



## REGISTRATION FORM 2026

### INFORMATION

#### Child's Information:

Surname														
Full Name														
Nickname											Age:			
ID Number														
Home Language														
Gender														
Race														
Religion														
Address														

#### Mother's Information:

Surname													
Full Name													
Nickname													
Race													
ID Number													
Cell Phone Number													
E-mail Address													
Marital Status													
Occupation													
Signature													

Initial:



**Father's Information:**

Surname													
Full Name													
Nickname													
ID Number													
Cell Phone Number													
E-mail Address													
Signature													

**Person Responsible for Account:**

Surname													
Nickname													
ID Number													
Cell Phone Number													
E-mail Address													

The following documents must please be submitted along with the registration form:

1	ID Dokument of Mother (copy)		4	Birth certificate of child	
2	ID Dokument of Father (copy)		5	Immunizations (copy)	
3	Proof of payment of registration fee		6	Court order (if applicable) (copy)	

Application Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

Admission Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

Initial:



**Class:**

- Eendjies (3months - 12months)
- Apies (12months - 24months)
- Slakkies (24months - 36months)
- Vissies (36months - 48months)
- Bokkies (48months - 60months)

**Tarief:**

- Full day, 5 days/week = R3 100
- Half day, 5 days/week = R2 900
- Full day, 3 days/week = R2 800

**If 3 days/week:**

Monday	Tuesday	Wednesday	Thursday	Friday
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## HEALTH INFORMATION

House Doctor	Name and Surname	
	Practice Address	
	Telephone	
Medical Aid Information	Plan	
	Scheme	
	Member number	
Hospital of choice		

Initial:



Health	YES	NO	Explain
Does your child often have colds?			
Does your child often have stomach pain?			
Does your child often have tonsillitis?			
Does your child often have ear pain?			
Does your child often have nosebleeds?			
Does your child vomit often?			
Has your child ever had a serious accident?			
Does your child have any allergies?			
Does your child have any chronic condition?			
Is your child's immunization up to date?			
Has your child's vision been tested?			
Has your child's hearing been tested?			
Has your child ever been to a dentist?			
Does your child wear corrective shoes?			
Was your child born via natural birth?			
Was your child born via cesarean section?			
Was your child born prematurely?			
Does your child often have colds?			
Does your child have any food allergies?			

Illness	YES	NO		YES	NO
Measles			Heart disease		
German measles (Rubella)			Rheumatic fever		
Scarlet fever			Kidney disease		
Whooping cough			Diabetes		
Mumps			Hepatitis		
Pneumonia			Convulsions / Seizures		
Chickenpox			Epilepsy		
Asthma			Other		

Initial:



Does your child have any special health needs?

## DEVELOPMENTAL HISTORY OF CHILD

History	YES	NO	Explanation
Has your child previously attended a preschool?			
Have you been away from your child before?			
Did your child crawl?			
Does your child speak fluently and clearly?			
Does your child sleep/rest during the day?			
Is your child still in diapers?			
Does your child use a pacifier?			

How do you handle any behavioural problems?


## DEVELOPMENTAL HISTORY OF CHILD

Please sign below to indicate your consent for the following:

First aid and medical care may be administered to my child if necessary.	Signature:
My child may be transported in case of an emergency.	Signature:

Initial:



## AGREEMENT

Between

KLEIN VALLEI KLEUTERSKOOL

Represented by Mariza Dippenaar as Principal and Owner and

WETTIGE VOOG/OUER VAN KIND

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SCHOOL FEES:

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1. Monthly fees are as follows:
  - 1.1 Full day: **R3100** per month, 5 days/week, and includes breakfast, lunch, and 2 snacks.
  - 1.2 Half day: **R2900** per month, 5 days/week, and includes breakfast, lunch, and 1 snacks
  - 1.3 3 days/week: **R2800** per month for any 3 days/week, and includes breakfast, lunch, and 2 snacks.
2. A R200 discount will apply to the fees for a second child.
3. Fees are payable in advance and no later than the 5th of each month.
4. Klein Vallei may deny access to your child if school fees are not up to date.
5. The full fee is payable regardless of your child's absence due to illness, vacation, or any other reason.
6. One (1) calendar month's notice is required when your child will be withdrawn from the school. You may withdraw your child early, but you will still be responsible for one (1) calendar month's notice fee.
7. No notice will be accepted for October, November, and December. If notice is given in October, you will still be held responsible for the full school fees for November and December.
8. A registration fee of R1000 is payable before your child's first school day.
9. Late payments to Klein Vallei Preschool may result in penalties or legal action.
10. Annual fee increases will be announced in November and will take effect in January.
11. You will receive a monthly school fee statement via email.
12. Payment must preferably be made via EFT. Klein Vallei Preschool is a cash-free business.
13. BANKING DETAILS:

**Bank:** ABSA

**Account Holder:** Klein Vallei

**Account Number:** 4110565665

**Account Type:** Cheque

**Branch Code:** 632005

**Reference:** Child's name and surname

**Please send proof of payment to:** [admin@kleinvallei.com](mailto:admin@kleinvallei.com)

Initial:

14. Parents/guardians will be jointly and/or severally liable for the payment of school fees.
15. No variation or amendment to this agreement shall be valid or effective unless it is in writing and signed by both the parents/guardians and the school.
16. I/we choose the above-mentioned address as my/our domicilium citandi et executandi.
17. The school may conduct a credit check and/or credit information search on the parent(s) with a credit bureau, persons acting as their agents, or other credit providers.

Mother:	Signature:
Father:	Signature:

#### SCHOOL HOURS:

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1. The school is open from 06:45 to 17:15, Monday to Friday.
2. Half-day children must be picked up no later than 12:30.
3. Full-day children must be picked up no later than 17:15.
4. A fine of R100 will be charged for late pickups. After the third offense, the fine will be doubled or your child's school attendance may be suspended.
5. Breakfast is served at 08:00.
6. Children must arrive at school before 08:00.
7. If your child will be late, please inform their teacher so that food can be set aside for them.
8. Lunch is served between 12:00 and 12:30.
9. Snack times are at 10:00 and 15:00.
10. Klein Vallei Preschool does not close during school holidays, but is closed on public holidays and school vacation days.

#### EXTRACURRICULAR ACTIVITIES:

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1. Various extracurricular activities are offered at Klein Vallei Preschool.
2. Enrollment forms for these activities will be provided to you.
3. Klein Vallei Preschool accepts no responsibility for injuries sustained during these activities.
4. Klein Vallei Preschool accepts no financial responsibility regarding extracurricular activities.
5. Klein Vallei Preschool merely serves as a venue where these activities are offered.

Initial:



**HOLIDAY CARE:**

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1. Holiday care for older brothers or sisters is offered up to the age of 6 years (Grade R).
2. The holiday care rate is R150 per day and includes meals and snacks.

**ILLNESS AND MEDICATION:**

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1. According to prescribed regulations by the Department of Health, children with a contagious illness may not attend school.
2. If antibiotics have been prescribed for your child, they may only return to school after the third day of the cycle.
3. No medication will be administered to children by teachers without a clear written letter handed to the teacher.
4. You are responsible for informing the school principal in writing of any allergies and/or illnesses your child may have.
5. A copy of your child's clinic card must be submitted before your child can be admitted to the school.

**DROP-OFF AND PICK-UP OF CHILDREN:**

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1. No child may be dropped off at the school gate or door. The person dropping off the child is responsible for the child's safety until the child has been handed over to a teacher or assistant.
2. No child will be allowed to leave the school with an unlisted person unless written permission from the legal guardian/parent has been submitted to the school principal.

**CAMERA'S, GATES AND SECURITY:**

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1. Klein Vallei Preschool has a fully operational camera system that is accessible only by the school principal.
2. Parents may view footage by appointment and with valid motivation.
3. The pedestrian gate code will be shared with you if your child is enrolled at Klein Vallei Preschool
4. It is the responsibility of each parent/guardian to ensure that all gates are closed.
5. Klein Vallei Preschool accepts no responsibility if a child injures another child.

Initial:



COMMUNICATION:

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1. Day-to-day communication should be directed to the teachers.
2. The school principal is responsible for all official communication.
3. WhatsApp groups for each class are managed by the teacher.
4. The “Klein Vallei Parents” WhatsApp group is managed by the principal and teachers.
5. All correspondence is done in both Afrikaans and English.

