

# Kabouterland



<b>Details of child / Besonderhede van kind</b>	
Full name / Volle naam ..... Surname / Van .....	Nickname / Noemnaam ..... Date of birth / Geboortedatum .....
Children illnesses / Kindersiektes .....	Allergies / Allergieë .....

<b>Details of parents / Besonderhede van kind</b>	
<b>Father / Vader</b> Name & Surname / Naam & Van ..... Identity number / Identiteitsnommer ..... Home Language / Huistaal ..... Home address / Huisadres ..... ..... Cellphone number / Selfoonnommer ..... Other contact number / Ander kontaknommer ..... Occupation / Beroep ..... Work telephone number / Werk telefoonnommer ..... Email address (in print) / Eposadres (in drukskrif) .....	<b>Mother / Moeder</b> Name & Surname / Naam & Van ..... Identity number / Identiteitsnommer ..... Home Language / Huistaal ..... Home address / Huisadres ..... ..... Cellphone number / Selfoonnommer ..... Other contact number / Ander kontaknommer ..... Occupation / Beroep ..... Work telephone number / Werk telefoonnommer ..... Email address (in print) / Eposadres (in drukskrif) .....

<b>Type of care required (please ✓) / Tipe sorg wat benodig word (✓ asseblief)</b>			
Full day / Voldag .....	Half day until 12:15 / Halfdag tot 12:15 .....	Half day until 14:15 / Halfdag tot 14:15 .....	Aftercare / Nasorg .....

<b>Starting date at Kabouterland / Aanvangsdatum by Kabouterland</b>
.....

<b>Who will drop your child off at school /            Wie laai u kind af by die skool</b> .....	<b>Wil u gebruik maak van ons busdiens / Would you            like to make use of our bus service?</b> Ja / Yes - Nee / No
---	---

<b>Alternative contact person / Alternatiewe kontakpersoon</b>	
<b>Name / Naam</b> .....	<b>Number / Nommer</b> .....

<b>House doctor / Huisdokter</b>	
<b>Name / Naam</b> .....	<b>Number / Nommer</b> .....

Initial / Parafeer:      Mother / Moeder: .....      Father / Vader: .....      Kabouterland: .....

**Inentings op datum? / Vaccinations up to date?**

Ja / Yes - Nee /No

**Media toestemming / Media permission**

My kind mag / mag nie op foto's en/of video's verskyn

My child may / may not appear on photos and/or videos

Ander / Other .....

**Finance: To whom does the account need to be sent / Finansies: Na wie word die rekening aangestuur**

Name / Naam: .....

Email address / Eposadres: .....

I / we, the undersigned, hereby confirm that all details provided are correct. I also undertake to inform Kabouterland should my personal information change.

Ek / ons, die ondergetekendes, bevestig hiermee dat alle inligting verskaf, volledig en korrek is. Ek / ons onderneem ook om Kabouterland in te lig indien enige inligting verander.

