

## Application for Admission to the MUTUALPARK GREENS'COOL

### Eligibility for Admission:

The children of all permanent staff, contract workers and tenants of the Old Mutual Group who have their place of work at **MUTUALPARK ONLY**, are eligible for enrolment at Greens'cool Early Learning Centre.

Where the parent is not the biological parent or legal guardian of the child, the child will not qualify for admission to the day-care centre. In cases where the child has a legal guardian, documentary proof to this effect must be submitted prior to enrolment being approved.

The parent/Legal Guardian must sign the Terms and Conditions of Greens'cool in order for the admission to become effective. Greens'cool reserves the right to amend, change or update the Terms and Conditions unilaterally. Parents who refuse to sign the Terms and Conditions may be requested to remove their children from the Greens'cool.

### Confirmation of Childs Attendance Form:

Please complete the attached "Confirmation of Childs Attendance" as well as the Registration Form. This form, together with proof of R200 deposit can either be faxed(5096893), emailed to ([principal@omgreenscool.co.za](mailto:principal@omgreenscool.co.za)) or hand delivered to the school. Please call (509 6735) for any enquiries.

### Deposit:

A deposit of R200 per child is required for registration at the Greens'cool Day Care Centre. This deposit secures the next available space.

### Terms and Conditions of Attendance:

A set of Terms & Conditions, which will include the school rules/ policy and procedures, will be handed out to parents.

### Confirmation of Childs Attendance Form, Deposit, Terms and Conditions of Attendance:

The Day Care Centre requires the above, together with the following documentation (where possible now but before the first day of school):

- A copy of yours child's birth certificate
- A copy of their clinic card indicating all immunizations
- A progress of report from a previous school where applicable

### GREENS'COOL Fees:

The fees for the year have currently been set for R1500 (2011) per baby or child per month. Old Mutual Permanent Staff will have fees deducted directly off of their salary. All temporary or contracts will need to complete a debit order form.

### Non - Acceptance of Offer:

Should you change your mind in sending your child to the Greens'cool Day Care Centre or wish to remove your child from the daycare centre, we require 30 days notice or 1 month's fees in lieu of notice. Please notify us in writing via email ([principal@omgreenscool.co.za](mailto:principal@omgreenscool.co.za))

### Old Mutual Banking Details:

Account Holder: OMLAC (SA) Ltd Shared Services Centre  
Bank: Nedbank  
Account Number: 1073254534  
Branch Code: 104709 (Pinelands)

### Please ensure you include your reference on your deposit slip as per example:

Ref: GREENS'COOL – and **YOUR** staff code

We look forward to having your child as part of the new Greenscool Day Care Centre.

## REGISTRATION FORM

- **A separate registration form must be completed for each child.**
- This form is to be completed by the child's parent /legal guardian
- **All information is held in the strictest confidence.**

### **Section 1:**

#### CHILD'S DETAILS

Surname: .....	First Names: .....
ID Number: .....	
Date of Birth: .....	Gender: ..... Religion: .....
Home Language: .....	
Number of children in family:.....	Child lives with: .....
Major dislikes.....	
Allergies.....	
Medication.....	
Other Information: .....	
.....	

#### PARENTS /LEGAL GUARDIAN DETAILS

<u>Old Mutual Employee</u>	<u>Other Parent / Legal Guardian</u>
Surname: .....	Surname: .....
First Name: .....	First Name: .....
Relation to child: .....	Relation to child: .....
ID Number: .....	ID Number: .....
Staff Code: .....	Occupation: .....
Business Unit: .....	Employer: .....
Ext: .....	Tel No: .....
Cell Number: .....	Cell Number: .....
Marital Status: .....	Marital Status: .....
Email: .....	Email: .....

#### HOME ADDRESS

Street: .....
Suburb: .....
Postal Code: .....

<u>Medical Aid Details</u>	
Scheme.....	Number: .....
Doctor: .....	Telephone: .....

