



Private Pre-Primary School, Exclusive Baby Centre & After Care

N/A OPVOEDKUNDIGE C.C. TRADING AS
SMILEY KIDS: REG CK/99/34650/20
OWNER: NOLA ENEVER
HAYLEY ENEVER



102 SPAN AVENUE BOKSBURG NORTH

Tel: (011) 892 3644 OR 083 269 8135
e-mail: Boksburg@smileykids.co.za
Website: [www. smileykidsboksburgnorth.co.za](http://www.smileykidsboksburgnorth.co.za)

Dear Parent

Thank you for enquiring about our school for 2025.

I want to take this opportunity to welcome you and your child at Smiley Kids Boksburg North.

I hope that your experience is a pleasant and happy one. Your child's wellbeing is especially important to us, and we assure you that your child will at all times be well looked after.

Please submit the following documents with the enrolment form:

- Copy of your child's birth certificate,
- Copy of your child's inoculation certificate (clinic card)
- Copy of both parent's / guardian's identity documents.

If you have any queries or questions regarding our school or your child, please do not hesitate to contact me.

Smiley regards

Hayley and Nola Enever
Owners

We are the difference!



ENROLMENT FORM

Enrolment date: _____

Particulars of child:

Full names				Surname			
				Gender			
Date of birth				Home Language			
	Day	Month	Year		AFR	ENG	Other

Previous Institution / Nursery School attended:

Previous Pre-Primary, play school, nursery school, day mother, etc. attended						
Name of Institution						
Suburb/Town		Duration of attendance	From		Until	

Medical Information :

Medical Aid Scheme		Membership number	
Doctor		Doctor's telephone nr	
Allergies or chronic illnesses			
Special medication (please specify)			

Parent Information:

Mother :		Identity number (copy attached)	
Name & Surname		Occupation	
Physical address		Contact No – Home	
		Contact No – Work	
e-mail address		Cellular No	
Father :		Identity number (copy attached)	
Name & Surname		Occupation	
Physical address		Contact No – Home	
(if different from mother's address)		Contact No – Work	
e-mail address		Cellular No	

Family Status :

Please indicate by circling the correct	Parents :	Married / Not Married / Divorced – child stays with mother /
		Divorced – child stays with Father / Guardian /
		Other (please specify)

Contact details in case of an emergency (not parents):

Name and Surname		Name and Surname	
Relation to Child		Relation to Child	
Contact number		Contact number	

List of people who may collect child (where possible please supply copy of Identity document):

Name & Surname		Identity number	
Name & Surname		Identity number	

Financial Information

Person responsible for account: (Please attach a copy of Identity Document of the person paying the account)

Name & Surname		Identity number	
Physical address		Contact No – Home	
		Contact No – Work	
		Contact No - Cellular	
Relation to Child			

Services

Please mark with an 'x' which services you want to make use of:

(Attached hereto also find the fee structure indication the relevant fees)

Toddler – Full day	R2 320	Toddler – Half day	R2 250	Toddler fee includes: Tissues & Wet Wipes : Tuck shop (every Friday) : Phyz Ed sports (once a week) : All meals, snacks and juice for day		
Baby – Full Day	R2 425	Toddler Potty Training	R2 385	Baby fee includes: Tissues & Wet wipes All meals, snacks, juice	After Care	R1120 -Includes collection from School, lunch and supervised homework and afternoon snack

Transport:

One-way transport	R475	Two-way transport	R950	Registration Fee	R300		
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Office use

Registration fee paid	R 300.00
Date registration paid	
Enrolment form signed	YES / NO
Standard Terms and Conditions signed	YES / NO
Copy of Identity Document received of person responsible for account and parents	YES / NO
Copy of child's Birth Certificate and Clinic Card received	YES / NO

Signature of person responsible for the account

Date

(I acknowledge that I have read the Standard Terms and Conditions applicable to Smiley Kids Boksburg North and bind myself thereto)



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BOKSBURG NORTH



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e-mail: boksburg@smileykids.co.za
website: www.smileykids.co.za

STANDARD TERMS AND CONDITIONS

1. Introduction

The owner, teachers and staff of Smiley Kids Boksburg North wish to take this opportunity to welcome you and your child to our school. We confirm that our first priority is to provide quality service to you and your child in a professional manner.

2. Acceptance

The undersigned ("the Applicant") hereby acknowledges that he/she shall be liable for the payment of the monthly fees in respect of the child-minding services as more fully explained in clause 3 hereof.

3. Terms of Payment

- 3.1 The monthly fees shall be determined by Smiley Kids Boksburg North from time to time. Parents shall be advised, in writing, of changes to any fees payable to Smiley Kids Boksburg North or any of its service providers and/or agents. Non-receipt of the notification to changes to any applicable fee shall not invalidate such change to the applicable fees. The fees of Smiley Kids Boksburg North shall increase annually at the beginning of January. Such increase shall be implemented and will be effective from 01 January annually.
- 3.2 Monthly school fees (as well as fees for services rendered by other service providers) are due and payable in advance and shall be paid by no later than the 7th day of the month during which the service is rendered. Smiley Kids Boksburg North reserves the right to refuse access to the Applicant and his/her child/children if the fees that are due have not been paid or are outstanding.
- 3.3 Should the 7th day of the month fall on a Saturday, Sunday or Public Holiday then the amount due to Smiley Kids Boksburg North shall be payable on the preceding ordinary working day.
- 3.4 Payments made after the 7th day of a month (as well as arrears) shall be subject to the maximum interest rate permissible under the National Credit Act and its regulations.
- 3.5 Every payment by the Applicant arising out of or in connection herewith shall be made at the address of Smiley Kids Boksburg North, free of any deductions and without set-off on the due date and without demand.
- 3.6 The Applicant shall be liable to pay collection commission, all attorney/client fees and tracing fees (if applicable) in the event that Smiley Kids Boksburg North has to institute legal action to recover any amount outstanding to it by the Applicant as is set out further in clause 12 below.
- 3.7 Fees may be paid either by means of a cash payment at the premises of Smiley Kids Boksburg North (please ensure that you receive an official Smiley Kids Boksburg North receipt with the correct amount recorded thereon) or by means of an internet transfer or by direct bank deposit. The school's bank account number is:

Account Holder	:	SMILEY KIDS
Bank	:	ABSA CHEQUE ACCOUNT
Branch and code	:	632005 BOKSBURG
Account number	:	404 962 0598

Please ensure when making the payment that you use the child's name and surname as the reference of the payment. Proof of payments must be submitted at the school. ONLY EFT OR CASH PAID IN BY OFFICE will be accepted. Any Cashless/Cardless transactions or cash deposits which incur bank charges will be added to your account.
- 3.9 Smiley Kids Boksburg North reserves the right to withhold any academical and/or other information concerning the Applicant's child or children's progress if any fees are outstanding or not paid in full.
- 3.10 An amount of two hundred rand, R200.00, is payable on receipt of enrolment form for registration. No enrolment form will be accepted without the registration fee. This registration fee is a once off payment and is for administration cost and is not refundable.

4. Notice

Should the Applicant wish to remove his/her child/children from Smiley Kids Boksburg North, then the Applicant shall be obliged to give Smiley Kids Boksburg North one calendar month's written notice. For purpose of this clause a calendar month notice shall mean from the first day of the month until the first day of the next month (for example, notice given on 15 March shall only have effect from 01 April and the agreement shall terminate one calendar month later, on 01 May). Despite the provisions of this clause, the **Applicant may not give notice for the month of November**. The fees for December are fully payable. Notice to terminate this agreement for the end of December must be handed in at the office by no later than the end of October. Smiley Kids Boksburg North shall be entitled to give the Applicant shorter notice of the termination of this agreement in the event of a material breach of this agreement as well as a breach or non-compliance with any standing operational procedures, code of conduct or other policies of Smiley Kids Boksburg North. Such shorter notice by Smiley Kids Boksburg North to the Applicant may be verbal or in writing. Should Smiley Kids Boksburg North in its opinion believe that the Applicant's child is not suited to be a student at the school for any reason whatsoever, it may in its sole discretion terminate this agreement by providing the Applicant with 5 days written notice of its intention to terminate. No notice will be accepted via Whats app or sms. Only written notice handed in to the office. Please note that your contract runs until terminated with 30 days notice, Contract carries over to the next year if no notice is served

