



# Ortloff's Preparatory School

## Registration Form 2022

### FOR OFFICE USE ONLY

Admission nr: _____	Grade: _____ Class: _____
Date of admission: _____	Registration paid: Y/N
Admin checked: <input type="checkbox"/>	Finances checked: <input type="checkbox"/>
Acc. number: _____	
Learner Name & Surname: _____	
Notes: _____	

Provide ID photo for learner portfolio purpose.

(Photo should be recent.)

Foundation Phase (Gr. R – Gr. 3)	Intermediate Phase (Gr. 4 – Gr. 6)	Senior Phase (Gr. 7)

### CONTROL SHEET – OFFICE USE ONLY

#### Documents to be handed in

Copy of learner's birth certificate	Copy of learner's clinic card
Copy of Mother's ID document	Copy of father's ID document
Copy of guardian's ID document	ID copy of person responsible for account
Transfer letter from previous school	Most recent report card
Proof of residence	Permit (if foreign learner)

Application status:	Approved	Pending	Denied
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Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### **\*\* Please note:**

Ortloff's Preparatory School is not a free education institution.  
 This is a fee paying school.



### Learner Information

Surname:						Learner to enter Grade:	R	1	2	3	4	5	6	7
Full names:														
Preferred name:														
Gender : (male/female)						Date of birth:	Y	Y	Y	Y	M	M	D	D
Identity number:														
Nationality:														
Residential address:														
Left - / right handed:														
Home language:														
Number of children in the family:														
Learner position in family:	First / only child	Second child	Third child	Fourth child	Fifth child / more									
Religion:														
Marital status of parents:														
Status of family:	Both parents	Stepfather	Stepmother	Widowed	Widower									
	Guardians	Divorced, live with father	Divorced, live with mother	Single parent	Stepfather/ own mother									
	Stepmother/ own father	Other: (specify)												
Any of the parents deceased?	Father <input type="checkbox"/> Mother <input type="checkbox"/> Both <input type="checkbox"/>													

### School Attendance Record

Name of previous school	Contact number	Language of instruction	Date of entrance		Date of departure	
			Date	Grade	Date	Grade

### Details of Father / Guardian

Full names	
Surnames	
Identity number	
Cell phone number:	
Additional contact number:	
Email address:	
Residential address:	
Postal address:	
Occupation:	
Employer:	
Employer address:	
Work contact number:	

\_\_\_\_\_  
Initial  
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**Details of Mother / Guardian**

Full names	
Surnames	
Identity number	
Cell phone number:	
Additional contact number:	
Email address:	
Residential address:	
Postal address:	
Occupation:	
Employer:	
Employer address:	
Work contact number:	

**Medical information of learner**

Doctor:	
Contact number:	
Medical aid name:	
Medical aid number:	
Main member:	
Allergies:	
Chronic illnesses:	
Other medical conditions:	
Chronic medication:	
Emergency contact person's name:	
Contact number:	

**Contact person in case of Emergency if parents cannot be reached.**

Name and surname:	
Relation to learner:	
Contact number:	

**Person/s learner resides with**  
 (Complete if this information differs from parents')

Initials and surname:	
Identity number:	
Contact details:	
Relation to learner:	

**Person/s allowed to collect learner from school**

Name and surname:	
Identity number:	
Contact number:	
Relation to learner:	





Person Responsible for Account	
Surname:	
Full names:	
Identity number:	
Occupation:	
Employer:	
Contact number: Work	
Contact number: Home:	
Cell phone number:	
E-mail Address:	
Physical address:	
Relation to learner:	

### ORTLOFF'S TRANSPORT

(Complete this section ONLY if your child will be making use of the school transport. This service is at an additional cost and subject to availability.)

Full residential address: \_\_\_\_\_

**Please tick the transport option you are interested in:**

Mornings only (R300 p/month)  Afternoons only (R300 p/month)  Both mornings and afternoons (R600 p/month)

#### General Terms and Conditions

- Ortloff's School provides a professional service and undertake to provide a quality service;
- Ortloff's School undertakes to only use qualified drivers and vehicles will be referred regularly for a road safety test;
- Ortloff's School will take all reasonable care to ensure the safety of passengers;
- Ortloff's School will do everything in its power to provide a safe transport environment for passengers;
- Parents should take note that there is a risk involved in the transportation of people and that Ortloff's School can accept no liability for any loss or injury, which include but is in no way limited to theft or misbehaviour if the circumstances leading to such loss or injury is beyond their reasonable control;

#### Cancellation

Should you wish to cancel the transport, a l(one) month (20 working days), written notice should be handed in at the office.

#### Indemnity

The Parents **acknowledges the risk involved** in the provision of transport services and hereby indemnify Ortloff's School against claims for harm/damage caused to their/their child's property due to reasons beyond the reasonable control or unintentional act of any person, whether or not in the employment of Ortloff's School. This will include any economical lost pertaining to the harm/damage caused.

Ortloff's School shall not be liable for any loss or damage arising from delay, sickness, injury, and death to any passenger, or of their luggage or personal belongings, unless such delay, sickness, injury, and death to a passenger or theft or damage or their luggage or personal effects can be attributed to any circumstances within Ortloff's School reasonable control.

#### Right to Sub Contract

Ortloff's School reserves the right to sub-contract, in case of an emergency or by its choice, and when this right is exercised, the substitute vehicle will, as far as circumstances permit, compare equally with our own service delivery standards, and vehicle in comfort and reliability. In the event of Ortloff's School sub-contracting, it is agreed between the parties that the owner and driver of the substituted vehicle shall act independently as an independent contractor. It shall be deemed that the Parent indemnifies Ortloff's School against any claim for damage or otherwise, resulting from the driving of the substituted vehicle specifically, but not limited to the reckless and/or negligent driving thereof, unless such claim for damage or otherwise can be attributed to any circumstances within our reasonable control for instance not having done the necessary investigation or due diligence before selecting a sub-contractor.

**I hereby confirm that I have read and accept the above Transport Terms and Conditions; I fully understand what has been stated within. By signing this agreement it means that both parties are in binding agreement.**

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\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date





## FEES / PAYMENT SECTION

Upon completing and signing the enrolment form, you need to pay the Administration fee / Textbook fee as stipulated below. No forms will be accepted without the full Administration fee / Textbook fee or if the form is not completed in full. The Administration fee / Textbook fee is payable every year that your child will be attending Ortloff's, as well as a new and fully completed enrolment form every year.  
*All admin / textbook fees can now be paid via EFT, card or cash.*

<u>Grade R – Grade 3</u>		<u>Grade 4 – Grade 6</u>		<u>Grade 7</u>	
Textbook Fee	R 800	Textbook Fee	R 1 500	Textbook Fee	R 1 800
1 child:	R 2 500	1 child:	R 2 700	1 child:	R 2 700
2 children:	R 4 800	2 children:	R 5 200	2 children:	R 5 200
3 children	R 7 200	3 children:	R 7 800	3 children:	R 7 800
<u>2022 Boarding (Gr. R – Gr. 7)</u>			<u>2022 Swimming (Gr. R – Gr. 7)</u>		
Registration Fee	R 200	Registration Fee	R 150		
1 child:	R 2 000				
2 children:	R 3 800	1 lesson per week	R 300 per month		
3 children	R 5 700	2 lessons per week	R 560 per month		
<u>Transport (Mokopane and certain areas of Mahwelereng only)</u>		R600 per month			
(Complete the section in the application form, the school will notify you if transport is available)					

**Please Note :** All Fees are payable over **12 months**. All fees to be paid by the **15<sup>th</sup>** of each month. Should your account for the year be settled by 31 January, you will receive one month's discount.

All fees are payable until end of **December**. Even though school closes in December, we still have all the expenses as throughout the year, whereas the Teacher's salaries are our highest priority. Our fee structure does not allow for us to carry non-fee-paying pupils.

I. Please indicate whether there are siblings who make use of the same account and/ or debit order (banking details) as this learner:

- Sibling name and Surname: \_\_\_\_\_  
Grade: \_\_\_\_\_
- Sibling name and Surname: \_\_\_\_\_  
Grade: \_\_\_\_\_
- Sibling name and Surname: \_\_\_\_\_  
Grade: \_\_\_\_\_
- Sibling name and Surname: \_\_\_\_\_  
Grade: \_\_\_\_\_





### COLLECTION (Debit order arranged by Ortloff's)

Written Authority and Mandate for Debit Payment instructions

Name of account holder:					
Name of bank:					
Account number:					
Account type:	Current(chèque)	Savings	Transmission		
Branch code:					
Collection Date (Tick)	1	7	15		
Items to be collected: (Tick)	School	Boarding	Transport	Swimming	

**To: ORTLOFF'S SCHOOL**

Abbreviated Name as Registered with the Bank  
 Beneficiary's Address

ORTLOFFSKI  
 44 DE KLERK STREET, MOKOPANE

**A. Authority**

This signed Authority and Mandate refers to our contract dated January 2022 ("the Agreement")

I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other above-mentioned Bank (or any other Bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on January 2022 and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorised to be issued and delivered as follows: monthly

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

Unsuccessful debit orders will result in a penalty fee of R200 - which will then be added to your monthly account.

Payment instructions due in December may be debited against my account on \_\_\_\_\_

I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand the details of each withdrawal will be printed on my Bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction.

**B. Mandate**

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

**C. Cancellation**

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

**D. Assignment**

I/WE acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement this Authority and Mandate cannot be assigned to any third party.

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

\_\_\_\_\_  
 Account holder signature

\_\_\_\_\_  
 D Koekemoer (Signature as used for operating on the account)

\_\_\_\_\_  
 (Assisted by) M Koekemoer

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**E. Agreement Reference Number**

This Agreement Reference number is: \_\_\_\_\_

OFFICE USE





## TERMS AND CONDITIONS OF ENROLMENT AND ADMISSION

### 1. General

In order to provide the best possible childcare, we prefer to work in partnership with parents. To comply with legislation and to provide efficient levels of care, it is necessary to impose certain operating parameters. We have endeavoured to keep following to the absolute minimum and to ensure they are fair to both parent and provider. We must receive a signed and fully completed application form before a place can be considered. Full and part time sessions must fit into the session times detailed on the application form; however, we will attempt to meet the individual needs where necessary.

Please note: It is your responsibility as parent/guardian to re-register your child every year. Without re-registering we will assume that your child will not be returning to Ortloff's.

All foreign student documents must be re-attached with every application.

### 2. Finances

Unless otherwise agreed between the parties in writing all amounts payable by the Customer to the Company shall be paid within 30 (thirty) days of date of the Company's statement demanding payment. This payment needs to occur on or before the 15th day of each month.

Amounts payable to the Company in terms of this Tax Invoice and or Quotation shall be paid without deduction or set-off by way of electronic transfer to the bank account of the Company, unless agreed otherwise in writing. Please use the child's name and surname as reference when making payment. Contact the office for the school's banking details.

#### The following Conditions will apply:

- 2.1 Unless otherwise agreed, payment of the Price must be made in full on or before the 15th day of each month.
- 2.2 Credit terms may be revoked or amended at the sole discretion of Ortloff's School.
- 2.3 Any other payment terms must be agreed in writing and signed by Ortloff's School.
- 2.4 If the Customer defaults in payment by the due date of any amount payable to Ortloff's School, then all money which would become payable by the Customer to Ortloff's School at a later date on any account, becomes immediately due and payable without the requirement of any notice to the Customer, and Ortloff's School may, without prejudice to any other remedy available to it:
- 2.5 charge interest on the outstanding amount at a rate of the lower of
  - (i) 2% per month or
  - (ii) (ii) the highest percentage allowed by law.

Should the client fail to make full payment we shall institute legal action for the recovery of the full outstanding amount.

In the event of the Company instructing its attorney to recover monies from the Customer, the Customer shall be liable for and shall pay all legal costs incurred by the Company on an attorney-client scale, inclusive of collection commission.

The client consents that the Magistrate's Court has jurisdiction irrespective of the amount claimed. If I/we should fail to object to any amount appearing on Ortloff's School statement of account within 7 (Seven) days of the date of dispatch of the statement, the account shall be deemed to be in order and I/we shall be deemed to have received delivery of the statement.

### 3. Documents required upon enrolment

- \* Copy of child's birth certificate
- \* Copy of child's clinic card
- \* Copy of mother's I.D. document
- \* Copy of Father's I.D. document
- \* Copy of Permit (Foreign students only)
- \* Proof of residence
- \* Copy of most recent report card
- \* Transfer letter from previous school

### 4. Hours

Our school hours are:

06h45 – 13h30 for Gr.R – Gr.3.

06h45 – 14h30 for Gr.4 – Gr.7. (Monday to Thursday) Supervision until 17h00

Fridays - 06h45 – 13h30 for all grades. Supervision until 16h00

The staff of Ortloff's School will not be held responsible for any children after hours.





