

M C Potgieter T/A Leer Speel-Speel/ Play-to-Learn

P.O. Box: 15405, Oshakati
E-mail: potgieter@iway.na
Cell: 081 215 6444

REGISTRATION FORM

An application fee of N\$1500 needs to be paid for once-off registration. (NOT YEARLY)

LEARNER INFORMATION	
Surname / Full Name	
Full Name	
Preferred Name	
Date of Birth	
Gender: Male / Female Home	
Language	
Religion	
Previous school	
Any known allergies	
Immunizations up to date Yes/No	
Special medical needs	
People Authorised to Collect Child	

MEDICAL DETAILS	
Family Doctor	
Doctor's Contact Number	
Medical Aid Name / Number	
Permission to seek medical treatment if needed YES / NO	

EMERGENCY CONTACT (OTHER THAN PARENTS)	
Full Name	
Relationship to Learner	
Contact Number	
Page 1/3	Initials

	FATHER / GUARDIAN	MOTHER / GUARDIAN
Title		
Surname		
Full Name		
ID / Passport Number		
Occupati on		
Employer		
Cellphone Number		
Contact Number (Work)		
Email Address		
Residential Address		
Postal Address		

OPTION 1	OPTION 2
Half day - N\$2300	Full day - N\$2800
Ongwediva - Breakfast & Snack time	Ongwediva - 4 meals included
Okatana - No meals included	Okatana - Lunch & Snack time included

CANCELLATION & FEES POLICY

Monthly Fees:

- * Fees are payable in advance and spread equally over 12 months per year.
- * Fees remain payable even during holidays, public holidays, illness or family leave. *
- Full payment is due before the 3rd of each month.
- * Late payment penalty: N\$200 per child per month, after the 3rd.

Cancellation:

- * One full calendar month's written notice is required.
- * December automatically counts as the notice month if leaving at year-end.
- * No notice may be given at the start of November to avoid December payment.

Non-payment Consequences:

- * Failure to pay may result in suspension of services.
- * Unpaid accounts will be handed over for collection.
- * Interest of 24% per annum applies to overdue amounts.
- * Legal and collection fees will be payable by the parent/guardian.

Yearly Fees:

- * Stationery Fees: Butterflies - N\$750 Bees - N\$1 000

ENROLLMENT AGREEMENT

I, the undersigned parent/guardian, confirm that all information provided is true and complete. I acknowledge that I have read, understood and accept the centre's policies, payment terms and conditions. I agree to pay all applicable centre fees for the duration of my child's enrollment at Leer Speel-Speel/Play-to-Learn. I give permission for my child to participate in all centre activities and I indemnify the centre and its staff against any claims.

Signed at _____ on this _____ day of _____ 20__

SIGNATURE FATHER / GUARDIAN

SIGNATURE MOTHER / GUARDIAN

MC POTGIETER (owner)
LEER SPEEL-SPEEL / PLAY-TO-LEARN EDUCATIONAL CENTRE

FOR OFFICE USE ONLY		ONGWEDIVA			OKATANA								
Application date	20				Admission date	20							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Copy of Birth Certificate of student</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 5px;">Copy of Immunization of student</td> <td></td> </tr> <tr> <td style="padding: 5px;">Copy of ID of the parent/guardian</td> <td></td> </tr> </table>								Copy of Birth Certificate of student		Copy of Immunization of student		Copy of ID of the parent/guardian	
Copy of Birth Certificate of student													
Copy of Immunization of student													
Copy of ID of the parent/guardian													