**Initial / Parafeer:** Mother / Moeder: ..... Father / Vader: ..... Kabouterland: .....



**TERMS AND CONDITIONS**

<p><b>1. Operational Hours</b></p>	<ul style="list-style-type: none"> <li>● The school is open from 07h00 until 17h30.</li> <li>● A waiting class is available from 06h40 until 07h00 at a fee of R250.00 per month regardless how many days you will make use of it.</li> <li>● A penalty fee of R50.00 (Fifty rand) will be levied for every fifteen (15) minutes or part thereof when a child is collected late, after 17h30. In addition to the above penalty, a further R30.00 (thirty rand) penalty per fifteen (15) minutes or part thereof will be payable for collection after 18h00. (i.e., R100.00 + R30.00 if collected at 18h10).</li> </ul>
<p><b>2. The following fees are payable</b></p>	<ul style="list-style-type: none"> <li>● A non-refundable registration fee of R2500.00 per child.</li> <li>● Full day care R5200.00 per month x 12 months per year.</li> <li>● Morning care until 12:00 – R3400.00 per month x 12 months per year.</li> <li>● Half day care until 14:15 – R4450.00 per month x 12 months per year.</li> <li>● After care from 12:30 - 17:30. R2100.00 per month x 12 months per year.</li> <li>● Morning care R80.00 per morning during school holidays. <b>(Aftercare children only)</b> We keep a register of the days the children come during the holidays. The number of days x R80 per morning will be allocated to your next account.</li> <li>● Fees must be paid in advance before or on the 7th of each month.</li> <li>● Fees are due every month regardless of the number of days the child attends Kabouterland.</li> <li>● Fees are payable in cash or via electronic transfer.</li> <li>● Interest will be charged at prime rate on all accounts outstanding after the 10<sup>th</sup> of each specific month.</li> <li>● If an account is outstanding more than 60 days, the child will not be allowed back at school for the next calendar month before the amount is settled in full.</li> <li>● Fees will increase on the 1<sup>st</sup> of January of each year.</li> </ul>
<p><b>3. Termination of enrolment</b></p>	<ul style="list-style-type: none"> <li>● Kabouterland requires one (1) calendar month's written notice for termination of enrolment.</li> <li>● A full month's fees are payable even if your child leaves during the month.</li> <li>● Any notice given on the first day of October or November will not exempt you from the liability of paying December fees. If a child has attended Kabouterland for nine (9) months, the December fees are compulsory.</li> <li>● The Head of Kabouterland uses her own discretion for the right of admission or further attendance. If a child has been requested to leave Kabouterland, then a full month's fees are payable.</li> </ul>
<p><b>4. Medical</b></p>	<ul style="list-style-type: none"> <li>● The Head of Kabouterland or any other member of staff is not responsible for injury or damage due to accidents or any other mishaps during the entire period of attendance.</li> <li>● All reasonable precautions will be taken to ensure the safety and welfare of the children, however, should any damage or injury be suffered or sustained by my child, I (parent, legal guardian, primary care giver) shall be liable for payment of all medical and/or hospital accounts relating to the damage/injury. I hereby expressly waive any claim and indemnify Kabouterland against any claim whatsoever in respect of any such damage and/or injury.</li> <li>● I hereby give permission for my child to be taken to a doctor or hospital in the event of an emergency.</li> <li>● It is my obligation as a parent to let the school know if my child has any infectious disease which can have an impact on any other child's life.</li> <li>● I/we assure Kabouterland that my/our child will be vaccinated and will provide the necessary proof when requested.</li> </ul>
<p><b>5. General</b></p>	<ul style="list-style-type: none"> <li>● Kabouterland is responsible only to the person who signs this form concerning any matter relative to the child.</li> <li>● No responsibility will be accepted for clothes and/or any other items that have not been properly labelled.</li> <li>● Toys and personal belongings may not be brought to Kabouterland without prior arrangement with the Head of Kabouterland and/or the staff of Kabouterland.</li> <li>● It is my sole responsibility to notify Kabouterland if, for some reason, my child will not be attending Kabouterland for that day, alternatively for a certain period.</li> <li>● I hereby give my permission that my child/children may go on an outing as arranged by Kabouterland's staff and I accept that the staff of Kabouterland will take all reasonable steps to always ensure my child's/children's safety.</li> <li>● I will, however, be notified prior to any outings which are planned. Should my child/children however be injured due to an accident during the transportation of my child/children to such an outing, alternatively during such an outing, I hereby expressly waive any claim against Kabouterland and indemnify Kabouterland against any claim of whatsoever nature in respect of any such damage or injury to my child/children.</li> <li>● I hereby accept also to pay all medical and/or hospital accounts relating to such damage and/or injury.</li> <li>● It is my sole responsibility to advise Kabouterland in writing, should there be a change in address, telephone numbers and any personal details within 7 days of such an occurrence.</li> <li>● In the event of me not adhering to any of the terms and conditions as contained herein, I agree to pay all attorney and client costs for collection of my debts.</li> <li>● I undertake to read all correspondence from Kabouterland and the Head of Kabouterland will place all correspondence on the notice board for my convenience.</li> <li>● I hereby give my consent that my child/children may play on the jungle gym and other play operators which Kabouterland may use.</li> </ul>

**Initial / Parafeer:**      Mother / Moeder: ..... Father / Vader: ..... Kabouterland: .....

**6. POPIA**

- By consenting to the terms of this form, I / we hereby authorize Kabouterland to voluntarily process my / our personal information, as well as that of my / our child (i.e.: names, street address, telephone numbers and any other information which you provide to the school) In addition, I / we hereby take note that Kabouterland collect and process personal information for the proper functioning, management and control of the school.
- The type of information that will be processed will depend on the purpose for which it is collected and will also be used only for that purpose.
- The processing of information includes: the reception & organization regarding normal school activities, secure storage of all data, modification, consultation and use, the sharing of data with relevant teachers, accountants and administrative officers, the destruction of information in a secure manner.
- The personal information may only be processed if processing is in accordance with the relevant provisions of POPIA. The purpose of the processing of information must be related to an activity of the school.
- As set out in section 11 of POPIA, personal information may only be processed in the following circumstances:
  - If the parent, or legal guardian, consents to processing on behalf of a child.
  - If processing is necessary for the performance of obligations arising from the conclusion or performance of a contract in which the parent or child is a party.
  - If processing complies with a duty imposed on the school by law.
  - If processing protects a legitimate interest of the child.
  - If processing is necessary for the exercise of a public legal duty.
  - If processing is necessary to act in the school's legitimate interest.
- You have the following rights:
  - You have the right to know what information is being held, how it will be used and when the school will make it public. All aforementioned information is contained in Kabouterland's Privacy Policy and our privacy policy which is available on our website ([www.kabouterland.co.za](http://www.kabouterland.co.za)) or at the office.
  - You have the right to correct your details. The school will try to keep your information up to date. However, if any of your details change, please let us know so that we can adjust our records to keep them as accurate as possible.
  - You have the right to withdraw your consent at any time. Your withdrawal must be in writing and addressed to the information officer of Kabouterland (Anneke Le Grange at [admin@kabouterland.co.za](mailto:admin@kabouterland.co.za)) Withdrawal of permission to process personal information is not retroactive and will therefore not affect the previous or existing use of your information.
- I / we give permission to receive the following information:
  - By signing this form, I / we give permission for my / our information to be processed for school purposes and I / we understand that by giving permission, I / we agree to receive communication in the form of emails and WhatsApp from the school. I / we have the right to leave the school's WhatsApp groups, should I / we so choose. By not leaving the WhatsApp groups, we accept that you give permission to be part of the group (s) and that your contact details are available to everyone who is part of the group. So, make sure you do not include your full names and surname on your WhatsApp profile. It protects your identity better. Note: Kabouterland's main communication is by means of WhatsApp groups and emails. If you leave the WhatsApp groups, there is a chance that you may miss important information.
- I / we give permission for Kabouterland to use photos / images / videos of me / our child as part of the following:
  - activities / projects in the classroom setting
  - an example project on advertisements created by the school for e.g., organising fairs / concerts, etc.
  - the school's web pages, your child's relevant class WhatsApp group and social media platforms (namely: Facebook and Instagram)
- By granting permission for the use of photographs / images, I / we understand that the school can use it for purposes such as celebrating achievements / sharing class activities as the school / management deems fit.
- I / we also understand that although Kabouterland may use the photos / footage, they will not use any personal identifiable information other than names and surnames (e.g., recording and making of concert videos)
- I / We sign this form with the knowledge that any photos published on the school's website can be obtained and reproduced by any organizations and therefore I / we indemnify the school from any liability that may arise from the use of photos / footage / videos of my / our child(ren).
- I / We also understand that there are potential dangers in publishing photos / images and videos on a website, as worldwide access to the internet makes it impossible to control who has access to the

**POPIA continued**

**Initial / Parafeer:** Mother / Moeder: ..... Father / Vader: ..... Kabouterland: .....

	<p>information. I / we also understand that I / we can withdraw our consent at any time by communicating it in writing to the information officer of the school (admin@kabouterland.co.za)</p> <ul style="list-style-type: none"> <li>● The information in this document regarding POPIA goes hand in hand with our complete document which deals with the Policy of Protection of Personal Information available on our website (www.kabouterland.co.za)</li> </ul>
<p><b>Indemnity</b></p>	<p><b>The children make use of educational and play equipment at Kabouterland and although the children are constantly supervised, it would be appreciated if you would sign the Indemnity, as set out below.</b></p> <p><b>The parent / legal guardian / primary caregiver hereby agrees:</b></p> <ul style="list-style-type: none"> <li>● To pay the required fees regularly and timeously, failing which my child / children will be denied access to Kabouterland.</li> <li>● To accept and abide by the terms and conditions with which I declare myself fully acquainted as I have been given a copy thereof.</li> <li>● To give my consent for my child/children to be seen by any doctor in case of any emergency.</li> <li>● That the head of Kabouterland or in her absence, any other responsible person connected with Kabouterland, after all reasonable effort to contact me has proved unsuccessful, may give the required permission and sign the necessary written consent for my child / children to be subjected to surgery or any other medical treatment, provided that this will be executed on the advice and under the supervision of a medical of a medical doctor. I also agree to accept responsibility for such costs.</li> <li>● To let Kabouterland know, should my child have any contagious / life-threatening illnesses.</li> <li>● That while the person in charge of Kabouterland will care for my child / children to the best of their ability, neither they nor any person connected to Kabouterland, will accept any liability for any claims arising from any accident or injury happening to my child / children while in the care of Kabouterland's Head, or any other caregiver and/or employee and in my capacity as parent/legal guardian/primary caregiver of the child/children, as I expressly indemnify the head of Kabouterland of such persons against any claim which may arise or be instituted.</li> <li>● To ensure that my child/children has been properly immunised and will supply proof of this to Kabouterland upon request thereof.</li> </ul> <p>Kabouterland undertakes that all reasonable precaution will be taken to ensure the safety and welfare of my child / children.</p>

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

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Witness: \_\_\_\_\_ On behalf of Kabouterland \_\_\_\_\_

**Initial / Parafeer:** Mother / Moeder: ..... Father / Vader: ..... Kabouterland: .....

# Kabouterland



## Payment Agreement 2025

Please complete the form and send back to school.

Name and Surname (All children enrolled in Kabouterland)	Attendance Morning until 12h00 / Half day until 14h15 / Full day until 17h30
1.	
2.	
3.	

**Email address to which invoices should be sent:**

Cell phone number - Legal guardian 1

Name:

Number:

Cell phone number - Legal guardian 2

Name:

Number:

### Choice of payment method 2025

(Mark with an X)

A once-off payment for the year (per child)  
(Morning until 12h00 - R40800; Half day until 14h15 - R53400;  
Full day until - R62400)

12 Monthly payments (1 January until 1 December) per child  
(Morning until 12h00- R3400 p/m; Half day until 14H15 -  
R4450 p/m, Full day until 17:30 - R5200 p/m)

**Please note: The school fees are payable in advance, thus before or on the 7<sup>th</sup> of each month for that specific month.**

**Initial / Parafeer:**    Mother / Moeder: .....    Father / Vader: .....    Kabouterland: .....

**Terms and Conditions:**

- A non-refundable registration fee of R2500.00 per child.
- Full day care R5200.00 per month x 12 months per year.
- Morning care until 12:00 (lunch not included) R3400.00 per month x 12 months per year.
- Half day care until 14:15 (lunch included) R4450 per month x 12 months per year.
- After care from 12:30 - 17:30. R2100.00 per month x 12 months per year.
- Morning care R80.00 per morning during school holidays. (Aftercare children only) We keep a register of the days the children come during the holidays. The number of days x R80 per morning will be allocated to your next account.
- Fees must be paid in advance before or on the 7th of each month.
- Fees are due every month regardless of the number of days the child attends Kabouterland.
- Fees are payable in cash or via electronic transfer.
- A penalty will be charged on all accounts outstanding after the 10<sup>th</sup> of the specific month.
- If an account is outstanding more than 60 days, the child will not be allowed back at school for the next calendar month before the amount is settled in full.
- Fees will increase on 1 January each year.

By signing this document, we accept the above terms and undertake to pay the fees promptly as indicated above.

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

\_\_\_\_\_  
SIGNED - FATHER / LEGAL GUARDIAN

\_\_\_\_\_  
SIGNED - MOTHER / LEGAL GUARDIAN