3rd party contact – In case of an emergency, other than parents, who can be contacted /permitted to remove the child from the centre:  
**UNLESS NOTIFIED IN WRITING, NO OTHER PERSON WILL BE ALLOWED TO REMOVE A CHILD FROM THE PREMISES**

<u>Contact 1</u> Name & Surname: ..... Relationship: ..... Address: ..... Suburb: ..... Contact Numbers: (w)..... (h) ..... (c) .....	<u>Contact 2</u> Name & Surname: ..... Relationship: ..... Address: ..... Suburb: ..... Contact Numbers: (w)..... (h) ..... (c) .....
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**Section 2**

The information requested in this section may come across as very personal, the reason being, the more we know about your child the better we are able to assist him/her with his/her personal growth and self confidence.

Is your child adopted/Stepchild:..... Do you have any other adopted / stepchildren:..... Names & ages of siblings in family: ..... Family interests and / or hobbies ..... Do you have a family history of diagnosed learning behaviours, e.g.: Hyperactivity (ADHD) Learning barriers? Yes/No: If yes, please explain: ..... ..... Has he/she ever been assessed by a: Psychologist: ..... Occupational Therapist: ..... Speech Therapist: ..... Other: ..... Does your child ever: Stammer: ..... Lisp: ..... Stutter: ..... Use baby language: ..... Has your child been for an eye test ..... If yes, how long ago? ..... Were there any problems? ..... Has your child ever had his/her hearing tested? ..... If yes, how long ago? ..... Were there any problems? .....
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SCHOOL HISTORY

Present / previous day care facility: ..... No. of years at previous facility / playgroup: .....Was he / she happy? ..... If not, please explain: .....
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Any other information of which the Day Care Centre should be made aware of which will assist both the child and the school to progress into a trustworthy relationship for the child, including any medical condition, personal circumstances. Confidentiality will be maintained.

.....  
.....  
.....

I, \_\_\_\_\_ declare that all information given to be true.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature

The onus is on the parents/legal guardian to inform the school of any changes to the registration form.

Please don't forget to attach your deposit slip with Greens'cool, your initial, surname and staff code as reference, to your registration form in order to secure your child's place.

The banking details are as follows:

**Account Holder: OMLAC (SA) Ltd Shared Services Centre**  
**Bank: Nedbank**  
**Account Number: 1073254534**  
**Branch Code: 104709 (Pinelands)**

## Childs Attendance Date Request Form

Please return this form together with proof of deposit of R200 per child in order to secure a place for your child (ren). This will secure a space on the waiting list should there be no availability.

### Request date of attendance

I hereby request that my child .....can start at GREENS'COOL  
on \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_.

### Deposit

I enclose proof of deposit (of R200 per child) to confirm my acceptance on the understanding that this amount will be retained by

This deposit secures the next available place for your child. Should an age group be full, the child will be placed on a waiting list.

### Documentation Required

Please ensure that the following are handed in at the school reception or emailed to the :  
principal@omgreenscool.co.za.

- Confirmation of Child's Attendance
- Registration Form (1 per child)
- Proof of deposit
- Copy of Birth Certificate
- Copy of Vaccination Card
- Recent copy of progress report – (where applicable)

## INDEMNITY FORM

The Greens'cool Early Learning Centre and its Principal and staff will, where it is in their control to do so, take all necessary, appropriate and reasonable care to ensure the safety of your child while in their custody and under their supervision as a pupil at the school.

This includes being a participant in the educational excursions / functions / outings or as a participant in the Early Learning Centre's Daily Programme.

It should however be understood that where it is not in the school's control a parent will indemnify Greens'cool Early Learning Centre and its Principal and staff from any damage (including damage to property), injury or loss suffered by the child, while the child is in their care, as a pupil at the school.

### INDEMNITY UNDERTAKING BY PARENT/LEGAL GUARDIAN

1. I accept that the staff of the Greens'cool Early Learning Centre will take all necessary, appropriate and reasonable care to ensure the safety of my child.

NAME & SURNAME OF CHILD \_\_\_\_\_ DOB: \_\_\_\_\_

2. I indemnify the staff of the Greens'cool Early Learning Centre against any claims by me, or any third parties, arising from circumstances beyond the control of Greens'cool Early Learning Centre and its staff and will not hold the school liable for any damage, injury or loss sustained by my child, whilst my child is in their care.

#### Parent 1/Legal Guardian

(Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Date: \_\_\_\_\_

#### Parent 2/Witness

(Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Date: \_\_\_\_\_