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YDELA BOOKING FORM FOR REGISTRATION – 2025

Annexure A.

Child 1:

Name and surname	Gender			M	F
Date of Birth					
Residential Address					
Previous School attended					
Address					
Contact					
School attendance date	Date		Month		Year
Allergies					

Child 2:

Name and surname	Gender			M	F
Date of Birth					
Residential Address					
Previous School attended					
Address					
Contact					
School attendance date					
Allergies					
Parent/Guardian	Parent/Guardian 1		Parent/Guardian 2		
Name					
Surname					
ID Number					
Contact Number					
Mobile Number					
Email Address					
Residential Address					
Contact					
Employer Address					
Signatures Parent/Guardian	Signature		Signature		
	Date		Date		



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YDELA INDEMNITY AND REGISTRATION FORM

Annexure A. (i)

Section A	
Child's details	
Name	Surname
Date of birth	Age
Home Address	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Home language	
Other languages	
Country of birth	Nationality
Parent/Guardian details	
Parent/Guardian 1	
Relationship to Child	
Name	
ID Number	
Contact Numbers	
Emergency Contact	
Email Address	
Home Address	
Work Address	
Work Contact	
Next of kin (other than spouse)	
Next of kin contact number	
Parent/Guardian details	
Parent/Guardian 2	
Relationship to Child	
Name	
ID Number	
Contact Numbers	
Emergency Contact	
Email Address	
Home Address	
Work Address	
Work Contact	
Next of kin (other than spouse)	
Next of kin contact number	
Medical Information	
GP/Paediatrician	
Contact Number	
Emergency Contact Number	
Medical Conditions	
Allergies (including food)	
Medication	
Special instructions or concerns about your child's health/disability	

Special instructions re: medical condition
/medication

Medical aid provider

Medical aid membership number

Immunizations

Has your child suffered the following illnesses (Please indicate with a TICK)

Asthma		Etheric Fever		Measles		Chicken Pox
Mumps		Whooping Cough		Diabetes		Polio
Malaria		Tick bite fever		Rheumatic fever		Scarlet fever
Diphtheria		Hepatitis		Specify Other:		

Has the child suffered from or been treated for any psychological or emotional upset?

Please specify:

Special instructions regarding learning and special needs

Are there any learning activities that you do not wish your child to part-take in?

Please specify:

Declaration

We, the undersigned

hereby certify that the information given by us on this application is complete and accurate.

We agree with the conditions as set out below. We accept that the child's application will be re-considered in the case where relevant, important information, which should be brought to management attention, is withheld during the interview.

NB: the signatures of both parents and or guardians are required below

Signature of Parent/Guardian 1..... Date

Signature of Parent/Guardian 1..... Date

Section B

Terms and condition

Acceptance of Liability

- The person/s responsible for the account (hereafter "the responsible person") as set out in the standard of **Young Dreams Early Learning Academy (YDELA)**, for Admission ("the Application Form") herewith assumes liability for the account, alternatively binds himself as co-debtor and surety for payment of all school fees to **YDELA** ("the centre").
- The guardian, as described in the Application Form, binds himself as surety and co-debtor for the payment of all school fees by the responsible person or any other payments that may arise from this agreement.

Terms of Payment

- It is recorded that school fees are determined at the beginning of the year/term and responsible persons are informed of the result in writing.
- The responsible person shall immediately inform the school if he has not received an invoice at the start of the year.
- School fees for 12 (twelve) months are payable monthly, quarterly or yearly in advance depending on the fee payment option exercised by the responsible person in the application form.
- Payments are to reach the schools account without any deductions or set off on the 1st day of the month, quarter or year depending on fee payment option agreed to.
- Enrolment/registration fee is not refundable if the child leaves the school.
- The school reserves the right to charge interest of 15% (fifteen percent) on all accounts that are in arrears by 30 (thirty) days and longer.

- Payment of monthly school fees is not subject to presentation of a statement.
- Payments are made in accordance with the applicable fees at the school.

Breach of Contract

- In the event where the undersigned surety, responsible person or guardian commits a breach of contract of any of the terms of this agreement, the school may in its sole direction.
- Refuse the child entry to the schools premises until the breach has been remedied: or
- Claim damages from the responsible person and/or the sureties and guardian.
- Take whatever legal steps that may be necessary.

Over-all

- This agreement constitutes the whole agreement between the parties relating to the subject matter hereof.
- No amendment or consensual cancellation of this agreement or any provision or terms thereof or any agreement, bill of exchange or other document issued or executed pursuant to or in terms of this agreement and no settlement of any disputes arising under the agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this agreement, bill of exchange or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties.
- Any such extension, waiver, relaxation, or suspension which is so given or made shall be directly construed as relating strictly to the matter in respect whereof it was made given.

Jurisdiction

- This agreement is subject to the South African Law.

Credit Information

- The responsible person, surety or guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the Credit Act.

Domicilium

- The parties choose as their domicilla citandi et executandi the address set out in the application form.

Legal Fees

- In the event where the school takes legal action against the responsible person, he will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

Cancellation

- The responsible person undertakes to give 30 (thirty) calendar days written notice of termination of the enrolment of a child who has not yet started, failing which the liability be incurred for the full amount of the following terms fees.
- **YDELA** shall be entitled to terminate the enrolment of any child.
- In the event of emigration, which is a lengthy process, **YDELA** requires 1 (one) full terms written notice in advance.

NOTE:

- Once the acceptance deposit has been paid, your child's place is reserved.
- If you wish to give up this place, notice is required by the 1st day December of the year prior to your child starting school, failing which a terms fees are payable in lieu of notice.
- One Terms Notice is required for a withdrawal of a child from the school, failing which a terms fees will become payable in lieu of notice.

Signature of Account Holder Date.....

Section C

Consent

In a critical situation, please bear in mind that there may not be time to refer to your child's records. The Centre therefore reserves the right to utilize the quickest medical service available.

Ibeing the parent / legal guardian of

.....hereby agrees that the appointed.

Young Dreams Early Learning Academy, representative may conduct emergency treatment as may be necessary.

SIGNATURE OF PARENT/GUARDIAN

General Indemnity

Young Dreams Early Learning Academy, and the management undertake to implement reasonable and acceptable measures about the safety and well-being of all the children, educators and visitors to our environment.

Due to the nature of the matter, the management can however not accept any responsibility for accidents that may take place in the class or on the school terrain.

Each parent is therefore requested to complete this form as proof that you accept the position of the centre, and the management as set out above as well as the risks involved therewith.

I, the undersigned: Full names

Being the parent or guardian of the under mentioned child/children who is/are enrolled as such and accepted by

Young Dreams Early Learning Academy, subject to the terms set out herein:

Names of Child/children

Indemnify, **Young Dreams Early Learning Academy**, and the management for any losses, injuries or damages in general, however it may occur.

That I as the parent or guardian of the above child / children may suffer because of any occurrence whereby my child may be involved, whether as the causing or suffering party, whilst in any school activity.

Signed at on thisday of 20.....

Witness 1.....

Witness 2

Parent / Guardian

Ydela Management

Section D

Details of the Account Holder

Full Names

Surname

ID Number

Relationship to the child

Declaration of Account Holder

I, the undersigned, hereby certify that the information given by me on this application is complete and accurate. We accept joint and several liability to **YDELA** for the due and punctual payment of all school fees, enrolment fee (which is non-refundable) or any other amounts which may become due and payable to **YDELA**, or in respect of participation in or attendance of any extracurricular activity.

I accept the Financial Terms and Conditions of which I have received a copy.

NB: The signature of the account holder as well as that of the second parent is required

Signature of Account holder

Signature of Parent/Guardian

Signature of Witness

Signature of **YDELA** Supervisor

Signature of **YDELA** Management

Date

Payment

Accounts will be sent via email towards the end of each month, indicating amount due by the 1st of each month.
Our banking details are:

Bank	
Account Name/Type	
Account Number:	
Branch Number:	
Branch:	

NB: For EFT payments please add as ref: "name of child"

Fees are payable in advance on or before the 1st day of each month.

Fees which are outstanding 30 (thirty) days (i.e.) (one) month in arrears , will be followed up by a "First" **YDELA**, requesting immediate payment of fees.

YDELA reserves the right to request the use of debit order facility for future payments going forward. If a "Second" letter requesting payment is sent, notification of your child/ren's termination date from **YDELA** will also be included.

Increase in fees: **YDELA** "Reserves the Right" to increase fees together with the Annual New Admissions Acceptance & Stationery fees.

At least 45 (forty-five) days' notice will be given in advance.

Section E

General Indemnity

Marketing - Young Dreams Early Learning Academy

Dear Parent

YDELA is committed to protect the privacy of all children in our environment.

No photos/videos of my child will be taken and used in any publication related to the marketing of the **YDELA** without a parent concern compliance with the POPI Act, No.4 of 2013.

However, should you wish your child to participate in taking a suitable photo/s at some stage which **YDELA** can successfully use as marketing material, with your permission, this photo/s will be used on various electronic and print media to market **YDELA**.

These include **YDELA** website, posters, newspaper and magazine advertisements, flyers, brochures, banners, promotional PowerPoint's, signage etc.

YDELA marketing materials portrays excellence and therefore you can rest assured that all material will always be made up in good taste. Should you agree to **YDELA** using a photo/s of your child/ren, please complete the section below and return with the application form/s.

Thank you for assisting us with this. Should you have any queries, please feel free to contact the management.

Permission – Photo/s for Marketing

I, (parent/guardian) hereby give my permission for photo/s of to be used on various electronic and print media to market **YDELA**.

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Signed Date



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YDELA CODE OF CONDUCT AND SCHOOL RULES

Annexure A. (ii)

- The school hours of operation are between **7h00 – 17h00 am**.
- No child with a fever higher than **38.5** Degrees Celsius may be permitted at school.
- No child that has any symptoms of **vomiting or a runny tummy** may be at school.
- No child with any form of **a rash** may attend the school unless a medical certificate is presented to confirm it is not contagious.
- No child may attend school for the **first 3 days they are on antibiotics** as this indicates a contagious infection is present and could be transmitted easily to other children or teachers.
- No child with any form of **eye or ear infection** may attend school as these are highly contagious infections.
- Please **inform the school if your child is sick** and when they are expected to return to school.
- All medication is to be written correctly in the school medicine chart and signed by the parent and kindly note that the **YDELA** is not liable for any allergic reaction or ailments that may occur due to the medication administered.
- All items sent to school need to be **clearly marked with your child's name**.
- The work cycle begins at 9h00 am, please ensure your child is at school on time.
- Breakfast is served between **8h00 – 8h45 am**, please inform the teachers if you are running late and your child will need breakfast to be kept for them.
- Any issues regarding your **child's development** are to be addressed directly to the Principal/Supervisor.
- **No toys** from home are allowed at school.
- **No child laundry** will be washed at school; all soiled clothing will be rinsed and packed in a plastic bag and sent home with your child.
- All children need to be **signed in and out** on their class register during drop-off and pick-up times.
- All children nap between **12h00 – 14h30 am**, and no older children will be permitted to nap upon arrival at school except babies as this may disrupt the day routine.
- Please ensure that a **water bottle, sunscreen, sun hat and 2-3 sets of changing clothes** are sent to school daily and **clearly marked** with your child's name.
- Please dress your child properly, the hair should be neatly done, nails should be cut short and strictly no fancy and hanging jewelry items allowed at the Centre.
- School uniforms for both winter and summer season will be purchased at the Centre and facilitated by service provider, parents are welcome to complete the order form attached to the welcome pack, **Annexure B**.
- Parents are kindly requested to send the uniform order and pay at their earliest convenience and give the service provider a 2-3-week period to facilitate the process.
- Transport is optional for parents who would like to utilize the service and may complete the form as required in **Annexure B (i)**.
- The child stationery list will be bought by parents, and it should be readily available when the child starts school, see the list in **Annexure B (ii)**.
- The school internal and external excursions will be communicated with parents accordingly and they are welcome to join their children at these events at their own expense.
- The schools will remain open throughout the year and close during the December school holidays and open in January at the beginning of Term-1 and the dates will be communicated accordingly.
- Toilet training for younger children will be done seasonally, and it may be done once the child shows signs of readiness as per **Annexure C**, Potty Training letter attached.
- **YDELA** provides children with 3 meals daily, breakfast, lunch and afternoon snacks, the Menu is aligned with Nutritional Guidelines for Early Childhood Development and is available in all classes and office reception.
- Our education program is aligned with **South African National Curriculum Framework 0-4 years, Early Learning and Development Standards (ELDAS)** characterized by 6 learning areas.

NB: the signatures of both parents and or guardians are required below

Signature of Parent/Guardian 1..... Date

Signature of Parent/Guardian 1..... Date



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YDELA UNIFORM ORDER FORM

Annexure B.

Item	Item	Item	Item	Item					
Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity
Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity
Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity	Price Size	R120 Quantity
YDELA GRADUATION GOWN					Item and Colour	Price			
					1.				
					2.				
					3.				
					4.				
					5.				
					6.				
					7.				
					8.				
Rental Only	Daily rate	R120	TOTAL						



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YDELA TRANSPORTATION APPLICATION FORM AND AGREEMENT

Annexure B. (i)

The Centre has its own transportation service, should you wish to use **YDELA** transportation, please complete the form below.

All enquiries regarding the routes should be addressed with management and the team, and we only cater for children between 3-5 years old, subject to terms and conditions below.

Terms and conditions

- This agreement allows you to choose your collection point and agree to the payment and usage conditions.
- If you wish to terminate this Agreement, you will be required to give one full term's notice in writing.
- Annual fee increases, effective in January of each new year, will be published during the 4th term of the current year.
- The onus is on the parent to ensure that your child is on time for the bus every morning at the designated pick-up point.
- The drivers are not permitted to wait for latecomers or make deviations to other collection points.
- All children are required to always respect and obey the driver's instructions; it is important for parents to always reinforce safety education to children.

General Indemnity

Young Dreams Early Learning Academy,

I, the undersigned: Full names

Being the parent or guardian of the under mentioned child/children who is/are enrolled as such and accepted by **Young Dreams Early Learning Academy**, subject to the terms set out herein:

Names of Child/children

Indemnify, **Young Dreams Early Learning Academy**, and the management for any losses, injuries or damages in general, however it may occur during transportation of the above-mentioned child/children.

That **YDELA** management reserves the right to terminate this service if the fee account is not up to date.

Trip Details and times	Payable monthly Fee
Single Morning only	R120
Sigle Afternoon only	R120
Return	R120
Occasional daily rate	R120

Signed at on thisday of 20.....

Witness 1.....

Witness 2

Parent / Guardian

YDELA Management



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YDELA STATIONERY LIST

Annexure B. (ii)

YDELA POTTY TRAINING POLICY

Annexure B. (iii)

This document serves a guideline and policy to support parents and children throughout the exciting developmental milestone of Potty/Toilet Training.

Kindly refer to the toilet training policy and tips below:

1. Readiness:

A ready child is likely to be able to display the following:

- Can **TELL** the adults when they need to use the toilet **BEFORE** they should go.
- Can pull down their underwear and pants and get them back up without assistance.
- They can wipe themselves after using the toilet.
- Can get off the toilet by themselves.
- Can wash and dry hands.
- Can go directly back to the classroom after using the bathroom without assistance.

2. What to wear during toilet training:

- Easy on and off pants during training, such as sweatpants without snaps, buttons, zips, or belted pants until they can remove them on their own.
- We do not allow overalls, kid costumes, union suits, one-piece jammies, or shirts with snaps at the crotch.
- We do not allow pull-ups for training, and we also do not encourage parents to introduce pull-ups during this period.
- We can only do the training with underwear.

"A pull-up is the same as a diaper, some children think they can do the same thing in it."

- We go directly to underwear; children can feel uncomfortable when they are wet in underwear rather than in pull-ups.

If the child has regular accidents, we will switch them back to regular nappies and try again in time.

3. Naptime training:

- Most children might not be able to cope for a few months and sometimes it might take a few months before they are nap trained.
- We use regular nappies at nap time until the child is ready to adjust to their new toilet routine, parents can also do the same at home.

