it is my responsibility, as parent, to inform the School of any changes to the details listed above. It is not the responsibility of the school to do so.

Signature of both parents: _____

2. Physical Conditions/Medical History

Contact person in case of emergency:

1. Name & Surname	
Relationship to Learner	
ACTIVE Contact Numbers:	
Cell	
2. Name & Surname	
Relationship to Learner	
ACTIVE Contact Numbers:	
Cell	

Family Doctor: _____

Telephone no: (Office and Personal Cell) _____

Allergies: _____

Chronic Illness: _____

Chronic medication: _____

Medical Aid Card on file ?

Yes ☐

No ☐

Is your child toilet trained?

Yes ☐

No ☐

Immunization card on file?

Yes ☐

No ☐

Is your child's immunisations up to date? If not, which are outstanding? _____

Any other problems or conditions we should know about? _____

Does your child take medication on a regular basis? Please specify: _____

Was your pregnancy with the child:

- ☐ Normal
- ☐ Full Term
- ☐ Premature

- ☐ Natural
- ☐ Caesarean Section
- ☐ Other

Complications during birth, please specify: _____

Breastfed/bottle-fed (give details where applicable) _____

Please tick the appropriate box and please give more details if necessary:

- ☐ Bedwetting
- ☐ Head bumping

- ☐ Chewing fingernails
- ☐ Frequent nightmares

For the safety of all concerned - no children with contagious disease(s) may come to Joyland.

Policy on administering medicine to a child

I take note and understand the following rules regarding a teacher administering medicine to my child:

The Parent/Guardian has to notify the teacher via WhatsApp, early on the day before the child arrives at Joyland, that medicine will be accompanying the child. The parent/guardian has to write a detailed WhatsApp on exactly what medicine (name of medicine as it appears on the container) has to be administered at what times (specify), as well as inform the teacher of the storage instructions (for example: bottle to be kept in refrigerator). No medicine will be administered without a clear detailed daily WhatsApp.

It is preferable that, should your child be ill he/she is kept at home and that no medicine is administered at school.

If your child is ill when dropped off at school, or develops an illness during the course of the day, you will be contacted to fetch your child as soon as possible.

Signature of Parent/guardian: _____

Date: _____

Note: In the interest of protecting the rights of our learners, the information on this page is strictly confidential.

3. General Indemnity

Although all possible precautions have been taken to prevent accidents, Joyland Nursery School and the West Rand Lutheran Community Church, the facilitators, all employees of the aforesaid ministries, guests and/or any other person associated with Joyland Nursery School and/or facilities/teachers shall not be liable for any claims as a result of an accident occurring in the premises or outside such premises or during outings/visits by or on behalf of/on Joyland Nursery School or mentioned persons. The indemnity shall also be effective in favour of any third party who should suffer damage as a result of injury, damage or death.

Name and Surname of Child: _____

Name of parent/guardian: _____

Signature of Parent/guardian: _____

Date: _____

Witness Signatures (1): _____ (2) _____

3.1 Swimming Indemnity – ONLY APPLICABLE FOR CHILDREN AGES- 4-6

Disclaimer and indemnity for the purpose of swimming lessons at Westrand Joyland Nursery School

The West Rand Lutheran Community Church and Westrand Joyland Nursery School and its employees, members, officers, servants, co-workers, irrespective whether remunerated or voluntary, committees, representatives or delegates: accept no liability for any death, injury, loss or damage caused to or suffered by any person or thing, including consequential damages, howsoever caused or arising and whether through neglect or wilful act of any person, on church, congregational property, whilst travelling or wheresoever' s, or arising from any activity or event whatsoever or wheresoever' s.

An irrevocable indemnity is hereby given to and in favour of the aforesaid, for any claim, of whatever form or nature, howsoever or wheresoever' s arising, which indemnity is given for myself, my dependants, heirs and successors in title.

