FIRST FRIENDS ENROLMENT PACK

2027

First Friends Preschool | 060 679 3548
Lilford Road, Hout Bay | firstfriendspreschoolhb@gmail.com



Dear Parent / Guardian,

Thank you for considering First Friends Preschool for your child. We know that choosing a preschool is an important decision, and we look forward to getting to know your family. This pack contains everything needed to apply for enrolment and explains the key terms that apply once a place is accepted.

Please read the full pack carefully, complete all applicable sections and return the signed documents together with the supporting items below. An application does not guarantee placement. A place is confirmed only once it has been accepted by First Friends and the required placement deposit has been paid.

WHAT TO RETURN

- [ ] Completed and signed enrolment form
- [ ] Signed Fee Structure and Terms acknowledgement
- [ ] Signed Consent and Indemnity Form
- [ ] Signed POPIA Privacy Consent Form
- [ ] Copy of the learner's birth certificate or passport
- [ ] Copy of the learner's clinic / Road-to-Health card
- [ ] Proof of payment where requested

Please keep a copy of the completed pack for your records. If anything is unclear, contact Clare before signing - we are always happy to explain.

ENROLMENT FORM

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1. LEARNER DETAILS

Surname: _____ First names: _____

Preferred name for locker / hook: _____

Date of birth: _____ ID / Passport number: _____

Home language: _____ Religion (optional): _____ Number of siblings: _____

Position in family: _____

Class applying for: ☐ Ducklings ☐ Penguins ☐ Owls ☐ Eagles ☐ Grade R

Days of attendance: ☐ 3 days per week ☐ 5 days per week

Hours required: ☐ Half day ☐ Full day

Please note: Eagles and Grade R are five-day programmes. A three-day option is not available for these classes.

Please attach a copy of the learner's birth certificate or passport and clinic / Road-to-Health card.

2. PARENT / GUARDIAN 1

Surname: _____ First names: _____

Relationship to learner: _____ ID / Passport number: _____

Residential address: _____

_____

Cell number: _____ Work number: _____

Email address: _____

3. PARENT / GUARDIAN 2

Surname: _____ First names: _____

Relationship to learner: _____ ID / Passport number: _____

Residential address: _____

_____

Cell number: _____ Work number: _____

Email address: _____

4. HOME AND EMERGENCY DETAILS

Primary school contact: ☐ Parent / Guardian 1 ☐ Parent / Guardian 2 ☐ Other

Invoices and account statements to: ☐ Parent / Guardian 1 ☐ Parent / Guardian 2 ☐ Other

School communication may be sent by: ☐ WhatsApp ☐ Email ☐ Telephone

Learner lives primarily with: ☐ Parent / Guardian 1 and 2 ☐ Parent / Guardian 1 ☐ Parent / Guardian 2 ☐ Another guardian ☐ Other

If other, please specify: _____

Emergency contacts if a parent / guardian cannot be reached:

1. Full name: _____ Relationship: _____ Cell number: _____

2. Full name: _____ Relationship: _____ Cell number: _____

Please notify First Friends immediately if contact details or home circumstances change.

5. MEDICAL INFORMATION

Family doctor: _____ Telephone number: _____

Paediatrician (if applicable): _____ Telephone number: _____

Medical aid: _____ Plan: _____ Membership number: _____

Main member's name: _____

Allergies (food, medication, environmental):

Current medication and dosage:

Medical conditions or relevant family medical history:

Previous hospitalisation, surgery, serious accident or convulsions:

Hearing, vision, mobility or physical difficulties:

Therapy, specialist care or additional support currently received:

Any history of high fevers or febrile convulsions:

6. ILLNESS HISTORY

Please tick any illnesses the learner has had: ☐ Chickenpox ☐ Measles ☐ Mumps ☐ German measles ☐ Whooping cough ☐ Hepatitis ☐ Malaria ☐ Other

Details / other relevant illnesses:

7. HEALTH AND CARE NOTES

Dietary requirements or food restrictions:

Toileting needs or concerns:

Comfort item or care routine needed during the day:

8. DEVELOPMENT AND SUPPORT NEEDS

Please share only information that will help us care for and support your child appropriately.