Applicant initial _____

5. School Hours

- 5.1 The school hours are strictly from 6h00 to 18h00, Monday to Fridays, excluding Public Holidays, when the school shall be closed.
- 5.2 Should the Applicant's child/children be collected after 18h00, a late collection fee of R50.00 (fifty rand) for every fifteen minutes or part thereof after 18h00 will be charged to his/her account. This amount may be amended from time to time at the sole discretion of Smiley Kids Boksburg North. After 18h45 late penalty is R500 per 15 minutes.
- 5.3 No unauthorised person or children under the age of 18 will be allowed to collect the Applicant's child or children from Smiley Kids Boksburg North. Smiley Kids Boksburg North must be informed if any other person will collect the Applicant's child or children from school. Please furnish us with the person's identity number, name and surname and a short description of the features of the person concerned.
- 5.3 The school shall be closed between 20th December until the 1st working day of January. The specific details in this regard will annually be communicated to Applicant's via monthly newsletters from January and by no later than end October. The full school fees shall be payable, despite the closure of the school during this period. The exact dates will be communicated in writing to the Applicant. Dates in January can change depending on when the 2nd January fall. If it falls on a Thursday or Friday school will re-open on the Monday.

6. Indemnity

Although every precaution necessary will be taken to prevent accidents, neither Smiley Kids Boksburg North nor any of its employees, agents, guests, facilitators, representatives, or anyone acting on its behalf shall be held liable for any injury, be it physical, emotional or psychological or howsoever caused to the child whilst under the control of Smiley Kids Boksburg North, be it as a result of gross negligence or otherwise. Smiley Kids Boksburg North shall further be indemnified and held harmless by the Applicant against any claim of whatsoever nature and howsoever arising whether in contract or delict, which may be brought against Smiley Kids Boksburg North, its members, employees, agents, guests, facilitators by any other third party. If and when the Applicant's child or children are being transported by Smiley Kids Boksburg North, for whatever reason, (including but not limited to outings, collecting or dropping off) it will be at the Applicant's and child's own risk. Smiley Kids Boksburg North (including all its employees and or any person acting on behalf of Smiley Kids Boksburg North) shall not be liable in respect of any injury sustained or damage suffered by the Applicant's child or children.

7. Transport Facility

Smiley Kids Boksburg North has a transport facility available to all parents and children to collect and/or drop off children from or at home, collect and drop off children at their primary school and for outings that are away from the premises of Smiley Kids Boksburg North. Smiley Kids reserves the right to limit the area of operation of the service. The fees applicable for this service shall be determined by Smiley Kids Boksburg North from time to time. Smiley Kids Boksburg North reserves the right to levy an additional amount on users of this transport facility when high fuel prices necessitate such levy.

8. School property

In the event that property of the school is damaged by the Applicant's or his/her child or children, the Applicant will be responsible for any and all costs to replace or repair the damaged property.

9. Breach

- 9.1 The Applicant shall be in breach of this agreement if the Applicant fails to make payment of any amount due and payable to Smiley Kids Boksburg North on its due date or the Applicant being placed under administration or is sequestered or by virtue of the attachment of the assets of the Applicant in any judicial process.
- 9.2 In the event of the breach of this agreement by the Applicant as is set out in clauses 4 and 9.1 above, Smiley Kids Boksburg North may elect to cancel this agreement with or without notice in the sole discretion of Smiley Kids Boksburg North.
- 9.3 Smiley Kids Boksburg North shall be entitled to list the name of the Applicant on a credit control list for all the Smiley Kids schools. The effect thereof is that the Applicant's child or children may be refused entry to any Smiley Kids school within the Gauteng Province until such time that the act or omission that caused the breach, is remedied and Smiley Kids Boksburg North reserves the right to proceed with legal action against the Applicant without further notice.

10. Notice and Domicilia

- 10.1 The parties choose the *domicilia citandi et executandi* for the purpose of all notices and processes arising out of or in connection with this agreement as follows:
- Smiley Kids Boksburg North : _____
- Applicant (physical address) : _____
- 10.2 Any notice sent by post, by either party to the other, shall be deemed to be received on the seventh day after the date of posting or on the date of delivery in the case of delivery by hand.
- 10.3 Each party shall be entitled to change the address specified by it in terms of this clause, in writing, to any other address within the Republic of South Africa (not being a post office box or poste restante) on not less than 14 calendar days prior written notice to the other party.

11. Duration and Termination

This contract shall operate for an indefinite period and is subject to the notice periods as set out in clause 4 above.

12. Costs

All legal and collection costs, including attorney and own client costs, tracing fees, charges and disbursements incurred by Smiley Kids Boksburg North in collecting or endeavouring to collect all or any amount payable by the Applicant hereunder, shall be for the account of the Applicant and payable on demand.

13. Certificate of indebtedness

The indebtedness of the Applicant to Smiley Kids Boksburg North in terms of this contract shall be determined and conclusively proved for all purposes by a certificate signed on behalf of Smiley Kids Boksburg North

14. Jurisdiction

The Applicant hereby consents, notwithstanding the amount of the claim, to the jurisdiction of the Magistrates Court.

Applicant initial _____

15. Emergency Medical Treatment, Illness, Injury and Medication

- 15.1 Smiley Kids Boksburg North cannot accept responsibility for extremely sick children, those running high temperatures, vomiting, with eye infections, or that have diarrhoea or head lice.
- 15.2 In the event of the Applicant's child or children contracting any infectious disease, Smiley Kids Boksburg North must be notified immediately. Children with infectious diseases may not be sent to Smiley Kids Boksburg North until certified by the Applicant's doctor
- 15.3 Please ensure that any and all allergies that your child or children may have is recorded on the enrolment form.
- 15.4 The administration of medication to any child by a member of the personnel of Smiley Kids Boksburg North may only be performed upon the **written consent** of the **Applicant** or the other parental party. The Applicant or the other parental party of the child or children must specify what medication is to be administered; the quantity that must be given and what time the medication must be administered. The Applicant or the other parental party of the child or children must clearly state their name and sign at this instruction.
- 15.5 The Applicant or the other parental party of the child or children hereby consent to the administration of any emergency medical assistance, namely first aid, as is deemed appropriate, by Smiley Kids Boksburg North, in the event of injury to the child.
- 15.6 Should the Applicant's child or children require emergency medical treatment the Applicant hereby gives Smiley Kids Boksburg North authority to take such child to the nearest doctor or medical facility. The Applicant shall remain liable for the costs incurred by such emergency medical treatment.

16. General

- 16.1 This agreement constitutes the whole and entire agreement between the parties and there are no other agreements, representations, or warranties between the parties other than those specifically set forth herein.
- 16.2 No amendment, variation or modification of this agreement shall be of any force of effect unless the same is confirmed in writing and signed by all the parties hereto.
- 16.3 No indulgence on the part of either party in exercising any right conferred upon such party in terms of this agreement shall constitute a waiver or novation of any such right, nor shall any single or partial exercise of any right preclude any other of future exercise thereof or the exercise of any other right under this agreement.
- 16.4 Smiley Kids Boksburg North shall be entitled, without notice to the Applicant, to cede, transfer or assign its rights under this agreement to any third party.
- 16.5 The person responsible for the account and preferably both parents must sign the agreement and supply with the signed agreement and enrolment form a copy of their identity document. Also, a copy of the child or children's birth certificate must accompany this signed agreement and enrolment form.
- 16.6 This contract is valid from the day signed until the child/children give a calendar months' notice and leave. Forms are not resigned every year. This contract is ongoing till child no longer attends Smiley Kids Boksburg North.

I/We _____ (full names and surname), being the parent(s)/ legal guardian(s) (herein referred to as "the Applicant") of

_____ (herein referred to as "the child"), understand, agree to and accept the standard terms and conditions aforesaid and that I am bound thereto.

Signature of the Applicant
(Person responsible for account)

Identity number

Date

We are the difference!

POPIA Compliance

I _____ parent of _____ am well aware that Smiley Kids Boksburg North will protect my information supplied to them and not divulge any personal information out without my consent. Once we terminate service Smiley Kids Boksburg North will keep information for 1 year and then discard the information using a shredder.

I am aware that class teachers create whats app groups to post work done in class, activities, fun day pics etc. on this group and by staying on the group I consent to my number being on the group.

I do / do not (underline choice) give Smiley kids Boksburg North permission to take photos of my child/children whilst doing class activities/athletics/concert/fun days/easter egg hunt and to use them on whats app broadcast or on class groups or facebook to show parents work done or for advertising purposes for the school.

I am aware that Smiley Kids Boksburg North has CCTV cameras and if the need arises, I am not entitled to view footage if there are other children involved as this breaches Section 35. If further action needs to be taken, footage may only be released to:

- Law enforcement officials
- Emergency Services Personnel
- Lawyers

I must inform Smiley Kids Boksburg North if there is a change to any of my contact details especially cell phone numbers and address. Smiley Kids Boksburg North will do information updates every 6 months.

Any child involved in an incident of biting, pushing, hitting, etc. the name of the perpetrator will not be shared with the victim's parents nor victims name will not be shared with the perpetrators unless required to do so through legal proceedings or to protect our rights.

If there is a breach of data security Smiley Kids Boksburg North will be responsible to inform people affected immediately.

Signature: Mother

Date

Signature: Father

Date



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OWNER: NOLA ENEVER & HAYLEY ENEVER



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Acknowledgement of documents received

Please sign the following to acknowledge that you, the parent, (the person responsible for the account) have received, read, understood, and agree that the following documents are binding on you:

1. Enrolment Form
2. Standard Terms and Conditions, and
3. Welcoming letter with the rules and regulations.

I _____, Identity number _____ being the parent / guardian of

_____ hereby acknowledges that I have received, read, and understood the content of the aforesaid documents. I irrevocably bind myself to its content.

Signature

Date

Please ensure that the Enrolment Form, Standard Terms and Conditions document and a copy of the person responsible for the account's identity document are returned to Smiley Kids Boksburg North, completed and signed in full before your child or children commence school at Smiley Kids Boksburg North.

Thank you for your patience in completing all the necessary documents.

Smiley regards

Mrs. N ENEVER
Owner

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Website: www.smileykidsboksburgnorth.co.za

RE: LANGUAGE OF INSTRUCTION

Dear Parent

Smiley Kids is a fully bilingual (Afrikaans and English) organization. We request that if a parent wants their child to be taught in either Afrikaans or English and this language is not their home language that you please complete and sign the document below giving Smiley Kids permission as the child's parent or legal guardian to teach your child in either Afrikaans or English which may be your language of choice and that you as the parent or legal guardian understand the consequences (if any) of your decision and will not hold Smiley Kids responsible

Yours sincerely
Smiley regards

Nola Enever
Principal / Owner

I _____ (full names) parent/legal guardian, Identity/Passport number _____, hereby give Smiley Kids Boksburg North permission to teach my child _____ (child's full name) in _____ (English or Afrikaans) although the child's home language is _____. I also furthermore understand the consequences (if any) of my decision and will not hold Smiley Kids Boksburg North or Smiley Kids Early Childhood Development Association responsible.

Parent/ Legal Guardian signature

_____/_____/_____
Date

We are the difference!



BOKSBURG NORTH PRE-PRIMARY

Address: 102 SPAN AVENUE BOKSBURG NORTH

Tel: 011 892 3644 Email: boksburg@smileykids.co.za

N/A OPVOEDKUNDIGE C.C. TRADING AS SMILEY KIDS CK99/34650/20



Internet / Facebook Permission Form

Dear Parents,

We would like to keep our website and facebook up to date with pictures about our children and school (events/activities etc.) To be able to do this, we will need permission from you to be able to post photos of your child/children and the activities they do in school.

For safety purposes, we will never use students' names anywhere in either schools website or social media sites because your child's/children's safety is very important to us.

Please note we will use very strict guidelines in what we post. The facebook page is only a tool for a parent to be part of the school and the activities the children part takes in.

Please complete the form and send back to school.

Sincerely yours

Hayley Enever

Principle

Smiley Kids Boksburg North

083 269 8135/ 011 892 3644



Tick with a X for those that apply to allowing permission

- ☐ I give Smiley Kids Boksburg North my permission to post photos on the school's website; I understand that for security measures, my child's/children's last names will not be listed.
- ☐ I give Smiley Kids Boksburg North my permission to post photos on the school Facebook Page, Smiley Kids Boksburg North." Please note: This is a private page and photos are only visible to those who "Like" the Fan Page on Facebook. I understand that for security measures, my child's/children's names will not be listed.
- ☐ I DO NOT give Smiley Kids Boksburg North permission to post my child's/children's photos on ANY Internet related site for promotion.
- ☐

Child Details:

Name and Surname:

Date of Birth: Age:

Father's Name and Surname:

Father's Signature: Date:

Mother's Name and Surname:

Mother's Signature: Date:

Guardian Name and Surname:

Guardian Signature: Date: