



APPLICATION & ENROLMENT PACK 2027

This is a safe space to be who you are – be unique.

Dear Parents and Guardians, Welcome to Peter Rabbit Playschool. We are so excited to begin this special journey with you and your child. Our school is built on love, structure, and play-based learning, creating a safe and happy space where children can grow with confidence. We believe that childhood should be filled with joy, discovery, and gentle guidance as each child develops at their own pace.

Our Approach:

Our mornings are structured with engaging, age-appropriate activities, while afternoons allow for free play, creativity, and social development. We focus on preparing children for 'big school' while nurturing emotional wellbeing.

Fees for 2027:

- Registration fee: R 300
- Babies/ Baba's: (3 months – 16 months) R2 500
- Babies Half Day: R2 250 until 12h30

- **Toddlers/kleuters:**
- Registration fee: R 300
- Full Day/Vol Dag: R2 430
- Half Day/Half Dag: R2 200 until 12h30

Toiletries are supplied by parents on a termly basis. A list is supplied below. Inquire at the office if you are interested in a once-off toiletry fee instead.

Peter Rabbit Playschool Banking details:

Bank: Standard Bank
Account Name: Peter Rabbit Playschool
Account Type: MyMoBiz Cheque / Current
Account Number: 10254597600
Branch Code: 051001

Our fees include the following:

- Breakfast (Maize Meal / Jungle Oats, for example)
- Cooked Lunch (Delicious, Balanced, home-cooked meal)

Parents must please supply snacks for the day, enough for 2 snack times.

School Hours: 6h30 am – 17h30 pm Monday to Friday (Strictly)

Late collection fee: R5 per minute after 17h30 for full day and 12h30 for half day.

Repeated late collections may result in further action.

We are closed on public holidays and for three weeks over December.

The playschool is open during school holidays. We strive to provide consistent and 'no-interruption' service for the children and the working parents.

Communication:

- Please discuss all problems or concerns with the principal. Small problems and daily concerns can be communicated through the homework book via a parent or teacher.
- **Please make sure we have all your correct details on file. As a parent, you are fully responsible for updating your information with us.**
- **All medication** needs must be indicated in the daily diaries. No medicine will be administered without an indication to do so. If you forgot to write it in the diary, please WhatsApp the principal with instructions.

- **No unauthorised persons are allowed to pick up your child**, unless we have been informed and have received a photo, name, surname, and ID number via WhatsApp.
- School Diary and stationery boxes to be ordered at school. The order form will be supplied with the receipt of the application form.
- Our School T-shirt is compulsory; an order form will be supplied with the receipt of the application form.

Health Guidelines

- Parents are responsible for ensuring their child's health and hygiene while attending school. The school will provide support but cannot assume responsibility for managing a child's hygiene or health.
- If your child is unwell with a contagious illness or a stomach bug, please keep them at home until they have fully recovered. Kindly inform the school so that appropriate precautions can be taken to protect the health of other students

Emergency Medical Treatment:

For any medical emergencies for the child while at school, the applicant hereby gives **Peter Rabbit Playschool** authority to take such child to the nearest doctor or medical facility via Ambulance services when required.

- If I, the parent, cannot be reached, I hereby give my permission that my child may receive proper medical treatment.
- All possible efforts will be made to contact the parent before such action is taken. Within reasonable limits, to ensure that timely medical treatment is given.
- The applicant remains liable for all medical and transport costs in such cases.

FATHER:

FULL NAME: _____

SIGNATURE: _____

DATE: _____

MOTHER:

FULL NAME: _____

SIGNATURE: _____

DATE: _____

Class Supplies

Babies (0 to 12-month-olds)

Babies

- 1 x Face Cloth
- 1 – 2 sets of clothing
- 1 x Receiving Blanket
- 1 x Warm Blanket
- Daily Formula
- Own Bottle
- 5 L Water per Term

Toiletries:

Nappies (At least 6 per day)
Wet Wipes (1 per Month)
Bum Cream (1 per month)
Baby Powder
Box of Nappy bags. (1 every Term)

It is your decision whether to send enough supplies for each day or to supply enough for the month.

2 Year class

2-Year Class

Stationary to be ordered through the school

1 x 304 Page Colouring Book
2 x 9's Big Wax Crayons
2 x Pritt 43g
1 x Apron
1 x Ice Cream Container (2L)
1 x 30 Pocket Flip File

- Face cloth
- Blanket
- 1 – 2 Sets of Extra Clothing
- Something to drink
- Healthy Snack

Toiletries:

Nappies (At least 6 per day)
Wet Wipes (1 per Month)
Bum Cream (1 per month)
Baby Powder
Box of Nappy bags. (1 every Term)
2 x Box of tissues (Per term)

If potty training or already trained

4 x Toilet Rolls (Per term)
1 x Liquid hand soap
Sunblock

3 Year class

Stationary to be ordered through the school

1 x Colouring Book 304 pages
2 x Big Wax Crayons
2 x 43 gram **Pritt**
1 x Ice Cream container
1 x Apron
1 x 30 Pocket flip File
1 x A4 Copy paper

Blanket
1 Set of Extra Clothing
Face cloth
Healthy Snacks
Something to drink

Toiletries:

2 x Box of tissues (Per term)
4 x Toilet Rolls (Per term)
1 x Liquid hand soap

Sunblock

Nappies (At least 6 per day)
Wet Wipes (1 per Month)
Bum Cream (1 per month)
Baby Powder
Box of Nappy bags. (1 every Term)

4-5 Year class

Stationary to be ordered through the school

304 Page Colouring Book
12's Jumbo Triangular Pencils
Pritt 43g
Apron
Ice Cream Container (2L)
30 Pocket Flip File
A4 Hardcover book
A4 Copy Paper
Training Scissors
Book Bag

Blanket
1 Set of Extra Clothing
Face cloth
Healthy Snacks
Something to drink

Toiletries:

2 x Box of tissues (Per term)
4 x Toilet Rolls (Per term)
1 x Liquid hand soap

Sunblock

Reminders will be sent out to the WhatsApp group.
Everything sent to the school must be marked with your child's name.
You are welcome to decorate your little one's Ice cream containers.
Please cover all hardcover books and label all items clearly.



PETER RABBIT

PLAYSCHOOL

127 2nd Avenue, Newton Park Port Elizabeth

Enrolment Contract

Starting Date: _____ 2027

Child's Details:

Surname: _____ First Names: _____

Preferred Name: _____

Date of Birth: _____ Current Age: _____

Sex: Male / Female

Preferred Language: _____

Street Address of Child: _____

Home Phone: _____

Siblings' names and ages: _____

Name of the current Nursery School/ Day Care your child is attending. _____

Health information:

Any Allergies? (specify) _____

Any health problems? E.G. Operations or Chronic Illness. (specify) _____

Was your baby born premature? (If yes, please specify) _____

Dietary restrictions? _____

Does your child have any fears or emotional requirements? Do you have concerns? (Specify) _____

Which contagious diseases has your child had? _____

Other information:

Who will bring your child in the mornings? _____

Who will be allowed to collect your child from school? (N.O.K) _____

Tel: _____

Tel: _____

Give the name, address, and telephone number of a person who can be contacted in case of emergency: _____

Any other information regarding your child? _____

Is your child potty-trained? If yes, at what age? _____

Initial _____

MEDICAL AID DETAILS:

Scheme name: _____
Membership number: _____
Main member's name: _____
Family Doctor's name: _____
Doctor's Phone Number: _____

Parents' Details:

Marital Status: married / separated / divorced / mom remarried / dad remarried

Mother: ID number:

Name & Surname:

Place of work:

Occupation: _____

Contact Numbers during the day: _____

Work number: _____

Home number: _____

Cell number: _____

Email: _____

Residential address if different from the child: _____

Father: ID Number:

Name & Surname:

Place of work:

Occupation: _____

Contact Numbers during the day: _____

Work number: _____

Home number: _____

Cell number: _____

Email: _____

Residential address if different from the child: _____

PLEASE ATTACH A COPY OF: (Tick off as added)

- Birth Certificate**
- Copy of Clinic book**
- A copy of your Medical Aid card – To be used in Emergencies only**
- A copy of both parents' **ID documentation**, where possible.

Initial _____

ACCOUNT PAYMENT

Who is responsible for the school fees?

Payment for the enrolment/Registration fee of R300.00 will be paid via:

- Internet (EFT)

I undertake to pay the school fees monthly in advance via:

- Internet Banking (EFT)
- Direct Deposit

I require care as below:

- Babies' full day
- Babies' Half-day
- Toddler Full day
- Toddler Half-day

This contract, signed, is legally binding and once handed in, will require a 1 months' notice to be cancelled.

THIS IS ALSO THE FULL AND ONLY AGREEMENT BETWEEN THE TWO PARTIES AND CAN ONLY BE CHANGED IN WRITING, SIGNED BY BOTH PARTIES.

Date: _____

Parent signature _____

Clinic book information:

| AGE | TYPE OF VACCINATION | YES | NO |
|------------------|--|------------|-----------|
| Birth | 1. TB (BCG) Vaccination | | |
| | 2. OPV (Polio) | | |
| 6 Weeks | 1. OPV | | |
| | 2. DTO (Diphtheria, tetanus, pertussis-Whooping cough) | | |
| | 3. Hib (1) haemophilus influenza type B | | |
| | 4. Hep B (Hepatitis B) | | |
| 10 Weeks | 1. OPV (2) | | |
| | 2. DTP/Hip(2) | | |
| | 3. Hep B (2) | | |
| 14 Weeks | 1. OPV (3) | | |
| | 2. DTP/Hib (3) | | |
| | 3. Hep B (3) | | |
| 9 Months | 1. Measles | | |
| 18 Months | 1. OPV (4) | | |
| | 2. DTP/Hip (4) | | |
| | MMR (Measles, Mumps, Rubella) | | |
| 2 Years | Hepatitis A | | |
| 2 and half Years | 1. Hepatitis A Booster | | |
| 5 Years | 1. OPV (5) | | |
| | | | |
| | | | |

PETER RABBIT PLAYSCHOOL

RULES AND REGULATIONS (DEPARTMENT OF EDUCATION–ALIGNED)

These Rules and Regulations are implemented in accordance with Early Childhood Development best practices and are intended to ensure the safety, well-being, and effective operation of the school.

By signing below, the parent/guardian acknowledges and agrees to comply with the following:

1. ATTENDANCE, DROP-OFF, AND COLLECTION

- Parents/guardians must inform School Management in writing of any change regarding persons authorised to collect their child and changes to personal information.
 - A child will **only be released** to persons listed on the application form or to an alternative person for whom written consent, including **full name and photographic identification**, has been provided.
 - Children must be collected no later than **17h30**. Half-day children must be collected no later than **12h30**.
 - If a child will be absent from school, the parent/guardian must notify the school via the Parents' WhatsApp group or directly to the Principal. This helps with breakfast and lunch planning.
 - Parents/guardians are responsible for ensuring that the pedestrian gate is **closed and secured** when entering or exiting the premises.
 - Parents/guardians must escort their child **to and from the porch**. Children may not be left unattended at the gate.
 - All drop-offs and collections shall take place on the **designated stoep/porch area**. Parents are not permitted to enter classrooms unless authorised by staff. This is to avoid disruptions in the classroom, as well as helping our little ones feel safe, secure and protected.
 - Vehicles must be parked only in **designated parking areas**. **No parking is permitted in front of driveway gates**.
 - Where staff reasonably suspect that a person collecting a child is under the influence of alcohol or any substance, the school reserves the right to **delay release** of the child until safe alternative arrangements can be made, in the best interests of the child.
 - The school will be closed on weekends, public holidays, and for **three (3) weeks in December** annually.
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2. COMMUNICATION WITH TEACHERS AND STAFF

- Teachers' primary responsibility during the school day is the care, supervision, and education of the children.
 - Teachers are not permitted to use their cell phones while supervising children, as this is essential for child safety.
 - Parents may send messages during the school day; however, responses will only be provided when teachers are available.
 - Parents may **not message teachers before 07h00 or after 16h30/17h00**, as this falls outside of working hours.
 - Teachers are **not to be contacted over weekends**.
 - In the event of an urgent matter, concern, or complaint, parents must contact the **Principal directly (Suzanne)**.
 - Parents are encouraged to raise concerns respectfully with the Principal so that matters may be addressed, clarified, or corrected in the best interests of the children.
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Initial _____

3. HEALTH, SAFETY, AND CHILD CONDUCT

- Children who are ill may not attend school.
 - Any medication required must be declared to management and written in the provided Diary.
 - Medication may not be kept in a child's bag, but handed to the respective teacher.
 - Breakfast will not be served after **08h30**. Exceptions can be made when affected by traffic and unexpected circumstances.
 - Children are expected to behave in a manner that is respectful, non-disruptive, and conducive to a positive learning environment. We educate and ensure the little ones' wellbeing, but manners start at home.
 - The school follows a **positive behaviour support approach**. No corporal punishment or humiliating disciplinary practices are permitted.
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4. PERSONAL BELONGINGS

- All personal belongings must be **clearly labelled** with the child's name. The school cannot be held responsible for loss or damage to **unlabelled items**.

This includes, but is not limited to, **bottles, lunch boxes, bags, clothing, bum cream, and wet wipes**.

5. PROHIBITED ITEMS / NOT ALLOWED AT SCHOOL

The following items may not be brought to school:

- **Sweets, chocolates, or fizzy drinks**
 - **Toys, cell phones, or jewellery**
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6. FEES, PAYMENTS, AND WITHDRAWAL

- School fees are payable **in advance by the 3rd of each month**.
 - The school reserves the right to suspend attendance if fees are outstanding, unless a prior written arrangement has been approved.
 - **A full calendar month's written notice is required for termination of enrolment.**
 - **Fees are non-refundable in the event of early withdrawal.**
 - **December is not a notice month.**
 - Outstanding fees will be subject to recovery action, and associated costs will be for the account of the parent/guardian.
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7. BANKING DETAILS

Bank: Standard Bank
Account Name: Peter Rabbit Playschool
Account Type: MyMoBiz Cheque / Current
Account Number: 10254597600
Branch Code: 051001

ACKNOWLEDGEMENT OF AGREEMENT

I, the undersigned parent/guardian, confirm that I have read, understood, and agree to comply with the Rules and Regulations of Peter Rabbit Playschool, as outlined above. If you have any queries or questions regarding our school or your child, please do not hesitate to contact me.

Parent/Guardian Full Name: _____

Signature: _____ **Date:** _____

Fee Policy & Parent Agreement

SCHOOL FEE POLICY

We appreciate your commitment to your child's education at Peter Rabbit Playschool. To ensure we continue providing a high-quality learning environment, please take note of the following fee policy.

Fee Structure

School fees are mandatory and may be paid monthly over 12 months or as a once-off annual payment.

Please note:

- School fees are payable for all 12 months of the year.
- **December fees remain payable in full, regardless of early closure.**
- December fees must be settled by the end of November.
- January fees must be paid before the school closes for the annual holiday to secure your child's place. (Arrangements can be made upon prior approval.)

Monthly Payments

Monthly payments are offered for convenience and do not constitute a credit agreement in terms of the National Credit Act 34 of 2005.

Debt Review

School fees are a legal financial obligation and may not be included in a debt review process in terms of applicable legislation. (National Credit Act, No. 34 of 2005)

Due Dates & Late Payments

- All payments must be reflected in the school's account by the 3rd of each month.
- If the 3rd falls on a weekend, payment must be made by the last working day before.
- Late payments will incur a penalty of R25 per day.

Banking Fees

Cash deposits made at ATMs will incur an additional R20 banking fee, which will be added to your account unless prior arrangements have been made.

Annual Re-registration

All parents are required to complete an annual information update form to ensure records remain accurate. An annual re-registration fee will be charged to cover the cost of diaries and administrative expenses.

Payment Security

For safety reasons, no cash payments may be sent via children or communication books. The school cannot be held responsible for any lost funds in such cases.

Outstanding Accounts

Failure to keep fees up to date will be considered a breach of this agreement. The school reserves the right to:

- Initiate legal action
- Recover legal and collection costs from the parent/guardian
- Require alternative schooling arrangements in cases of continued non-payment

Initial _____

Chronic Late Payments

If late payment becomes habitual, the school reserves the right to:

- Require fees to be paid in advance per term
- Cancel any prior payment arrangements

Financial Commitment

The school is funded entirely through fees and is unable to offer long-term payment arrangements. Parents are encouraged to communicate proactively should financial difficulties arise.

PARENT AGREEMENT & INDEMNITY

This document serves as a binding agreement between the parent/guardian and Peter Rabbit Playschool. The School Fee Policy forms part of this agreement.

1. Fee Commitment

I agree to pay all school fees in accordance with the Peter Rabbit Playschool Fee Policy. I understand that fees are payable in advance and that late payments will incur penalties as outlined. I acknowledge that all fees are non-refundable and payable for 12 months of the year.

2. School Hours & Late Collection

School hours are from 06:30 to 17:30.

Half-day children must be collected by 12:30.

A late collection fee of R5 per minute will be charged for any collection after the applicable collection time (12:30 for half-day or 17:30 for full-day), unless prior arrangements have been made

3. Withdrawal Policy

- A full calendar month's written notice is required when withdrawing a child.
- Notice may not be given after October for year-end withdrawal.
- December may not be used as a notice month.

4. Indemnity & Liability

While every reasonable precaution is taken to ensure the safety and well-being of all children, I acknowledge and accept that:

- The school, its staff, and affiliates are not liable for any injury (physical, emotional, or psychological) sustained while under their care.
- The school is not responsible for accidents, illness, or damage caused by or to other children.
- The school is not liable for incidents occurring during transport or outings, although all reasonable safety measures will be taken.

In the event of an incident, a written claim must be submitted to the principal within 24 hours.

5. Medical Emergency Consent

In the event of a medical emergency, and if I or my spouse cannot be reached, I give permission for appropriate medical treatment to be administered. Every effort will be made to contact me first.

Initial _____

DECLARATION

I, the undersigned, acknowledge that I have read, understood, and agree to the terms outlined in this document, including the School Fee Policy.

I confirm that I am financially able to meet the obligations required and accept full responsibility for all payments due.

I, on behalf of myself, my heirs, executors, and administrators, hereby waive, release, and discharge Peter Rabbit Playschool, its staff, employees, and representatives from any claims arising from injury, loss, or damage sustained while my child is under their care, except where such claims arise from gross negligence.

I understand the legal implications of signing this agreement.

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Date: _____

Child's Name: _____

POPIA CONSENT FORM:

(South Africa's Protection of Personal Information Act, 2013)

Dear Parents and Guardians,

At **Peter Rabbit Playschool**, we believe in capturing the joyful moments of our children's activities. Photos taken during our various activities help us document the experiences, interactions, and growth of the children in our care. These images not only serve as cherished memories for the families but also showcase the vibrant community and environment we cultivate at our playschool.

Purpose of Photo Use:

We occasionally take informal photographs of children engaged in play, exploration, and learning. These photos may be used for several purposes, including:

- Sharing on our WhatsApp group to keep you, as the parents, informed about school events and activities.
- Featuring on our official website to highlight the wonderful experiences at **Peter Rabbit Playschool**.
- Posting on our Facebook page to connect with our community and promote our school.

Permission Request:

To ensure we respect the rights and privacy of all children, we require the explicit permission of parents or legal guardians to take and use photographs of their child while they are attending **Peter Rabbit Playschool**. By signing below, you grant permission for the staff of **Peter Rabbit Playschool** to take photographs of your child and use these images for the purposes outlined above.

Consent Statement:

I, the undersigned, hereby give my full permission to the staff of **Peter Rabbit Playschool** to take photographs of my child while they are in the care of **Peter Rabbit Playschool**. I understand that these images will be used for the purposes specified and may be shared within the school community and beyond.

Non-Consent Option:

If you do not wish to grant permission for the use of photographs of your child, please draw a line through the above consented statement and provide your signature below. We respect your decision and will ensure that no photographs of your child are taken or used.

Signature Section:

Signed at (place) _____, on this day of (month) _____ 20 (year) _____.

Signature of Mother

Signature of Father

Signature of Guardian

Thank you for your understanding and cooperation. We appreciate your support in helping us create a nurturing and engaging environment for all our children at **Peter Rabbit Playschool!**

If you have any questions or concerns regarding this consent form, please feel free to reach out to us.

MEDICATION PERMISSION

Parental Consent for Medication

I, the parent/guardian of _____,
hereby authorize the Educator or designated staff member at Peter Rabbit Playschool to
administer the prescribed medication to my child as needed.

In the event of a medical incident at school, the following medications may need to be given
to my child immediately to ensure their health and safety.

I confirm that the prescribed dosage and instructions for administering the medication have
been clearly communicated and approved by me.

Non-prescription conditions:

1. Type of Medication: _____
Dosage: _____
2. Type of Medication: _____
Dosage: _____

Prescription conditions:

1. Type of Medication: _____
Dosage: _____
2. Type of Medication: _____
Dosage: _____

Signature of parent/guardian

Date