Speech, language, developmental or learning concerns: _____

Sensory sensitivities, fears or emotional triggers we should know about: _____

Therapy, specialist support or helpful settling / behaviour strategies: _____

9. PREVIOUS CARE OR SCHOOL ATTENDANCE

Has your child attended another school, crèche or day-care setting? ☐ Yes ☐ No

Name of previous setting: _____

Dates attended: _____ Reason for leaving: _____

Any relevant information from the previous setting: _____

10. IMPORTANT FAMILY INFORMATION

Important circumstances that may affect your child's care or emotional wellbeing: _____

This information is treated sensitively and kept in the learner's confidential file.

11. CUSTODY, ACCESS AND COLLECTION RESTRICTIONS

Are there any court orders, custody arrangements or collection restrictions that the school must follow? ☐ Yes ☐ No

If yes, please provide details and attach the relevant documentation: _____

First Friends must be informed immediately if any legal or collection arrangement changes.

12. AUTHORISED COLLECTION

List every person authorised to collect the learner. Identification may be requested.

1. Full name: _____ Relationship: _____ Cell number: _____
2. Full name: _____ Relationship: _____ Cell number: _____
3. Full name: _____ Relationship: _____ Cell number: _____
4. Full name: _____ Relationship: _____ Cell number: _____

13. DECLARATION

I confirm that the information supplied in this enrolment form is complete and accurate to the best of my knowledge. I undertake to notify First Friends Preschool promptly of any change affecting the learner's health, safety, care, authorised collection arrangements, home circumstances or contact details.

I understand that this enrolment form must be read together with the Fee Structure, Consent and Indemnity Form, and POPIA Privacy Notice and Consent Form.

Parent / guardian full name: _____

Signature: _____ Date: _____

FEE STRUCTURE & TERMS

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1. ATTENDANCE OPTIONS AND MONTHLY FEES

PROGRAMME	HOURS	MONTHLY FEE
3 days per week	Half day: 07:30-14:30	**R3 000**
5 days per week	Half day: 07:30-14:30	**R3 800**
5 days per week	Full day: 07:30-17:30	**R4 700**
Daily enrolment	By prior arrangement; lunch included	**R300 per day**

Eagles is a five-day programme. A three-day option is not available for this class. A full-day three-day arrangement, where offered, must be confirmed and quoted by First Friends in writing.

Fees are reviewed annually. Any revised fee will be communicated to parents in writing before it takes effect.

2. ONCE-OFF ENROLMENT CHARGES

Application / administration fee	R400 per child	Non-refundable and payable on application.
Placement deposit	One month's selected school fee	Non-refundable and payable on acceptance to secure the place. It does not replace a monthly fee.
Annual stationery and classroom resources fee	R1 000 per child	Non-refundable and payable annually for stationery, art materials and classroom consumables.

3. PAYMENT OF SCHOOL FEES

- School fees are payable monthly in advance for 12 months of the year, including December.
- Fees must be paid by the due date shown on the monthly invoice.
- Direct deposit or electronic transfer is preferred. Banking details appear on the invoice. The learner's name and surname must be used as the payment reference.
- Cash payments must be handed directly to Clare in a sealed envelope marked with the learner's name and class. A receipt should be requested.
- Fees remain payable in full during illness, medical absence, family holidays, travel, public holidays, school holidays, temporary withdrawal, prolonged or unexplained absence, or any other non-attendance, because the learner's place and staffing remain reserved.
- Absence does not constitute withdrawal, suspend enrolment, reduce fees or replace formal written notice. A medical certificate records the reason for absence but does not automatically cancel or reduce school fees.
- Where a learner starts after the beginning of a month, the first month's fee may be calculated pro rata at the school's discretion.

4. LATE OR UNPAID ACCOUNTS

- A late-payment charge of R150 per day may be added when fees remain unpaid after the due date.
- Parents must contact First Friends before the due date if a genuine payment difficulty arises. Any payment arrangement must be accepted in writing.
- If two consecutive months remain unpaid, attendance may be suspended or enrolment terminated after written notice. All outstanding fees and collection costs remain payable by the signing parent or account holder, even if another person agreed to pay.

