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.*

ADMISSION FROM: _____ (LEARNER'S STARTING DATE) STARTING GRADE/CLASS: _____

DETAILS OF CHILD:

Surname: _____ Full Names: _____

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

How many children in family? _____ Ranking in family: 1st / 2nd / 3rd / 4th

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: _____

INITIALS OF SIGNATORIES

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: _____

INITIALS OF SIGNATORIES

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, service providers 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.*

INITIALS OF SIGNATORIES

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.

Upon request, the Signatories undertake to provide the School with written confirmation from their bank that a scheduled transfer for payment of the monthly instalment 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 60 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 give the Signatories 30-(thirty) days' written notice 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.

First person financially responsible: _____ ID NO: _____

Non-refundable, once-off enrolment fee payable upon notification of successful application: R5,950 per child.

Fees are calculated annually based on four academic quarters and the outline below will be subject to annual escalation. Enrolment of the learner at the School shall be ongoing from one school year to the next, until terminated as per the School's cancellation policy.

✓ *2027 Fees:*

- *Private Pre-school Tuition fees: R42,000 per annum payable monthly in advance, in 12 instalments of R3,500 each (Jan to Dec) due on the 1st day of each month.*
  - *Sibling discount: 10% per sibling may be granted, available on tuition fees only.*
- *Enhanced Curriculum fees (compulsory for all learners): R12,000 per annum payable monthly in advance, in 12 instalments of R1,000 each (Jan to Dec) due on the 1st day of each month.*
- *Annual educational supplies fee:*
  - *R2,450 annually for pre-school learners up to Grade RR*
  - *R2,750 annually for Grade R learners*
  - *R2,950 annually for Grade 1-3 learners*
- *Payable upon enrolment, covering class stationery, art & sensory materials, exercise/art journals, other educational/creative development supplies and textbooks/workbooks*
- *Excludes hygiene supplies to be provided termly for Junior Pre-school learners and twice a year for other learners.*
- *Branded school shirts and sunhat: R240 per item.*

✓ *2027 Optional Services - **INDICATE SELECTION**:*

- ☐ *Full Aftercare (5-days per week, until 5pm): R18,000 per annum payable monthly in advance in 12 monthly instalments of R1,500 each (January to December), due on the first day of each month.*
- ☐ *Late Aftercare (5-days per week, until 5.30pm): R21,600 per annum payable monthly in advance in 12 monthly instalments of R1,800 each (January to December), due on the first day of each month.*
- ☐ *Half Aftercare (5-days per week, until 3pm): R14,400 per annum payable monthly in advance in 12 monthly instalments of R1,200 each (January to December), due on the first day of each month.*
- ☐ *Early drop-off (at 7.20): free, provided it is arranged with the principal in writing, in advance.*
- ☐ *Holiday Club (8.00 - 13.00; one or two weeks per holiday): R550 per week or part thereof, payable before commencement of the service.*
- ☐ *Extra-mural lessons: refer to the School's Extra-mural Information (available on request).*

Parents undertake, upon request, to provide the School with confirmation in writing from their bank that a scheduled monthly transfer for payment of school fees is in place. Amounts due over and above the regular fees instalment must be settled monthly in advance.

The School selects the most appropriate and cost-effective educational supplies for the relevant delivery of their arts-infused curriculum, in order to enhance the pupil's learning experience. To help subsidise the cost of these resources in the upcoming academic year, an annual educational supplies fee, currently as indicated above, is payable with the last monthly fee instalment of the previous year, or upon enrolment.

Should a learner be absent for any period of time, fees for that period will still be payable.

Cancellation Policy:

- Should a learner be leaving the school, advance written notice via email of one academic quarter (3 months) is required.
- Cancellations/amendments pertaining to aftercare/extramural options: one month's written notice in advance, received via email, is required for changes to take effect.

