

Bryanston Montessori



Pre-Primary

30 Brompton Road  
Kensington B  
Randburg  
P O Box 131378  
Bryanston  
2074

Tel: 011 326 0367 / 083 676 1064

Fax: 0865514634

[bryanstonmontessori@telkomsa.net](mailto:bryanstonmontessori@telkomsa.net)

[www.bryanstonmontessori.co.za](http://www.bryanstonmontessori.co.za)

The Sun Montessori Pre Primary cc trading as Bryanston Montessori  
School)

**Application Form**  
**Learner Information**

Date of Admission: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

ID Number: \_\_\_\_\_

Age: \_\_\_\_\_

Sex: \_\_\_\_\_

Allergies: \_\_\_\_\_

**Mother's Information**

Mother's Full Name: \_\_\_\_\_

I.D Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Home No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

Code: \_\_\_\_\_

**Father's Information**

Father's Full Name: \_\_\_\_\_

I.D Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Home No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

Code: \_\_\_\_\_

Do you require full day or half day? \_\_\_\_\_

Does your child have any special needs we should be aware of?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your child in any form of therapy? If so, please give details?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous school attended?

\_\_\_\_\_

\_\_\_\_\_

Registration Deposit of R1000.00 paid:

YES  NO

- o This Registration Deposit will only be refunded in the case where written notice of withdrawal of the child from the school is received 90 days or more prior to date on which attendance is to commence. Where registration and/or the child are withdrawn less than 90 days prior to or after commencement, such registration deposit will not be refunded.

**Documentation needed upon Application:**

- A copy of the child’s Birth Certificate
- A copy of the child’s Immunisation Chart
- A copy of both parents ID Documents
- Copy of previous school report/reports

**Admission will be delayed if these documents are not received.**

Consent and Indemnity

I, \_\_\_\_\_ (Full Names)

Address: \_\_\_\_\_

The parent/guardian of \_\_\_\_\_ (Child’s Full Names)

Hereby consent to the participation of my child in the activities of Bryanston Montessori Pre-Primary School. I hereby unconditionally and irrevocably indemnify and hold harmless Bryanston Montessori Pre-Primary School and/or its employee’s and other staff against all and any loss, claims, actions, damages or costs which may be made against and/or suffered by Bryanston Montessori Pre-Primary School and/or employees and other staff, whether arising out of injury to the child who is enrolled at Bryanston Montessori Pre-Primary School, while the child attends and/or participates in the activities of Bryanston Montessori Pre-Primary School, whether such claims, actions, losses, damages (whether direct, consequential or otherwise) or costs arise from breach of any contract relating to the said child’s admission to Bryanston Montessori Pre-Primary School and whether such contract is terminated or not, or arising from any negligence (whether total or contributory) on the part of Bryanston Montessori Pre-Primary School or its employees or other staff.

I hereby agree to enrol the above child at Bryanston Montessori Pre-Primary School, subject to the terms and conditions as laid down.

In the event of an emergency we authorize the school or responsible staff member to employ the services of any emergency service, medical doctor, hospital or other competent person. Any cost for such services will be borne by the signatory/signatories.

**Sign:** \_\_\_\_\_ (Mother/Guardian) **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Sign:** \_\_\_\_\_ (Father/Guardian) **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Place:** \_\_\_\_\_

Fees Agreement  
Acknowledge of Debt

**Fees**

School fees are compulsory and payable in advance.

**Payment of Fees**

- Fees are payable within the first week of the new month or beginning of each term.
- If paying annually, fees are due to be paid in full by the 15<sup>th</sup> January.
- Late payments will attract interest at the end of each month for the amount outstanding for the term.

**Please mark which method of payment you will be selecting:**

- **Option 1:** Annual Payment - paid by 15<sup>th</sup> January
- **Option 2:** Term Payment- paid by 1<sup>st</sup> week of new term
- **Option 3:** Monthly Instalments- 11 months paid monthly in advance  
Paid on or before the 7<sup>th</sup> of each month

**Withdrawal Notice:**

- A full calendar month's written notice is required if you intend to remove your child from the school.
- In cases of absence from school owing to illness or holiday, the monthly fee is still payable.
- Fees will be deemed unpaid until proof of payment is received.
- In the event of late payment of the above fees, within the first 7 days of the new term, interest will be charged at a maximum rate permissible in law.
- The parents and/or legal guardian authorize Bryanston Montessori Pre-Primary School to carry out any checks and/or traces that may deem fit with any registered credit bureau or credit reference and also to list them
- with any credit bureau in the event of this account not being paid within the 7 day period for payment.
- The parents and/or guardian confirm that any notice that is required to be delivered to them as required in law may be delivered to them at the address as set out in the Application Form.
- The parents and/or legal guardian hereby confirm that they are jointly liable as co-principle debtors for the payment of any fees notwithstanding any other indication and/or nomination of any other person in the "Person Responsible for Payment of School Fees" below.

**Person Responsible for Payment of School Fees:**

I, \_\_\_\_\_ acknowledge  
all conditions of payment.

Address:

\_\_\_\_\_

Phone No: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Bryanston Montessori



## **EMERGENCY DETAILS**

CHILD NAME

---

Bryanston Montessori



**Emergency Contact Details**

**Person to Contact in Case of an Emergency:**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Work: \_\_\_\_\_

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

No: \_\_\_\_\_

**Another Family Member or Friend:**

Name: \_\_\_\_\_

Home: \_\_\_\_\_

Tel: \_\_\_\_\_

Work: \_\_\_\_\_

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

**Family Doctors Details:**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

**Child's Medical Information**

Medication child is on: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Allergies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reaction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical Aid Details:**

Name of Medical Aid Company: \_\_\_\_\_

Medical Aid Number: \_\_\_\_\_

Primary Member: \_\_\_\_\_

**Please supply a copy of your medical aid membership card.**

**Medical Emergencies at School**

Should the need arise for a child to be treated for a scrape, bump, or minor laceration, all parents will be notified at the end of their school day, and ALL incidences are recorded in our incident book.

**Please note the following:**

Wounds are cleaned out with warm water and the following cream is applied on a wound:

- Germolene – antiseptic
- Arnica – bruising

Under no circumstances is a staff member allowed to administer medication to a child – ALL medication is to remain at home.

Should you wish your child NOT to use any of the above creams, please email me directly: [bryanstonmontessori@telkomsa.net](mailto:bryanstonmontessori@telkomsa.net)

In the case of a more serious injury, the parent/parents/guardian will be contacted immediately telephonically.

In the case of an emergency an ambulance will be called, under NO circumstances will a staff member be permitted to transport a child to an emergency room.

Please be aware that should your child NOT be on a Medical Aid a state ambulance will be called .If you have supplied us with your medical aid details and a copy of your membership card, a private ambulance will be called.

**CPR – Cardiopulmonary Resuscitation**

I \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
herby GIVE/DO NOT GIVE trained staff members at Bryanston Montessori permission to administer  
CPR, until medical assistance arrives on the scene.

Signed: \_\_\_\_\_

Place: \_\_\_\_\_

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

### **Germs and Bugs**

We try at all costs to avoid the spread of infection within the classes and try to do what is in the best interest of all those in our care. I therefore request that all parents monitor their children's health carefully.

#### **Please don't send your child to school if:**

- They have a 'green' runny nose, as this is highly infectious.
- They are running a temperature, as this can make the child extremely miserable and lethargic.
- They have a persistent cough, as this is easily spread between the children.
- Children who are still taking the first two days of their anti-biotic. If they are well enough on the third day they will be welcome back at school.
- Children who have upset tummies or are vomiting will be sent home as these bugs spread between children and teachers at a rapid pace.
- We will dispense medication for asthma and allergies. Please send medication to the appropriate staff member with a clear set of instructions and do not leave it in your child's bag.

We do understand that there are many working parents who find it difficult to keep their children at home when they are sick. Unfortunately, we will not allow sick children to come to school as this would increase the risk of infecting the others in the class.

Thank you for your co-operation in this matter.

**Fees Structure for 2015**

**Registration Fee**

A non-refundable registration fee will be charged on registering your child at Bryanston Montessori Pre-Primary: R1000.00

**Half Day 7h00 – 13h00**

Annual Tuition:	R 29000.00
Termly Tuition: (3 Terms)	R 10345.00
Monthly Tuition: (11 Months)	R 3030.00

**Full Day 7h00 – 17h00**

Annual Tuition:	R31025.00
Term Tuition: (3 Terms)	R 11020.00
Monthly Tuition: (11 Months)	R 3542.00

**Yearly fees payable on or before 3<sup>rd</sup> December 2014 are eligible for a further 5% discount.**

R27550.00	Half Day
R29473.00	Full Day

**All siblings are able to receive a 15% discount on school fees**

**Fees Structure for 2016**

**Registration Fee**

A non-refundable registration fee will be charged on registering your child at Bryanston Montessori Pre-Primary: R1000.00

**Half Day 7h00 – 13h00**

<b>Annual Tuition:</b>		R 31900.00
<b>Termly Tuition:</b>	<b>(3 Terms)</b>	R 11380.00
<b>Monthly Tuition:</b>	<b>(11 Months)</b>	R 3335.00

**Full Day 7h00 – 17h00**

<b>Annual Tuition:</b>		R34128.00
<b>Term Tuition:</b>	<b>(3 Terms)</b>	R 12120.00
<b>Monthly Tuition:</b>	<b>(11 Months)</b>	R 3896.00

**Yearly fees payable on or before 3<sup>rd</sup> December 2015 are eligible for a further 5% discount.**

R30305.00	Half Day
R32420.00	Full Day

**All siblings are able to receive a 15% discount on school fees**

## School Calendar for 2015

### TERM 1

School Commences:	Wednesday 14 January
School Ends:	Friday 17 April
Half Term:	Thursday 26 February to Tuesday, 03 March
Public Holidays:	Saturday 21 March (Human Rights Day) Friday 03 April (Good Friday) Monday 06 April (Family Day)

### TERM 2

School Commences:	Tuesday 03 May
School Ends:	Friday 05 August
Half Term:	Friday, 01 July to Monday, 11 July
<b>There will be a holiday program for the above half term.</b>	
Public Holiday:	Thursday 16 June (Youth Day)
School Holiday:	Friday 17 June
<b>School will be closed for Friday 17 June</b>	

### TERM 3

School Commences:	Tuesday 03 May
School Ends:	Friday 04 December
Half Term:	Thursday, 22 October to Tuesday, 27 October
Public Holiday:	Thursday 24 September (Heritage Day)

## School Calendar for 2016

### TERM 1

School Commences:	Wednesday 13 January
School Ends:	Friday 08 April
Half Term:	Thursday 18 February to Tuesday, 23 February
<b>School will be closed on Friday 19<sup>th</sup> and Monday 20<sup>th</sup> February</b>	
Public Holidays:	Monday 21 March (Human Rights Day) Friday 25 March (Good Friday) Monday 28 March (Family Day)

### TERM 2

School Commences:	Tuesday 03 May
School Ends:	Friday 05 August
Half Term:	Friday, 01 July to Monday, 11 July
<b>There will be a holiday program for the above half term.</b>	
Public Holiday:	Thursday 16 June (Youth Day)
School Holiday:	Friday 17 June
<b>School will be closed for Friday 17 June</b>	

### TERM 3

School Commences:	Monday 06 September
School Ends:	Wednesday 07 December
Half Term:	Thursday, 20 October to Tuesday, 25 October
<b>Please note that school will be closed on Friday 21<sup>st</sup> and Monday 24<sup>th</sup> October</b>	
Public Holiday:	Thursday 24 September (Heritage Day)

**Please Note:**

Each child is required each year to bring: These supplies are used throughout the year by all the children in the environment.

- **4 Carlton/Roller Towel**
- **4 Boxes Tissue**
- **12 Rolls Toilet Paper**
- **1 Bottles Liquid Hand Soap**
- **6 Packets Wet Wipes**

**After-Care**

After-care is also available on a daily basis:

<b>Hourly</b>	R40.00
<b>Full Afternoon</b>	R100.00

**Holiday School**

Half Day	7h00 - 13h00	R 85.00
Full Day	7h00 – 5h00	R100.00

**This fee includes all meals, activities and care of your children. The fee for Holiday School is over and above school fees.**

Bryanston Montessori



**Banking Details**

Nedbank  
Northern Gauteng Branch – 146905  
Acc No: 103 288 8148

Please note: The Sun Montessori cc is trading as Bryanston Montessori Pre Primary