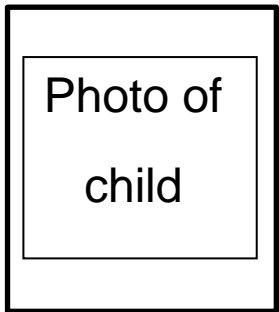




Fundamental Factory Baby, Nursery and Pre-school

8 Ring road, Three Rivers Proper, Vereeniging
 Tel : 016 1500016 Fax : 016 4232203
 E-mail : admin@fundamentalfactory.co.za



Enrolment Form

Full Names of Pupil :	
Date of Birth :	
Enrolment Date:	
Gender eg. Boy/ Girl	
Language :	
Other children attending our facility:	
Nationality :	
Religion:	
Attendance eg. half day, full day, other	
Approx. Time of Arrival	
Approx. Time of Departure	
Name of Doctor	
Tel. No of Doctor	
Allergies or other relevant information that we need to know about eg. 'Bee Stings' or 'Fever convulsions'	
Do both parents have collecting or visitation rights?	
Person's name and telephone number should neither parent be available in case of an emergency.	

Parent's Details	Mother	Father
First Name		
Surname		
I.D. Number		
Marital Status		
Occupation		
Name of Employer		
Home Tel. Number		
Work Tel. Number		
Cell Number		
Fax Number		
Email Address		

Please respond to all questions :	YES or NO
Parents married	
Parents divorced; Date	
Widow/ Widower	
Unmarried parent	
Child lives with grandparents	
Child lives with guardian	
Number of people in household. Specify.	

Person responsible for payment of fees	
----------------------------------------	--

Please Note :Fundamental Factory must at ALL TIMES be advised of any information changes.

I/ We, the undersigned, acknowledge that I/we have read and understand the Enrolment Conditions, and agree to abide by them. I/ we declare that all information provided is correct. I/We understand whilst every reasonable precaution will be taken to prevent accidents, I/we hereby indemnify Fundamental Factory, owners, management and staff in respect of injury to my child and from damage or loss to his/her personal belongings.

Father's Signature _____
 Mother's Signature _____
 Guardian (if any) _____
 Witness _____

Date: _____
 Date : _____
 Date : _____
 Date : _____

Office use only – staff member handling documentation_____

Please make sure all required documentation is attached	Answer YES if attached
Copy of Child's Birth Certificate	
Copy of Mother's ID attached	
Copy of Father's ID attached	
Has Enrolment Form been signed?	
Has Transport Indemnity and Medical Consent Form been signed?	
Copy of Medical Aid Card attached	
Has Clinic Card been attached to Health History form?	
Has child's Developmental and Health History form been signed?	
Have all pages of Terms and Conditions been initialed?	
Has Terms and Condition Agreement been signed on last page?	
Has Payment Agreement Form been signed?	
Has a Debit Order for Monthly Payment been Arranged?	
Has relevant Registration Fee been paid?	
Has Deposit agreement been signed?	
Has parent received a requirements list?	
Has parent received a welcome letter?	
Has Email addresses been added to distribution list?	
Have parents been invited on Facebook page?	

Has all information been processed and on our system? : _____

Staff member responsible for processing (sign) : _____

