Smiley Kids
Raising the pre-school benchmark!

Westering Smiley Babes

TRANS/HUBER C.C. TRADING AS
SMILEY KIDS WESTERING
OWNER: RENE MORGAN

14 Fourie Street, Westering, Port Elizabeth, 6025
Tel: 041 360 0681 / 083 655 1992
e-mail: smileykidswestering@gmail.com
website: www.smileykidswestering.co.za

Registrations 2026

Dear Parent

Thank you for enquiring about our school.

We want to take this opportunity to welcome you and your child at Smiley Kids Westering

We hope that your experience is a pleasant and happy one. Your child's well-being is very 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 or booklet)
- Copy of both parent's / guardian's identity documents
- Copy of any other person or persons' identity documents that will have consent to collect the child.
- Photo of child and parents (recent)
- R800 registration fee (once-off)

Form must be handed in at school or can be e-mailed to smileykidswestering@gmail.com
Please ensure to notify owner if you applied to avoid disappointment.
Please note that space will only be secured if all documents have been completed and signed in full and the registration fee is paid.
Please email your registration fee proof of payment to smileykidswestering@gmail.com along with your child's name and surname and age.

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

Smiley regards

Rene Morgan

Owner

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ENROLMENT FORM

Enrolment date (First day of attendance): _____

Particulars of child:

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

Potty Training:

Please indicate by underlining	Not Potty-Trained (using nappies) / Fully Potty-Trained (not using any nappies)

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/chronic illnesses/Dietary Restrictions			
Special medication (Please specify)			

Parent Information:

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

Family Status:

Please indicate by underlining 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)

Baby - Full Day		Toddler - Full day	
Baby - Half Day		Toddler - Half day	

Office use

Registration fee paid	R
Date registration paid	
Enrolment form signed	YES / NO
Standard Terms and Conditions signed	YES / NO
Copy of I.D's for person responsible for account, parents and persons collecting children.	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 Westering and bind myself thereto)

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STANDARD TERMS AND CONDITIONS

1. Introduction

The owners, teachers and staff of Smiley Kids Westering 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 Westering from time to time. Parents shall be advised, in writing, of changes to any fees payable to Smiley Kids Westering 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 Westering shall increase annually at the end of January. Such increase shall be implemented and will be effective from 01 February annually.

3.2 Monthly school fees 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 Westering 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 The Applicant shall qualify for a discount, the amount which shall be determined at the sole discretion of Smiley Kids Westering from time to time, if the Applicant makes payment of the fees due and payable to Smiley Kids Westering (in respect of the services that it renders) on or before the last working day of the month preceding the month during which the service is rendered. It is specifically recorded that the discount referred to in this sub clause does not apply to those services rendered by contractors and/or other service providers used by Smiley Kids Westering unless the contractor and/or service provider agrees otherwise. When depositing or transferring money into the school's account, it must be taken into consideration that delays occur due to interbank transfers. To qualify for the discount on the school fees, the amount due must have been received in the school's bank account on or before the 1st of the month.

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.

3.5 Every payment by the Applicant arising out of or in connection herewith shall be made at the address of Smiley Kids Westering, 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 Westering 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 only be paid electronically or via debit order. Payments must reflect full name and surname of child/ren to ensure that account can be credited correctly. Smiley Kids Westering will issue an official Smiley Kids Westering receipt with the correct amount recorded thereon). Smiley Kids Westering will not be held liable for payments made with no reference.

School's bank account number

Account Holder	:	Trans-Huber cc
Bank	:	Absa
Branch and code	:	632 005
Account number	:	405 143 8032

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 via E-mail.

3.9 Smiley Kids Westering reserves the right to withhold any academic 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 Enrolment form will only be accepted with the registration fee of R800 as well as the first month's fees. This registration fee is a once off payment and is for administration costs and is not refundable.

3.11 There is an additional cost for stationery used throughout every year. It is a once-off payment and covers all the stationery used by the children. The cost for the stationery for the year is indicated on the requirement list attached.

4. Notice

Should the Applicant wish to remove his/her child/children from Smiley Kids Westering, then the Applicant shall be obliged to give Smiley Kids Westering 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 months of November and December. 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 Westering 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 Westering. Such shorter notice by Smiley Kids Westering to the Applicant may be verbal or in writing. Should Smiley Kids Westering 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. The Applicant shall nevertheless be obliged to pay for the calendar months' notice and the remainder of the month in which the child was removed from school.

Applicant initial _____

5. School Hours

5.1 The school hours are strictly from 6h30 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 school hours, a late collection fee of R5.00 (five rand) for every minute. This amount may be amended from time to time at the sole discretion of Smiley Kids Westering.

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 Westering. The owners of Smiley Kids Westering 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 and as well as a description of the vehicle and the time the child or children will be collected. This can be done via a Whatsapp message to the owners. The person collecting the child or children must sign the attendance register. NO CHILD OR CHILDREN WILL LEAVE THE PREMISES IF NO NOTICE WAS GIVEN.**

5.3 The school shall be closed for the December holidays from approximately 15 December until approximately the second Tuesday of January. The specific details in this regard will annually be communicated to Applicant's 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.

6. Indemnity

Although every precaution necessary will be taken to prevent accidents, neither Smiley Kids Westering 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 Westering, be it as a result of gross negligence or otherwise. Smiley Kids Westering 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 Westering, 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 Westering, for outings it will be at the Applicant's and child's own risk. Smiley Kids Westering (including all its employees and or any person acting on behalf of Smiley Kids Westering) shall not be liable in respect of any injury sustained or damage suffered by the Applicant's child or children.

7. 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.

8. Breach

8.1 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 Westering on its due date or the Applicant being placed under administration or is sequestrated or by virtue of the attachment of the assets of the Applicant in any judicial process.

8.2 In the event of the breach of this agreement by the Applicant as is set out in clauses 4 and 8.1 above, Smiley Kids Westering may elect to cancel this agreement with or without notice in the sole discretion of Smiley Kids Westering.

8.3 Smiley Kids westering 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 Eastern Province until such time that the act or omission that caused the breach, is remedied and Smiley Kids Westering reserves the right to proceed with legal action against the Applicant without further notice.

9. Notice and Domicilia

9.1 The parties choose the *domiciliacitandi et executandi* for the purpose of all notices and processes arising out of or in connection with this agreement as follows:

Smiley Kids Westering : 14 Fourie Street, Westering, Port Elizabeth, 6025

Applicant (physical address) : _____

9.2 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.

9.3 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.

10. 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.

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11. Costs

All legal and collection costs, including attorney and own client costs, tracing fees, charges and disbursements incurred by Smiley Kids Westering 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.

12. Certificate of indebtedness

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

13. Jurisdiction

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

Applicant initial _____

14. Emergency Medical Treatment, Illness, Injury and Medication

14.1 Smiley Kids Westering cannot accept responsibility for extremely sick children, those running high temperatures, vomiting, with eye infections, or that have diarrhoea or head lice.

14.2 In the event of the Applicant's child or children contracting any infectious disease, Smiley Kids Westering must be notified immediately. Children with infectious diseases may not be sent to Smiley Kids Westering until certified by the Applicant's doctor accompanied by a doctor's letter.

14.3 Please ensure that any and all allergies that your child or children may have is recorded on the enrolment form.

14.4 The administration of medication to any child by a member of the personnel of Smiley Kids Westering 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 and 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 on the medicine register. Medicine will only be accepted if placed in a clear plastic bag with a syringe or spoon. If these requirements have not been met the medicine will not be administered.

14.5 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 Westering, in the event of injury to the child.

14.6 Should the Applicant's child or children require emergency medical treatment the Applicant hereby gives Smiley Kids Westering authority to obtain the services of ECMR (Eastern Cape Medical Response). In the event of such medical assistance required, Smiley Kids Westering will inform parents immediately.

15. General

15.1 This agreement constitutes the whole and entire agreement between the parties and there are no other agreements, representations or warranties between the parties other that those specifically set forth herein.

15.2 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 Westering 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 with a copy of their identity document. Also a copy of the child or children's birth certificate, clinic book/card and a photo of the child must accompany with this signed agreement and enrolment form.

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

Smiley Kids Raising the pre-school benchmark! Westering

School Rules

Hours are strictly from 6:30 until 18:00 Monday to Friday. Penalty of R5 per minute must be paid to staff member who supervised child as schools operating hours is only until 18:00 .Most of our staff make use of public transportation and leave from 16:00. School fees must be paid on the last day of the month for the following month, e.g. pay on 31 January for February. If the payment is made after the 1st, a penalty of R60 will be charged. TIP: Debit orders can be implemented to prevent penalties. **Remember to use the child's name and surname as reference. Payments with no reference will be discarded. Failure to pay school fees by the 7th of the month will result in your child not allowed at school until fees are paid in full. A double payment is required at the end of November for December and January of the following year**. Start saving early to ensure that your account is settled by the end of November. If a parent fails to pay the account and remove the child without the required notice period the account will be handed to TRANS-HUBER attorneys. Fees increase annually at the end of January for February. Ensure to change debit order amounts timeoously to avoid penalties.
Annual payments for stationery must be paid before the child's first day at school and then annually at the end of the year if the child will remain at school the following year.

CHILDREN MUST BE SUPPLIED WITH AN APRON AND MATTRESS COVER. No child is allowed to sleep on a mattress without a sheet or cover. The school will supply a mattress per child.

Two sets of clothing, including plastic bag must be in your child's bag at all times for wet or dirty items. All belongings must be marked clearly in order to prevent items becoming lost or misplaced. **The school and staff members will not be held responsible if items are misplaced because it was not marked as per school rule.**

Sign your child in and out daily. Notify the owner if any other person than yourself/spouse will collect child. Children will not be allowed to join fun walks or events if permission slips were not completed and signed by parent. Ensure to place funds as well as tear-off slip in envelope and mark clearly. Teachers and caregivers are not permitted to handle such documents. Hand in only permitted at the office.

Close the front door and gate properly at all times to help secure our premises.
Ensure to sign all documentation received. This will indicate that you are aware of events at our school.

Please be as kind as to inform us when your child is sick or on holiday.

Medicine will only be administered for Chronic Illnesses and Emergencies. Please refer to the "Medicine Policy" on the following page for more information regarding medicine administration.

Incidents are recorded on an incident form that the teacher will present to the parent and that parent must sign the incident form. This document is then placed in our Health & Safety file

No toys, books, sweets and chips will be allowed in our school. These items will be confiscated immediately and held in the office until departure.

Activities for children such as swimming, ballet, soccer and computers are offered. The school will unfortunately not be responsible for collection of fees. Fees must be paid directly into the contractors bank accounts.

Should you decide to remove your child from Smiley Kids Westering, one full calendar month's written notice must be handed to the owner.

Please sign below that you have read and understand the rules.

Name of parent: _____ Signature: _____ Date: _____

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Medicine Policy

According to the South African Schools Act, it is a violation to administer any medication to a child. Medication can only be given in extreme circumstances (chronic illnesses) and/or emergencies. In these cases, a registered Doctor or qualified nurse must train and certify an administrator or appointed Occupational Health and Safety consultant from the school to confirm competency to administer chronic medication (like Diabetes, Asthma and Heart Diseases to name a few) at school.

We are responsible for the health and safety of all babies attending our school. Please note that children who are sick may not come to school, especially under the following conditions:

- Within 12 hours of a high temperature.
- Temperature over 37.4
- Within 48 hours of going onto an antibiotic, no medicine may be administered at school.
- Spots and rashes, ringworm, and impetigo (a skin infection that's very contagious but not usually serious. It often gets better in 7 to 10 days if you get treatment. Anyone can get it, but it's very common in young children).
- Sore throats, especially tonsillitis, go hand in hand with a temperature.
- Whooping cough, croup, or any persistent cough (a doctor's note is required before the child may return to school).
- Infected eyes.
- Gastro tummy or vomiting.
- Yellow, green, or brown discharge from nose.
- Weeping ears.
- Hand, foot, and mouth disease.

Childhood illnesses are normal and are also highly contagious and can easily result in "crèche syndrome" (as it is sometimes referred to: is an ongoing cycle of colds, sniffles, and more serious
illnesses, including gastro when young children are infected at a day care where they come into contact with other children on a daily basis).

We realize that keeping sick children at home can be a challenge. We have the utmost sympathy for parents/guardians that find themselves in this situation. We also keep in mind, that children in their first years of school, do become sick regularly. Although this is normal and part of building immune systems and can be frustrating for parents/guardians at times, we cannot allow sick children to attend school.

Baby Department Exception for Vaccinations: Babies that have received their vaccinations may require medication for temperatures because of the vaccinations received. Aspirin or Ibuprofen will not be administered, only Paracetamol may be sent to school with your baby's name, surname, dosage, and times. The medicine section in the Baby Communication Book must be completed and signed in full. The principal and teacher must be made aware of the medicine prior to or upon arrival.
Panado and Calpol will be available on our premises and will only be used in the case of high fevers.

We have thus decided that we will not allow any form of medicine at our school apart from the exceptions stated above.

If a child develops a high fever, the parents will be notified and asked for permission to administer Panado or Calpol. The parents will then be requested to collect the child immediately. Upon collection, parents will be prompted to sign for medication administered. We would like to inform/remind parents that we make use of ECMR (Medical Response Unit) that assists us with any medical emergencies.

Acknowledgement of "Medicine Administration Policy" Please sign below:

Name of parent:_____ Signature: _____

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website: www.smileykidswestering.co.za

Please note that Smiley Kids Westering is not bilingual, and only offers schooling in English.

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

_____
RONEL KOEN
Chairperson

I _____ (full names) parent / legal guardian, Identity

number _____, hereby give Smiley Kids Westering

permission to teach my child _____ (child's full names) in

_____ (Afrikaans or English) although the child's home language is _____.

I also further more understand the consequences (if any) of my decision and will not hold

Smiley Kids Westering or Smiley Kids Early Childhood Development Association responsible.

_____ _____
Parent/Legal guardian signature Date

Executive Committee members of the Association:
Mrs. R Koen (Chairperson), Ms. H. Pretorius (Vice-Chairperson), Mrs. E Aucamp (Toddler Section), Ms. G. du Plessis (Toddler Section), Ms. B. J.v. Rensburg (Marketing and Research and Development Section & OHS), Mrs. A Louw (Baby Section), and Mrs. K Scheepers (After Care Section & New Schools).

Address: 14 Fourie Street,
Westering, Port Elizabeth, 6025
Email: smileykidswestering@gmail.com
Tel: 083 655 1992 / 041 360 0681

Internet & Social media permission form

(Please complete)

Dear Parents,

We want to keep our website and social media platforms (Facebook, Instagram, TikTok) up to date with pictures of the activities and events children participate in at our school.
To be able to do this, we will need consent from you to post photos/videos of your children and the activities they participate in at school.
Our social media platforms are a tool for parents to engage more with our school and the activities the children take part in.
For safety purposes, we will never use students' names in any posts as your child's/children's safety is very important to us.

Please note we will use very strict guidelines in what we post.

Please complete the form and send it back to school.

Sincerely yours
Rene Morgan
Owner/Principal

Internet / Facebook Consent Form

I give Smiley Kids Westering my permission to post photos on the school's website and the school's social media platforms.

Please tick Yes or No

☐ **Yes, I give permission.**

☐ **No, I do not give permission.**

Name and Surname of child: _____

Parent/Guardian Name and Surname: _____

Parent/Guardian Signature: _____ Date: _____

Address: 14 Fourie Street,
Westering, Port Elizabeth, 6025
Email: smileykidswestering@gmail.com
Tel: 083 655 1992 / 041 360 0681

School WhatsApp Group Photo Permission Form

(Please complete)

Dear Parent/Guardian,

As part of our effort to keep you informed and engaged with your child's activities at school, we would like your permission to share occasional photos of your child in the class/school WhatsApp group. These photos may include moments from classroom activities, special events, outings, and celebrations.

Please complete the form below:

Child's Full Name: _____

Parent/Guardian Name: _____

Consent Options:

Please tick one:

☐ YES, I give permission for photos of my child to be shared in the school's WhatsApp group that includes other parents.

☐ NO, I do not give permission for my child's photos to be shared in the school's WhatsApp group.

Please Note:

Photos will only be shared for educational or celebratory purposes.

The group is strictly monitored and intended only for enrolled parents and guardians.

No photos will be used on public platforms without separate written consent.

Signature of Parent/Guardian: _____

Date: _____

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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. Welcoming letter with the rules and regulations
2. Enrolment form
3. Standard Terms and Conditions
4. Facebook Consent Form
5. Fee structure
6. Language of instruction
7. School rules
8. Requirement List
9. School Information Pack

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 Westering, completed and signed in full before your child or children commence school at Smiley Kids Westering.

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

Smiley regards

Rene Morgan
Owner