5. WITHDRAWAL AND NOTICE

- Three full calendar months' written notice is required when withdrawing a learner from First Friends Preschool.
- This notice requirement is compulsory and applies without exception.
- Notice takes effect from the first day of the month following receipt. For example, notice received during May runs from 1 June to 31 August.
- Notice must be emailed or delivered in writing to the Principal. Verbal notice, WhatsApp discussion or non-attendance does not constitute formal notice unless acknowledged in writing by the school.
- Notice must be final and unconditional and must state the learner's last attendance date. Provisional, conditional or open-ended notice - including notice that a learner may leave if another placement is found - is not valid notice.
- A notice applies only to the last attendance date stated in it and cannot be kept for later use. If the learner remains enrolled or attends for more than 30 calendar days after that date, the notice automatically lapses and a new full notice period must be submitted.
- School fees remain payable in full throughout the notice period, whether or not the learner attends.
- If the full notice period is not served, fees in lieu of the unserved notice period become payable, subject to applicable law.
- Where school fees have been paid annually in advance, one full school term's written notice is required.
- The placement deposit is non-refundable and may not be used as payment for the notice period or outstanding fees.

6. LATE COLLECTION

COLLECTION TIME	CHARGE
After 17:30	**R50**
After 17:45	**R100**

Late arrival in the morning does not extend the afternoon collection time. Repeated late collection may result in a review or termination of the full-day service after written notice.

7. CHANGES AND ACCEPTANCE

- Requests to change attendance days or move between half day and full day are subject to availability and written approval.
- Fees for optional extra activities, outings, photographs, uniforms or special events are not included unless specifically stated.
- First Friends may amend operational arrangements or fees when reasonably necessary and will communicate material changes in writing.

I confirm that I have read, understood and accept the Fee Structure and Terms for 2027.

Learner's full name: _____

Parent / account holder: _____

Signature: _____ Date: _____

CONSENT & INDEMNITY

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PARENT / GUARDIAN DETAILS

Parent / Guardian 1 - Full name: _____

ID / Passport number: _____

Parent / Guardian 2 - Full name: _____

ID / Passport number: _____

CHILD AND ACTIVITY CONSENT

Child's full name: _____

I/We, the parent(s) or legal guardian(s) named above, give permission for the child named above to participate in age-appropriate, supervised school activities. These may include activities on the school premises, playground and equipment use, water play, and authorised school outings.

I/We understand that participation in these activities involves ordinary risks. First Friends Preschool, its principal and staff will take reasonable precautions to protect the safety and welfare of every child. To the extent permitted by South African law, I/we indemnify and hold harmless the preschool, its principal and staff against claims arising from participation in these activities, except where liability may not lawfully be excluded.

PHOTOGRAPHIC AND MEDIA CONSENT

First Friends Preschool may use photographs or video recordings to share school activities and celebrations through its website, social media pages, newsletters and other school-related media. Please select one option in each row.

My child's image:	☐ I consent	☐ I do not consent
Parent / guardian image:	☐ I consent	☐ I do not consent

DECLARATION AND SIGNATURES

I/We confirm that the information above is correct, that the selected permissions reflect my/our wishes, and that I/we have read and understood this form before signing.

Signature - Parent / Guardian 1: _____ Date: _____

Signature - Parent / Guardian 2: _____ Date: _____

POPIA PRIVACY NOTICE & CONSENT

2027

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1. PURPOSE OF THIS NOTICE

First Friends Preschool respects the privacy of every child and family. This notice explains how we collect, use, store and share personal information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA).

For POPIA purposes, First Friends Preschool is the responsible party. Because learners are children, consent may be given by a parent or legal guardian who is legally competent to act on the child's behalf. Some processing is also necessary to perform our enrolment agreement, meet legal duties, protect a child's vital interests, or operate the preschool responsibly.