DRESSCODE:

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1. All clothing and personal items must be clearly labeled. Klein Vallei Preschool accepts no responsibility for lost items that are not labeled.
2. Your child must bring a backpack or carry bag containing the following items:
  - 2.1 Two sets of extra clothes and socks.
  - 2.2 Enough diapers for the day (if needed).
  - 2.3 Pacifier (if needed).
  - 2.4 Empty water bottle.
  - 2.5 Two extra pairs of underwear.
  - 2.6 Bottles must already contain pre-boiled, measured water.
  - 2.7 Formula must also be pre-measured and stored in separate containers.
3. Children’s clothes will be rinsed and placed in disposable bags if necessary.

BIRTHDAYS:

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1. Birthday cake/cupcakes and/or sweet packs may be sent to school to celebrate a birthday, although it is not compulsory.

TOYS:

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1. Children may not bring toys to school. Klein Vallei Preschool cannot be held responsible for any toys that are lost or damaged.

PICTURES AND SPECIAL OCCASIONS:

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1. The school photographer is Theresa Botha. Annual school photos are taken once a year and are available for order from the school principal. Parents will be notified via WhatsApp groups when photo orders take place.

Initial:



2. As a parent/legal guardian, do you give permission for Klein Vallei Preschool to use your child's photo on social media?

YES.

NO

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

QUARTERLY REQUIREMENTS:

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1. Parents agree to submit the items on the supply list to the child's teacher no later than the third school day of the term.
2. Teachers will provide the list to the parents.

ADMISSION POLICY:

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1. Klein Vallei Preschool accepts children from the age of 3 months up to 5 years. Grade R is not offered at Klein Vallei Preschool.
2. Klein Vallei Preschool is a dual-medium school (Afrikaans and English).

RELIGION:

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1. Klein Vallei Preschool is based on Christian principles, and children will be taught accordingly.

Initial:



PERSONAL INFORMATION AGREEMENT

This letter serves to obtain your consent, as the parent/guardian, for the collection of information about yourself and your child in terms of:

- The Protection of Personal Information Act (POPIA)
- The General Data Protection Regulations (GDPR), and
- The Promotion of Access to Information Act (PAIA).

In order to provide a professional and effective service, we must keep records of personal information. This includes information such as your name and contact details, the emergency contact person, and details of learners. All personal information is treated by all staff as private and confidential. It is recorded in a database and/or in a paper file. You have the right to view any information we have about you and/or your child, and to request the removal of your details.

Klein Vallei Preschool is legally required to protect the personal information we hold, to prevent unauthorized access and use, and to safeguard against any form of information loss.

Parents and staff have the right to request a copy of the personal information we hold about them and/or their children.

Please contact the Information Officer in the office and specify which information you require. All reasonable steps will be taken to verify the identity of the person requesting the information. We are at all times fully aware of children’s rights to privacy and protection.

I have read and understood the information above, and I give my written consent for Klein Vallei Preschool to retain personal information about me and the student enrolled at the school. I also agree to the sharing of information with third parties where necessary.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day in the month of \_\_\_\_\_, 2026

\_\_\_\_\_

Mother

*Mariza Dippenaar*

Principal and Owner

\_\_\_\_\_

Father

Initial:



## GENERAL INDEMNITY

**Klein Vallei Preschool undertakes to implement reasonable and generally accepted measures regarding the safety and well-being of all learners, educators, and visitors to the school.**

Naturally, the School accepts no responsibility for accidents that may occur in the classroom, on the school grounds, or on the sports fields.

Each parent is therefore required to complete the section below as proof that they accept the school's position as outlined above, as well as the risks associated with it.

I, the undersigned, FULL NAME AND SURNAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT

DETAILS: \_\_\_\_\_

\_\_\_\_\_

NAME OF LEARNER: \_\_\_\_\_

**The parent/legal guardian of the above-mentioned learner, who is duly enrolled and accepted by the school, subject to the terms outlined herein:**

I hereby indemnify the School in advance for any loss or damage in general, regardless of how it may occur, that I as the parent/legal guardian of the above-mentioned learner may suffer as a result of any incident in which the learner may be involved, whether as the causing or affected party, while participating in any school activity. I also indemnify the School against any damage or loss that I, as parent/legal guardian of the above-mentioned learner, may suffer under such circumstances and voluntarily accept the risks associated therewith.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day in the month of \_\_\_\_\_, 2026

\_\_\_\_\_

Mother

\_\_\_\_\_

Father

Initial:





POPI CONSENT

**This form contains confidential and essential information required to admit and care for your child in our preschool.**

Child name and surname											
ID Number											

CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI)

**We undertake to store the information only for as long as necessary: either for the Preschool's use or as prescribed by legislation.**

- We undertake to permanently erase the information as soon as we no longer have any obligation to store it.
- We undertake to ask for your permission first should we need to share the information with a third party.
- We undertake not to use the information in any way that could violate your or your child's privacy.
- We undertake to take all reasonable steps to protect your and your child's information.

I, \_\_\_\_\_, hereby confirm that I am sharing my and my child's personal information, as stated above, with the preschool based on the aforementioned undertakings, and I also give consent for the preschool to process the information as requested. Furthermore, I consent to the preschool sending me emails, SMS messages, or WhatsApps in the interest of my child's care.

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

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

Initial:



1. No child will be denied access to our school on the basis of race.
2. Parent(s)/Guardian(s) acknowledge that Klein Vallei Preschool is an independent, fee-paying school, and parent(s)/guardian(s) are aware that it is their responsibility to ensure that school fees are paid on time each month.
3. By signing this agreement, parent(s)/guardian(s) agree that they are familiar with, understand, and accept Klein Vallei Preschool's Vision and Mission Policy, as well as the school's Code of Conduct and Ethics.
4. Parent(s)/guardian(s) agree to work closely with Klein Vallei Preschool to ensure that learners adhere to the school's Code of Conduct, as well as the Vision and Mission of the school.
5. The Language Policy is available upon request from the principal of Klein Vallei Preschool.
6. A parent/guardian must provide proof that the learner has been vaccinated against the following contagious diseases: polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B. If a parent/guardian cannot provide proof of vaccination, it is recommended that the learner be vaccinated within 7 days at a free primary healthcare facility. Registration Act, 1992 (No. 51 of 1992).
7. Persons classified as illegal immigrants must, when applying for admission for their children or themselves, provide proof that they have applied to the Department of Home Affairs to regularize their stay in the country in terms of the Immigration Control Act, 1991 (No. 96 of 1991).
8. Klein Vallei Preschool is a Christian School, and we teach our learners Christian values and principles that are woven into our curriculum.
9. Parent(s)/Guardian(s) choose to enroll the learner at Klein Vallei Preschool.
10. All children seeking admission to the school may be subjected to an entrance test to determine placement.
11. Please note that if misconduct occurs according to the Code of Conduct or Vision and Mission, there are other schools in the nearby area.
12. Where selection is necessary because the number of successful applicants exceeds the number of available spaces, selection will be based on the following criteria:
  - 12.1 Preference will be given to applicants who already have brothers or sisters in the school.
  - 12.2 Preference will be given to applicants based on their performance in the placement test. Preference will be given to applicants who have received an unconditional recommendation from their previous school.
  - 12.3 Preference will be given to applicants who meet Preference will be given to applicants based on their performance in the placement test of the credit check.
  - 12.4 All parents with a poor financial record will need to apply for an Eduloan or pay six months' school fees in advance to secure placement.
  - 12.5 Preference will be given to applicants with a record of involvement and parental support.
  - 12.6 Only applicants who have submitted all the required documentation will be considered for admission.

Initial:

12.7 In collaboration with the Board of Trustees, the Principal's decision is final and no further negotiations will be conducted.

13. Learner placement is determined by age and academic performance.

14. All parents will comply with the school's promotion policy.

**Please note:**

This form must be completed in its entirety. Any changes must be signed by the parent/guardian. The completion of the form does not necessarily mean that the learner has been accepted into the school. If your child is accepted, you will either receive an email or a WhatsApp to confirm the acceptance.

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

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

CODE OF CONDUCT

1. I approve and agree with the Policies and Code of Conduct of the School – I will take responsibility and read the content of the Code of Conduct provided.
2. I accept that if my child does not comply with the regulations and rules of the school, the school will have the right to take disciplinary measures as outlined in the Code of Conduct.
3. One calendar month's written notice is required if I wish to withdraw my child from the school. If no written notice is given to the administrative and financial staff, one month's school fees will be payable. The date written on your notice must correspond with the date processed by the administrative staff – no 'backdating,' please.
4. I will be obligated to attend parent meetings and parent-teacher consultations for the benefit of my child/children.
5. If school property is damaged by my child, I/we will pay for that damage.

I hereby declare as the parent/guardian of this minor that the information on this form is true and correct.

