TARAND (PTY) LTD (REGISTRATION NO: 2014/270115/07) T/A
STERPARK ACADEMY
EMIS Number: 992205508
40 Munnik Street, Cnr Aquarius Street, Sterpark, Polokwane
TEL: 015 296 0367
www.sterparkacademy.co.za
In association with Wonderland Creche &Preschool
Emis: 972205561

APPLICATION FORM
2027 CONTRACT OF ENROLMENT

Please complete this Application/Contract in full and attach the following:
- COPIES WILL NOT BE MADE AT THE SCHOOL! PLEASE ENSURE YOU BRING THE COPIES -

1. Valid copy of the ID's of both parents/guardians
2. Birth certificate of the child
3. Immunisation card of the child
4. Water and lights account/bill (rental contract if renting)
5. 1 small identity photo of the child
6. For Grade R, 1,2,3 ,4, 5, 6,7 – Most Recent School Report & learner profile
7. Last statement of account from previous school attended (at least 6 months.)

PLEASE INITIAL EACH AND EVERY PAGE OF THE CONTRACT TO INDICATE THAT YOU UNDERSTAND AND AGREE TO ALL THE TERMS AND CONDITIONS CONTAINED HEREIN.

Contracts which are not initialled on each page WILL NOT be processed.

REGISTRATION PAYMENT:

Please DO NOT make any payment of a registration fee until you receive an SMS from the School indicating that your child has indeed been accepted and that your Application has been successful.

Witnesses:

_____

Signature of Parent/Guardian

1._____

2._____

ADMISSION RULES 2027

1. MEDIUM OF INSTRUCTION – **ENGLISH CHRISTIAN SCHOOL.**
2. Fees are payable strictly IN ADVANCE on or before the 7th day of the month. The Fees must reflect in our account by the 7th of the month. UNLESS you are an FNB account holder please ensure you make the payment at least two days in advance so it reflects on time. There are no EXCEPTIONS, NO PAY- NO STAY.
3. The annual registration fee is NON- REFUNDABLE.
4. The registration fee must be paid immediately after the parent has received an SMS confirming the child has been accepted. The Registration fee secures your child's space. It further helps us to purchase workbooks and stationery for the upcoming new year. These orders are finalized in November of the previous academic year.
5. Should you as parent later decide you are no longer bringing your child to Wonderland Creche, Preschool & Sterpark Academy, we will not refund your registration fee as a space was reserved for your child.
6. All fees are payable into the school bank account. We do not hold cash on the premises.
   Account name: TARAND PTY LTD
   Bank: FNB
   Account number: 62021401815
   Branch Code: 200609
   REF: CHILD'S NAME AND SURNAME
   Email all queries to accounts@sterparkacademy.co.za.
7. Once you have signed this form and paid the registration fee, you have entered into a contract with Tarand Pty Ltd t/a Wonderland Creche, Pre-school & Sterpark Academy. Should you wish for your child to leave the school, you expressly agree to give us ONE CALENDAR MONTH'S WRITTEN NOTICE to that effect. Such notice can be emailed to accounts@sterparkacademy.co.za or you can deliver the written notice per hand to the office. A copy will be made of such notice and a stamped version will be handed back to you. You must keep this copy as proof that you served the school with ONE CALENDAR MONTH'S WRITTEN NOTICE that your child will be leaving. Should you fail to notify the school accordingly, you expressly agree that you will be liable for one calendar month's fees in lieu of such notice period regardless of whether your child has left the school.
8. A reminder that you are liable to pay for yearly school fees at Wonderland Creche, Pre-school & Sterpark Academy over a TWELVE MONTH PERIOD. You are liable for fees from JANUARY UNTIL DECEMBER of the academic year. This is regardless of the school holidays. We allow you to pay the annual fee off monthly. All December's fees must be paid on or before the 7th day of December. All overdue accounts for the academic year will be handed over on 10 December each year and your child will no longer have space at Wonderland Creche, Pre-school & Sterpark Academy for the following academic year, regardless of whether you have paid a registration fee or not. Reports will be held back when accounts are in arrears until a payment arrangement has been made to the satisfaction of the school.
9. Please ensure copies of the following documents are attached to this application form:
   - ∂ Valid copy of the ID's of both parents/guardians
   - ∂ Birth certificate of the child
   - ∂ Immunisation card of the child
   - ∂ Water and lights account/bill
   - ∂ 1 small identity photo of the child
   - ∂ For Grade 1, 2,3,4,5, 6,7– Most Recent School Report
   - ∂ Latest statement of account from previous school (at least 6 months)
10. All Pre-school children –
    a. Must arrive at school no later than 07h55. The educational program commences strictly at 08h00. Please ensure all taxis are advised of the starting times of school.
    b. If enrolled for half day MUST BE COLLECTED by 13h30.
    c. If enrolled for full day must be collected by 17h30 strictly.
11. Grade R,1,2,3,4,5,6,7 learners
    a. MUST BE AT SCHOOL by 07h15 strictly. Children who are late will miss the first period of the academic program.
    b. On a Tuesday and a Thursday the Grade 1-7 learners will write a test which starts strictly at 07h30. All children must be seated in the classroom by 07h25. If your child is late or misses the test, he or she will only be allowed to rewrite the test if there is a sick note.
    c. If enrolled for half day MUST BE COLLECTED by 14h15 hours strictly.
    d. If enrolled for full day must be collected by 17h30.
12. A FINE OF R120 WILL BE ISSUED FOR EVERY 15 MINUTES OR PART THEREOF THAT YOU ARE LATE TO COLLECT YOUR CHILD. This fine must be paid in cash to the late staff the following day. NO EXCEPTIONS!

SIGNATURE OF PARENT/GUARDIAN: _____WITNESS 1 _____WITNESS 2_____

This fee goes toward paying the afternoon staff their overtime. Should you fail to make the payment as agreed to herein, we confirm **that you expressly give us permission to debit your school account accordingly with the amount of the fine.**

13. FEEDING ROUTINES:
    a. All children must eat breakfast at home. The Bunnies and Puppies will however be served porridge in the early morning.
    b. The Pre-school children will receive bread and juice at around 09h30 (all) and 15h30(full day learners).
    c. Grade R-7 learners will need to bring a lunch box every day for their snacks and drinks at school.
    d. A hot lunch is served for all learners in the Pre-school and those learners from Grade R-7 registered for full day only. This will be served from around 13h30 each day. Please note that you are welcome to take a look at our menu on display at the school.
    e. Should your child have any severe allergies to the food offered, please ensure the school and your child's teacher is aware of this. We are prepared to offer children with minor allergies a substitute meal of two-minute noodles. Should your child however, have severe allergies and he or she is allergic to the majority of our meals served, then you as a parent will have to pack a separate lunch box in for your child, which contains the food he or she may eat. You will not be given a discount on your child's fees should you fall into the above category.
    f. NO LUNCH BOXES ARE ALLOWED for Pre-school learners except for the children as mentioned in 13.e above who have severe allergies. We will not allow children to bring their own food and sweets to school. Grade R- 7 learners must bring their own food in a lunch tin for morning tea time.
14. COMMUNICATION
    a. Please note that our school makes use of the D6 School Communicator App which is available on all smart phones, emails and laptops. Please visit the app store and ensure you have downloaded the Communicator.
    b. The teachers of the classes also make use of WHATSAPP to communicate with the parents in the class. Please note these WHATSAPP groups are purely for the teacher to impart important information to the parents. IT IS BY NO MEANS a podium for the parents to raise issues they have with the teacher or the School itself.
    c. Should you have any problems with the teacher or the school, please contact the office to arrange an appointment to see the teacher or the Principal. Finally, you are welcome to email our office administrator admin@sterparkacademy.co.za at any time.
15. Our school account system will send a statement to you once a month directly from the system. Please ensure we have your correct email address for purposes hereof. Please do not feel offended that the email seems impersonal, it is a standard format. Should you wish to discuss something on a personal note, please just respond to the email and Tarryn will then communicate with you personally.
16. Should there be an amount outstanding on your child's account, you will receive correspondence to that effect. (sms, whatsapp, letter) Should there be an error on the account, please contact the school immediately or email accounts@sterparkacademy.co.za and do not just ignore the correspondence. Should the account remain unpaid, you will receive a final correspondence and thereafter a suspension letter will be sent home with your child. Please do not ignore any of these notifications. It is also your responsibility as a parent to ensure that we have your correct contact numbers and email addresses on our system at all times.
17. ELECTRONIC SERVICES OF CORRESPONDENCE, NOTICES AND /OR LEGAL DOCUMENTS
    We as Parties herein Consent to electronic services wherein all correspondence, notices and legal processes in relation to this Agreement and/or any action arising there from, may be electronically delivered and served upon each other , either by email , sms and/or whatsapp. Either of the Parties shall be entitled to change their chosen method of communication and/or e-mail address , cell phone number and any other address for service, upon which the other Party is promptly notified in writing thereof.
    The School's chosen electronic communication via e-mail address and cell phone number is as follows: admin@sterparkacademy.co.za; Cell Phone: 0825564377 or 0728384081.
    The e-mail address/es and cell phone number/s to be used by the Parents/ Guardians / Responsible person as alternative service , are :

    EMAIL :_____

    CELL PHONE: _____

18. You as parent expressly agree that should your account be handed over for collection, that you will be liable for the costs thereof on Attorney-client scale.

SIGNATURE OF PARENT/GUARDIAN: _____WITNESS 1 _____WITNESS 2_____

19. Aftercare is a privilege and I understand that my child will need to co-operate and behave during the homework supervision sessions. Should he or she not behave and the teacher has a problem with his or her behaviour, I understand the School has the right to cancel my child's full day enrolment.
20. I am aware that the School may need to obtain/store and process my personal information and my child's personal information where it is operationally required and in the interest of my child. I hereby consent thereto in terms of the POPI Act.

I have read the above, and understand it, and agree to all the terms and conditions laid out therein.

_____ _____

PARENT /GUARDIAN SIGNATURE DATE

SIGNATURE OF PARENT/GUARDIAN: _____WITNESS 1 _____WITNESS 2_____

LEARNER PROFILE **CONFIDENTIAL**

1. This is a legal document and information may not be removed. It must be made available by the transferring Principal once the transfer document is issued, to the Principal of the school to which the learner moves.
2. It should be posted or personally and officially hand over to the receiving Principal and should not be given to the learner / learner's parents or guardian.
3. This profile must be completed in print at least annually by the Register Teacher and no Tippex may be used.
4. When information is included in the area marked by an asterisk, the Teacher should complete the Support Needs Assessment Form of Strategy on Screening, Identification, Assessment and Support.

LURITS NO:_____

FOUNDATION PHASE	**INTERMEDIATE PHASE**	**SENIOR PHASE**	**FET PHASE**
Photo must be attached at the beginning of the Phase	Photo must be attached at the beginning of the Phase	Photo must be attached at the beginning of the Phase	Photo must be attached at the beginning of the Phase

PERSONAL INFORMATION OF CHILD

SURNAME:							
NAMES:							
NICKNAME:				**ID NUMBER:**			
HOME LANGUAGE:			**SEX (**M **/** F**)**	**NUMBER OF CHILDREN IN HOUSE:**			
POSITION IN FAMILY:	ONLY CHILD	1ST	2ND	3RD	4TH	5^{TH} OR MORE	
RELIGION:	BAHIA	BUDDHIST	CHRISTIAN	HINDU	JEWISH	ISLAM	OTHER
DISABILITY (IF ANY):							
TYPE OF SOCIAL GRANT: (Foster, care dependency, support)							
DECEASED PARENTS (IF ANY):	MOTHER			FATHER			

MEDICAL INFORMATION

FAMILY DOCTOR:	**CONTACT NUMBER:**
NAME OF MEDICAL AID:	**MEDICAL AID NUMBER:**
PRINCIPAL MEMBER:	**HEALTH CARD COPY ATTACHED: (**Y **/** N**)**
EMERGENCY CONTACT:	**CONTACT NUMBER:**
ALLERGIES:	
OTHER KNOWN ISSUES:	

KNOWN PROBLEMS WITH REGARD TO:	**YES**	**NO**	**DETAILS**
Child's growth progress			
Post-natal information			
Immunisation record (birth to 5 years)			
Visual/Hearing/Speech/Locomotor/Height/Weight/Physical			
Hospital admissions			
Developmental problems in need of special care			

SIGNATURE OF PARENT/GUARDIAN: _____WITNESS 1 _____WITNESS 2_____

Chronic conditions			

PARENTAL AND GUARDIAN INFORMATION

	FATHER	MOTHER	GUARDIAN
SURNAME			
FULL NAMES			
MARITAL STATUS			
PHYSICAL ADDRESS			
POSTAL ADDRESS			
CITY			
HOME TEL			
WORK TEL			
CELL PHONE			
EMAIL			
OCCUPATION			
EMPLOYER			
WORK ADDRESS			

PERSON WITH WHOM LEARNER RESIDES

SURNAME & INITIALS		**ID NUMBER**	
CONTACT NUMBER		**RELATIONSHIP**	

PERSON(S) AUTHORISED TO COLLECT LEARNER FROM SCHOOL

SURNAME & INITIALS		**ID NUMBER**	
CONTACT NUMBER		**RELATIONSHIP**	
SURNAME & INITIALS		**ID NUMBER**	
CONTACT NUMBER		**RELATIONSHIP**	
METHOD OF TRANSPORT:	PARENTS	TAXI	CAR POOL

SIGNATURE OF PARENT/GUARDIAN: _____WITNESS 1 _____WITNESS 2_____

EARLY INTERVENTION SERVICES RENDERED (All services related to learning barriers– poverty, health, disability, assistance)

0-5 YEARS	Area of Need	Services and Interventions

SCHOOL ATTENDED (GRADE R INCLUDED)

NAME OF SCHOOL	EMIS NUMBER	LOLT	ADMISSION		DEPARTURE	
			DATE	GRADE	DATE	GRADE

AREAS OF ONGOING SUPPORT (E.g. Academic, emotional, behaviour, social, learning, vision, mobility, communication)

MM/YYYY	GRADE	NATURE OF SUPPORT	REVIEW DATE

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES (School and Personal)

YEAR	GRADE	ACTIVITY	CERTIFICATE	ORGANISER

ACHIEVEMENTS – ACADEMIC, ARTS, CULTURE, SPORTS

YEAR	GRADE	ACTIVITY

SIGNATURE OF PARENT/GUARDIAN: _____WITNESS 1 _____WITNESS 2_____

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INDEMNITY FORM

I _____ (full name of Parent/Guardian)
Parent/Guardian of _____ (full

names of child) _____

fully understand that whilst Tarand Pty Ltd t/a Wonderland Creche, Preschool & Sterpark Academy is totally committed to the safety and well- being of my child, to which end the school shall endeavour to take all necessary steps, nonetheless the school and all its staff cannot accept liability for the safety or possessions of its pupils and are therefore indemnified against injury, death or damage to the person and personal possessions of the aforesaid.

SIGNED AT _____ON THIS____ DAY

OF _____ 20____

Witnesses:

_____
Signature of Parent/Guardian

1._____

2._____

PERSON RESPONSIBLE FOR PAYMENT OF ALL FEES AND COSTS

I _____(full names of person

responsible for the payment of the child's account) with identity number

_____hereby apply for admission

of _____(full names of child) to

attend Wonderland Creche, Pre-school & Sterpark Academy on a:

(please indicate with a cross if your child will be full day or half day)

☐ Full day basis (includes a cooked lunch)

☐ Half day basis

I specifically agree as follows:

1. I acknowledge the fees are payable annually but acknowledge the school allows parents to pay the prescribed fees monthly in **ADVANCE** on or before the 7th day of every month.
2. I agree that I am liable to pay school fees from over **TWELVE MONTHS FROM JANUARY TO DECEMBER .**
3. I agree that should my child leave the school, I must provide them with **ONE CALENDAR MONTH'S WRITTEN NOTICE** to that effect. The notice will be dated and will specify the last day which my child will be attending the School. I acknowledge and understand that one calendar month's notice is calculated from the 1st working day of the month. I further acknowledge that should I fail or omit to notify the School in writing thereof that I will be liable for one calendar month's fees in lieu of such notice period regardless of whether my child has already left the school.
4. I agree that I will abide by the times for drop off and collection of my child and further expressly **AGREE TO THE FINE STRUCTURE OF R150 PER EVERY 15 MINUTES OR PART THEREOF, SHOULD MY CHILD BE COLLECTED LATE**. I agree that any fines will be paid the following day in cash failing which the School is expressly permitted to debit my account accordingly.
5. I expressly agree that should my child's account remain outstanding after I have received demands and notice of suspensions via SMS/WHATSAPP/LETTER, my contract will be cancelled and the account will be handed over to Tarand Pty Ltd t/a Wonderland Creche, Preschool & Sterpark Academy's Attorneys. I further agree to pay all the costs of collection on an attorney client scale.
6. I confirm that I agree to the attached fee structure .
7. **I CONFIRM THAT I FULLY UNDERSTAND AND AGREE TO ALL THE TERMS AND CONDITIONS AS CONTAINED HEREIN.**

SIGNED AT _____ON THIS____ DAY

OF _____ 20___.

Witnesses:

_____

Signature of Person
Responsible for payment

1._____

2._____

FEE STRUCTURE 2027

1. **HALF DAY TIMES**: Pre-school 06h55- 13h30
   Grade R-7 06h55-13h30

2. **FULL DAY TIMES**: Pre-school 06h55-17h30
   Grade R-7 06h55-17h30

All registration fees are payable once off on an annual basis. Monthly fees are payable in advance on or before the 7th day of every month. Fees are payable over twelve months from January to December.

FEES PER CHILD:

	SCHOOL DAY	FULL DAY (OPTION)	ANNUAL REGISTRATION FEE
Creché, Pre-school	**R3 170.00** **Includes meals**	**R3 380.00** **Includes meals**	**R1200** Payable on enrolment (annual) Registration fee Includes: Baker-baker Meals Includes: 2-3 year old: Porridge 2-5 year old: Bread & Juice twice daily & Hot Lunch
Grade R	**R3 500.00**	**R3 820.00** **Includes hot lunch & homework**	**R1900** Payable on enrolment (annual) Registration fee includes: All workbooks and basic stationery
Grade 1-7	**R4 330.00**	**R4 780.00** **Includes hot lunch & homework**	**R2200** Payable on enrolment (annual) Registration fee includes: Grade 1-3 Basic stationery Grade 1-7 All workbooks

SIBLING DISCOUNT:

2 CHILDREN: LESS 10% ON SUM TOTAL OF FEES
3 CHILDREN: LESS 15% ON SUM TOTAL OF FEES

In order to qualify for the sibling discount children must be siblings living in the same household as one another. Cousins and close family friends do not qualify.

DISCOUNTS ON PAYMENTS MADE IN ADVANCE:

Fees paid 3 months in advance 2.5%
Fees paid 6 months in advance 5%
Fees paid 9 months in advance 7.5%
Fees paid a year in advance 10%

Witnesses:

_____
Signature of Person
Responsible for payment

1._____

2._____

SUPPLIES TO BE BROUGHT TO SCHOOL

Puppies/ Bunnies	**Bears/Kittens**	**Elephants/Lambs**	**Lions/Tigers**	**Grade 1,2,3,4,5,6,7**
7 packs wet wipes (80 per pack)	7 packs of wet wipes (80 per pack)	7 packets of wet wipes(80 per pack)	7 packets of wet wipes(80 per pack)	4 packets of wet wipes(80 per pack)
4 boxes of tissues	4 boxes of tissues	4 boxes of tissues	4 boxes of tissues	4 boxes of tissues
2 liquid hand soap	2 liquid hand soap	2 liquid hand soap	2 liquid hand soap	2 liquid hand soap
12 toilet rolls	12 toilet rolls	12 toilet rolls	12 toilet rolls	12 toilet rolls
2 roller kitchen paper towels	2 roller kitchen paper towels	2 roller kitchen paper towels	2 roller kitchen paper towels	2 roller kitchen paper towels
POTTY TRAINING				Basic Stationery to be bought in January and June
2 Sets of clean clothes daily. 3 Disposable nappies daily				Stationery list will be given to you by the teacher.
1 Face cloth. Clearly marked with your child's name School bag for spare set of clothes and shoes – all items must be clearly marked.				School bag for spare set of clothes and shoes – all items must be clearly marked.

Only Grade 1- 7 children wear school uniform.

I the undersigned_____(full name)

Parent/Guardian of _____(child's full names) hereby confirm that:

1. **I fully understand and agree to all the terms and conditions as set out in this enrolment agreement.**
2. **The contents of this contract are clear to me and have been explained to me.**
3. **I am fully aware of the consequences of breaching any terms and conditions contained in this Agreement, especially those which deal with payment of fees.**

Witnesses:

_____
Signature of Parent /Guardian

1._____

2._____

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Name: _____Parent of _____

Address:_____

Dear Parent,

This letter serves to obtain permission from you, the Data Subject and/or Competent Person in terms of the collection of information on yourself and your child in terms of:

- The Protection of Personal Information,
- The General Data Protection Regulations, and
- The Promotion of Access to Information Act.

The reasons for collecting the information are:

1. **For consumers of our services, i.e. parents and guardians of children:**
    a. Perform duties in terms of our Admissions Contract.
    b. Operate and manage their fee accounts any applications, agreements and/or correspondence between them and Wonderland Creche, Preschool & Sterpark Academy.
    c. Communicate, including direct marketing, by email, SMS, letter, telephone, face-to-face, or in any other form.
    d. Carry out market research and business analysis.
    e. Debt recovery.
    f. Updating information held.
    g. Comply with our statutory, regulatory, legal and other obligations under various Acts.
    h. Perform any reasonably required purpose for other administrative and operational functions.
    i. To understand each child's family dynamic in order to support them their parents in times of need.
2. **For potential consumers:**
    a. Verify information.
    b. Check credit rating.
    c. Direct marketing.
    d. Any other reasonable purpose as reasonably required by Wonderland Creche, Pre-school & Sterpark Academy's core business.
3. **For children:**
    a. To make, or assist in making, decisions about their care and education.
    b. To form a view of each child as an individual and to identify and/or improve the service that is being provided according to their needs.
    c. To identify areas of vulnerability in their health, immunity, mental and/or physical wellbeing.
    d. To monitor and evaluate a child's progress through a scaffolded curriculum.
    e. To be able to report their progress to parents and guardians from a knowledge base.
4. **For employees:**
    a. Perform duties in terms of our Employment Contract.
    b. Operate and manage any applications, agreements and/or correspondence between them and Wonderland Creche, Pre-school & Sterpark Academy.
    c. Communicate by email, SMS, letter, telephone, face-to-face, or in any other form.
    d. Carry out business analysis.
    e. Updating information held.
    f. Comply with our statutory, regulatory, legal and other obligations under various Acts.
    g. General matters relating to employees:

i. Pension.
ii. Medical aid.
iii. Payroll and statutory levies, i.e. PAYE, SITE and UIF.
iv. Disciplinary action.
v. Training.

h. Perform any reasonably required purpose for:
i. Other administrative and operational functions.
ii. Relating to their employment.

5. **For employment candidates:**
   a. Verification of applicant employees' information during recruitment process.
   b. Statutory requirements, e.g. Police Clearance, SACE registration, etc.
   c. Relating to their possible employment relationship.
6. **For vendors, suppliers, extra-curricular providers and other businesses:**
   a. Verifying information and performing checks.
   b. Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties.
   c. Bank account details for the electronic payment of invoices.
   d. For account reconciliations.
   e. Complying with our regulatory and other obligations.
   f. Any other reasonably required purpose relating to tour core services.

Collection of Personal Information

1. We collect PI directly from Data Subjects when they provide us with personal details, i.e. the Application for Enrolment or the Application for Employment.
2. Where possible we will inform our Data Subjects when information is optional.

Categories of Data Subjects and Personal Information and Special Personal Information

Category: Consumers and Potential, i.e. Parents and Guardians of Children	
Personal Information	**Special Personal Information**
• Billing information • Email address • Emergency contact (if parent not available) • Full Names • Home and postal address • Marital status. If divorced, the custody and visiting arrangements • Telephone numbers	• Credit score and references • ID number • Medical aid number and main member details • Occupation and place of employment • Parents view on disciplining their own child at home • Passport number if no SA ID • Payment arrangements • Race or ethnic origin

Category: Children	
Personal Information	**Special Personal Information**
• Admission and Discharge Dates • Age • Allergies[1] • Attendance Register • COVID-19 Temperature Screening Register and other information • Full name • Date of Birth • Medications (currently being administered) • Partial care required, i.e. half or full day	• Adoption history (if any) • Birth history • Child's medical history • Form 22 – Reporting Suspicions of Child Abuse • ID number • Immunisation Records • When the child's met/is meeting his/her milestones

Category: Employees and Employment Candidates	
Personal Information	**Special Personal Information**

[1] Allergies are listed as PI and not SPI because, for the purpose of possibly saving the child's life, several people in the organisation need to know which child has an allergy and to what.

• Age • Attendance Registers • Date of birth • Email address • Emergency contacts • Employment date • Full name and title • Gender • General practitioner contact details [2] • Home and Postal addresses • Language • Marital status • Number of dependents • Qualifications, where and when obtained • Telephone numbers • Training records	• Any disabilities • Banking details • Details of payments to third parties (deductions from salary) • Disciplinary and grievance records • Driver's license • Employment contracts • Employment history • Forms 29 and 30 - Police Clearances • Identity number • Leave records • Medical aid records • Passport number if no ID • Pension Fund records • Performance appraisals • Probation evaluations • Race or ethnic origin • References • Remuneration/salary records • SACE and CPTD registration and details • SITE registration, details and records • Tax registration, details and records • UIF registration, details and records

Category: Vendors, Suppliers, Extra-curricular Providers and Other Business (which may include employees)	
Personal Information	**Special Personal Information**
• Contact numbers • Directors' information • E-mail address • Identity and/or company information • Information about products or services • Name and contact details of organisation • Name and title of contact in the organisation • Other information not specified, reasonably required to be processed for business operations • Postal and/or street address	• Bank account details • Complaints • Employment history if extra-curricular provider • Invoices, payment receipts, statements and reconciliations • Qualifications if extra-curricular provider • Recommendations and references

Security of Personal Information (Data Protection)

Wonderland Creche, Pre-school & Sterpark Academy is legally obliged to provide protection for the Personal Information we hold, prevent unauthorized access and use of the PI and by all means prevent loss of the information. In order to achieve this:

1. The electronic files are password protected.
2. The paper files are stored in a, lockable cupboard situated in the office.
3. Use of PI has been documented in this policy and implemented at Wonderland Creche, Pre-school & Sterpark Academy. It effectively monitors access and usage of the information.
4. Access to PI has been documented in this policy and implemented at Wonderland Creche, Pre-school & Sterpark Academy. Our computers and networks are securely protected through McAfee antivirus, which prevents hacking, spyware and malware.
5. Adhering to governance and regulatory norms and standards.
6. Immediately reacting to and investigating security incidents.
7. Physical security, i.e.:
    a. Access controlled gate
    b. Electric fences
    c. Security guard

8. Secure communications.

[2] The Data Subject's general practitioner's contact details are here in case he/she is close by and it would be preferable to call them in an emergency.

1. Parents and staff have the right to request a copy of the Personal Information we hold on them personally and their children.
    a. Please contact the Information Operator in the office and specify which information you want.
    b. All reasonable steps will be taken to confirm the identity of the person requesting the information.
    c. A request for information may be charged for, in accordance with POPIA.
2. At all times we are acutely aware of children's rights to privacy and protection.
3. Data Subjects PI is used extensively by authorized staff only in our daily management.
4. Teaching practitioners have access to the child's milestones and previous assessments.
5. If permission is granted, contact details of extra-mural service providers will be shared with the parents. The parents will elect to share their contact details with the extra-mural providers, or not.
6. Allergy information is shared with the employees in order to keep the child safe from harm by preventing them from coming into contact with the allergen.
7. In the event that Form 22 (Allegations of Child Abuse) is used, the names and details will only be shared on a strict need-to-know basis as prescribed on the instructions on the form.
8. Monitoring and evaluation in terms of:
    a. Children's reports and assessments (only shared with the child's parents/guardians).
    b. Staff Performance Evaluations (only shared with the relevant management personnel and the member of staff him/herself).
9. In connection with legal proceedings, regulatory requirements or industry codes to which we subscribe or which apply to us, or when it is otherwise allowed by law.
10. To assist with our business development, performance, customer satisfaction and efficiency.
11. To monitor our website usage.
12. To keep parents/guardians informed of events at our center.
13. To perform our contractual obligations entered into between Future Steps and staff and/or the parents/guardians of the enrolled children.
14. Where necessary to verify identities for security purposes.
15. To contact parents/guardians regarding their children.
16. To respond to queries and requests from the parents.
17. To notify parents about any changes to the service.

I confirm that I am fully acquainted with and agree to the contents of the Privacy Policy and all other Manuals, Policies and Notices related to the implementation of the POPI Act at Wonderland Creche, Pre-school & Sterpark Academy.
I confirm that I am aware that the Policies, Manuals and Notices are freely available at Wonderland Creche, Pre-school & Sterpark Academy or on the D6 School Communicator.

Please sign and return this letter to TARRYN CAMPBELL at Wonderland Creche, Pre-school & Sterpark Academy.

Signed at …… on this …… day in the month of …….., 20…

_____	_____	_____
Father/Guardian Name	**Signature**	**Date**
_____	_____	_____
Mother/Guardian Name	**Signature**	**Date**

Please don't hesitate to contact me if you have any queries.

Yours sincerely,
TARRYN CAMPBELL
0825564377

TARAND (PTY) LTD (REGISTRATION NO: 2014/270115/07) T/A
STERPARK ACADEMY
EMIS Number: 992205508
40 Munnik Street, Cnr Aquarius Street, Sterpark, Polokwane
TEL: 015 296 0367
www.sterparkacademy.co.za
In association with Wonderland Creche &Preschool
Emis: 972205561

TO BE COMPLETED BY CURRENT SCHOOL FOR LEARNERS WISHING TO ENROL FOR GRADE 1- GRADE 7

To be returned on Aptitude test day with **ALL REQUIRED DOCUMENTS** after completion by present **School Principal**.

Name of Pupil: _____ Present Grade: _____

Present School: _____ Date of Birth: _____

Number of years at present school: _____ Gender: _____

ID Number: _____ Nationality: _____

Parent Name: _____ Parent Contact Nr.: _____

Academic: Please rate ability and indicate % obtained (if available)

1. Not achieved	2. Elementary Achievement	3. Moderate Achievement	4. Adequate Achievement
5. Substantial Achievement	6. Meritorious Achievement	7. Outstanding Achievement	

Pupil Ratings on a scale	1 – 7	%
English Home Language		
Afrikaans 1st Additional Language		
Mathematics		

1. Sport and Cultural Activities: (Please list involvement)

_____

_____

2. Notable achievements:

_____

_____

3. Character and Leadership Potential:

_____

_____

4. Any known problems (family, emotional, remedial, medical, behavioural, ability to adapt)

_____

_____

5. Parental involvement at present school (please specify):

_____

_____

6. Church involvement:

_____

_____

7. Has the child been suspended/expelled/asked to leave?

_____

_____

8. Why is the child leaving your school?

_____

_____

9. Should we accept this pupil, is there any relevant information you like to draw our attention to? If so, please specify.

_____

_____

10. Register Teacher Report in Behaviour:

_____

_____

_____

11. School fees: (Please ✓ appropriate comment)

◯ Paid in full ◯ Not paid ◯ Monthly payments paid to date

◯ Monthly fees behind by _____ months ◯ Unreliable payments

◯ Late payment

Principal's Name: _____ Principal's Signature: _____

Date: _____ School Tel.: _____

School Stamp