



Application for Admission
BABY AND TODDLER CENTRE

- Submission of this form to the school does not imply acceptance of your child into the school.
- Incomplete forms will not be processed.
- An interview with the parents/guardians is mandatory.
- **This form MUST be accompanied by:**

A certified copy of your child's birth certificate.	
A recent head and shoulders/passport type individual photograph.	
A certified copy of the child's vaccination record	
Certified copy(ies) of parents / guardians' ID	
Where parents hold custodial responsibility but are not responsible for fees, the ID of the person responsible for fees must also be submitted.	
Parents/guardians and any other person responsible for fees payment must all sign this document.	
Non S.A. residents must supply all relevant permits/documents showing right to education access in RSA.	

Parent/Guardian details			
Full name:			
Daytime contact numbers:			
Email address:			
Full name:			
Daytime contact numbers:			
Email address:			
Baby/Toddler details:			
Full name:		Date of birth:	
Specify full day or half day			
Specify starting date requested			

FOR OFFICE USE ONLY	
Initial Checks	
All relevant places signed	
All relevant documents attached	
Administration approval route	
Admissions	
Principal	
Bursar (credit check)	
Administration post acceptance route	

Full day or half day	
Starting date	
Age group	
Provisional acceptance sent	

INSTRUCTIONS AND INFORMATION:

Thank you for your enquiry for admission to The King’s School Baby and Toddler Centre.

We have designed a document that is intended to avoid, as far as possible, constant repetition of details to be filled in. In the interests of a relationship that is based on full disclosure, therefore, we include some key ethos and values for you and ask that you acknowledge such under signature.

There are also policies that need not fall under signature yet they are vital regarding full understanding of who and what we are and the parameters under which we operate. They are available through the web site www.kslp.org.za and in printed form in the school administration office. We recommend that you refer to some or all policies in the decision that lies ahead, and caution that part of your acknowledged responsibility is to remain current with changes and growth and additions and removals of policies. .

It is worth emphasising that incomplete forms will not be processed. This includes all supporting documentation such as school reports, photographs, certificates and ID documents as relevant. It also means that all necessary signatures need to have been done. Administration personnel will contact you if possible if there are gaps, but no interview may take place unless everything is complete.

Please do not hesitate to speak to us if you are in doubt as to what to do in any section – we are most anxious to assist where we can. Key Contact Personnel:

Reception: 087 805 6990

Nicky Fuller – Student Affairs / Admissions: admissions@kslp.org.za Alison

Jacobs – Secretary / Admissions: admin@kslp.org.za

God’s blessings

Terry Currin
Principal

BABY / TODDLER INFORMATION:

<i>Basic Details of Child</i>							
FIRST NAMES:				SURNAME:			
BIRTH DATE:		Day:	Month:	Year:	AGE:		
HOME LANGUAGE:				GENDER: Male or Female:			

STREET ADDRESS:			
POSTAL ADDRESS:			
CITIZENSHIP:		PASSPORT No. (if not S.A.):	

FAMILY INFORMATION:

FAMILY MAKE-UP:					
Name of siblings		Age	Gender	Current school	Also applying?
1.					
2.					
3.					
MARITAL STATUS: <i>(Married, *Divorced, *Remarried, *Separated, Widowed, Single)</i>					
*If Divorced, Remarried or Separated, with which parent does the learner live?					
If not with a parent / legal guardian, with whom does the learner live? Please supply all information as relevant.					
Name and relationship					
Address					
Telephone / cell number					
Confirmation of ID also attached					
NAME OF FATHER/LEGAL GUARDIAN: <i>(delete whichever is not applicable)</i>					
Identity Number:					
Residential Address					
Postal Address (if different to residential)					
Place of Employment: <i>(If self-employed, please give details of business)</i>					
Position:		Email:			
Tel. No:	(H):	(W):	Cell:		
NAME OF MOTHER/LEGAL GUARDIAN: <i>(delete whichever is not applicable)</i>					
Identity Number:					
Residential Address					
Postal Address (if different to residential)					
Place of Employment: <i>(If self-employed, please give details of business)</i>					
Position:		Email:			
Tel. No:	(H):	(W):	Cell:		
PLEASE SUPPLY AN ALTERNATE EMERGENCY CONTACT PERSON'S DETAILS: <i>(a relative, neighbour, friend, etc.)</i>					
Full Name:		Relationship:			
Address:					

Tel. No:	(H):		(W):		Cell:	
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Please supply any other information that you believe important for the school to know. Please be very specific about any serious medical condition that your child may have.

My child is breast fed / bottle fed (please underline the relevant option)

How did you hear of The King's School Linbro Park?

MEDICAL INFORMATION:

Doctor:		Contact details:	
Medical Aid:		Membership No.	
<p>Allergies or other important medical information or conditions that the school should know.</p> <p>Please remember that the <u>school must be given written permission</u> to dispense doses as might be required by a pupil, so it is vital that we are informed and empowered.</p>			

FAMILY'S CHRISTIAN BACKGROUND:

This information is not for purposes of exclusion but equips the school to understand the background of learners who are entering a Christian environment that is Evangelical in its approach and intentions, and will not be used as a basis for refusal of enrolment.

Are you a Christian?	Father:		Mother:		Learner:	
Have you made a commitment to Jesus as your Lord and Saviour?	Father:		Mother:		Learner:	
What Church are you currently attending?						
Name of Pastor?						
If not a Christian, what is your faith?						

FINANCIAL INFORMATION:

The school requires full disclosure of the following information. You are notified that this constitutes your agreement and understanding that we will perform a credit check. Non-disclosure may negatively affect this application.

Who will be responsible for paying fees:	
Is there a judgement against any name designated as responsible for fees?	
Are any of the responsible fee payers under debt review?	

If the responsible person is not one of the parents, then all details of that person are required below, and that person is to be a co-signatory to this document, including the financial aspects such as the Acknowledgement of Debt.

NAME OF PERSON RESPONSIBLE FOR FEES IF OTHER THAN PARENT / GUARDIAN SIGNATORIES:			
Identity Number:			
Residential Address			
Postal Address (if different to residential)			
Place of Employment: (If self-employed, please give details of business)			
Position:		Email:	
Tel. No: (H):		(W):	Cell:

Linbro Park

134 Ronald Avenue
Cnr 1st Rd Linbro Park
P O Box 134 Linbro Park 2065

Theking'sschool



TEL: 087 805 6990
FAX: 087 233 7999

FINANCIAL POLICY

[To be kept synced with the Financial Policy published separately to the Admissions Application]

It is The King's School's policy to contain costs within reasonable parameters to enable us to efficiently fulfil the vision. School fees are pitched within the lower range of schools providing a similar education within the Gauteng region. The school operates as a non-profit organisation and therefore has little tolerance level against non-payment of fees; please do note that we are therefore firm on expectation of payment being made on time.

CALCULATION OF SCHOOL FEES:

As far as possible, fees are determined by the end of Term 3 for the following year.

RATES AND REBATES:

FEES ARE BASED ON AN ANNUAL COST PAYABLE OVER 11 MONTHS.

School fees are payable on a monthly basis over eleven months. Fees must be paid by the first of every month, in advance. As relevant, levies are also payable as above.

NOTE:

- **An Admissions Fee of R3000** is charged on acceptance of all **new enrolments** into the school. Payment of this fee must be effected before the pupil commences classes in the school. **This is a nonrefundable amount.**
- **Rebates do NOT apply to the Admissions Fee.**
- The Principal may stipulate a greater amount, although not without reason or at an unreasonable level.
- Rebates are not applied to the various **building, subject or fundraising levies**, or any other levies that may be introduced under notice at a later stage.
- Once the **Admissions Fee** amount is paid and should the child not attend the Kings School Linbro Park for any reason, **this amount will not be refunded.**

REDUCTIONS

- **Annual payment:** Should an entire year's fees be paid in advance by end January, a rebate is applied. The rebate will fluctuate according to factors such as CPI and interest rates.
- **Monthly payment – sibling discount:** A reduction fee is applied to families with more than one child in the school as follows;

1 st child	-	full rate
2 nd	-	R50.00 reduction
3 rd	-	R250.00 reduction
4 th	-	R350.00 reduction

OTHER RELATED EXPENSES

Parents are responsible for other costs related to class outings; sports meetings, school camps etc. including certain materials purchased by the school for use by pupils e.g. Art materials.