\_\_\_\_\_

Mother

\_\_\_\_\_

Father

Initial:



**ADDENDUM NUMBER 1 TO AGREEMENT WITH KLEIN VALLEI PRESCHOOL**

This ADDENDUM NUMBER 1 (“the addendum”) to the AGREEMENT with KLEIN VALLEI PRESCHOOL was agreed upon and entered into on \_\_\_\_\_ 2026.

Between

**KLEIN VALLEI PRESCHOOL**

Herein represented by Mariza Dippenaar in her capacity as

Principal and Owner

(Hereinafter referred to as the 'School')

And

**LEGAL GUARDIAN / PARENT OF CHILD**

(Hereinafter referred to as the 'Parent')

(Collectively hereinafter referred to as the 'Parties')

WHEREAS the School and the Parent entered into an agreement on \_\_\_\_\_ 20\_\_.

(Hereinafter referred to as the 'Agreement')

And

WHEREAS, in terms of paragraphs 6 and 7 of the school fees clause of the Agreement, the Parties agree and consent to supplement and amend paragraphs 6 and 7 of the school fees clause as follows:

- 6. If the child leaves the school, the Parent must give 1 (one) month's written notice. If the Parent fails to do so, the Parent will be held responsible for 1 (one) month's school fees.
  - 6.1 Children may leave the school before the end of the month for which written notice has been given, but the Parent remains responsible for the payment of the full month's school fees.
  
- 7. No notice will be accepted after October 1st. If the child attends school at any time during October, the full term's school fees are due (October, November, and December).
  - 7.1 No school fees are refundable.
  - 7.2 If the child does not attend school for a week or a month, the full amount of school fees remains payable by the Parent.

Initial:



## 2. EFFECT OF THIS ASSENDUM

- 2.1. This Addendum is entered into to supplement and amend the Agreement entered into between the school and the parent.
- 2.2. Except as supplemented and/or amended hereby, the Agreement shall remain in full force and effect and shall continue to be effective and enforceable in accordance with its provisions.

## 3. VARIOUS DETAILS

### 3.1. Disclaimer.

- 3.1.1 No waiver by any Party of any provision or condition of this Addendum, in any one or more instances, shall be deemed or construed as a waiver of the same or any other provision or condition of this Addendum at any future time.

### 3.2. Amendment.

- 3.2.1. No addition to, modification of, or consensual cancellation of this Addendum shall be of any force or effect unless it is in writing and signed by or on behalf of the Parties.

### 3.3. Counterparts.

- 3.3.1. This Addendum may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

### 3.4. Exercise of rights.

- 3.4.1. A Party may, after due consideration, exercise a right, power, or remedy, and exercise it separately or jointly with another right, power, or remedy.
- 3.4.2. The partial or single exercise of a right, power, or remedy by a Party does not prevent further exercise of that right or any other right, power, or remedy.
- 3.4.3. A failure by a Party to exercise or delay the exercise of a right, power, or remedy does not prevent the exercise thereof.
- 3.4.4. The rights, powers, and remedies provided in this Addendum are cumulative and not exclusive of the rights, powers, or remedies provided by law, independently of this Addendum.

### 3.5. Governing law and jurisdiction.

- 3.5.1. This Addendum shall in all respects be governed by and construed in accordance with the laws of the Republic of South Africa, and the parties hereby agree to submit themselves to the exclusive jurisdiction of the High Court of South Africa, Free State Division, Bloemfontein.

Initial:



3.6. Severability clause.

3.6.1. If any provision of this Addendum is found to be invalid or unenforceable, such invalidity or unenforceability shall not render the entire Addendum invalid. The Addendum shall instead be construed as if it did not contain the specific invalid or unenforceable provision, and the rights and obligations of each Party shall be construed and enforced accordingly.

3.7. Amendment.

3.7.1. This Addendum can only be amended by a written agreement executed by both Parties.

IN WITNESS WHEREOF the Parties have caused this Addendum to be signed by their duly authorized representatives.

SIGNED at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

I \_\_\_\_\_ the undersigned understand the terms of the Addendum and accepts it voluntarily. I confirm that the provisions and conditions contained herein are fair and just and can be enforced in a Court of Law.

\_\_\_\_\_  
(Signature of Parent / Legal Guardian)

\_\_\_\_\_  
(Full name and surname, of Parent / Legal Guardian)

*Mariza Dypenaar*  
(Signature of Principal / Owner)

Initial:

