

(2025/2026)

67 Rene Street (Cnr. Rene & John Street)
Winterness
Akasia
Pretoria
0182

Contact Details:

Tel: (012) 542 3381
Cell: 083 308 2096
Contact Person: Tina Potgieter (Principal)
E-mail: adorablebakkies.academy@gmail.com

Bank Details:

Adorable Bekkies Academy
FNB, Cheque Account: 62625849578
Branch Code: 250066



Date of Enrollment:

Student Details

Surname and Full Name:

Date of Birth:

Home Phone Number:

Home Address:

MOTHER Details

Surname and Full Name:

ID number:

Home Address:

Home Phone:

Cell Phone:

E-Mail address:

Occupation:

Work Name & Address:

Work Phone:

FATHER Details

Surname and Full Name:

ID number:

Home Address:

Home Phone:

Cell Phone:

E-Mail address:

Occupation:

Work Name & Address:

Work Phone:

Family Doctor:

Medical Aid & No:

Relative Name:

Address & Contact No:

Illness or allergies:

GRANDMOTHER Details

Surname and Full Name: _____

Home/Cell Phone No: _____

GRANDFATHER Details

Surname and Full Name: _____

Home/Cell Phone No: _____

FAMILY FRIEND Details

Surname and Full Name: _____

Home/Cell Phone No: _____

Registration and Monthly Fees:

- This is a 12-month contract requiring a one-month notice for cancellation.
 - School fees are payable over 11 months. Notice cannot be given during November or December.
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Daycare Fees:

- A registration fee of R350.00 is required upon enrolment, renewable annually in January. Registration Fee is Non-Refundable.
 - Monthly fee: R2500.00 per child, per month for eleven months.
 - Computer classes once a week are included for all classes except Froggy and Bee.
 - As of 1 February 2025, the monthly fee remains R2500.00 regardless of attendance or hours.
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Payment Terms:

- Payment is due by the **3rd of each month in advance** for the upcoming month, unless other arrangements are made.
 - A late fee of R50.00 per day will be charged for each day payment is overdue (up to 30 days).
 - If payment, including late fees, is not settled, the child will not be allowed to attend. No exceptions will be made.
 - Persistent late payments may result in termination of childcare services. Childcare positions will be forfeited after one week of non-payment. Late fees will continue to accrue until the account is settled.
 - In cases of termination, parents remain responsible for all late fees, the one-month notice, and any legal or collection agency fees.
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Operating Hours

- The Academy operates Monday to Friday, from 6:00 a.m. to 5:30 p.m.
 - A late fee of R50.00 will be charged for every 15 minutes past 5:30 p.m.
 - The Academy is closed on public holidays, as well as specific closure days in March/April/August, and for three weeks in December/January.
 - Gr R Times- The Gr R Gate will be closed at 08H00, make sure that the Gr R's are in class before 08H00 this is to avoid disruptions in class.
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Non-Attendance

- If your child will be absent or late, please notify us by 9:00 a.m.
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Sick Children

- Sick children are not allowed to attend the Academy and must remain home until fully recovered.
 - If a child becomes ill, parents will be notified and must pick up the child immediately. Ill children will be isolated from the others until pick-up.
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Medication

- Only prescribed medication will be administered by Academy staff, and a signed authorization form must be completed by the parent/guardian.
 - All medications must be signed in and handed directly to the staff. Medications should not be left in the child's bag.
 - A daily medicine record will be kept in the office.
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School Bag & Clothing

- Every child must have a schoolbag labelled with their name.
 - Girls wearing dresses must also wear ski pants or shorts underneath.
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Jewellery and Toys

- Jewellery is worn at the parent's own risk.
 - No outside toys are allowed, as the Academy provides toys.
 - Beads are not allowed in hair.
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Lost or Stolen Items

- The Academy is not responsible for any lost or stolen items. Ensure all belongings are clearly marked.
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Food and Snacks

- Please pack a snack for your child for snack time.
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Blankets

- Blankets are allowed during winter but must be labelled. Parents are expected to take them home after the winter season.
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Safety and Security

- Gates must be closed securely at all times when entering or exiting the premises.
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Notice of Termination

- A written one-month notice is required for withdrawal from the Academy. Payment for this month is required, even if the child is not present.
 - The Academy reserves the right to terminate this contract at any time, typically with one month's notice. However, immediate termination may occur for reasons such as non-payment or behavioural issues.
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Annual Fee Increase