PAYMENT OF SCHOOL-RELATED EXPENSES:

Parents receive a statement of their account on approximately the 25th of every month. Reflected on the statement will be the debit of school fees and any other costs such as transport and materials for which they are responsible.

NOTE: All school related expenses are due in the same manner as fees in advance by the 1st of every month, on a monthly basis unless prior arrangement has been made.

METHOD OF PAYMENT FOR SCHOOL FEES

All school fees should be paid by debit order. The debit order form needs to be completed for a fixed amount. All miscellaneous billings must be paid in cash at reception.

1. All fees and other expenses due by the first of every month, in advance. Alternative arrangements will be made where services/goods have been ordered and are available at a later date.

2. Exceptions to the above may be negotiated with the Bursar or the Principal. Where such arrangements are negotiated, they must be strictly adhered to, and will be recorded under contracted addendum for which all penalties and stipulations will be applied as per the usual contract.
3. Please note that The King's School Linbro Park and parents/guardians enter a service supply contract. Should the parent/guardian default and the contract breached, this service will be withdrawn from the signatory/signatories who will then have to withdraw the child/children concerned from the school, either for a period or permanently.
4. Should you decide to remove your child from the school, a term's notice must be given. If the necessary notice is not given, you will be liable for a full term's fees calculated as 3 months.

ACKNOWLEDGMENT OF DEBT AND ACKNOWLEDGEMENT OF CURRENT SCHOOL FEES.

A. TERMS OF AGREEMENT

1. In the event of non-payment of School Fees, the School reserves the right to sue all signatories, irrespective of maintenance and court orders which may exist between the parties.
2. Failure to pay any amount referred to in this Agreement and Acknowledgement of Debt on due date, will entitle the School to proceed for immediate recovery of the total debt, subject to having given 7 (seven) days written notice to correct the arrears on the account.
3. Where parents fail to comply with their obligations in terms of this Agreement, then such parents will be deemed to have committed a breach in terms of the Agreement. Should monthly school fees remain unpaid at any time during the year, for 60 days or more, the Governing Body may at its discretion cancel this Agreement, and without prejudice to any other remedies which the School may have in Law, proceed with the issue of Summons for the recovery of the total amounts due.
4. In the event of the School having to instruct attorneys in respect of a breach of this Agreement and Acknowledgement of Debt, the parents shall pay costs on a scale as between attorney and client incurred by the School in enforcing its rights under this Agreement and Acknowledgement of Debt, the costs including collection, commission and tracing fees.
5. In the event of it being necessary for the School to institute legal proceedings for the enforcement of any of its rights in terms of this Agreement and Acknowledgement of Debt, the parents agree and consent to judgement debt in terms of Section 57 of the Magistrates Court Act, the amount of the judgement debt at the time of institution of the said legal proceedings being determined in terms of a Certificate of Indebtedness to be issued with the final demand for payment. The parents further agree and consent to the jurisdiction of the Johannesburg Magistrates Court in terms of Section 45 of the Magistrates Court Act and to judgement and an order for payment of the judgement debt in instalments in terms of Section 58 of the Magistrates Court Act.
6. In the event that a cheque or debit order is returned unpaid by the bank, an administrative fee will be debited to the account. This figure changes regularly and will be listed on the school's annual notification of fees and charges. Please note that returned cheques will be treated as fraud, while repeated DO returns will also be reported at occasion 3.
7. I/We agree to pay the School Fees as set out on the annexure hereto by the 1st day of each month in advance. School Fees are paid in 11 instalments commencing on the 1st of January each year with

the final payment being on the 1st November of each year, but such monthly payments will fluctuate dependent on levies and other charges. All fees need to be settled by the end of each academic year that would include all miscellaneous items that have been debited to the School Fee account.