INITIALS OF SIGNATORIES

DISCLOSURE OF EDUCATIONAL, DEVELOPMENTAL AND BEHAVIOURAL NEEDS

Parents are required, prior to enrolment, to disclose fully and honestly any information that may affect the learner's educational placement, development, behaviour, supervision or safety at school. This includes, but is not limited to, previous assessments, professional reports, diagnoses, recommendations for additional support, significant behavioural or emotional difficulties, incidents involving aggression or threats of harm, and any history of absconding or behaviour that may present a safety risk.

Parents must provide the school with copies of relevant reports and promptly inform management of any new assessments, recommendations or material changes in the learner's needs or circumstances during enrolment.

Failure to disclose relevant information, whether intentional or otherwise, may result in the school reviewing the learner's placement and, where appropriate, taking protective measures or terminating enrolment in accordance with the school's enrolment contract and applicable law.

SAFETY, BEHAVIOURAL CONCERNS AND TERMINATION OF ENROLMENT

1. School environment and capacity

The Parent/Guardian acknowledges that Capriccio Private School is a mainstream, independent preschool and primary school with specific staffing, facilities, resources and operational capabilities. The School is not a specialised educational, therapeutic or behavioural intervention facility and cannot guarantee that it will be able to accommodate every learner's individual educational, emotional, developmental or behavioural needs.

Enrolment does not constitute a commitment by the School to provide specialised support, individual supervision or therapeutic interventions beyond the reasonable scope of its available resources and expertise.

2. Disclosure of relevant information

The Parent/Guardian undertakes to disclose fully and honestly, both at the time of application and throughout the learner's enrolment, any information, assessments, reports, diagnoses, recommendations, behavioural concerns or other circumstances that may reasonably affect the learner's ability to participate safely and appropriately in the School environment.

The Parent/Guardian further undertakes to inform the School promptly of any material changes in the learner's circumstances or support requirements and to provide relevant professional reports and recommendations when reasonably requested.

Failure to disclose material information, or the provision of incomplete or misleading information, may constitute grounds for review or termination of enrolment.

3. Serious behavioural incidents and safety risks

The School reserves the right to take immediate protective action, including the immediate temporary suspension of a learner's attendance, where the learner's conduct, behaviour or circumstances give rise to a reasonable concern regarding the safety, physical well-being or emotional welfare of the learner, other learners, educators, staff members or any other person on the School premises or during a School-related activity.

Such circumstances may include, but are not limited to:

- Physical aggression, assault, intimidation or threatening behaviour towards another person.
- Expressed threats or actions indicating an intention to cause harm to oneself or others.
- Repeated attempts to leave the School premises without authorisation or other conduct placing the learner at risk of harm.
- Deliberate destruction of property or behaviour presenting a significant safety hazard.
- Behavioural or emotional episodes of such severity or intensity that they cannot reasonably be managed within the School's available staffing, facilities and resources.
- Repeated or escalating incidents that materially disrupt the learning environment or compromise the safety and well-being of the school community.

The School shall not be required to wait for an injury, actual physical harm or further serious incident to occur before taking reasonable protective action.

4. Immediate suspension and termination of enrolment

Where, in the reasonable assessment of School Management, a serious incident or an identified risk renders the continued attendance of a learner unsafe or beyond the reasonable capacity of the School to manage, School Management reserves the right to:

a) Immediately suspend the learner's attendance pending further consideration of the circumstances; and/or

b) Terminate the learner's enrolment and the Parent/School Enrolment Agreement with immediate effect, where the seriousness of the circumstances warrants such action and continued attendance cannot reasonably or safely be accommodated.

The decision shall be made by School Management, taking into consideration the nature and severity of the incident, the foreseeable risks, the learner's individual circumstances, the interests and safety of all affected persons, the support already provided and the School's reasonable capacity to manage the situation.

INITIALS OF SIGNATORIES

In circumstances involving an immediate or serious safety risk, the School shall not be obliged to permit the learner to continue attending while discussions, representations or any review process are pending.

The School shall communicate its decision and the reasons for it to the Parent/Guardian in writing as soon as reasonably practicable. The Parent/Guardian may be afforded an opportunity to provide relevant information or make representations, where appropriate and reasonably possible in the circumstances. Such representations shall not automatically suspend or reverse a protective measure or termination decision.

5. Management authority

The Parent/Guardian acknowledges and agrees that decisions concerning the safety and operational capacity of the School, including decisions to suspend attendance or terminate enrolment under this clause, fall within the authority of School Management.

The School's decision shall be based on the information reasonably available to it at the time and shall not require the agreement or consent of the Parent/Guardian before protective action is taken.

Nothing in this agreement limits the Parent/Guardian's rights under applicable law or excludes any lawful remedy available to either party.

6. Financial implications of termination

Where enrolment is terminated in terms of this clause due to serious behavioural concerns, safety risks or circumstances exceeding the reasonable capacity of the School:

a) The Parent/Guardian shall remain liable for all school fees, levies, charges and other amounts accrued and payable up to the effective date of termination.

b) Fees and charges already paid in respect of periods preceding the effective termination date shall not be refundable.

c) No refund shall be payable in respect of registration fees, enrolment fees, annual educational supplies fees or other non-refundable charges, subject to applicable law.

d) Any fees paid in advance for a period following the effective date of termination shall be dealt with in accordance with the applicable contractual terms and any mandatory legal requirements.

e) Termination under this clause shall not automatically release the Parent/Guardian from any outstanding financial obligations lawfully due to the School.

The Parent/Guardian acknowledges that the School incurs operational, staffing and administrative commitments in providing for an enrolled learner and that termination arising from serious safety or behavioural concerns does not automatically entitle the Parent/Guardian to a refund of all amounts paid.

7. Alternative educational placement

The Parent/Guardian acknowledges that, where the School determines that it can no longer reasonably or safely accommodate a learner's needs, responsibility for securing an appropriate alternative educational placement rests with the Parent/Guardian, subject to any applicable legal obligations.

The School may, at its discretion, provide reasonable assistance with the transfer of available academic records and relevant information to facilitate the learner's transition.

8. Acknowledgement

By signing this Enrolment Agreement, the Parent/Guardian confirms that they have read, understood and accepted the provisions of this clause and acknowledge the School's right and responsibility to take appropriate protective action where a learner's continued attendance presents a serious safety concern or exceeds the reasonable capacity of the School.

The Parent/Guardian further acknowledges that the School's duty to safeguard its learners, educators and staff, together with its responsibility to maintain a safe and functional learning environment, must be considered when determining whether continued enrolment is reasonably possible.

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, as well as all the arrangements outlined herein, and include the following documentation herewith:

INITIALS OF SIGNATORIES

- **a copy of both parents' identity documents**
- **my/our child's birth certificate**
- **my/our child's inoculation certificate**
- **my/our child's latest school report (if applicable) and relevant assessments**
- **existing professional recommendations (if any).**

SIGNED AT: _____ DATE: _____

SIGNATORIES: PARENT 1/LEGAL GUARDIAN: _____ PARENT 2: _____

This completed application, accompanied by the relevant supporting documentation, to be presented to the principal. One or more observation days at school may be set up at a nominal fee, which will form part of the application procedure.

Should the application be successful, you will be advised via email communication, at which point the enrolment fee becomes due and the enrolment 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 agreement. Upon payment of the enrolment fee, your child will be successfully enrolled and his/her placement confirmed.

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 (school owner)

CAPRICCIO
Private School

CAPRICCIO! ARTS POWERED SCHOOLS
Representing:
Capriccio! Arts Powered Pre-school EMIS no: 0100000466
Capriccio Arts Powered Preparatory EMIS no: 0100000692
Collectively referred to as Capriccio or Capriccio Private School.

Tel: (021) 551-7008
Email: info@caprischools.co.za
Website: www.caprischools.co.za
Facebook: https://www.facebook.com/caprischools
Instagram: https://www.instagram.com/caprischools
TikTok: https://www.tiktok.com/@caprischools