



Emmarentia,
2195
Phone
011 486 4779 Cell 082 928 4411
Email: admin@teddybearsmontessori.co.za

Account Structure 2023/24

Please fill in all grey blocks

I, _____, would like to make use of the following for my child, _____, as from (dd/mm/yy) _____.

PLEASE TICK ALL OPTIONS REQUIRED

School Hours	Excluding School Holidays & starting at 9am for 2 days per week plus Reg. fee R250 & one month's non refundable deposit is payable on acceptance of your child at TBM		Early start 7am & partial holiday care R250 registration fee plus one month's non refundable deposit to be upon acceptance of your child at TBM.
Add on Lunch & breakfast fee	R500 pm x 12	OR	R850 pm x 12
Half day until 12:00	R2700 pm x 12		R3250 pm x 12
¾ day until 3pm 15:00	R2950pm x 12		R3500 pm x 12
Full day until 16:30/17:30	R3250pm x 12		R3850 pm x 12

Please Note: Late Collections

Fines will be charged for any late collections will be charged at R5 per min.

PAYMENT OPTIONS

(Please Tick)	Up front per year – Full amount of year to be paid by 31 January (5% discount will apply) plus one month's non refundable deposit & non refundable registration fee of R250 per child.
(Please Tick)	Per Month – 12 months (Jan – Dec) plus one month's non refundable deposit & non refundable registration fee of R250 per child.

Monthly Fees:

Payment is due in advance by the 1st of every month. Late payment penalties will apply for payments after the due date.

I accept that should my child leave Teddy Bear's Montessori without the required full 3 months' notice, I shall be liable for the fees in lieu of notice. Furthermore, I accept that I will be liable for all debt collecting costs incurred.

N.B.: December is not classed as a notice month. Three (3) FULL school months are required as notice.

Any changes to any of the above, at any time, must be handed in to Teddy Bear's Montessori in writing for accounting purposes. Changes may not be made once the month has started. So, changes must be made before the 1st of the month. Should we ever go into lockdown & schools/ ECD are closed, school fees are still payable for that year as per normal, we will switch age appropriate online classes & home care packs if need be as was done in 2019.

CHANGES MADE TO INCLUDE SCHOOL HOLIDAYS ANYTIME DURING THE YEAR, PLEASE NOTE THAT YOU WOULD NEED TO BACKPAY THE SHORTFALL FROM JANUARY AS THIS IS A MONTHLY FEE.

I agree, acknowledge and adhere to the above rules as well as the regulations and information of Teddy Bear's Montessori.

Signature of Father		Signature of Mother		Date	
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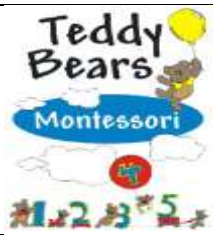


01 Judith Road,
Emmarentia,
2195
Phone
011 486 4779 Cell 082 928 4411
Email: info@teddybearsmontessori.co.za

Registration Form 2023/24

PLEASE COMPLETE ALL INFORMATION REQUIRED

te		Starting Date Required	
Child's Details			
Child's name and surname			
Date of Birth			
Gender		Language	
Nationality		Religion	
Physical Address			
Postal Address			
Name of previous school			
Background Details			
Does your child have any of the following:			
Vision problems. Please explain			
Vision problems. Please explain			
Vision problems. Please explain			
Do you have any concerns about any aspect of your child's development? Please attach all developmental reports.			
Does your child have any health problems we should be aware of? Please explain.			
Has your child had any serious accidents or operations? Explain.			
List other illnesses your child has had.			
Does your child have any allergies? If so, please describe.			
Is anyone in the family allergic to bee stings?			
Has your child ever been stung?		If yes, what was the reaction?	
Does your child take any regular medication? If so please list type, purpose and dosage.			
List any foods/drinks your child should not have and the reasons why.			
Any other concerns/habits/emotional issues/physical needs/fears, we should be aware of.			
Please sign below:		Date:	
I agree, acknowledge and adhere to the above rules as well as the regulations and information of Teddy Bear's Montessori.			
Signature of Father		Signature of Mother	Guardian
Please attach a copy of the following:		OFFICIAL USE ONLY	
Mother's ID	Account Structure	STARTING DATE	
Father's ID	Clinic Card	CLASS ALLOCATION	
Child's Birth Certificate	Immunization Form		



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School and Aftercare Indemnity Form

Please fill in all grey blocks

I, _____, the parent / legal guardian of, _____, DOB(dd/mm/yy)_____, hereby grant permission for him/her to participate in all the activities of Teddy Bears Montessori including sports, games plus any other activities which may arise out of school or in connection with the school day, as well as aftercare in the morning or afternoon.

