



KAY-DEE EDUCARE CENTRE CC

(Registration No: 1996/008545/23)
Registered Address: 1 Richmond Road, Mowbray 7700
Business Address: Hillpark Lane, Mowbray 7700
Telephone: (021) 689 9615
Direct Fax: 086 561 9556 / Cell No: 082 890 0555
Email: kaydee@kaydee.co.za
Website: www.kaydee.co.za



REGISTRATION FORM AFTERSCHOOL

Please complete below to ensure confirmation of booking a place for your child. Please print clearly.

Name/s and Surname of Child: _____ Gender: ____ (M / F)

Date of Birth of Child: ____ (dd) ____ (mm) ____ (yyyy) Age of Child: ____ (years) ____ (months)

Name and Surname of Mother: _____

Contact details: Home: _____ Work: _____ Cell: _____

Email address: _____

Name and Surname of Father: _____

Contact details: Home: _____ Work: _____ Cell: _____

Email address: _____

Name and Surname of Guardian: _____

Contact details: Home: _____ Work: _____ Cell: _____

Email address: _____

Please send an email to clarify the above mentioned email addresses. Please use your child's name and surname as reference.

DATE REGISTRATION / ENROLMENT SUBMITTED:	DATE OF COMMENCEMENT:

Where did you get to hear about Kay-Dee Educare Centre?

- | | |
|---|--|
| <input type="checkbox"/> Kay-Dee billboard | <input type="checkbox"/> Word of mouth (please specify name) _____ |
| <input type="checkbox"/> Kay-Dee website | <input type="checkbox"/> Internet search (e.g. Google, please specify) _____ |
| <input type="checkbox"/> Kidz World website | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Yellow Pages website | <input type="checkbox"/> Connecting Kidz website |

We will contact you regarding our registration / application procedure soon and thank you for entrusting the development of your child to Kay-Dee Educare.

Kind Regards

ODETTE LEACH
PRINCIPAL / OWNER
KAY-DEE EDUCARE CENTRE CC



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1. REGISTRATION / ENROLMENT REQUIREMENTS

Please indicate your requirements below:

- ☐ AFTERSCHOOL CARE (inclusive of school holidays)
- ☐ AFTERSCHOOL CARE (school term only)
- ☐ CASUAL / PART TIME – (3 days per week or more)

2. REGISTRATION / ENROLMENT

- 2.1 A registration / enrolment fee in the amount of R650.00 (six hundred and fifty rand) shall be payable to the school on the same day as registration / enrolment. The said registration / enrolment fee is **not refundable** under any circumstances whatsoever.
- 2.2 Where more than one child is enrolled, an additional R350.00 (three hundred and fifty rand) shall be added to the registration / enrolment fee, for each additional child.
- 2.3 The registration / enrolment fee may be paid in cash (at the office only), EFT bank transfer, direct and/or cardless bank deposit (once-off only) and proof of payment to be handed in with your registration / enrolment form or emailed to kaydee@kaydee.co.za with your child's name and surname listed as a reference.
- 2.3.1 When a cash / cardless deposit is made to Kay-Dee Educare's bank account, the bank charges for these transactions will be added onto their child's account.
- 2.4 Acceptance / rejection of the registration / enrolment will be communicated to the parents via email.
- 2.5 Once the registration / enrolment form has been signed and a place allocated to the child, the contract and medical forms must be completed and the first month's fees paid for in advance ("upfront"), within one (1) month of acceptance, or Kay-Dee Educare will give the parents adequate notice that it intends to terminate the registration / enrolment application.
- 2.6 Invoices will be sent on the first (1st) of every month via the Accounting System and Statements will only be sent on and/or before the seven (7th) on each month.
- 2.7 **Banking details:**

Account Name: Kay-Dee Educare Centre CC
Bank: ABSA
Type: Cheque / Current
Account Number: 100 778 1284
Branch code: 632 005
Reference: Name & Surname of child being enrolled



Send proof of payment to: kaydee@kaydee.co.za

3. COMPULSORY DOCUMENTATION REQUIRED TO ACCOMPANY YOUR CHILD'S REGISTRATION

(preferably certified copies)

(An affidavit is required if two (2) single parents are living apart and/or together, stating which parent is responsible for fees.
All documents are required from both parents.)

- 3.1 Recent photograph of the child (do not send via email - **by hand** only)
- 3.2 Any assessments made by doctors, psychologists, etc. (if applicable)
- 3.3 Copy of the child's birth certificate and/or passport (if a foreigner)





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- 3.4 Copies of both parents (mother and father) / guardian's identity document and/or passport (if a foreigner)
 - 3.5 Permits for foreigners, such as study permits, work permits, etc.
 - 3.6 Proof of residential address not older than 2 months
 - 3.6.1 If parents are divorced and/or separated, proof of residential address of both parents is to be submitted
 - 3.6.2 Proof of residential address must be in the form of a Lease agreement, Telkom account, Bank statement, etc.
 - 3.7 Proof of both parents / guardian's current employment / student status (e.g. letter from employer / university / college on company / university / college letterhead confirming employment / student status. This must include either party's period of employment / student status, position held and proof of income and/or confirmation of study course and duration thereof)
 - 3.7.1 If either parent / guardian is self-employed or owns their own business, an affidavit is required stating the business name, address and business registration number
 - 3.8 If there is a change in the person responsible for the child's afterschool fees payment, an addendum must be handed in for record purposes (section 6 on page 6 of contract form), together with an affidavit from the new responsible party
 - 3.9 Parents are to provide a consent form to give consent to enrol their child if the person enrolling is not a legal guardian

4. COMPULSORY DOCUMENTATION TO BE COMPLETED WHEN HANDING IN YOUR REGISTRATION FORM

(along with registration / enrolment fees and/or foreigners deposit (if applicable) before acceptance of child)

- 4.1 Kay-Dee afterschool contract form (to be completed within three (3) days of registration / enrolment)
- 4.2 Kay-Dee afterschool medical form (to be completed in full within one (1) week of registration / enrolment)
- 4.3 All documents are required from the guardian if the child is not living with his/her biological parents



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NOTES:

1. This registration / enrolment form will form part of the contractual arrangement between Kay-Dee Educare and the Parent(s) / Guardian.
2. Once the registration / enrolment form and all other relevant documents (see pages 2 & 3) are handed in, only then will the contract form be handed to the Parent(s) / Guardian to complete the contractual agreement between the parties. We require the contract form to be returned within three (3) days which is to be handed into the office. Failure to do so will result in a penalty fine of R200.00 and possible suspension of your child.

For OFFICE USE only:

Receipt no for registration / enrolment fee paid: _____

Date registration / enrolment fee was paid: _____

REGISTRATION / ENROLMENT APPROVED:	REGISTRATION / ENROLMENT NOT APPROVED:
Date: _____ Signature: _____	Date: _____ Signature: _____

NOTES:
