



We are situated at The Anglican Dioceses – St Joseph Centre
105 Good Street Sophiatown

ADMISSION CONTRACT - 2024

*Mattera Day-care
(The school)
And*

(Parent/ Legal Guardian of Learner

1. RECORDAL

- 1.1 The Parent / Guardian wishes to fund the schooling of _____ learner at the school
- 1.2 The Parent / Guardian accepts and acknowledge that acceptance of the Learner to the School will not be considered until such time as this agreement has been signed and returned to the school with the relevant application documentation.
- 1.3 The financial terms and conditions of acceptance of the Learner to the school are set out below:

2. APPLICATION AND REGISTRATION

- 2.1 A non-refundable application fee of _____ is payable to the school on submission by the Parent / Guardian, of the relevant application documentation

3. SCHOOL FEES / AFTERCARE / ANNUAL FEES

- 3.1 The School Fees will be determined on an annual basis by the school. The school does, however reserve the right to amend fees at anytime during the school year
- 3.2 Payment: Monthly fees are due on or before the first day of every month from January to December (i.e 12 months) A 5% late payments surcharge will be levied on any amount still outstanding after the 5th of each month.
- 3.3 Mattera's Day Care is open during the school holidays and will close on the 15 December for Holidays, and re-open 8 January 2024. Fees are payable over 12 months and the December fees are payable by 1 December each year.

4. INDEMNITY

- 4.1 Every care is taken to ensure the happiness and safety of your child, but we are not responsible for any injury or illness on our premises.
- 4.2 The Parent / Guardian undertakes to provide the school with an Indemnity form as set out in the Annexure "B" hereto.

5. SECURITY

- 5.1 In the interest of safety, the school should be notified if arrangements are made for another person to fetch the child from school. This also applies should the child not be fetched within his/ her normal hours of attendance. Parents must please escort their child to and from class.

6. CONTACT INFORMATION

- 6.1 It is the sole responsibility of the Parents to advise the school in writing of any change of contact information.

7. CHRISTIAN ETHOS

- 7.1 Mattera Day Care is a school that is built on Christian principles and values. Signature of this form indicates that you acknowledge and accept that this is the educational and moral ethos our school adheres to and that your child/ children will be taught accordingly.

8. BREACH

- 8.1 In the event of Parent / Guardian failing to make the school and aftercare fees payments on the due date by the Parent / Guardian (as set out in above) the Parent / Guardian will be in breach of agreement.
- 8.2 In the event of the Parent / Guardian committing a breach as set above, the Parent / Guardian will be given 5 days notice to rectify the breach, failing to do so, the Learner will be removed from the school.

9. NOTICE

- 9.1 The Parent / Guardian must provide the school with one month's written notice of removal of the Learner from the school.
- 9.2 Failure to comply with the notice period will result in the Parent / Guardian being Liable for payment of two month's fees in lieu of notice.
- 9.3 Notice may not be given during the months of November, December, and January

10. WHOLE AGREEMENT

- 10.1 This agreement embodies the whole agreement between Parents / Guardians and the School in respect of school fees. No indulgence and / or amendment will be valid unless reduced to writing and approved by school.

11. DOCUMENTS REQUIRED

- 11.1 Please provide copies of the following documents
1. ID documents of both Parents / Guardians
 2. Proof of Address
 3. Learners Birth Certificates
 4. Immunization Card (vaccination card)
 5. Medical Aid Card

PARENT / GUARDIAN

This done and signed at _____ on this ____ day of _____ 20____

Name and Surname: _____

Signature: _____

Witness 1: _____ Witness 2: _____

I have read and understood the terms and conditions above and agree to abide by them. I accept full responsibility for the payment of all accounts that result from my child's attendance at Mattera's Day Care

LEARNER'S NAME AND SURNAME		DATE OF BIRTH
<i>Place of Birth</i>		
<i>Age of Child</i>		
<i>Citizenship</i>		
<i>Identity number</i>		
<i>Home Language</i>		
<i>Other Language</i>		
<i>Religion</i>		
<i>Current School</i>		
<i>Current Grade</i>		
<i>Other</i>		
<i>Family Doctor</i>		
<i>Medical Aid Name</i>		
<i>Medical Aid Number</i>		
<i>Medical History</i>		
<i>Any Allergies</i>		
<i>Information that we should be aware off</i>		
<i>Previous daycare if any</i>		
<i>Who will bring your child to school</i>		
<i>Who will fetch your child from school</i>		
<i>Please notify the school if anyone but yourself will fetch your child at school</i>		
<i>Emergency Contact no 1</i>		
<i>Emergency Contact no 2</i>		
<i>Emergency Contact no 3</i>		
PARENTS DETAILS	MOTHER	FATHER
<i>Name</i>		
<i>Surname</i>		
<i>Identity Number</i>		
<i>Marital Status</i>		
<i>Employer</i>		
<i>Occupation</i>		
<i>Employer Address</i>		
<i>Residential Address</i>		
<i>Contact Details - Home</i>		
<i>Work</i>		
<i>WhatsApp</i>		
<i>Email address</i>		
Administration Fee – non-refundable (once off)		R400.00
HALF Day – (6:30 to 14:00)		R1000.00
Meals include - Breakfast, Morning Snack, Cooked Lunch		R1500.00

FULL DAY – (06:30 to 17:30) Meals include - Breakfast, Morning Snack, Cooked Lunch, Afternoon Snack	
Babies: Parents to provide meals, snack, formula, juice / rooibos tea of your choice.	R1500.00
Aftercare: Afternoon snack	R450.00

OFFICE ONLY

This done and signed at _____ this ____ day of _____ 2024

For and on behalf of Mattera's Day Care
Day Care Centre Manager

Learner accepted: Yes ☐ No ☐

Bank Details:

Account: Mattera's Day Care

Bank: First National Bank - FNB

Account No: 630072453657

Account: Cheque

Branch Code: 250655

Reference: Your child's name and surname

Stationary List

Baby Class (0 – 2 years)	Minnie Class (2 – 3 years)	Grade R – Class (4 – 5 years)
Face Cloth	Face Cloth	Face Cloth
Wet wipes	Toilet paper `10	Toilet paper`10
Nappies / pull-ups	Vaseline / Lotion	Vaseline / Lotion
Bum cream / Lotion / Vaseline	1 x Set of changing cloths	1 x set of changing cloths
Tissues x 4 boxes	1 x Plastic Apron	1 x Plastic Apron
Changing cloths x 2	1 x A5 Hard Cover Book	1 x A5 Hard Cover Book
Juice / tea bottle	1 x Flip File (30)	1 x A4 Exercise Book
A5 Hard Cover Book for communication	1 x Pritt Glue	1 x Flip File (50)
Food – Optional	1 x Play Dough	2 x Pritt Glue
Daily Snack - Optional	2 x boxes Tissues	1 x Pay Dough
	1 x 15 puzzles	2 x Boxes of Tissues
	1 x Water bottle	1 x Box 24 Puzzles
	1 x Wet wipes	1 x Water Bottle
	1x Ice Cream Container	1 x Wet wipes
		1 x Ice Cream Container