2. PERSONAL INFORMATION WE MAY COLLECT

- Identity and contact information for the learner, parents, guardians and authorised collectors.
- Birth certificate, identity or passport details, nationality, home language and family information.
- Enrolment, attendance, previous-school and developmental information.
- Health, allergy, medication, disability, dietary, safety and emergency information.
- Learning progress, educational support needs, behaviour and welfare information.
- Account, fee, payment and debt-management information.
- Photographs, video or audio where separately authorised or otherwise lawfully used.
- Communications and records reasonably required to manage the learner's care and education.

We aim to collect only information that is adequate, relevant and not excessive for the stated purpose.

3. WHY WE PROCESS THIS INFORMATION

- To assess and administer enrolment and provide education, care and age-appropriate support.
- To protect the learner's health, safety and welfare, including in an emergency.
- To communicate with parents or guardians about attendance, progress, activities and school matters.
- To manage fees, accounts, records, reporting, complaints, disputes and legal obligations.
- To provide lawful references or transfer information to another educational institution when requested.
- To meet requirements of relevant education, health, child-protection and government authorities.
- To maintain the safety, administration and proper functioning of First Friends Preschool.

4. HOW INFORMATION MAY BE SHARED

We do not sell personal information. Information may be shared only where reasonably necessary, authorised or required by law, including with:

- Employees and service providers who need the information to perform their duties.
- Medical, emergency, educational or therapeutic professionals involved in the learner's care or support.
- Government departments, regulators, law-enforcement bodies or child-protection authorities where required.
- Another school or educational institution when a lawful transfer or reference is requested.
- Professional advisers, insurers, payment providers or debt-management services where necessary.

Where practical, third parties are required to protect the information, keep it confidential and use it only for the authorised purpose.

5. SECURITY AND RETENTION

First Friends Preschool uses appropriate and reasonable organisational and technical safeguards to protect personal information against loss, unauthorised access, damage, misuse or unlawful processing. Access is limited to people who require it for a legitimate purpose.

Records are retained only for as long as reasonably required for the purpose for which they were collected, to meet contractual or legal obligations, or to resolve a legitimate matter. Records are then securely deleted, destroyed or de-identified where appropriate.

If a security compromise creates a risk to a family or learner, First Friends Preschool will act promptly and make the notifications required by POPIA.

6. YOUR PRIVACY RIGHTS

Subject to POPIA, you may:

- Ask whether we hold personal information about you or your child and request access to it.
- Ask us to correct, update or delete information that is inaccurate, irrelevant, excessive or unlawfully held.
- Object to certain processing or withdraw consent where consent is the legal basis for processing.
- Ask how information has been used or shared, subject to lawful limitations.
- Submit a complaint to the Information Officer or the Information Regulator.

Withdrawing consent does not affect processing that was lawful before withdrawal and does not prevent processing that remains necessary or lawful on another basis. Please notify us promptly whenever contact, medical, collection or other important details change.

7. INFORMATION OFFICER

Information Officer	Mrs Clare de Beer
Telephone	060 679 3548
Email	firstfriendspreschoolhb@gmail.com
Address	Lilford Road, Hout Bay, Cape Town

8. PARENT / GUARDIAN ACKNOWLEDGEMENT AND CONSENT

I confirm that I have read and understood this POPIA Privacy Notice. I understand why First Friends Preschool needs to process personal information relating to me and the learner, how that information may be used or shared, and the rights available to me.

Where consent is required, I voluntarily authorise First Friends Preschool to process the personal information described in this notice for the stated purposes, including the learner's personal, health and educational information. I understand that I may withdraw consent in writing where consent is the applicable legal basis.

☐ I acknowledge this notice and provide consent where required

☐ I would like to discuss a concern before signing

LEARNER DETAILS

Learner's full name: _____

Class: _____

Date of birth: _____

PARENT / GUARDIAN DETAILS

Full name: _____

ID / Passport number: _____

Residential address: _____

Telephone number: _____

Email address: _____

Signature of parent / guardian: _____ Date: _____

Only a person aged 18 years or older who is legally competent to act for the learner may sign this form. Photographic and media permissions are recorded separately on the Consent and Indemnity Form.