1 Umgeni Crescent, Gallo Manor,
Sandton
Tel. 087-702-3910
manor-info@mweb.co.za

MANOR PRE-PRIMARY SCHOOL
APPLICATION FOR ADMISSION - 2026

Details of Child applying for admission:	Boy/Girl:
Surname:	First Name:
Date of Birth:	I.D. Number:
Who will fetch child from school:	Previous Nursery School:
Names of Brothers and Sisters at Manor:	

FAMILY DETAILS

Home Address:	Postal Address:
Home Tel. No.	
E-mail Address:	

DETAILS OF PARENTS WITH WHOM CHILD RESIDES

	FATHER/STEPFATHER/GUARDIAN	MOTHER/STEPMOTHER/GUARDIAN
Names in Full		
I.D. Number		
Employer:		
Occupation:		
Work Address:		
Work Tel. No.		
Cell No.		

FAMILY STATUS

Both Parents		Step Father		Step Mother		Widow/er		Guardians	
Divorced/Separated - Child with Father				Divorced/Separated – Child with Mother					

EMERGENCY TELEPHONE NUMBERS. If the school is unable to contact Parents please contact

Mr./Mrs/Miss:	Relationship to child:	
Work:	Home:	Cell No:
Doctor:	Medical Aid Society:	Medical Aid No:
Who is responsible for payment of school fees		
Any Special information e.g. allergies		

FULL DAY: 7.15 A.M. TO 17.30 P.M. **R5250 per month over 12 months**	**YES/NO**	**HALF DAY 7.15 A.M.TO 14.30 P.M.** **R4150 per month over 12 months**	**YES/NO**

We undertake to provide the school with one month's written notice prior to removing our child from the school. We accept that one month's notice is not acceptable at the beginning of November.

SIGNATURE OF MOTHER/GUARDIAN: ..... **DATE:**.....

SIGNATURE OF FATHER/GUARDIAN: ..... **DATE:**.....

INDEMNITY DECLARATION

1. I the undersigned (full names) Mr / Mrs……..... ID Number ….....……..... of (address) ……. in my capacity as parent/legal guardian of the child.....…….. hereby waive all claims I may have against Manor Pre-Primary School, Play-with-a-Purpose and their employees and volunteers (hereafter referred to as The Organisation) arising from any loss or damage to property, any bodily injury, sickness or death that may occur to the above-mentioned child attending The Organisation whatsoever.

2. I hereby authorise The Organisation to take all steps that they may deem necessary to have the said child admitted to a hospital, and/or treated by a doctor or other medical attendant in the event of a serious illness or injury.

3. I declare that I sign this declaration with complete understanding that I hereby indemnify The Organisation against all such claims.

FEE AND OTHER DECLARATIONS

4. I hereby agree to abide by the following:

    4.1. I will abide by the rules and regulations of The Organisation.

    4.2. I am responsible to pay school fees to The Organisation which is an Annual Fee. The Annual Fee can be paid over 12 months (Monthly Fee) – payment is required in advance and payable by the 10th of each month.

    4.3. I accept that if the Monthly Fee is not paid by the 10th of the month an additional R50.00 Service Fee will be charged.

    4.4. I will provide The Organisation with one calendar month's written notice prior to removing my child from the school. Failure to provide notice will render me liable for payment of one month's school fees.

    4.5. I will advise the school of any serious contagious disease contracted by a member of my household at any time.

Signed at……. on this the ……day of …… 20…

Full names:.....

SIGNATURE.....

Childhood Diseases

Parents are requested to notify the school should a child be ill and unable to attend school that day. Children with infectious illnesses may not be readmitted to the school unless the following requirements are met:

QUARANTINE PERIODS

Chicken pox	On the production of a medical certificate. Minimum period of exclusion – 14 days from onset.
Conjunctivitis	After complete recovery with eyes no longer red or discharging.
Contagious impetigo	Immediately if under the appropriate treatment and affected parts are covered.
Diphtheria	If no discharge from ears or nose. Min. exclusion –24 days.
Flu	**No Fever (High Temperature – 38 C) present. Min. exclusion –2 days.**
Hand, Foot and Mouth Disease	7 days from the appearance of rash.
Hepatitis A (infectious)	After complete recovery. Minimum exclusion – 24 days.
Lice	After complete cleansing of the head of lice and nits.
Measles	7 days from the appearance of rash.
Measles (German)	On production of a medical certificate.
Mumps	7 days after the disappearance of swelling.
Ringworm	Immediately, if under appropriate treatment and affected parts are covered.
Runny Nose	**Green or Yellow running nose – After complete recovery** **Clear running nose - Immediately**
Runny Tummy	**After complete recovery**
Scabies	On production of a medical certificate.
Scarlet Fever	On production of a medical certificate.
Vomiting	**After complete recovery**

Please adhere to the above requirements so that childhood diseases are not passed onto other children and our teaching staff. Please don't bring your child to school obviously sick.

SIGNATURE ..... DATE .....

You hereby declare and confirm that you, as the Person/Parent /Individual who is providing information and hereinafter collectively referred to as the "**client**", do hereby irrevocably agree and understand that any/all information supplied or given to the service provider, is done so in terms of the below terms and conditions and in terms of this agreement and consent declaration.

Manor Pre-Primary School ("**The Service Provider**")

1. INTERPRETATION

In this Agreement, unless inconsistent with or otherwise indicated by the context –

1.1 "**This Agreement**" means the Agreement contained in this document;

1.2 "**Service provide**r" means Manor Pre-Primary School

1.3 "**Personal information**" means personal information as defined in the Protection of Personal Information Act adopted by the Republic of South Africa on 26 November 2013 and includes but is not limited to:

1.3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

1.3.2 Information relating to the education or the medical, financial, criminal or employment history of the person;

1.4.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

1.4.4 The biometric information of the person;

1.4.5 The personal opinions, views or preferences of the person;

1.4.6 Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

1.4.7 The views or opinions of another individual about the person; and

1.4.8 The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

1.4 "**The effective date**" means the date of signature of this Agreement';

1.5 "**The parties**" means the parties as described here in above;

1.6 "**Divulge**" or "**make use of**" means to reveal, make known, disclose, divulge, make public, release, publicize, broadcast, communicate or correspond or any such other manners of divulging of any information.

1.7 ''**processing**'' means any operation or activity or any set of operations, whether or not by automatic means, concerning personal or any information, including but not limited to :

(a) The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

(b) Dissemination by means of transmission, distribution or making available in any other form; or

(c) Merging, linking, as well as restriction, degradation, erasure or destruction of information.

1.8 "**POPI**" means the Protection of Personal Information Act adopted by the Republic of South Africa on 26 November 2013 and as amended from time to time.

WHERE AS IT IS AGREED THAT

All parties agree that they will comply with POPI regulations and process all the information and/or personal data in respect of the services being rendered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement to provide services.

Manor Pre-Primary School (also called the service provider), all the parties to this agreement, the service provider's employees and the client and any subsequent party/parties to this agreement acknowledge and confirm that

- One or more of the parties to this agreement, will possess and will continue to possess information that may be classified or maybe deemed as private, confidential or as personal information.
- Such information may be deemed as the private, confidential or as personal information in so far as it relates to any party to this agreement.
- Such information may also be deemed as or considered as private, confidential or as personal information of any third person who may be directly or indirectly associated with this agreement.
- Further it is acknowledged and agreed by all parties to this agreement, that such private, confidential or as personal information may have value and such information may or may not be in the public domain.
- For purposes of rendering services on behalf of the client, the service provider and any party associated with this agreement and/or any subsequent or prior agreement that may have been/will be entered into, irrevocably agree that "confidential information" shall also include inter alia and shall mean inter alia:

  (a) All information of any party which may or may not be marked "confidential","restricted", "proprietary" or with a similar designation;

  (b) where applicable, any and all data and business information;

  (c) where applicable the parties may have access to data and personal and business information regarding clients, employees, third parties and the like including personal information as defined in POPI regulation; and

  (d) confidential knowledge, know-how, technical information, data or other proprietary information relating to the client/service provider or any third party associated with this agreement.

  By signature hereunder, all parties irrevocably agree to abide by the terms and conditions as set out in this agreement as well as you irrevocably agree and acknowledge that all information provided, whether personal or otherwise, may be used and processed by the service provider. Further it is specifically agreed that the service provider will use its best endeavors and take all reasonable precautions to ensure that any information provided, is only used for the purposes it has been provided.

  By signature hereunder, all parties acknowledge that they have read all of the terms in this policy and that they understand and agree to be bound by the terms and conditions as set out in this agreement. It is confirmed that by submitting information to the service provider, irrespective as to how such information is submitted, you consent to the collection, collation, processing, and storing of such information and the use and disclosure of such information in accordance with this policy.

Name of Parent/Guardian : _____

Signature : _____

Date: _____

MANOR PRE-PRIMARY SCHOOL
YEARLY TOILETRIES AND STATIONERY LIST

TOILETRIES

10 Toilet Rolls
4 Boxes Tissues
2 Packets Wet Wipes **per Term** - 80 per pkt (Ducks Only)

STATIONERY

1 Box Jumbo Crayons (Ducks)
2 Large Glue Sticks (Ducks)
4 Large Glue Sticks (Parrots)
5 Large Glue Sticks (Toucans)
1 Box Wind-up Crayons (Toucans & Parrots)
1 Box KoKi's (Toucans & Parrots)

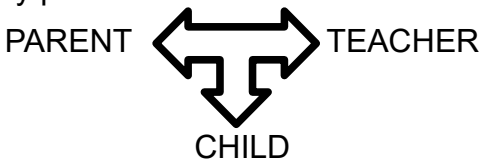
2 litre Ice Cream Container (Toucans & Parrots)
(Please colourfully decoratively the container (Stickers & Contact Plastic work best). Place your child's full name on the lid and short side (Permanent Marker). Please involve your child in this activity as this will hold all their stationary.

1 Large Box Lever Arch File (All Classes)
(Please cover the file decoratively & colourfully. Place your child's full name down the spine of the file. If unsure please ask your child's teacher for an example to follow. Please involve your child in this activity as this will become their art portfolio for the year.)

Manor Pre-Primary Prospectus

Manor Pre-Primary School aims to help fulfil your child's God-given potential through quality education. 80% of a child's brain is developed by the age of 4 – therefore activities are presented in such a way as to maximize a child's development, following the Play-With A-Purpose programme. Our Christian foundation makes us believe that every child is unique and important and thus we strive to lay a solid foundation for the child's future. What a child thinks of him/herself influences everything they do; they need assurance that they are special, created in the image of God and worthwhile as individuals.

Education is always a three way process:



Consequently we endeavour to work closely with parents in the development of their children.

Admissions

1. Children between the ages of 2 and 5 shall be eligible for admission.
2. Children with disabilities will not be eligible for admissions because of the unsuitability of our facilities and staff training. Please discuss your child's disability with our staff before enrolment.
3. On admission, an enrolment form is to be signed by both parents/guardians. Copies of the child's Birth Certificate, Parents/Guardian ID documents and clinic card are required.
4. Admission shall be at the discretion of the school.
5. With the child's interest at heart, it is recommended that a settling in period of one month be allowed in order for the child to adapt to their environment before any decision is made concerning continued participation.
6. Admissions need to be completed in full with the School Administrator before children may enter their respective classes.

School Hours

1. Children must be in class at 08:30 sharp, as late children disrupt their peers who are busy concentrating on an activity. Encourage children to carry their own bags and walk into the class themselves.
2. All half-day children must be picked up by 14:30. A late fee of R50.00 could be charged for every fifteen minutes that the parents are late.
3. Full-day / Aftercare closes at 17:30 sharp – Monday to Thursday! Please note Full-day / Aftercare closes at **17:00** sharp on Fridays. A late fee of R50.00 could be charged for every fifteen minutes that the parents are late.
4. Please call the school and talk to the staff on duty to notify them that you are running late and your expected arrival time for late pick-up of your child. Otherwise our staff may call you to determine the reason for your delay.

5. If anyone else is to pick up your children other than parents/guardians, please let the teachers know about your arrangements before hand.
6. Please deliver and collect your child from the teacher on duty. Children should not arrive or depart without adult supervision.
7. The school adheres to the Gauteng Education Department's school term dates.
8. The School does not close during school holidays with the exception of December/January. Please be advised that during school holidays we do not follow a formal curriculum but instead only offer a holiday care program.
9. School will be closed for all Public Holidays.

Sleep

All children (both the Full-day and Half-day children) will sleep after lunch. Half-Day children can either be fetched before they go to sleep after lunch between 12:15 to 12:45, or after sleep time between 14:00 and 14:30. If you fetch your children during sleep times it disturbs all the other children who are sleeping.

Fees

1. The fee structure of the school is reviewed annually.
2. Fees are payable in advance and payable before the 10th of each month. After the 10th of each month a R50.00 service fee will be charged due to costs incurred by the school administrator to investigate non-payment.
3. There will be no refunds in the event of absenteeism.
4. One calendar month's notice of termination is required or one month's fees in lieu thereof.
5. **For parents who are unable to pay fees via the internet (EFT), an additional R30.00 service fee will be charged for cash deposits.**

BANKING DETAILS

Name of Account:	MANOR PRE PRIMARY SCHOOL
Name of Bank:	First National Bank - Rivonia
Type of Account:	Call Account
Account No:.	62498254144
Branch Code:	250355

Fee Discounts

The following fee discounts are available:

1. A 7,5% discount is offered to parents who pay the total amount due for the following year's **annual** school fees in full by 31 December of the current year.
2. A 5% discount is offered to parents who pay their **annual** school fees in full by 31 January.
3. A second sibling enrolled will receive a 5% discount on their annual or monthly fees.
4. Third and subsequent siblings enrolled will receive a 10% discount on their annual or monthly fees.
5. A friend discount of 5% is available to those parents who bring their friends child to enrol at our school. Please talk to the School Administrator for more details.

Toys

Please do not allow your child to bring toys to school. No responsibility will be taken for any loss or breakage thereof.

Food

A healthy lunch is provided for all children (half-day and full-day) at 12:00. All children must arrive at school after eating a substantial healthy breakfast as it helps your child concentration and learn. **Breakfast is not supplied by the school**.

Please send two items for mid-morning snack time in a lunch box, e.g. juice and sandwich; fruit and sandwich; juice and fruit. Please do not send sweets, chips, biscuits or other 'junk' food to school for snacks except on the occasion of your child's birthday.

In our school it is the practise of parents/guardians to provide a cake or cupcakes enough for their whole class on the occasion of their child's birthday.

Clothes

Your child is going to be painting, pasting and be playing in a sandpit – do dress them appropriately. During summer time children are required to wear hats and sun tan lotion. Please **NO HIGH HEELED SHOES** – these are dangerous and put others at risk. Due to the nature of play, please keep an extra set of clothes in a packet in your child's bag. **Ensure all clothing are marked with your child's name!**

School Bag

All school bags must be large enough to fit a lunch box and an extra set of clothes in a plastic packet. Ducks Class (2-3 years) bags should have at least four disposable nappies and two sets of clothing in a plastic packet.

Toiletries and Stationery

Please consult the Toiletries and Stationery List for school requirements in this regard. The Stationery listed should be delivered directly to the Class Teacher. Class teachers will communicate to parents in regards to your child's ongoing stationary requirements as the school year progresses.

Waste

We encourage re-cycling, so please send us certain re-cycling material for art activities. Examples are cardboard boxes, bottle tops, toilet rolls, magazines, old Christmas and Birthday cards, white scrap paper (A4 or larger with one blank side), coloured paper and any other materials which may be useful. Teachers might request specific items from time to time which will be required for certain educational activities. However please note we are not a recycling station and make sure the material given are clean and empty of food remains.

Creative effort

Please make a point of prominently displaying your child's art at home. Recognition of their efforts is very important.

Reports

Written reports are given mid-year and at the end of the year. Verbal reports are given at parent/guardian interviews arranged at the end of the first and third terms. Please make us of these times to discuss your child's progress with their class teacher.

Change of telephone number or address

Please notify us immediately of any change of address or telephone number (home or work). We need your correct details in case of an emergency.

Messages

Should you wish to relay a message to the teacher or school, please do so verbally face to face with the staff responsible, otherwise in writing or by phone. **Please do not communicate with us through your child.** We do not believe everything your child tells us about your family, and we hope you will give us the same courtesy!

Discipline

Please help us to create a loving and safe learning environment for children of all ages by maintaining good discipline at home. Discipline starts with you, and your child's development of self-control, respect and obedience at home will only help them to make best use of the educational opportunities afforded them at school. Our teachers are trained in maintaining an orderly classroom, and they will support your discipline efforts at school, thereby making the classroom and safe and happy place for learning.