8. A certified detailed debtors ledger issued by the School as to the existence and the amount of my/our indebtedness at any time to the School, and as to the fact that such amount is due and payable, shall be prima facie proof of the amount of such indebtedness for the purposes of provisional sentence or summary judgement against me.

B. DOMICILIUM AND NOTICES

The parents choose as their *domicilium citandi et executandi* for all purposes the following address:

The parents shall be entitled at any time by written notice to the School, to change the above address to any other physical address in the Republic of South Africa.

All notices given by the School to the parents which:

- Are hand delivered at my/our *domicilium* for the time being shall be deemed to have been received by me/us at the time of delivery, or
- Are posted by prepaid registered post to me/us at the *domicilium* for the time being shall be deemed to have been received by me/us.

C. GENERAL

- No addition to or variation or cancellation of this Agreement and Acknowledgement of Debt shall be of any force or effect unless agreed in writing by the School.
- This Agreement and Acknowledgement of Debt constitutes the sole record with respect to my/our indebtedness to the School.
- No grace or indulgence which the School may grant the parents shall constitute a waiver or novation of any of the past or future rights against the parents which may have arisen in the past or which arise in the future.
- This Agreement and Acknowledgement of Debt shall endure for the entire period during which the Learner is enrolled at the School unless replaced by a subsequent agreement when a Learner intends leaving the School under normal circumstances, the parents must give the required notice period. Upon leaving the School this agreement will automatically terminate, but the parents will remain liable for payment of all amounts owing to the School up to and including the date of leaving, or the notice period, whichever applies.
- The School reserves the right to modify and or change any clause in this agreement that may be deemed necessary by the School Governing Body, or as a consequence of changes in legislation, provided written notice thereof is given to the parents.

Signed in agreement hereof on this day of year

Father / Guardian _____ Print Name _____

Mother / Guardian _____ Print Name _____

Any other person / people responsible for fees who are not parents as above should sign here below.

Fee Payer _____ Print Name _____

134 Ronald Avenue

Theking'sschool

P O Box 134 Linbro Park 2065

L i n b r o P a r k



Cnr 1st Rd Linbro Park

TEL: 087 805 6990

FAX: 087 233 7999

VISION AND VALUES

Please note that many of these points might not be applicable to your little on at the moment but it is important for us that you understand our Vision and Values as your child moves to higher grades when they get older.

THE KING'S SCHOOL LINBRO PARK...

...provides a Christ-centred environment that enables every child to access their own full potential.

PARENT COMMITMENT

As a parent with the primary responsibility of educating my child I am prepared to commit myself:

- To encouraging my child to applying him/herself to their studies and extra-mural activities
- To supporting the staff at THE KING'S SCHOOL LINBRO PARK in their endeavours to assist me in the education of my child by actively involving myself in my child's schoolwork
- To supporting my child by actively participating in the school calendar events
- To the Christian ethos and values thereto inherent irrespective of personal faith orientation.

THE KING'S SCHOOL STAFF COMMITMENT

The staff at THE KING'S SCHOOL LINBRO PARK commit themselves to:

- To developing academic excellence
- To developing a biblical understanding of parenthood
- Partnering parents in their God-given responsibility of educating their children
- Demonstrating righteous principles
- Leading learners in the development of Godly character
- Training and educating learners in righteous principles
- Providing opportunities for learners to practice these righteous principles
- Encouraging learners to positively impact their world with what they have learned

LEARNER'S COMMITMENT

As a learner at THE KING'S SCHOOL LINBRO PARK, I recognize that education at this school is a privilege and commit myself:

- To understanding and embracing the vision and values of the school
- To co-operating with staff in the task of developing a Godly character in me
- To diligently applying myself to the privilege of education afforded me at THE KING'S SCHOOL LINBRO PARK by actively being involved in all academic, non-academic and extra-mural programs. I have read through the document on THE KING'S SCHOOL LINBRO PARK values and have understood the contents thereof. Where I have not understood an issue I have obtained clarity from the staff at THE KING'S SCHOOL LINBRO PARK.

Signed:

Father / Guardian _____

THE KING'S SCHOOL LINBRO PARK APPROACH TO DEVELOPING GODLY CHARACTER

Godly character and its development is inherent to the discipline code of the school. It also serves to reveal the presence of any deviance and prevents its disruptive influence without compromising on standards of righteousness and grace that are revealed in the Bible. We recognise that these consequences need to be tailored to the various developmental stages of learners in the school. Detailed documentation for the various levels is available from the administration office, or you may speak to the relevant educator for clarification.

Benefits to embracing THE KING'S SCHOOL LINBRO PARK values:

We believe that it is God's challenge to us at THE KING'S SCHOOL LINBRO PARK to raise a generation of learners with the following distinctive characteristics:

- **They are uncompromising in holiness and integrity** - Exhibiting an excellence of character
Developing a personal wholeness in God
Have truth and righteousness as a foundational value for action •
They have knowledge and understanding -
Exhibiting great ability to acquire information and in the application thereof.
Exhibiting wisdom.
Knowing God's perspective because they have developed a relationship with Him and know Him, and have spent time getting to know scripture.
- **They are prophetically motivated because they –**
Understand the times – are not motivated by fear or greed, and will not be misled by hollow philosophies.
Are discerning in their relationships and decisions regarding their own and others' lives.
Are courageous in their determination to make a stand for what they have come to believe as the truth.
Are dedicated to God and His Word.

A learner who adheres to the values of THE KING'S SCHOOL LINBRO PARK therefore can appropriate the incredible privilege of God's purpose for their lives as set out in the vision of the school.

Achievement is recognized and learners are encouraged on a regular basis with interventions that are appropriate to their particular developmental level.

What happens if a learner does not uphold THE KING'S SCHOOL LINBRO PARK values?

Enrolment in THE KING'S SCHOOL LINBRO PARK program is deemed a privilege and not a right. This privilege may be jeopardised or forfeited by any learner who does not abide by the values and reasonable expectations of the school.

It is our hope and expectation that all learners will embrace with due seriousness their responsibilities academically, spiritually, morally and socially. In the event, however, that a learner should fail to do so, the school may choose to engage disciplinary procedures.

Parent Pledge

I/We hereby undertake to:

1. Abide by the school's policy on discipline.
2. Ensure that my child has the correct requirements on a daily basis as stipulated in the requirements list that I/we have received.
3. Abide by the school's financial policy and ensure that payments are made by the 1st of the month, in advance. I/We understand that failure to do so may result in the suspension of education services to us, and we may have to remove our child/ren from the school.
4. Accept that, should I send money with my child to school, I shall be held responsible for the money until it gets to the correct staff member/administration office and is receipted.
5. Comply with the required term's notice, should I/we need to remove my/our child for whatever reason. I/We understand that I/we am/are liable for a Term's penalty fee if no or insufficient notice is given to remove my/our child. In addition any outstanding monies will be paid before my child leaves the school.
6. Keep open lines of communication with the school and staff and generally do all I/we can to ensure that my/our association with the school is a healthy and happy one.

Declaration

1. I / We have read the above information and clearly understand it.
2. The information furnished by myself / us is true in every respect.
3. I understand that The King's School Linbro Park will be initiating a financial means check on my name and that the results will be kept confidential.
4. I agree to allow my / our child to submit to the training programme, academic and disciplinary regulations and other requirements instituted by the administration and carried out by the Principal and Staff.

Signed Father/guardian: _____

Date: _____

Signed Mother/guardian: _____

Date: _____

The king's school

Cnr 1st Rd Linbro Park



134 Ronald Avenue

Linbro Park P

O Box 134 Linbro Park 2065 TEL: 087

805 6990

FAX: 087 233 7999

CAR ENTRY AND GENERAL ENTRY SECURITY

Security on the KSLP Campus

Car Entry Stickers

The school has printed windscreen stickers valid for a calendar year. We will require issued stickers to be affixed to the upper left inside of the front windscreen so as to make for quick viewing and, to ensure that stickers are not being passed between vehicles we will expect them to be firmly stuck as designed. Where it is noticed that a sticker is not properly peeled and adhered to a windscreen the vehicle operator will be requested to correct the situation. Should this not be complied with, the security or other staff member is instructed to confiscate the sticker if possible and to hand the situation over to the Principal.