- Fees will be reviewed annually, with the fee increase effective from 1 February each year.
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Children's Health

- A complete health evaluation form and up-to-date immunizations are required before enrolment.
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Supervision

- Children will be under direct supervision at all times.
 - Children will be checked on every 20 minutes while sleeping.
 - Children under the age of 4 will be personally supervised while using the bathroom. Children older than 4 will be reminded to flush the toilet and wash their hands.
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Infection Control

- Good handwashing habits will be enforced. Handwashing is required after bathroom use and before/after handling food. Soap and towels are available.
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Changes in Particulars

- Please inform the Academy promptly of any changes in address, **phone number**, etc.
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Required Documents

Please provide copies of the following:

- Child's birth certificate (ID).
 - ID copies of both parents.
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Parent Acknowledgement

I have read, understood, and accept the rules and conditions of Adorable Bekkies Academy, which form part of this contract. I understand that this contract may be revised, and I will receive 30 days' written notice of any changes.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Payment Information

- All payments must be made via Cell phone/Internet banking, EFT, or ATM deposit.
 - No over-the-counter payments in the bank are allowed to avoid extra fees. Any additional bank charges due to over-the-counter payments will be passed onto the parent.
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Behaviour and Discipline Policy

- The Academy promotes positive behaviour reinforcement and does not use any form of corporal punishment. Discipline will be constructive and based on redirection or loss of privileges.
 - Unacceptable behaviour will not be tolerated this includes physical aggression, bullying, and inappropriate language. Repeated behavioural issues may result in a meeting with parents and, in severe cases, termination of enrolment.
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Emergency Procedures Policy

- In case of emergencies (e.g., fire, natural disasters), the Academy will follow its emergency plan, which includes evacuation routes and safety protocols. Parents will be notified immediately.
 - If a medical emergency arises, the Academy will contact emergency medical services and transport the child to the nearest hospital, if necessary. Parents are responsible for all medical expenses.
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Non-Discrimination Policy

- The Academy is committed to providing an inclusive environment for all children and families. No child will be discriminated against based on race, religion, gender, or disability.
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Privacy and Data Protection Policy

- Personal information of the child and family will be kept confidential. The Academy will not share any details with third parties without written consent, except where required by law.
 - Parents will be required to provide up-to-date contact information, medical records, and any legal custody documents.
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Safety and Security Policy

- The Academy prioritizes child safety. The gates must be securely closed at all times when entering or leaving the premises.
 - Visitors are required to sign in and out, and no child will be released to unauthorized individuals.
 - The premises will be regularly inspected to ensure a safe environment.
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Photo and Video Release

Adorable Bekkies Academy may take photographs or videos of the children for educational or promotional purposes. These may be used in newsletters, on our website, or in other promotional materials.

I understand that no names will be used with any photos or videos without additional specific permission.

Parent/Guardian Signature: _____ Date: _____

Communication Policy

Adorable Bekkies Academy is committed to maintaining open and regular communication with parents/guardians. Our primary methods of communication include:

1. WhatsApp: For quick updates, reminders, and non-urgent communication.
 2. Telephone: For urgent matters or immediate concerns.
 3. Letters in children's bags: For physical documents, permission slips, or detailed information.
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Parents are expected to:

- Regularly check WhatsApp messages and their child's bag for communications.
- Promptly respond to urgent messages or calls from the Academy.
- Update the Academy immediately if contact information changes.
- Communicate any concerns or questions to the appropriate staff member in a timely manner.

The Academy commits to responding to parent inquiries within 24 hours during business days.

Withdrawal Policy

Should you need to withdraw your child from Adorable Bekkies Academy before the end of the contract period, the following process and consequences apply:

1. **Written Notice:** A written one-month notice is required for withdrawal. This notice must be submitted to the Academy administration.
 2. **Payment Obligation:** Payment is required for the notice month, even if the child does not attend during this period.
 3. **Outstanding Balances:** All outstanding balances, including any late fees or other charges, must be settled before the withdrawal is finalized.
 4. **Refunds:** No refunds will be given for partial months or pre-paid tuition beyond the notice period.
 5. **Re-enrolment:** If you wish to re-enrol your child after withdrawal, you will be subject to current enrolment availability and may need to pay a new registration fee.
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Updating of Policies

Adorable Bekkies Academy reserves the right to update its policies periodically to ensure the best care and education for the children and smooth operation of the Academy. In the event of any policy changes:

1. **Notice Period:** Parents will be notified of any policy updates at least 30 days in advance of the implementation date.
2. **Notification Method:** Policy updates will be communicated through:
 - Written notice sent home in children's bags
 - WhatsApp message to all parents
 - Email (if applicable)
3. **Acknowledgment:** Parents will be required to sign an acknowledgment of receipt and understanding of the updated policies.

By signing below, you acknowledge that you have read, understood, and agree to abide by these additional clauses of the enrolment contract.

Parent/Guardian Signature: _____ Date: _____

Banking Details

For safety & security purposes, school fees must be paid directly into Adorable Bekkie's Academy bank account via Cellphone/Internet banking, EFT, or ATM.

Note: Please do not deposit school fees inside the branch, over the counter via the cashier, in order to avoid extra bank costs. Extra bank charges reflecting on Adorable Bekkies Academy account due to cash payments inside the branch will be levied from you as depositor and or parent.

Bank Details

Adorable Bekkies Academy
FNB, Cheque Account: 62625849578
Branch Code: 250066
Ref: Child First Name & Surname

**NB! ONLY MAKE USE OF YOUR CHILD'S
NAME AND SURNAME FOR PAYMENT
REFERENCES**

Cell: 083 308 2096
Cell: 073 151 0877
E-mail: adorablebekkies.academy@gmail.com

Website for Adorable Bekkies Academy

Feel free to browse our website to familiarise yourself with Adorable Bekkies Academy

<https://adorablebekkiesacademy.com/>

D6 Communicator

It is compulsory to register on D6 Communicator. We are phasing the old communication system out and implementing the D6 Communication system, which is more secure for private information.

Download the D6 Communicator App on your phone or computer. After you have completed the registration, you can log in on the Login link

- D6 Registration link

<https://3923.d6plus.co.za/register>

- D6 Login link

<https://pss.d6.co.za/login>

Stationery (Please order your child's Stationery)

- Add the link below to your phone or computer and click on it.

<https://www.strivestationers.co.za>

- Select Adorable Bekkies Academy on the Home page
 - Choose your child's class (example "Bee Class") and add to cart
 - Proceed to checkout (complete the Billing details and place the order)
 - At the Shipping heading, click on "Local pickup Strive Stationers"
 - Stationery will be delivered to the school
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Indemnity and Liability Waiver

I, _____ (Parent/Guardian full name), hereby acknowledge and agree to the following:

1. Parental Responsibility: I grant Adorable Bekkies Academy temporary parental responsibility for my child, _____ (Child's full name), during the hours they attend the Academy.
2. Safety Efforts: I understand that Adorable Bekkies Academy will make every reasonable effort to ensure the safety and well-being of my child. However, I acknowledge that accidents and injuries can occur even with proper supervision.
3. Liability Release: To the fullest extent permitted by law, I release and agree to hold harmless Adorable Bekkies Academy, its owners, directors, officers, employees, and agents from any and all claims, damages, or liability arising from or related to my child's attendance at the Academy, including but not limited to injury, illness, or property damage, except in cases of gross negligence or wilful misconduct.
4. Medical Authorization: In case of emergency, I grant permission for the Academy to;
a) Contact emergency medical services b) Transport my child to the nearest appropriate medical facility c) Authorize necessary emergency medical treatment
5. Non-Emergency Care: I authorize the Academy's staff to provide minor medical attention for non-emergent issues (e.g., applying band-aids, ice packs for minor bumps or bruises, administering prescribed medications as per a separate medication authorization form).
6. Financial Responsibility: I understand and agree that I am responsible for all medical expenses incurred as a result of any emergency or non-emergency medical care provided to my child, whether or not covered by insurance.
7. Insurance: I confirm that my child is covered by adequate health insurance, details of which I have provided to the Academy.
8. Adherence to Policies: I agree to adhere to all Academy policies and procedures, and I understand that failure to do so may result in termination of this agreement.
9. Severability: If any portion of this waiver is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

I have read this indemnity and liability waiver carefully and fully understand its contents. I am aware that this is a release of liability and a contract between me and Adorable Bekkies Academy.

Parent/Guardian Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Thank you for your cooperation in adhering to the standards of **Adorable Bekkies Academy**