I, _____, am also granting permission for, _____, to be escorted on foot off Number 01 Judith Road in the event of an emergency.

I accept that all reasonable precautions will be taken to ensure the safety of my child and that I shall be held responsible for the payment of medical and/or hospital accounts, where applicable, should an injury be sustained at the school.

I therefore undertake on behalf of myself, my Executors, my wife/husband and my child aforesaid to indemnify and absolve the Principal, helpers, workers, students and/or staff of Teddy Bears Montessori against and from any/or all claims whatsoever that may arise in connection with any loss or damage to the property or injury to the person of my child aforesaid in the course of any such activities.

I cede my powers as parent/guardian to the principal of the school or representatives should medical treatment/surgery be deemed necessary for my child. As far as I know he/she is in good health.

The person/s responsible should note the following: (Please state all aspects that the teaching staff should be aware of, eg: allergies, abnormal bleeding, epilepsy, bee sting reactions, etc.)

State: _____

Person fetching other than parents	Name:	Extra Contact other than parents, in case of emergency.	Name:
	Tel No:		Tel No:
Person fetching other than parents	Name:	Extra Contact other than parents, in case of emergency.	Name:
	Tel No:		Tel No:
Medical Aid Fund		Family Doctor	
Name of Fund		Name of Doctor	
Membership No.		Telephone No.	
Initials of member		Practice Address	
Mother / Guardian Details		Father / Guardian Details	
Name & Surname		Name & Surname	
Cell Number		Cell Number	
Home Tel. No.		Home Tel. No.	
Work Tel. No.		Work Tel. No.	
Email		Email	
Occupation		Occupation	
Place of work/ Name of Company		Place of work/ Name of Company	
I.D. Number		I.D. Number	
Home Address		Home Address	
Work Address		Work Address	

Website/Communicator

I hereby give permission to Teddy Bears Montessori to post photos of my child on the school’s website or communicator of any fun and exciting days or events the school offers eg Valentine’s Day, Spring Day, General Class Events, etc.

This indemnity shall remain in force for the full duration of my child’s enrollment at Teddy Bears Montessori. I further undertake to furnish the school immediately with the relevant information should any of the above or any other details alter.

Please sign below:

Date:

Signature of Father	Signature of Mother	Signature of Guardian

- 1) Teddy Bears Montessori Nursery School is a non – denominational, English medium, Montessori Pre School.
- 2) A Non refundable Registration fee of R250 is payable on application to the secretary, or by direct deposit: Teddy Bears Montessori Acc: FNB 62133470427 Melville Branch). **Please state your child’s name and new app as a reference.**
- 3) Your child’s name will be placed on our waiting list. AS soon as space becomes available, you may be called **for a second interview**. After a successful interview, a placement fee/ non refundable deposit equivalent to one month’s school fees is payable on acceptance of your child to the school.
- 4) Should your child be accepted into our school, you will be required to sign a Service Agreement.
- 5) School fees are payable within the first 10 days of the start of each term, or at the beginning of each month over 12 months. The full school fees must be paid at the start of the first and last term of attendance.

This application for enrolment will not be accepted unless all information required is provided and it is signed in full. Please consult our website: www.teddybearsmontessori.co.za and familiarize yourself with our school philosophy, enrolment procedure, health policy, child protection policy, My School card application and other necessary school information.

FOR OFFICE USE ONLY

Birth certificate		Non refundable Registration R250		Class	
Immunization records		Placement fee non refundable equivalent to one month’s school fees		Parent 2 nd Interview	
Welcome letter		Entrance date		Exit date	
Parent induction		Child induction days		Credit Check with TPN	
Gate code		TBM account No.		Parent handbook, policies, School rules	