Each sticker will have the year, original signature of an administration staff member, and also the registration of the vehicle to which entry is granted. Those with legitimate stickers will be given automatic access to the car park, while those without will be required to wait at to sign in. Any sticker found not to match against the registration of the vehicle to which it is issued will be confiscated and will result in withdrawal of entry privilege for the registered vehicle AND individual concerned.

Where a registered user changes vehicle in the course of the year, he/she will need to remove the old sticker from the old car, return it to the school, and then have a new sticker issued with the new registration.

Each parent will be entitled to apply for issue of a sticker, and multiple sticker applicants will need to indicate on the form exactly for who each sticker is intended. **The school retains ownership of the stickers and reserves the right to refuse or to withdraw sticker issue without prejudice.**

It cannot be expressed more seriously the obligation on all to respect the legitimate use of entry stickers. It is essential that all respect that the intention centres on the safety of all pupils, and we take this most seriously. Should any parent or other person assist in fraudulent claim to entry sticker issue and thereby expose learners of the school and other members of the school community to greater risk than otherwise through deliberately breaching regulated use, the school will consider the most stringent action available, namely the immediate cessation of education services to the family concerned without consideration of clemency.

Other or Public Transport

Any parents who make use of a regular transport service that uses the same vehicle will need to apply for regular entry permission.

Legitimate scholar transport services will be granted entry under the following conditions only:

Signed: _____

Name: _____

Dated: _____

Signed: _____

Name: _____

Dated: _____

***Please give reasons as to why you need a third sticker. Please note that third stickers will only be issued for personal family and not for Trade Vehicles, Company Drivers or Scholar Transport Services.**

Reason:

Regular Entry Application form

Vehicle Registration _____

By signing as addendum to the governance document herein alluded I hereby apply for and agree to the terms of use for the year in question for the Scholar Transport Service * for my child / ward / other [Please state "other" _____]

I have ascertained that the transport service provided is one registered already with the school / or I hereby give details for the school's consideration of registration, and undertake to ensure that the terms of use are followed regarding the regular driver. Where I become aware of change in vehicle and / or driver I undertake to inform the school so as to support the school's security and protection of my and other peoples' children.

Child[ren] _____
Grade _____

Child[ren] _____
Grade _____

Child[ren] _____
Grade _____

Child[ren] _____
Grade _____

Child[ren] _____
Grade _____

Signed: _____

Name: _____

Dated: _____

Signed: _____

Name: _____

Dated: _____

***Also Company Driver, Trade Vehicles and Public Transport**

SIGNATORIES:

Please answer with written "Yes" or "No" in the space alongside	
Have you revealed all personal and behavioural aspects per child as required?	
Have you filled in the Debit Order form?	
Are you aware of the current year's fees?	
Do you understand that fees and levies increase annually?	
Are you aware of the building levy paid over 11 months?	
Are you able to afford to send your child/children to the school at full fees?	
Do you acknowledge that you are responsible to see that fees are paid monthly in advance?	
Is the Financial Policy revealed to you as part of this application form?	
Are you aware and accepting of the school's strong evangelical Christian drive?	
Do you accept the specific regulations and approach resulting from the faith drive above?	

All instances referring to "I" are understood to mean all signatories hereto on an individual basis.

I declare that the information supplied in this form is, to the best of my knowledge, correct. I declare that I have disclosed all information relevant to this learner's educational/scholastic history. I have read and understood and hereby accept the various conditions and parameters of service both under specific signature in a section of this document and under general signature here below.

I understand that non-disclosure of relevant information, or incorrect information may result in the immediate termination of the application process, or immediate deregistration of the learner.

Further, I acknowledge the disclosure of other policies and information available for reading in printed form in the school's Administration Office or on www.kslp.org.za for download and reading. I am responsible for ensuring that I am aware of such information and policies and that I am not eligible to claim ignorance in explanation or justification of supporting or perpetrating actions contrary thereto.

Father/Legal Guardian		Date:	
Mother/Legal Guardian		Date:	