

39 Steel Road  
Windermere  
Durban  
4001



031 303 7978  
[toylandpreschool@gmail.com](mailto:toylandpreschool@gmail.com)  
[www.toylandpreschool.co.za](http://www.toylandpreschool.co.za)

<b>FOR OFFICE USE ONLY</b> R750 levy fee paid _____ R250 enrollment fee paid _____
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## **2025 APPLICATION FORM**

Child's Name and Surname as per Birth Certificate: \_\_\_\_\_

The Name child is known as: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Circle Child's gender: Male / Female

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

Half Day / Full Day: \_\_\_\_\_

Previous Nursery Schools / Playgroups: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

What's app Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mother's Occupation and Name of Company: \_\_\_\_\_

Home Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

What's app Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Father's Occupation and Name of Company: \_\_\_\_\_

Home Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Is the family unit complete? \_\_\_\_\_ if no, single/divorced/separated/widowed

Who does the child live with? \_\_\_\_\_

Grandparents or other emergency contacts name and number: \_\_\_\_\_

If Divorced or single please complete the following:

1. Who may collect the child: \_\_\_\_\_

2. Who may not collect the child: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_ Home Language: \_\_\_\_\_

Position in Family (eldest child = 1, second eldest child = 2) \_\_\_\_\_

**DOCUMENTS REQUIRED FOR  
ENROLLMENT**

The following documents must accompany this enrolment form to deem the enrolment of your Child at Toyland Pre-School effective:

- Copy of your Child's Birth Certificate
- Copy of your Child's Clinic Card
- Copy of Father's ID or Passport
- Copy of Mother's ID or Passport

**Banking Details**

Name: Toyland Preschool

Bank: FNB Musgrave

Branch Code: 221126

Account Number: 62316689580

Please use your child's name as reference

**Specialized stationery requirements (due on first day of school):**

- 2 pack of 12 roll up crayons, 2 PRITT glue sticks and 2 packs of 100 sheets bright coloured cardboard/paper. Class specific requirements will be given upon enrolment.

**MEDICAL INFORMATION**

Allergies: \_\_\_\_\_

Reaction to allergies: \_\_\_\_\_

Infectious diseases child has already suffered:  
\_\_\_\_\_

Serious illnesses/ special needs/ psychological or behavioral disorders etc.:  
\_\_\_\_\_

Any operations child has had: \_\_\_\_\_

Chronic medication child is on: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Doctor's Telephone Number: \_\_\_\_\_

Medical Aid Company: \_\_\_\_\_

Medical Aid Member Number: \_\_\_\_\_

Medical Aid Telephone Number: \_\_\_\_\_

**I hereby authorize the teacher of the above school to seek any medical advice/attention which my child may require where the family doctor or the school cannot be contacted.**

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

<p><b>In the event of an injury at school, we will always contact the parents to inform them as to what has happened and what action should be taken. In the event of a serious injury and we cannot contact the parent or guardian, we shall take the child to the nearest emergency department.</b></p>
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**CONSENT AND INDEMNITY**

I \_\_\_\_\_ the parent/guardian of the child  
\_\_\_\_\_ fully understand that whilst Toyland Pre-School is totally committed to the safety and wellbeing of my child, to which end the school shall endeavor to take all necessary steps, nonetheless the school and all its staff paid or unpaid cannot accept liability for the safety and possessions of its pupils and are therefore indemnified against injury, death or damage or loss to the personal possessions of the aforesaid. I hereby give consent for my son/daughter to take part in any extra mural activities of Toyland Pre-School including games, educational tours and excursions, as well as to make use of educational and playground equipment at school.

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

Parent/Guardian \_\_\_\_\_

**N.B:**

**Please bring a copy of your child's Vaccination Record/Clinic Card along with this application as per the Health Department regulations.**

**Marketing Consent:**

I hereby give consent to Toyland Preschool to use photos of my child for marketing purposes on our website or where ever we see fit.

**Consent given**

**Consent not granted**

For marketing purposes, please let us know how you heard about Toyland:

Google:  a friend:  an advert:  other: \_\_\_\_\_

# Financial Agreement

1. **REGISTRATION AND LEVY FEE**

This enrolment is subject to the payment of a non-refundable registration of R250 and levy of R750 payable in cash or into the bank account of Toyland Pre-School as set out in clause 1 hereunder. Please use your child's full name as a reference when paying.

2. **ENROLMENT OPTIONS**

Please indicate the enrolment option for your child below by ticking the correct box below

Full Day 06h30 to 17h15pm at R2700 per month

Half Day 06h30 to 12h00 R2500 per month

3. **PERSON RESPONSIBLE FOR PAYMENT**

First Name \_\_\_\_\_ Surname \_\_\_\_\_

ID Number \_\_\_\_\_

4. **PAYMENT METHOD**

School fees can be paid at a FNB bank ATM or via Electronic Funds Transfer or cash in sealed and labelled envelope.

5. **BANKING DETAILS**

Account name: Toyland Pre-School

Bank: FNB Account no.: 62316689580

Reference: Child's Name

6. **PAYMENT DUE DATE**

Fees are payable on or before the 4th of each month in advance of the month ahead. Fees are due for 11 months of the year, from January to November for current parents or February to December for new parents who enroll after 1 February. (You must still pay full fees for December and January whichever option is applicable).

