



Sterling Kids Academy

Corner 28 Andries Pretorius and 4 Generaal Pienaar

Witpoortjie

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2018/531450/07

### BABY APPLICATION FORM- 2026

LEARNER'S INFORMATION			
Full Name			
Surname			
Date Of Birth			
ID Number			
Application Date			
Gender			
Race			
Home Language			
Number Of Siblings			
Number Of Siblings Attending School In Sterling Kids Academy			
Language your child can be taught in	English	Afrikaans	
Language you prefer your child to communicate in	English	Afrikaans	
Name of previous Pre-School / Crèche Attended			
Principal Of Previous Pre-school / Crèche			
Does The Child Receive Social Grants	Yes	No	
Who Does The Child Live With At Home?			
Please state if your child will be enrolled full day/ half day			

INITIALS /

<b>LEARNER'S MEDICAL INFORMATION</b>	
Doctor's Name	
Doctor's Phone Number	
Doctor's Address	
Medical Aid	
Medical Aid Number	
Member On Medical Aid	
Any Allergies (please state any medical information that we need to know)	

NB : Please note if the child is not under any medical aid protection the school will automatically refer the child to the nearest public Medical Centre if there's an emergency.

INITIALS /

**Baby personal instructions and information that the teacher needs to follow during school hours**

1. Which milk baby uses?

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.....  
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2. How to prepare the bottle and how many bottles per 12 hour day? Please also specify if you want the used bottle to be finished first before feeding the baby a new one or discard any left overs after every feed?

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3. Is the baby on solids?

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4. If baby is on solids, please specify what they normally eat at home

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5. Do you prefer the baby to eat school prepared food (e.g. mashed veggies and porridge) or do you prefer to pack own baby food?

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6. How many diapers does your baby use in a day (i.e. over 12 hours)? Please specify if any lotion, bum cream or other ointment is used?

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7. Which diaper brand do you use?

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8. Please specify any other instructions or suggestions you feel is important to know when caring for baby.

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<b>PARENT'S / GUARDIAN'S DETAILS</b>	
<b>MOTHER</b>	
Name	
Surname	
ID Number	
Marital Status	
Phone Number	
Home Address	
Occupational Name	
Company Name	
Company Address	
Work Phone Number	
Email Address	
<b>PARENT'S / GUARDIAN'S DETAILS</b>	
<b>FATHER</b>	
Name	
Surname	
ID Number	
Phone Number	
Home Address	
Occupational Name	
Company Name	
Company Address	
Work Phone Number	
Email Address	

INITIALS /

## SCHOOL RULES AND REGULATIONS

- School starts at 08:30 all learners are required to be in school before school starts.
- Breakfast starts at 08:00. (NB: Parents are to make sure their children are at school during breakfast)
- No child is allowed to enter the school premises after 08:30am ( unless if a child had a medical check up )
- No child will be allowed to leave the school premises with no parent/care taker. NB: please let the teacher know if the child will be picked up by unfamiliar adult and make sure they present their ID or driver's license at the gate before entering the school premises.
- Parents are advised to pick up their children around the time agreed on' if there are any changes or the parent/care giver is late for pick up time, you are advised to make the teacher aware that you will be late. You can always rearrange the pickup time if you would like to change it.
- Extra charges will be made for late pick ups
- Always pack extra clothes for the child in the bag.
- Every learner will receive an information book during registration, parents are advised to check and sign the book every day.
- No medicine allowed to school, however if it is necessary and you would wish to bring the child with the medicine to school please do report in the information book how the teacher should give the medicine to your child
- If the parent decides to deregister the child, one month notice must be given to the school
- **NO REFUNDS.**
- If a child who was previously enrolled in the school then decides to come back they will have to pay the registration fee again
- Fees must be paid monthly, if the payment is late or behind for more than two months penalties will be added, an agreement must be made with the finance department.
- **10% increase on fees annually.**
- The school have the right to take legal actions against the parents or legal guardians of the child if they do not comply with the school rules and miss more than two months of school fees.

## POLICIES

1. I/We declare that I am / we are the only legal guardian/s of the child whose name is listed in above. We confirm that we have received and read and understood the School Rules, Code of Conduct and Mission Statement.
2. I/We agree to abide by the School rules and any other policies or procedures that may be adopted from time to time by the School. I/We accept the ethos of the School and its underlying principles. I/We hereby undertake to abide by and comply with all the rules and regulations of the School, and I/we acknowledge that it is incumbent upon me/us to make myself/ourselves familiar with all the rules pertaining to the School.
3. I/We acknowledge that I/we am/are responsible for my/our child whether on the property of the school or not, before the start and after the finishing times of any School activity / event /function.
4. I/We give permission for our child referred to in above, to participate in normal sporting, educational and cultural activities of the School, on and off the premises. I/We give consent to the School for them to use transport arranged by it.

## DISCLAIMER

5. I/We accept that the School does not take any responsibility for any theft, loss of, or damage or destruction to any property of whatever nature (including clothing, electronic, sporting, books or any other personal possessions) brought onto the School premises.
6. To the extent permitted by law, I/we accept and agree that neither the School nor its employees nor agents shall be legally responsible or liable for injury to, or death of, the child referred to in above while such child is participating in School activities and functions, acknowledging the inherent risk in many of these activities, in particular in the playground and on the school premises. I/We indemnify the School against any claim arising at any stage in the future out of a cause of this nature.

## PAYMENT OF FEES AND OTHER CHARGES

7. I/We jointly and severally assume absolute responsibility for the payment of any fees and other charges accruing as a result of the child referred to in above, attending the School.
8. I/We acknowledge that interest may be earned on tuition fees paid in advance, but that this interest will be for the benefit of the School.
9. Payment of fees should be made by the 7<sup>th</sup> of each month failing which the child will not be allowed to attend school until amounts in arrears have been paid in full.
10. Payments should be made by EFT to the School bank account. The bank details are reflected on the Fees Statement

Please tick payment date below:

Month-end       7th       15th       20th       25th

INITIALS /

## **DEFAULT OR DISPUTE**

11. I/We acknowledge that by signing this document, I/we consent to the School conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming my/our credit rating with a national credit bureau, and contact with previous schools for my/our child.

## **FEES AND PICK UP TIMES**

### **FULL DAY**

**Time** 06:30am –18:00pm

**Monthly fees = R1980/m**

Siblings get R100 discount on monthly fees for each

Registration fee = R1000

### **HALF DAY**

**Time** 06:30 am - 15:00pm

**Monthly fees = R1760/m**

Siblings get **R100** discount on monthly fees for each

Registration fee = **R1000**

- All extra murals are not included in the fees, however parents will be informed about the extra murals that the kids can participate in and the costs of each.
- Parents will be informed if there will be any excursions within the school ( NB: The school does not recommend taking trips outside school premises for the safety of the children)

## **BANKING DETAILS**

ACCOUNT NUMBER: 63027060762

ACCOUNT HOLDER: TAMILAGLO (PTY) LTD

BANK: FNB

BRANCH CODE: 210527

ACCOUNT TYPE: BUSINESS ACCOUNT

USE CHILD'S NAME AS REFERENCE

## **BABIES FROM 3 MONTHS**

### **WHAT TO BRING TO SCHOOL**

- Nappies ( you are allowed to bring a packet of nappies for the whole month )
- Bottle and milk ( if the baby takes formula please write the instructions on the information book, how you would like the milk to be done )
- Wipes (you can bring a pack or always make sure they are in the bag)
- Vaseline or aqueous cream
- Nappy cream
- **Changing clothes**
- For the 1 year old please bring a sippy cup or a water bottle (comfortable enough for the child to use )
- Pillow and blanket ( warm and light blanket )
- Hat /Cap
- Box tissue X2
- Mattress cover/sheet
- Healthy Snacks (avoid choky foods)
- More than welcome to bring baby's favourite toy / snuggle teddy ( the toy will only be used by your child and must be marked )

**PLEASE MAKE SURE YOU NAME ALL CHILD'S BELONGINGS!!SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOSS.**

### **Documents to send to school**

- ID copies of both parents /guardian
- Child's birth certificate copy
- Vaccination report copy
- Bank account confirmation letter ( if parent wish to pay via debit order)

# **Sterling Kids Academy Finance**

## **Management Policy – 2026**

This policy outlines the financial obligations and procedures for parents/guardians of children enrolled at Sterling Kids Academy for the 2026 calendar year. It is designed to ensure transparency, fairness, and the sustainable operation of the academy.

### **1. Fee Structure for 2026**

All fees are subject to an annual increase, with a 10% increase applied for the 2026 calendar year, effective from February 1, 2026. The fees are payable monthly in advance, not in arrears.

<b>Category</b>	<b>Full Day Monthly Fee (R)</b>	<b>Half Day Monthly Fee (R)</b>
Babies (3 – 18 months)	1980.00	1760.00
18 months – 5 years	1804.00	1573.00
Grade R	2300.00 (includes computer and study materials)	2069.00 (includes computer and study materials)

**Other Fees:** \* **Registration Fee:** R1000.00 (non-refundable, payable upon enrollment and again if a child previously enrolled returns). \* **Sibling Discount:** R100.00 discount on monthly fees for each sibling enrolled. \* **Computer Lessons:** R200.00 per month for children aged 3 years and older (included in Grade R fees). \* **Late Pick-up Charges:** R150.00 for late pick-ups. \* **Extra Murals & Excursions:** Not included in the fees. Parents will be informed of costs separately.

## **2. Payment Terms and Deadlines**

Fees are payable monthly in advance. Parents/guardians are required to select a preferred payment date: \* Month-end \* 7th of each month \* 15th of each month \* 20th of each month \* 25th of each month

Payment must be made by the stipulated salary date. If payment is not received within 7 days after the expected payment date, the child will not be allowed to attend school until the outstanding amounts are paid in full.

## **3. Payment Method**

All payments should be made via Electronic Funds Transfer (EFT) to the school's bank account. The banking details are as follows: \* **Account Holder:** TAMLAGLO (PTY) LTD \* **Bank:** FNB \* **Account Number:** 63027060762 \* **Branch Code:** 210527 \* **Account Type:** Business Account \* **Reference:** Child's Full Name

## **4. Consequences of Non-Payment**

**Late Payments:** If payment is late or behind for more than two months, penalties will be added. An agreement must be made with the finance department to settle outstanding amounts.

**Non-Attendance:** Children will not be allowed to attend school if fees are not paid within 7 days of the due date.

**Legal Action & Credit Bureau Listing:** The school reserves the right to take legal action against parents/guardians who do not comply with the school rules and have outstanding fees for more than two months. For existing outstanding fees older than 60 days without honoring payment arrangements, Sterling Kids Academy will list the responsible parties with a national credit bureau.

## **5. Management of 2025 Outstanding Balances**

For any outstanding fees from the 2025 calendar year, Sterling Kids Academy will contact the respective parents/guardians to establish a formal payment arrangement. This arrangement will be documented and must be signed by both the parent/guardian and a representative of Sterling Kids Academy. Failure to honor these agreed-upon payment arrangements for outstanding fees older than 60 days will result in the responsible parties being listed with a national credit bureau, in addition to other legal actions the school may pursue.

## **6. Deregistration and Refunds**

**Notice of Deregistration:** One month's written notice must be given to the school if a parent decides to deregister a child.

**Refunds:** No refunds will be issued for fees paid.

## **7. Financial Enquiries**

Parents/guardians acknowledge that by signing the application form, they consent to the school conducting necessary enquiries to verify information, including confirming credit ratings with a national credit bureau.

## **8. Agreement**

By enrolling a child at Sterling Kids Academy, parents/guardians jointly and severally assume absolute responsibility for the payment of all fees and charges. They agree to abide by this Finance Management Policy and all other school rules and regulations.

**AGREEMENT**

I hereby apply for the abovementioned child to be enrolled at Sterling Kids Academy.  
I acknowledge that I have read and understand and accept the Parent's Guide.

**Signed on the .....** **Day of .....**

.....  
**SIGNATURE OF PARENT/GUARDIAN**

.....  
**WITNESS**

.....  
**SIGNATURE OF PRINCIPAL**

.....  
**DATE**

INITIALS /