**5. Late Collection**

Agreed arrival and collection times must be strictly adhered to. However, we understand that weather and traffic can occasionally delay parents. Therefore, if you believe you may be more than 15 minutes late, please inform the School immediately. Unless caused by extenuating circumstances, a fine of R150 will be charged and payable to the teacher on duty.

**6. Communication / WhatsApp groups**

Parents will be added to a class WhatsApp group. The purpose of this group will be for communication from the class teacher regarding any school work, newsletters, important notices, or any other announcements. The administrator of the group will be required to obtain your consent for being part of the WhatsApp group. As such, you are herewith notified that you are entitled to refuse such consent and you may exercise such a right by leaving the group. Should you elect to remain in the group, it will be accepted that you have consented to be part of the group and to your personal information (your cell phone number and name) being noticeable to any person in the group. The administrators of the group will only use your information in regards to communicating information relevant to the group and will not use it for any other purposes.

**7. Absence**

To retain a place, full fees are payable during absence due to holidays or sickness. Should a child have to be sent home due to sickness or other reasons beyond the control of the School, the full fee still applies.

**8. Collection by others**

If another person is to collect the child, please always inform us, preferably when you bring your child to the School. If for reasons beyond your control you can't collect your child, we will need identification of the person collecting your child as our staff have instructions not to release children, other than to the usual parent(s) without authority and identification. If you have any problem with collection, call us as early as possible, and we will endeavour to assist. Under no circumstances will the child be allowed to leave the School with anyone unknown to the staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the School will require a name, address and telephone number of the person permitted to collect the child, and proof of identity will be required upon arrival at the School. A list of responsible adults who are authorised to collect the child should be given to the Principal.

**9. Accidents and Illness**

We reserve the right to administer basic first aid treatment when necessary. Parents will be informed of all incidents and will be required to sign an accident form. For accidents of more serious nature involving hospital treatment, all attempts will be made by the School to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form, however, the first dose of medicine must be given at home and the parents must take all medicine home after each day. We may require the parent to withdraw the child from the School, if in the event that they require special medical care or attention which is not available or refused by parents or it is considered that the child is not well enough to attend the School. We may also ask the parents to withdraw their child from the School if we have reasonable cause to believe that they may be suffering from, or has suffered from any contagious disease/infection and there remains a danger that other children at the School may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections, thus parents are requested to inform the School if their child is suffering from illness, sickness or allergies before attending the School. We have a realistic attitude to the needs of working parents, but we reserve the right to contact parents if their child becomes ill during School hours. All reasonable precautions will be taken by Ortloff's School for the safety and well-being of learners. All payments of medical and hospital bills, in case of emergency, remains the sole responsibility of the parent/ caregiver.

**10. Parent's obligation to inform**

Parents are requested to inform the School of any food, medicine, activity, or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must provide details, in writing, of the severity of the reaction and must continue to inform the School of any changes to the condition, in writing, when they become aware.

**11. Personal belongings**

We suggest that all toys, books, and other equipment are left at home. We cannot be held responsible for the loss or damage to children's property. Every reasonable effort will be made by the School staff to ensure the children's belongings are not lost or damaged. Practical 'inexpensive' clothing is strongly recommended for children attending our School. It is the responsibility of parents to name and clearly label all items of clothing and to ensure that his /her child has collected all his/her belongings from the School when collected.







**12. Behaviour management**

We may require the parents to withdraw or remove the child from the School in the event that the Principal considers the child to be disruptive or displaying inappropriate behaviour. We will not tolerate Teachers or School staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a place/registration.

**13. Termination and Cancellation**

At least one month's written notice (20 business days) is required to terminate/cancel registration and this agreement or payment or payment of one month's School fees in lieu. Parents will remain liable for the fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall remain payable. If registration is cancelled prematurely, Ortloff's School reserves the right to retain the amount due for the notice period from the deposit. We reserve the right to terminate a place/registration with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances we will give you one month's notice, in writing, should we wish to terminate a place/registration for any reason. If the parent for any reason postpones the due date, we reserve the right to change from the original start date stated on the application form.

**14. Transportation**

I herewith give consent for Ortloff's Preparatory school to transport my child during paid and arranged field trips / sports trips or any other event arranged by Ortloff's Preparatory School.