Full name and surname of child:

Name of parent/guardian:

Signature of parent/guardian and Date:

Witness signatures: (1) (2)

(1) _____ (2) _____

4. History of other pre-schools or schools attended.

Name of School and Contact details	Admission date and age	Departure date and age	Reasons for Departure
Name: Address: Telephone no:			
Name: Address: Telephone no:			

5. School fees

5.1 The monthly school fees, payable **in advance**, together with such other costs as may be invoiced will be payable by the Parent to the School monthly, on the 1st day of each and every month - twelve (12) monthly amounts, for the period from January up to and including December. (e.g., March fees are due by 1 March)

5.2 There will be no entitlement to any rebate of fees if the learner is absent for any portion of a term owing to illness or any other cause.

5.3 The Board of Directors of the School have the right to amend the school fees, as well as the method of payment thereof from time to time, with reasonable notice.

5.4 In the event of the Parent failing to pay school fees and legal action becoming necessary, the Parent shall become liable for payment of the School's legal costs on the scale as between attorney and own client.

5.5 In the event of the Parent failing to pay the school fees on the due date thereof, a Late Payment Administration Fee of R100, compounded monthly, will be payable on fees which are in arrears, until date of payment of the full outstanding amount.

5.6 It is acknowledged that whilst the rest of the provisions will remain in force, the tuition fees are subject to annual adjustment as determined by the board of directors, in order to meet the operational and strategic needs of the School.

Initials of parents: _____

6. Process for outstanding fees

6.1 In the event that the fees have not been received by the due date, a WhatsApp will be sent to the contact details on record as a reminder.

6.2 In the event of the Parent failing to pay and the account being 30 days in arrears, a letter will be sent to the contact email address on record.

6.3 In the event of the Parent failing to pay despite the reminders as set out in 6.1 and 6.2, and the account falling 45 (forty-five) days in arrears, notification will be sent to the Parent of intent to suspend the learner due to unpaid fees.

6.4 The Parent will have 7 days (1 week) from the date of communication in 6.3 to catch up on all arrear amounts.

6.5 Should payment not be received within the 7-day extension, the learner will be suspended from attending school, outings and school extra murals, until such time as payment is made and the full outstanding amount reflects in the School bank account.

6.6 In the event of the Parent still failing to pay and the account reaches 60 (sixty) days in arrears, the agreement between the Parent and the School will automatically be terminated. Notice will be sent to your email address and you will be responsible to enrol your child in a different school.

6.7 Please note that learner's records handed over to the Parent or other school will reflect any outstanding fees and payment history.

6.8 In the event of this Agreement resulting in termination, legal action will become necessary to procure payment if the Parent negates on the payment plan.

6.9 The Parent hereby acknowledges that in addition to interest the School will be entitled to recover from them, should they fail to make payment of any amount on or before the due date, default administration costs and collection costs, as contemplated in the National Credit Act (NCA), including legal costs on the attorney and client scale, and collection commission to the extent permitted by the NCA.

6.10 The Parent understands that the account will be handed over to a collection agency which will result in an immediate listing with the National Credit bureau.

6.11 The Parent acknowledges that, in the event of default, nothing herein will in any manner limit or detract from the power of the School to terminate the education services to the learner, nor will the termination of such educational services in any manner limit, detract from or prejudice the right of the School to recover all amounts owing to the School, together with interest, default administration costs, collection and other costs as aforesaid.

6.12 The Parent acknowledges that no failure or delay on the part of the School in exercising any right, power or privilege contemplated in this clause or elsewhere will operate as a waiver, nor will any single or partial exercise by the School of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

6.13 The Parent hereby agrees in terms of Section 45 of the Magistrates' Courts Act No 32 of 1944 that the School will, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by them to the School in any Magistrate's Court having jurisdiction in respect of such proceedings in terms of Section 28 of that Act.

Initials of parents: _____

7. Registration Fee (Non-Refundable)

The Parent agrees to pay a non-refundable annual Registration Fee as stipulated in the current Fee Structure within 7 days of acceptance.

Initials of parents: _____

8. Duration of Agreement

8.1 This agreement will commence on the date of signature hereof.

8.2 The Parent will be entitled to cancel this agreement with at least **one calendar months** prior written notice to the School. Except if notice is given after THE 1ST of September. Notice given after the 1st of September will leave the parents liable for the school fees of the remaining 3 months of the year.

Likewise, if the School elects for any reason to terminate these arrangements, then it may do so on giving the Parent a written notice of its decision to terminate these arrangements at the end of the month in question.

8.3 In the event of the Parent failing to give the required notice of cancellation mentioned in 8.2 above, the Parent will remain liable for the prescribed school fees for the cancellation period of one (1) month.

Initials of parents: _____

9. Tuition of the Learner

9.1 The school will provide tuition to the Learner in accordance with the curriculum and syllabus described by the School from time to time.

Initials of parents: _____

10. Undertakings by the Parent

The Parent undertakes:

10.1 to ensure that the Learner is at school on time each day (for Gr RR and Gr R).

10.2 to ensure that the Learner complies with the school uniform requirements (Gr R) and that his/her appearance is neat and in compliance with the guidelines set down.

10.3 generally to do all the Parent can to ensure that the Parent's association with the School is a healthy and happy one.

10.4 to keep open lines of communication with the School and staff. This includes **reading and responding** to all communication sent by the School.

10.5 to read and abide by the School's policies, foundational documents, its discipline practice, the Learner and Parent Code of Conduct and its Biblical Teaching.

10.6 to pack and sort through the learner's school bag; ensuring that all required and stipulated items are packed.

Initials of parents: _____

11. Indemnification

11.1 The Parent indemnifies the School, its employees and officials against any injury, harm or other loss caused to any person, as a result of the conduct of the Learner.

11.2 The Parent exempts the School, its employees and officials from liabilities incurred on account of any injuries to or illness of the Learner and agrees and consents that the Principal/Operational Manager or a person with duly delegated authority from the principal may consent to any operation or medical treatment of the Learner, should such consent be required for medical reasons on an urgent basis and should it not be possible, for the Parent to be approached immediately.

Initials of parents: _____

12. Breach

12.1 The Parent will be deemed to be in breach of this agreement in the event of failure by the Parent to comply with the terms stated in this agreement and after the Parent has

failed to remedy such breach, within 7 (seven) days after a written notice of breach has been dispatched by the School to the Parent at the Parent's chosen domicilium citandi et executandi recorded herein.

12.2 A letter signed by the Principal/Operational Manager of the School as to any amount owing by the Parent to the School or as to any other fact arising out of this agreement will be prima facie proof of all facts stated in the letter and it will not be necessary to prove the appointment or authority of the Principal/Operational Manager who signs such letter. Such letter will be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

Initials of parents: _____

13. General

13.1 **No cash** is accepted at school **for monthly or annual school fees.**

13.2 Payments can be made in the following ways:

- ATM deposit
- Bank deposit
- Stop payment or scheduled payment
- EFT payment

13.3 **Should no notice be received by the school from the parent at the commencement of the 4th term, the contract will automatically be rolled over to the following year without any exceptions or alterations, apart from the new fee structure as communicated by the School in a timely manner.** Should the parent not be willing to pay the fees after any possible increases for the following year, the notice period in clause 8.2 above applies.

13.4 No alteration, cancellation, variation or addition hereto will be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives.

13.5 The Parent acknowledges their responsibility to advise the School promptly in writing should the address of either parent change. The Parent agrees that any letter, notice, statement, invoice, account, or other written communication of whatsoever nature posted/emailed by the School to the Parent to the latest postal / email address of such parent reflected in the School's records will be deemed to be received by the parent seven days after the date of posting thereof.

13.6 The signatories to this agreement will be jointly and severally in *solidum* liable to the School for the due performance of all the Parent's obligations in terms hereof.

13.7 This document must be completed in detail, with no alterations.

13.8 Both parents/guardians must initial each page and sign the final page.

13.9 All personal information collected in this document is for the purposes of fulfilling the requirements of a legally binding contract between the Parent and the School. The personal information will be shared with the contracted collection agency only if there is a breach of contract.

13.10 The Parent acknowledges that by signing this document, they consent to the School conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming the Parent's credit record with a national credit bureau, and contact with previous schools of the Learner.

13.11 All supporting documents must accompany the Registration Form.

13.12 All payments made for the Learner must use the correct reference name: *name + surname of registered Learner (eg: Botlhale Mogale)* Failure to use the correct reference will result in an admin fee of R500 per transaction as this causes disruptions to payment allocation.

Initials of parents: _____

13.13 Right of admission is reserved.

13.14 Communication between the School and yourselves takes place in the following manners:

- WhatsApp group
- Letters

Please ensure that you are on WhatsApp, as most communication happens in this forum, and we cannot guarantee that you will receive all information if you are not connected via this medium.

Parents:

Thus done and signed by the parent at _____

on the _____ of _____ 20_____.

Parent (Father)

Parent (Mother)

Witness:

Name of witness

Signature of witness

School:

Thus done and signed by the Principal/Operational Manager at Wilropark, Roodepoort, 1724 on the _____ of _____ 2025.

Isabeau Weyer

Name of Principal/Operational

Signature

Manager Witness:

Name of witness

Signature of witness

Joyland Nursery School Information:

Westrand Joyland Nursery School was established in 1995 as a ministry and under the auspices of the West Rand Lutheran Community Church (WRLCC). The WRLCC is one of the oldest churches in the Wilropark area. Our biggest outreach focus is ministry to children, teenagers and young families.

The foundation of every person's life is laid in its first 5-6 years. This is where we want to come in to offer our help and assistance to parents and guardians in the foundation phase of their children's lives.

We believe that all children are a gift from God. We will at all times do our utmost at Westrand Joyland Nursery School to treat your wonderful gifts from God in the best way we can and to the glory and honour of God.

It is our aim to at all times offer the best education to your child, with individual care and a child-friendly environment and all at an affordable price. Westrand Joyland Nursery School is at the heart of the WRLCC. In this spirit we/I as parents/parent, guardians/guardian will strive to: Love God: by keeping His commands. Love myself: by striving to realise my talents and having pride in my thoughts, actions and dress. Love my environment: by consciously caring for and protecting my natural surroundings. Accept responsibility: by completing whatever tasks have been set for me and recognising that with every responsibility comes accountability.

Joyland School Times:

Right of admission reserved.

Half-day with lunch (6:30-14:00)

Full-day (6:30-18:00)

These hours are applicable Monday to Friday, excluding public holidays and a certain period in December holidays. *If the Education department declare a day off after or before a Public Holiday (sometimes a Friday, or a Monday), if the Public holiday falls on a Thursday or Tuesday – then we will also adhere to these exceptions and close.*

Joyland Nursery School might be closed during the first week of the Winter Holidays.

It is your responsibility to inform us if someone else will be collecting your child, via WhatsApp. Only a WhatsApp from a parent/guardian will be accepted, not from any other family member/friend. We require a photo of the person's ID WhatsApped to us, of the person who will be fetching your child.

Initials of parents: _____

All children should be at Joyland at 7:45am latest, to get the full benefit of the academic/stimulation and spiritual program.

GrRs have to attend all school days during the term and have to be at school at 7:45am latest. We advise the same for 5-year-olds (GrRR)

Joyland Age and Admission Policy:

It is preferable if a learner is 5 years old as they enter Gr R, turning 6 within the year – preferably before October.

If a learner is 4 years old turning 5 within the first 6 months of the year they will be able to do Gr R but the following will apply should they wish to continue at Riverbank Primary School.

Riverbank Admission Policy for Grade 1:

It is preferable if a learner is 6 years old as they enter grade 1, turning 7 within the year.

If a learner is 5 years old, turning 6 within the 1st 6 months of the year, they may be considered for grade 1 based on the following:

- they have completed their grade 0/R the year before
- they are academically ready for the challenges of grade 1
- they are emotionally ready for the challenges of grade 1

Each registration will be discussed with the principal prior to admittance into the school.

What to Pack:

Please ensure that your child always brings:

- a bag
- healthy snack, water bottle, juice can be additional.
- sun hat (stays at school)
- full set of spare clothing in see-through marked ziplock bag (stays at school)
- sunblock (stays at school)
- blanket in winter (stays at school)
- a packet of medicinal wipes (stays at school)
- a spray bottle of hand sanitizer (stays at school)
- a box of tissues (stays at school)
- Swimming costume on the day he/she swims (full suit for girls please), towel, plastic bag for wet clothes and **SWIMMING CAP**
- Communication book (for learners under 3yrs old)

Please ensure that your child **eats breakfast at home** as we do not provide this service.

(We only provide porridge for the little ones in the Ladybug and Busy Bee class – the **under** 3 year olds). From 3 years and older **NO BREAKFAST**.

Please read the **class WhatsApp chat** daily as to be informed on what to bring to school on a daily basis.

Initials of parents: _____

No toys are to accompany your child to Joyland.

Clothes and any personal items of the child have to be clearly and individually marked. If they are not marked we will not be able to return them.

ONLY APPLICABLE to Children 2 years and Younger

What to pack in the bag?

- 5 nappies (babies) 3 nappies (toddlers) (Pull ups for potty trainers) any extras will be sent back home (We prefer Pampers)
- Bum cream (We prefer Sudocrem)
- Wet wipes
- Milk if applicable
- Bottle of water and juice
- Snack (for 10 o' clock) School provides snack after nap time
- Full extra set of clothes in ziplock bag (Extra underwear for potty trainers)

Communication book:

We will make use of a communication book to record their daily report and other communications however primary communications must take place via WhatsApp. A weekly planner will be sent out via WhatsApp. Please always return communication book each day.

Meals provided by school:

Your little person will have breakfast (soft porridge) and lunch (half day) and an afternoon snack (full day only).

**PARENTS WILL BE BILLED FOR ANY NECESSITIES NOT PACKED
THAT NEED TO BE PROVIDED BY JOYLAND**

School Contact Details

- **Joyland:** Joyland Office, Secretary – Angelika Schult
Cell: 082 795 2260
E-mail: office@wrlc.co.za

Isabeau Weyer
Cell: 082 795 2260
E-mail: isabeau@wrlc.co.za

- **Finance Office:** Shaheeda Smith
Cell: 071 889 1864
E-mail: finances@wrlc.co.za

- **Riverbank:** Christine van der Pijl
Cell: 083 785 4050
E-mail: riverbank@wrlc.co.za

- **Transport:** Piet Lepuru
Cell: 072 784 0870
E-mail: piet@wrlc.co.za

- **Aftercare Homework Centre:**
Christine van der Pijl
Cell: 071 889 1864
E-mail: riverbank@wrlc.co.za

Banking Details:

Account Name: Riverbank & Joyland Schools
ABSA Bank – Cheque account
Account number: 4081259115
Branch code: 632005

Reference: Learner's name & surname – eg. Botlhale Motale

The following documents have to accompany your application to ensure successful registration.

- ☐ 4 x ID photo of learner
- ☐ Copy of the medical aid card
- ☐ Copy of Mother's ID
- ☐ Copy of Father's ID
- ☐ Copy of Learner's Birth Certificate
- ☐ Latest School Report (if applicable)
- ☐ Transfer Card from previous school (if your child was in a previous school)
- ☐ Copy of Clinic Card/ Immunization card
- ☐ Copy of medical reports – where needed