



ECD Enrolment Application

Early Childhood Development | 2026

Sharp Move Trading 70 Pty (Ltd) | Reg No: 2004/024982/07

6 Circle Road, Table View, 7441 | admin@risingstarsacademy.co.za | 021 822 5400

Social Development: 15/5/13/2/2 T9662 | WCED: 13/14/4 H52289

Dear Parents,

We would like to welcome you and your child/children to our school. Below is a breakdown of the rules and regulations to ensure a peaceful and safe environment for all to enjoy.

Hours and Collection

Full day: 06:30 to 18:00

Half day: 06:30 to 14:30

Please be punctual in collecting your child. Any child collected after 18:00 will be charged R50.00 per 15 minutes or any part thereof.

Please inform the Principal or teacher if your child is to be collected by anyone other than a parent, otherwise we will not allow your child to leave the Academy.

Health, Meals and Belongings

All medication must be given to your child's teacher, who will record the dosage in the medical record file. If your child is not feeling well, please mention this to their teacher so your child can be monitored. If your child has a contagious disease, please notify us.

Breakfast, morning snack and lunch are provided. Please pack only a healthy afternoon snack and do not allow your child to bring sweets, chips or toys to the Academy. Breakfast is served between 08:00 and 08:30 and is served up to and including the Grade R class.

Please Supply Clearly Marked Items

- Sun hat and sun block.
- Mattress cover (120cm x 60cm).
- A change of clothing in case of little accidents.

Children Must Stay Home If They Show Any of the Following

- Contagious illness such as chicken pox, measles or mumps.
- Vomiting two or more times.
- Two or abnormally loose stools.
- Contagious conjunctivitis or pus draining from the eye.
- Bacterial infection such as streptococcal pharyngitis or impetigo.
- Untreated hair lice, ringworm or scabies.
- An undiagnosed rash or a rash attributable to contagious illness.
- Not able to participate in Academy activities with reasonable comfort.
- Requires more care than staff can provide without compromising the health and safety of other children.

It is the responsibility of each parent to ensure alternative arrangements are available if they cannot collect an ill child.

Application Requirements

- Application fee
- Certified copy of learner's birth certificate
- Certified copies of parents' identity documents
- Immunisation records

Enrolment Application

Date

Child's surname

Child's first names

Date of birth

Residential address

Postal address

Position in family

Parent / Guardian Details

Mother's name

Mother's home number

Mother's cell number

Mother's employer name/address

Father's address

Father's work number

Father's email

Mother's address

Mother's work number

Mother's email

Father's name

Father's home number

Father's cell number

Father's employer name/address

Emergency, Medical and Pick-up Permission

Alternative contact person and relationship

Home number

Work number

Cell number

Child's doctor name

Doctor telephone number

Medical aid number

Medical Information: Allergies and/or Important Information

Details

Additional comments / information

Pick-up Permission Form

I hereby give permission for my child _____ to leave Rising Stars Academy with the following persons named below.

Name / relationship / ID no.

Name / relationship / ID no.

Name / relationship / ID no.

Signature of parent

Date

Consent and Indemnity

I, _____, residing at _____, the parent/legal guardian, give consent for my child to take part in educational tours and excursions while attending Rising Stars Academy.

I fully understand and accept that while every effort is made by Rising Stars Academy to transport my child/children safely, all tours and excursions shall be undertaken at my child's own risk. I undertake on behalf of myself, my executors, my spouse and child to indemnify the Principal and staff against claims that may arise in connection with loss or damage to property or injury to my child, in the knowledge that the Principal and staff will take all reasonable precautions for the safety and welfare of my child.

Signature of parent/legal guardian _____

I have read, understood and will abide by the rules and regulations of Rising Stars Academy.

Signature _____

Date _____

Deposit and Banking Details

Non-refundable deposit payable on acceptance/submission: **R1 000,00**.

Bank	Capitec Business Banking
Account holder	Sharp Move Trading 70 Pty
Account no.	105 062 6966
Branch code	450 105
Reference	Your child/children's name and surname

Fees for each month are payable in advance by the 1st of every month.

Contract of Enrolment

I/we am/are the legal guardian(s) of the learner whose details appear on the application form. I/we have read and understood the policies of the school as published by the school.

Policies of the School

- I/we agree to abide by these policies, including the Debtors Policy, Terms and Conditions of the School, and the School's cautionary and grievance procedures as adopted from time to time.
- I/we undertake to abide by and comply with all rules and regulations of the school and acknowledge that it is incumbent upon me/us to become familiar with them.
- I/we acknowledge responsibility for my/our child after the published finishing times of any school activity, event or function.
- I/we will ensure that the learner abides by all applicable policies.
- The school reserves the right to give a shorter period of notice of termination should the Head determine it appropriate.

Disclaimer and Withdrawal

- The school does not take responsibility for theft, loss, damage or destruction of any property brought onto school premises.
- I/we undertake to give one month's written notice to the Head for withdrawal. If such notice is not given, a full month's fees shall be paid in lieu of notice.
- One full month's fees are payable in the event of withdrawal between acceptance of a place and the beginning month.
- If the school elects for adequate reason to terminate enrolment, it may do so on one month's notice.

Payment of Fees and Acknowledgement of Debt

- Fees for each month are payable in advance by the 1st of every month.
- With the exception of annual and termly payments in advance, fees are payable via cash, debit card or internet.
- If payment is not made within the prescribed period, a surcharge may be levied, the whole balance may become due and payable, and the Head may prevent attendance until fees are paid.
- Should fees remain unpaid, the Head may fill the learner's place without prejudice to the claim for fees in lieu of notice.
- I/we assume absolute responsibility for payment of fees and acknowledge that facilities exist for monthly payments.
- I/we agree in terms of Section 45 of the Magistrate's Court Act No. 32 of 1944 that the school may institute legal proceedings for recovery of monies owing.
- In the event of legal action to recover fees, I/we shall be liable for costs incurred by the school as between attorney and client.
- I/we confirm that all particulars furnished are full, true and accurate and undertake to advise the school in writing of any changes.

I/we accept the offer of a place for: _____

Signature of first parent/guardian _____

Signature of second parent/guardian _____

Date _____