I hereby waiver any claim which I may have against Ortloff's School (Pty) Ltd and any transportation company and their drivers in association for any damage sustained by any person which may arise in connection with the tuition by the said. Whether such damages arises as a result of theft, loss of life, bodily injury, or any other cause whatsoever. This waiver is unconditional and is given both in my personal capacity and my capacity as a father/mother and of natural or legal guardian of any minor concerned.

I irrevocably unconditionally indemnify Ortloff's School (Pty) Ltd and any transportation company, their owners, personnel and/or responsibility arising from a possible death and or injury sustained by my child during this school trip. I confirm I am fully aware of and entrusted with the general arrangements in respect of transport during this trip. I grant my irrevocable and unconditional permission to Ortloff's School (Pty) Ltd, their owner, personnel and any other person involved to seek medical treatment / care for my child if necessary.

**15. Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents and the School. Any other understandings, agreements, warranties, conditions, terms, or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update/amend these Terms and Conditions

I hereby confirm that I have read the above Terms and Conditions; I fully understand what has been stated within. By signing this agreement it means that both parties are in binding agreement.

-----  
Signature

-----  
Date





## PARENTAL CONSENT FORM FOR USE OF IMAGES OF CHILDREN

Ortloff's School recognises the need to ensure the welfare and safety of all young people taking part in any activity associated with our organisation.

I/we, ..... the parent(s)/guardian(s) of: (child's full name).....

hereby give Ortloff's School permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above, taken by any employee of Ortloff's School on behalf of Ortloff's School for any of the following uses:

- Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes.
- On the Ortloff's School Facebook page or any other social media platform for example WhatsApp group.
- On the school premises (against walls etc.).

The above consent will apply throughout the world and be for an indefinite period of time. Should you be unsatisfied with a specific image please inform the class teacher within 5 days, so that we can remove the image.

Signed at ..... on this ..... (day) of ..... (month) 20.....

Parent / Guardian: ..... Date: .....

Parent / Guardian: ..... Date: .....

## PERMISSION LETTER FOR PUBLICATION OF PHOTOGRAPHS ON WEBSITES

Dear parent or caregiver

Ortloff's School is writing to request your permission for photographs of your child to be taken during School activities. If photographs are taken, this would be for the purpose of educating youth, promoting the school group. The group is also seeking your permission to publish photographs and/or samples of your child's work.

If you give your permission, the group may publish photographs of your child and/or samples of work done by your child in a variety of ways. The publications could include, but are not limited to, group newsletters (online and in hard copy), the group's website including, and local newspapers. If published, third parties would be able to view the photographs.

### If you sign the consent form it means that you agree to the following:

1. The group is able to publish photographs of your child and samples of your child's work as many times as it requires in the ways mentioned above.
2. Your child's photograph may be reproduced either in colour or in black and white.
3. The group will not use your child's photograph or samples of your child's work for any purpose other than for the education of youth, or for the general promotion of scouting and the group.

Any photographs taken by the group will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, Ortloff's School cannot guarantee that your child will not be able to be identified from the photograph or work.

If you agree to permit the group to take photographs of your child, and to publish photographs of your child, or samples of your child's work, in the manner detailed above, please complete the consent form and return it to the group.

This consent, if signed, will remain effective until such time as you advise the group otherwise.

### Consent Form for Publication of Child's Work or Photographs

I agree, subject to the conditions set out above, to the taking of photographs of my child during scout activities, to be used by the group in educating youth and promoting the group and scouting. I also agree to the publication of photographs or samples of work of my child. I will notify the group if I decide to withdraw this consent.

Signature of parent/caregiver: .....

Date:.....

Initial  
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## PARENT COMMITMENT

I, the mother/father/guardian (please tick) of \_\_\_\_\_ (name of learner),

Understand the rules and their implications and hereby commit to make prompt payments in full as well as other monies in full as agreed on the day of enrolment to ensure the smooth running of the school. Parents/guardians who may from time to time experience difficulty in this regard, are expected to approach the Financial officer immediately in order to reach a satisfactory agreement.

Because the ultimate responsibility for the behaviour of my child, I accept responsibility for any misbehaviour on the part of my child and support the disciplinary procedures followed by the School's Disciplinary Policy and Code of Conduct for Learners.

\_\_\_\_\_  
Parent / guardian

\_\_\_\_\_  
ID number

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

