



TEL: 083 989 8709
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EMAIL: admin@kingfisherlc.co.za

PHYSICAL ADDRESS:
HORISON GESINSKERK
C/O CUTTEN & BICKEL ST
HORISON
ROODEPOORT

POSTAL ADDRESS:
POSTNET SUIT #197
PRIVATE BAG X1
1716

GDE REGISTRATION #: 400290

Kingfisher Learning Centre Private Primary School

Thank you for your interest in Kingfisher Learning Centre: Should you be interested in applying for your child/children please return the forms, completed in full, together with the supporting documents as listed on page 3.

How we got started.

Kingfisher Learning Centre was founded in 2004, it started operation from a home in Kingfisher Street in Horizon Park, hence the name Kingfisher Learning Centre

Grades 1 to 3 were taught, catering for children who needed or preferred a small classroom environment. By 2005 it was necessary to move to larger premises and register with the Gauteng Department of Education, this process was completed by the end of 2008.

Over the years the school has grown to accommodate learners from grade R to 7 and enrolment is currently over 95 learners. Kingfisher Learning Centre follows the CAPS curriculum as well as extending the learning experience in all areas. The classes are kept small, so individual attention is continuously given.

WHAT DEFINES US

OUR MISSION

To provide the opportunity for children with various learning styles to be educated in a safe, caring environment which supports emotional, physical and intellectual development.

OUR VISION

To allow and encourage children to be all that they can be.

To provide opportunities for children with various learning styles to achieve an education of high standards.

OUR VALUES

1. To promote individuality and self-belief.
2. To create an environment in which learning will be exciting and fun.
3. To develop inter-personal relationships.
4. To inspire learners to live according to their own set of values & therefore take responsibility for their own actions in the community.
5. To treat others with love and respect.
6. To be well mannered individuals at school, at home and in society.
7. We also have a strict ANTI-BULLYING POLICY!

Please note that although our classes are small, we are a *mainstream school*, should your child need remedial assistance we will gladly refer you to other schools.

(Feb 21) Please initial every page

Parent/s: _____

The School: _____

We aim to create a stimulating, caring, happy school in which:

- Students can realise their academic and creative potential and achieve success at each stage of their education.
- Curiosity, imagination and enthusiasm for learning are encouraged along with independent and logical thought.
- Confidence, self-discipline and the ability to communicate effectively are developed.
- The needs of the individual, the school and the community are respected and appreciated.
- The personal, moral and spiritual development of each pupil is nurtured.
- Kingfisher is a school where students are encouraged to learn in a caring and nurturing environment. Our school's motto of "Be all that you can be!" is reflected in the behaviour and attitude of students, staff and parents.
- The size of our school ensures that the principal and teachers develop friendships with every child. Children's strengths are identified and built upon so that the self-esteem and confidence of every pupil is built up.
- We strive to provide students with innovative programmes that will prepare them for learning well into the 21st century.
- Kingfisher students are encouraged to show consideration for their family and their peers and respect for all with whom they come in contact. Students develop a high level of responsibility and initiative.
- Parents are encouraged to participate in the school's activities and programmes. We have developed a close relationship between the school and the community.
- Our school is one where students thrive under the guidance of dedicated, professional and genuinely caring staff. We are proud of our school, proud of our staff, and proud of the calibre of student that we are producing.

TEACHING

The curriculum and planning are governed by the following:

- Registration with the Department of Education
- Fully CAPS compliant.
- Providing content rich curriculum.
- Developing an ethic of hard work.
- Preparing learners so that they can achieve their potential.
- Ensuring that learners develop academic and moral strength.

Extra lessons for our senior phase learners i.e. Grade 4 -7 (at no additional cost) are offered in English, Afrikaans and Maths; all learners are welcome however those who need extra support in these subjects will be personally invited.

We are fully equipped for our learners to seamlessly work from home through Microsoft Teams, we have the infrastructure and resources if school cannot take place on campus, such as with the recent COVID pandemic.

We have camera's in each class to protect both our learners and our staff.

EXTRA MURALS

At present because of government restrictions put into place due to the pandemic we are not permitted to offer any extramurals. However the following extra murals will be available at Kingfisher learning centre as soon as possible; all activities are presented by external companies and are NOT included in school fees. Payment is handled directly through the company offering the activity

Grade R to 3: Ball-a-Rama, Boxing and Robotics

Grade 2 to 7: Dancing, Art lessons

All: Piano lessons, Karate and Robotics

SPORT

- Although we do not offer team sports the children take part in the following during their PT lessons; fitness and squash. These activities will resume as soon as schools are permitted to participate in sports and extra murals

CHARITY

- Throughout the year we support various charities such as local animal welfare organizations, soup kitchens and old age homes by donations of items they need. The charity wish list is displayed and learners are encouraged to bring an item per week.

SCHOOL UNIFORM

School uniform is only available through the school

- Summer uniform is a turquoise golf shirt, boys wear navy blue school shorts; girls wear a skirt or short (only available through the school).
- Grade R Navy blue golf shirt
- Black or white tekkies or black school shoes, with white socks.
- For cold days hooded tops, polar fleece jackets and drimacs are available – all items are embroidered with the school logo.
- Learners may wear their Kingfisher Tracksuit on cold days.
- Winter uniform consists of a navy blue long sleeve shirt, and school tracksuit; hooded tops, polar fleece jackets and drimacs. A winter lined drimac is also available, as well as beanies and scarves; all items are embroidered with the school logo.
- Black or white or black school shoes with white socks

APPLICATION PROCEDURE

A completed application form must be submitted to the school together with the following:

1. Parents'/Guardians' ID documents
2. Guardianship if necessary as deemed by South African law.
3. A proof of residence no older than 3 months
4. Copy of the child's latest school report (not relevant for Gr R and 1)
5. The child's birth certificate.
6. Clinic/Immunisation card.
7. Learners may be required to do basic diagnostic testing in English, Afrikaans and Mathematics.
8. School policy and rules must be read and understood by parents and child.
9. Please arrange the transfer card from your child's previous school.
10. Copies of any professional report e.g. occupational therapy, IQ evaluation, speech therapy (if applicable).
11. Proof of income; either 3 months pay slips, if self employed 3 months bank statements
12. Financial Clearance Certificate from previous school.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED



Application Form

LEARNER'S SURNAME: _____

LEARNER'S FIRST NAMES: _____

GRADE APPLIED FOR: _____

PLEASE NOTE:

1. This is an application form and does not guarantee enrolment to the centre.
2. For a learner to be eligible for admission to this centre they must comply with the admissions criteria.
3. Admission will not be finalised until all the relevant documentation has been received by the centre.
4. If any facts reflected in this application form prove to be incorrect, the centre reserves the right to reject the application, whether or not the application has been previously accepted. It is an offence to make a false statement about any item pertinent to this application, such as the age and identity of a child, place of residence, guardianship or previous academic achievement.
5. By making this application for admission to the centre, the learner and his or her parents or guardian accept that on such admission, the learner will be bound by the Code of Conduct and Regulations of the centre throughout the learner's stay at the centre.
6. This form must be completed in full by the applicant's parent/s or legal guardian.
7. Parent as defined in S.A. Schools Act, No84 of 1996 is –
 - a) The parent or guardian of a learner;
 - b) The person legally entitled to custody of a learner; or
 - c) The person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school.
8. This application will only be processed once the administration fee and all relevant documentation have been received.
9. Copy of the learner's latest school report (where applicable) and other relevant professional reports must accompany this application
10. Copy of the learner's Birth Certificate or Identity Document must accompany this application.
11. Copy of learner's Residence Permit or Study Permit if a foreigner must accompany this application.

SUPPORTING DOCUMENTS TO BE SUBMITTED WITH APPLICATION

1	Birth Certificate/I.D. of Learner – Certified copy	
2	Parents' Guardian ID - certified	
3	Guardianship (if necessary – copy of Court Ruling)	
4	Administration (Application Form)	
5	Transfer Card from previous school	
6	Report – Latest report from previous school or learning centre	
7	Electricity Account or proof of Address– Latest, original (In parent's name)	
8	Inoculation Certificate	
9	Financial Clearance Certificate from previous school	

SECTION ONE: Learner Information

Surname:		
First Name(s):		
Date of Birth:	Place of Birth:	
Citizenship:	Gender:	
Home Language:	Religion:	
Identity no/ Passport no:		
Residential Address:	Street	
	Suburb	
	City	
	Postcode	
Postal Address:	Street	
	Suburb	
	City	
	Postcode	
Home Telephone no:		
Learner's cell no:		
Names of Siblings and schools where applicable:		
Name	School	Age

SECTION TWO: Scholastic

Name and Address of current school:	
Current Grade:	Tel no of School:
Last Grade passed:	Grades repeated:
Is your child left or right handed?	

List other schools attended.....

Has pupil been expelled from/refused admission to any school.....

Has pupil repeated any grade?

If yes list grade/s and year/s.....

SECTION THREE: Medical Details

Family Doctor		Tel no:
Medical Aid Company:		Member no:
Medical Aid Scheme/Plan:		Tel no:
Person responsible for account:		
Special Medical Conditions: If yes, please give details		
Chronic Illness(es) or disability	No	Yes
Allergies to Medicine	No	Yes
Allergies to Food	No	Yes
Recent operations or hospitalisation	No	Yes
Contagious or notifiable illness	No	Yes
Alternative emergency phone number/s should we not be able to reach the Parents		
Name		
Relation to Child		
Telephone number:		

SECTION FOUR: Parent/ Guardian Information

	Father/Stepfather/Guardian		Mother/Stepmother/Guardian			
Surname						
Full first names						
Nationality						
Relationship to learner						
Residential Address - LEAVE BLANK IF AS ON PAGE ONE						
Postal Address - LEAVE BLANK IF AS ON PAGE ONE						
Home telephone no						
Personal Cell no.						
Email Address						
Employer Name						
Occupation						
Employer Address						
Work tel. no.						
Identity/Passport no						
Marital Status						
If Divorced:	Access rights to child	Yes	No	Access rights to child	Yes	No
	Is child living with you	Yes	No	Is child living with you	Yes	No
	Are you legal Guardian	Yes	No	Are you legal Guardian	Yes	No

SECTION FIVE: Details of Account Holder

Person responsible for the school fees	Father	Mother	Other
Surname	First Names		
I ELECT TO PAY SCHOOL FEES		PLEASE TICK	
MONTHLY IN ADVANCE			
PER TERM (3 PAYMENTS)			
ANNUALLY			

I/We, the undersigned:

- 1. Hereby certify that the information provided on this application is true, complete and correct. All information in this form will be held in the strictest confidence by Kingfisher Learning Centre.**
- 2. Accept and have signed the terms and conditions.**
- 3. Understand that this contract is not binding on the school unless signed by a duly authorised official of the school.**

I, _____ **Parent/Guardian of**
 _____ **have read and agree with the**
above terms and conditions.

Mother/ Guardian Signature: _____

Father / Guardian Signature: _____

Principal Signature: _____

Date: _____

TERMS AND CONDITIONS

1. Definitions:

- 1.1 “**The Agreement**” shall mean this Agreement entered into between the parties for the enrolment of the learner in the School;
- 1.2 “**The Application Form**” shall mean the Application Form to which the Agreement is attached;
- 1.3 “**The School**” shall mean Kingfisher Learning Centre;
- 1.4 “**The Learner**” shall mean the learner as enrolled in the School;
- 1.5 “**The Parent/s**” shall mean the biological parent/s of the learner enrolled in the School;
- 1.6 “**Guardian**” shall mean the guardian of the learner and shall bear the same responsibility as any parent or parents.
- 1.7 “**The parties**” shall mean the School and the parent/s of the learner;
- 1.8 “**School fees**” shall mean the amount payable each and every month to the school;
- 1.9 “**Discount**” shall mean a discount that the School may provide to the parent upon the School’s sole discretion.
- 1.10 “**Enrolment fee**” shall mean the amount payable upon acceptance and/or admission of the learner to the school;
- 1.11 “**Yearly levy**” shall mean the amount payable yearly to the School;
- 1.12 “**GDE**” shall mean the Gauteng Department of Education;
- 1.13 “**Calendar month**” shall mean all days in a month, including weekends and public holidays.
- 1.14 “**Notice period**” shall mean 1 calendar month.

2. Interpretation and Governing Law:

- 2.1 The parties’ rights and obligations are set out in the Agreement.
- 2.2 Headings in clauses are provided for convenience only and must not be issued to interpret the Agreement.
- 2.3 Each and every clause of the Agreement is severable from the others and the invalidity of one or more of these clauses will not affect the remainder of the Agreement, which will remain in force.
- 2.4 By entering into the Agreement, you confirm that you have read the terms and conditions of the Agreement and undertake to provide the School with all necessary information if and when requested.
- 2.5 The School is governed by the South African Schools Act, 84 of 1996 (*‘the Act’*) and act in accordance with the provisions as set out therein.
- 2.6 The School is further governed and registered with the Gauteng Department of Education.

3. Admission

- 3.1 The School will not admit any learner to the School before the Application Form has been duly completed by the parent/s and before a Financial Clearance Certificate has not been obtained.
- 3.2 The School will not subject any prospective learner to psychological or psychometric assessment before allowing the learning to be admitted.
- 3.3 The Parent/s hereby consent to a Consumer Credit Check (ITC check) to be performed before the learner will be admitted and/or enrolled in the School.

4. Fees

- 4.1 School fees are dependent upon the Grade of the learner for the individual school year and is set out in the schedule attached hereto marked as “**Schedule “A”**”.
- 4.2 An enrolment fee of R800.00 is payable upon initial registration and admission of the learner at the School and is non-refundable.
- 4.3 An annual levy of R500.00 is payable on or before the last day of July of each and every year the learner is enrolled in the School and is non-refundable.
- 4.4 Fees are to be paid monthly in advance and by no later than the 4th day of each and every month.
- 4.5 Fees are charged for a period of 11 months, the first fee being due and payable on the 4th of January of every year.
- 4.6 A discount of 5% shall be given on the fees of a 2nd sibling should two or more siblings be enrolled at the School;
- 4.7 A discount of 5% shall be given if annual fees are paid up front at the start of the school year;
- 4.8 If a learner is enrolled in the School during the course of a term, fees will be charged on a *pro-rata* basis.
- 4.9 Workbooks or textbooks fees are payable by no later than October of each year, which fees are subject to change and shall be communicated to the parent/s in advance.
- 4.10 Fees shall be reviewed on an annual basis.

- 4.11 No refunds shall be payable by the School to the parent/s for lessons missed due to holidays, tours, illness or vacation breaks.
- 4.12 Payment of all fees are to be paid into the School's bank account, the details of which is appended to Schedule A hereto.
- 4.13 The fees are payable to the School without set-off or deduction of any part thereof.

5. Termination of the Agreement by the Parent/s

- 5.1 The parent/s are required to give the School one calendar months' notice of their intention to terminate the Agreement.
- 5.2 Notice must be given in writing and accepted by the School.
- 5.3 Upon termination, the parent/s shall remain liable for all fees and charges which may become due and payable during the notice period.
- 5.4 In the event of the parent/s not giving the School proper notice of termination, the School shall be entitled to recover 1 (one) months' school fees *in lieu* of such notice not properly given.

6. Behaviour

- 6.1 All new learners are subject to a probation period of Two terms.
- 6.2 If unacceptable behaviour is displayed by a current learner and does not change after all reasonable steps have been followed as per the school's discipline policy; said learners will become subject to a probation period of Two terms.
- 6.2.1 Parents will be notified in writing of said probation.
- 6.3 Should the learner's behaviour not improve during probation period; one month's calendar notice will be given in writing to the parents.

7. Indemnity

- 7.1 The parent/s hereby indemnifies the School against any claims for injury to the learner occurring on the School's property, including but not limited to:
- 7.1.1 Any medical condition whether previously disclosed or not;
- 7.1.2 Spontaneous outdoor play activities before, during or after a lesson;
- 7.1.3 Unusual occurrences such as *force major*, including but not limited to:
- 7.1.3.1 Fire;
- 7.1.3.2 Rain;
- 7.1.3.3 Hail;
- 7.1.3.4 Lightning; and
- 7.1.3.5 Earthquakes.
- 7.1.4 Any other condition which might be regarded as a normal family household situation.
- 7.1.5 COVID-19 Pandemic: The School cannot be held liable should the learner contract COVID-19 at the school.

8. Obligations of the Parent/s

- 8.1 It is the sole obligation of the Parent/s to provide the School with all relevant medical detail of the learner, including but not limited to any underlying medical conditions;
- 8.2 The Parent/s are to provide the School with a list of persons who is authorized to collect the learner from the School's premises for whatsoever reason.
- 8.3 The Parent/s must ensure that all fees due, owing and payable to the School are paid up to date.
- 8.4 Parents are responsible to advise the school immediately of change of address (*domicilium citandi et exeuctandi*) – and provide us with an up to date proof of residence. Should any all legal repurcussions resulting in legal fees because of a parents failure to do so will be for the parent's account.

9. Breach

- 9.1 In the event of any breach of these terms and conditions by the Parent/s, the School will inform the Parent/s of such breach in writing and demand the breach to be remedied within 7 (seven) business days.
- 9.2 Should the Parent/s fail to remedy the breach within the allotted 7 (seven days) the School will have the right to:
- 9.2.1 Immediately and without further notice terminate the Agreement;
- 9.2.2 Refuse entry into the School of the learner;
- 9.2.3 Recover all costs, which amounts will become immediately due, owing and payable, to the School;
- 9.2.4 Retain a lien over the learner/s' school records until such a time as the full amount owing is paid.

9.3 Upon breach the School shall have the right to institute legal action against the Parent/s for any amounts owing to the School.

9.4 The Parent/s shall be held liable for any and all fees incurred in the recovery of amounts owing to the school, which shall include, but not be limited to:

9.4.1 Attorneys fees on the scale as between attorney and client;

9.4.2 Collection commission at 10%;

9.4.3 Tracing fees and other fees or disbursements the School may incur.

10. Domicilium citandi et executandi

10.1 The Parent/s chose as their *domicilium citandi et exeuctandi* the following address:

Name: _____

Residential address: _____

Telephone number: _____

Email address: _____

(if different for individual parent/s):

Name: _____

Residential address: _____

Telephone number: _____

Email address: _____

10.2 The School choses as its *domicilium citandi et executandi* the address as indicated on their Letterhead.

10.3 The parties hereby agrees that any communication, which includes any form, notice or document, including legal notices or process may be sent to the address so chosen.

10.4 The parties may change their *domicilium* addresses by giving written notice of the new address, which notice must be given at least 10 (ten) Business Days before the change will take effect.

10.5 A notice will be treated as having been received by the party to whom it was sent:

10.5.1 if delivered by hand during normal business hours – on the date it was delivered;

10.5.2 if posted by prepaid registered post – at 10:00 on the fourth day after the post office issued the registration receipt; and

10.5.3 if sent by electronic mail – on the date on which the notice was sent via electronic mail.

11. Jurisdiction

11.1 The Parent/s hereby consents, under section 45 of the Magistrate’s Court Act, 32 of 1944, as amended, to the School enforcing any of its rights under the Agreement, against the Parent/s in the Magistrate’s Court for any district that has jurisdiction.

11.2 The School has the discretion to institute proceedings against the Parent/s in any division of the High Court of South African that has jurisdiction.

12. General

12.1 No variation, amendment or consensual termination of the Agreement or any provision hereof and no settlement of disputes shall be of any force and effect unless reduced to writing and signed by or on behalf of the parties.

12.2 No extension of time, waiver or relaxation or suspension of any of the provisions hereof shall be of any force and effect unless reduced to writing and signed by or on behalf of the parties.

12.3 Any such extension, waiver, relaxation or suspension which is so given or made shall operate as estoppel against the School in respect of its rights under this Agreement.

(Feb 21) Please initial every page

Parent/s: _____

The School: _____

12.4 No failure by the School to enforce any provision of the Agreement shall constitute a waiver of such provision or affect in any way its rights to require performance in terms of the Agreement at any time in the future, nor shall a waiver of a subsequent breach nullify the effectiveness of the provision itself.

13. COVID-19 Pandemic

- 13.1 The Parent/s undertake to do all things possible to keep the learner in an environment that will not unnecessarily expose the learner to COVID-19.
- 13.2 The School undertakes to create a safe learning environment for all personnel and learners and will take all necessary precautions to assist in the preventing of the spreading of COVID-19.
- 13.3 The Parent/s undertake to immediately inform the School if the learner is exhibiting any symptoms of COVID-19 and/or if the learner and/or Parent tests positive for COVID-19.
- 13.4 Upon confirmation of a positive COVID-19 test, whether it be the learner and/or the Parent/s, the Parent/s undertake to not send the learner to school for the required quarantine period.

14. Social Media.

14.1 I give

I do not give

Kingfisher Learning Centre permission to use my child/ward's photo on the school's facebook and Instagram pages as well as the school's website.

Thus dated and signed at **ROODEPOORT** on this _____ day of _____ 20____.

Signature: Parent/Guardian

WITNESS:

1. _____ 2. _____

Thus dated and signed at **ROODEPOORT** on this _____ day of _____ 20____.

_____ Kingfisher Learner Centre (represented by a duly authorized representative)

WITNESS:

1. _____ 2. _____

School Stamp



CONSENT TO CONSUMER PROFILE (Credit check)

I, _____ ,

ID																				
-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

of (physical address) _____

consent and allow Kingfisher Learning Centre or its appointed agents permission to access my consumer profile on the database held by TransUnionITC.

Signature



TEL: 083 989 8709
FAX: 086 659 6575
EMAIL: admin@kingfisherlc.co.za

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FINANCIAL CLEARANCE CERTIFICATE

To be completed by the current school and emailed directly to Kingfisher Learning Centre

Name of Learner: _____

Name of person responsible for fee payment: _____

ID no of person responsible for paying fees: _____

Name of school where learner is currently enrolled: _____

Telephone number of school: _____

Annual fees for: _____ (year) R _____

Fees paid to date: R _____

Fees outstanding: R _____

Comment: _____

This to certify that the above person has paid the fees indicated.

Signature of Head Bursar

Date



School Stamp

(Feb 21) Please initial every page

Parent/s: _____

The School: _____

SCHEDULE A

Fee structure for 2022	
Grade 1, 2 and 3	R4210.00 per month for 11 months
Intermediate & Senior Phase (Grade 4 – 7)	R4525.00 per month for 11 months
Fee structure for 2023	
Grade R	R2900.00 per month for 11 months
Grade 1, 2 and 3	R4210.00 per month for 11 months
Intermediate & Senior Phase (Grade 4 – 7)	R4525.00 per month for 11 months
Discounts apply in the following cases:	
5% Discount on tuition fee on second sibling.	
5% Discount if annual fees are paid up front.	

- A non-refundable enrolment fee of R800.00 plus a R500.00 levy is to be paid on initial registration and acceptance of your child.
- Thereafter, a non-refundable yearly levy of R500 is to be paid by the end of July each year)
- Workbooks (Textbooks) are supplied by Kingfisher Learning Centre. The workbook fee is to be paid no later than October 2019. Thereafter, book fees will be paid in advance for the new school year. Due to constant change in book prices, book fees will be specified on enrolment.
- Accounts to be settled strictly by the 4th of each month your child will be suspended should your fees not be paid.
- Should a learner enter the School during the course of the year, fees will be charged on a pro-rata basis.
- A discount of 5% on the second sibling applies if two or more siblings are enrolled at the School.
- Extra scholastic support after hours or otherwise will be at the parent's expense.
- All fees are reviewed annually.
- No refunds will be given for lessons missed due to holidays, tours, illness or vacation breaks.

BANKING DETAILS:

Account Name : Kingfisher Learning Centre
Bank : FNB
Branch : Village @ Horison
Branch Code : 250655
Acc Number : 62611722621
Account Type : Current