



# CAPRICCIO

Private School

## APPLICATION FOR ENROLMENT

As parent or legal guardian of my child, I apply herewith for his/her enrolment at *Capriccio Private School*, an independent educational institution owned and/or managed by *Capriccio! Arts Powered Schools*.

**REQUESTING ADMISSION FROM:** \_\_\_\_\_ **(LEARNER'S STARTING DATE)**

### DETAILS OF CHILD:

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

Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male / Female (pls indicate)

How many children in family? \_\_\_\_\_ Ranking in family: 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup>

Was applicant born at full-term / pre-term? (please indicate) If pre-term, please specify: \_\_\_\_\_ weeks

Primary language: \_\_\_\_\_ Other languages spoken: \_\_\_\_\_

Family's religion: \_\_\_\_\_ (please note that we function from within a Christian ethos, but welcome children from families of any conviction)

Diet exclusions, if any (e.g. no meat/fish/eggs/nuts/sugar): \_\_\_\_\_

Previous pre-school/day care: \_\_\_\_\_ Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

### DETAILS OF PARENT(S)/GUARDIAN(S):

1) Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Name: \_\_\_\_\_

ID no: \_\_\_\_\_ Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Work Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

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2) Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Name: \_\_\_\_\_

ID no: \_\_\_\_\_ Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Work Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Who does the child live with: Mother / Father / Both / Guardian / Other: \_\_\_\_\_

Who will bring the child to school? \_\_\_\_\_

Who will collect the child from school? \_\_\_\_\_

Other person authorised to collect child from school: \_\_\_\_\_

Please mention any family issues we need to be aware of, e.g. date of divorce/separation or details of any traumatic event:

\_\_\_\_\_

### EMERGENCY CONTACTS:

Alternative persons, residing at a different address, who may be contacted in case of emergency, to act on your behalf, should you not be available immediately:

1) Surname: \_\_\_\_\_ Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Work phone: \_\_\_\_\_ Relation to child: \_\_\_\_\_

2) Surname: \_\_\_\_\_ Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Work phone: \_\_\_\_\_ Relation to child: \_\_\_\_\_

### MEDICAL INFORMATION:

Family doctor: \_\_\_\_\_ Tel: \_\_\_\_\_

Family dentist: \_\_\_\_\_ Tel: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ Option: \_\_\_\_\_

Membership no: \_\_\_\_\_ Principal Member: \_\_\_\_\_

Previous serious illnesses: \_\_\_\_\_

Surgical procedures/operations: \_\_\_\_\_

Any speech, hearing or sight impediments: \_\_\_\_\_

Blood type: \_\_\_\_\_ Any allergies: \_\_\_\_\_

Mental/psychological problems: \_\_\_\_\_

Have all inoculations, as prescribed by law, been administered? \_\_\_\_\_

**NB: PLEASE ATTACH A COPY OF INOCULATION CERTIFICATE AND BIRTH CERTIFICATE.**

Is the child's physical development, in your opinion, normal for his/her age? \_\_\_\_\_

Please specify details and any other relevant information we need to be aware of: \_\_\_\_\_

**INDEMNITY DECLARATION:**

- We acknowledge that in certain situations there may be insufficient time to contact Parents or Guardians, or to refer to Medical Records, and consequently *Capriccio! Arts Powered Schools'* representative is authorised to utilise the most appropriate medical service available.
- We delegate the Principal, or her representative, the power to authorise whatever emergency medical treatment she/he 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*.
- We indemnify and hold *Capriccio! Arts Powered Schools, Capriccio Private School* and/or their staff, agents or employees harmless in respect of any injury, loss, accident, illness, damage or expense, whether to person or to property, from any cause howsoever arising, which may be sustained to the child or their property or possessions, whilst on the school premises, or in the care of the school staff during any activity, excursion, transportation or outing.
- We 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 child's enrolment at any school owned and/or managed by *Capriccio! Arts Powered Schools*.

**COMMUNICATION:**

Where did you hear about *Capriccio!* \_\_\_\_\_

***I would like to / would not like to*** (pls indicate) receive correspondence from the school, e.g. updates, newsletter and feedback, via:

- Email address: \_\_\_\_\_
- WhatsApp: \_\_\_\_\_

***I give permission / do not give permission*** (pls indicate) for my contact details to be shared with parents of children in my child's class.

**PHOTOGRAPHS/VIDEOS:**

***I give permission / do not give permission*** (pls indicate) to the school staff to publish photographs or videos in which my child appears for purposes of education, promotion and publication.

## PAYMENT OF FEES:

The Signatories agree that they shall be jointly and severally liable to pay school fees and other fees as prescribed, and further levies imposed by the School, and that they have sufficient funds to meet the financial commitments herein.

The Signatories undertake to provide the School with written confirmation from their bank that a scheduled transfer for payment of the monthly instalment on the first day of each month, has been set up. Amounts invoiced and due over and above the regular monthly instalment will be settled by the Signatories on the first day of the month in which the relevant amount is due.

In the event of default (30 days past due), the Signatories agree to pay all costs of collection, including collection agency fees, attorneys' fees, court costs, and interest at prime + 2% per month. Further, as to an account more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this contract for the remainder of the current school year. Accounts in arrears may be referred to the School's collection agent and/or counsel for satisfaction. If any payment due by the Signatories remains unpaid for a period of 30 (thirty) days after due date, the School shall have the right to suspend the child from attending the facility without prejudice to its other rights under this agreement, including but not limited to its right to immediately institute action against the Signatories for the full balance owing in terms hereof.

Main person financially responsible: \_\_\_\_\_ ID NO: \_\_\_\_\_

Non-refundable, once-off enrolment fee payable upon notification of successful application: R5,000 per child.

School fees are calculated annually based on four school terms and will be subject to annual escalation, as advised at the end of each school year for the following school year.

- *2023 / 2024 School fees:* R48,000 per annum payable monthly in advance in 12 instalments of R4,000 each (Jan to Dec), kindly due on the 1<sup>st</sup> day of each month.
- *2023 / 2024 Afternoon care fees - **please select your choice by circling relevant option:***
  - A. No aftercare required
  - B. 5-days per week option: R18,000 per annum payable monthly in advance in 12 monthly instalments of R1,500 each (January to December), kindly due on the first day of each month
  - C. 3-days per week option: R15,600 per annum payable monthly in advance in 12 monthly instalments of R1,300 each (January to December), kindly due on the first day of each month.
- *2023 / 2024 Annual educational supplies:* The annual educational supplies fee for the following year is payable by the end of November of the current school year, together with the last school fee instalment of the year (current learners), or upon enrolment, in the case of a new learner. This fee, determined and levied annually, assists the School to source class stationery, art & sensory materials, learner workbooks, text books and other educational resources and supplies. The annual educational supplies fee for 2023 / 2024 has been determined at R2,000 for pre-school learners (up to Grade RR) and R2,250 for Foundation Phase learners (Grade R-3). Information with regard to specific hygiene/household items to be provided by the learner twice a year, will be provided in the School's annual Parent Information. The learner's school shirt/s and cap to be ordered from the school at R150 per item.

Enrolment of the learner at the School shall be ongoing from one school year to the next. In the case of a child leaving the School, whether mid-year or at the end of a school year, advance written notice of one complete school quarter (3 months) is required and the parent expressly agree to abide by this. Should a child be absent from school for any period of time, including the notice period, fees levied for that period will still be payable.

This document sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein.

**I/We hereby undertake to abide by the rules, regulations, Parents' Code of Conduct and payment procedures of the School and include herewith:**

- **a copy of both parents' identity documents**
- **my/our child's birth certificate**
- **my/our child's inoculation certificate.**

**SIGNED AT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATORIES: MOTHER/LEGAL GUARDIAN:** \_\_\_\_\_ **FATHER:** \_\_\_\_\_

This completed application to be presented to the principal.

Should the application be successful, you will be advised via email communication, at which point the enrolment fee becomes due and a contract comes into effect between the parents/guardian and Capriccio! Arts Powered Schools (and/or their duly authorised representative/s), as embodied in this signed document. Upon payment of the enrolment fee, your child will be successfully enrolled and his/her place at the School is guaranteed.

Feel free to contact us should you have any questions. We look forward to having you and your child join our school family!

Kind regards,

Elbe Webber (managing owner)

**CAPRICCIO! ARTS POWERED SCHOOLS**

*Every Child a Masterpiece*

**Representing:**

**Capriccio! Arts Powered Pre-school Reg. no: 13/1/4 H2379**

**Capriccio! Arts Powered Preparatory Reg. no: 010000692**

**Collectively referred to as Capriccio or Capriccio Private School.**

Tel: (021) 551-7008

Email: [info@caprischools.co.za](mailto:info@caprischools.co.za)

Website: [www.caprischools.co.za](http://www.caprischools.co.za)

Facebook: <https://www.facebook.com/caprischools>

Instagram: <https://www.instagram.com/caprischools>

Twitter: <https://twitter.com/ArtsPowered>