7. **DECEMBER FEES**

Toyland Pre-School is operational until the specified date of closure for the December holidays in the yearly planner. This means that school fees are still due at the beginning of December, for children who enroll from 1st February. The full fee amount will be due irrespective of early closure of the facility for the December holidays. Families that are registered from the previous year must bear in mind that irrespective if the child/ren commences childcare on the 1st of February the next year, tuition fees for January must still be paid. If tuition fees are not paid, we have no alternative but to consider your spot to be vacant. You will run the risk of your childcare spot being filled by another family on our waiting list. There is NO exception to this rule.

8. **OVERDUE/ARREARS/NON-PAYMENT**

A late penalty or unsuccessful debit order fee will be added to all overdue accounts by the 4th of the month following the due date. A minimum penalty fee of R150 will be added to the invoice generated for the new month. In the event of default payment by the second month, a childcare suspension letter will be issued, and services will automatically be suspended until full payment has been received.

Toyland Pre-School reserves the right to employ the services of an external agency for collection of overdue fees, the cost of which will be billed to you as the account holder.

9. **FEE INCREASES**

Fees may be subject to an annual increase at a reasonable rate. At least 2 (two) months' notice will be given in respect of such notice.

10. **DECLARATION**

I, \_\_\_\_\_ and \_\_\_\_\_  
the parents / guardians of \_\_\_\_\_ hereby 10.1 Accept that the monthly fee of R\_\_\_\_\_, as selected in clause 2 of this Financial Agreement, is payable by no later than the 4<sup>th</sup> day of each month; and 10.2 Acknowledge and agree that all signing parties to this agreement will be held jointly and severally liable in respect of payment of any amount due and payable to Toyland Pre-School; and 10.3 Acknowledge that overdue accounts will be handed over to an external party for collection, the cost of which will be billed to me/us as the account holder/s.

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

\_\_\_\_\_  
Father/Legal Guardian

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Mother/Legal Guardian

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Witness

\_\_\_\_\_  
ID Number

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## Pre- School

### REGISTRATION AGREEMENT

1. I agree to pay a R250 registration fee as well as R750.00 levy non-refundable enrollment fee to secure my child's place. This fee covers admin and includes basic stationery.
2. The fees for 2025 which I will pay per month in advance by the 4<sup>th</sup> of the month are: R2500.00 for half day or R2700.00 for full day, which includes breakfast and lunch as well as basic stationery.  
A R750 yearly levy is payable for all current enrolled children, this is due in January of each new year.
3. New Enrolments will pay a R750 levy fee with their registration's fees.
4. Fees are payable over 11 months, January to November. I agree to pay all 11 month's fees by no later than the 4th day of the month.
5. Children enrolling from the 1<sup>st</sup> of February 2025 will need to pay up to and including December's fees. Only children enrolling from January do not pay for December.
6. Preferred payment of monthly/termly fee payments is to be made EFT or cash.  
Ad hoc payments such as Raffle, Extra mural payments, special events etc. will still be accepted by cash. Please send any ad hoc payments in a sealed envelope with your child's name, amount and what the money is for.
7. Should my child be taken out of school for any period due to being sick, going on holiday etc. school fees are still payable.
8. I will give one full calendar month's written and verbal notice to Toyland's management if I will be withdrawing my child from the school. Failing to do so, I shall be liable for full payment of school fees for one month. I acknowledge that any unpaid fees that are still owed once my child leaves the school will be handed over for debt collection and I will be responsible for payment of the outstanding fees and any fees added on by the debt collector. Please note that notice is not accepted in October, November or December, in other words if you wish to withdraw your child in October, then November and December fees still have to be paid.
9. I agree to not engage in slander in any form or on any medium about the school, while my child attends Toyland or once they leave the school as this may result in legal action.
10. I will settle all fees in full before leaving Toyland Pre-School.
11. I will make sure that all belongings are clearly marked.
12. I will not send toys or sweets with my child to school (unless specifically requested, i.e. birthdays, theme work), as they will be removed and returned at home time.
13. I agree to notify the principal of any absence, if possible before 9am.
14. I agree to not send my child to school if they are suffering from any infectious sicknesses, and to keep them at home for at least 24hrs after starting a course of antibiotics.
15. I authorize Toyland to administer Panado Syrup or Ponstan to my child if deemed necessary and Allergex syrup in the case of an insect sting.
16. I agree to fetch my child by 5:15pm each day or to pay a spot fine of R50.00 late pick up fee for every 15 minutes or part thereof to the teacher on duty.
17. I understand that there are no refunds of any monies paid under any circumstances, including enrolment and levy fees.
18. I understand I will need to supply specialized stationery such as pritt glue, colour cardboard/paper and roll up crayons.

### I fully understand and acknowledge the above terms:

I \_\_\_\_\_ will be responsible for payment of fees Place \_\_\_\_\_

Signature \_\_\_\_\_

ID Number: \_\_\_\_\_ Date \_\_\_\_\_