



# Kabouterland

Child details	
Full name	
Nickname	
Surname	
Date of birth	
Allergies	
Parent details	
Father	
Name & Surname	
Identity number	
Home language	
Home address	
Cell phone number	
Other contact number	
Occupation	
Work telephone number	
Email address	
Mother	
Name & Surname	
Identity number	
Home language	
Home address	
Cell phone number	
Other contact number	
Occupation	
Work telephone number	
Email address	

Initial:

Mother: .....

Father: .....

Kabouterland:.....

<b>Type of care required (mark X)</b>			
Full day <input type="checkbox"/>	Half day until 12:15 <input type="checkbox"/>	Half day until 14:15 <input type="checkbox"/>	Aftercare <input type="checkbox"/>
Starting date at Kabouterland			
Who will drop the child off at school?		Would you like to make use of our bus service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Alternative contact person</b>			
Name	Number		
<b>House doctor</b>			
Name	Number		
Vaccinations up to date?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Finance: To whom does the account need to be sent?</b>			
Name & Surname	Email address		
<b>Social Media Permission (Facebook/Instagram)</b>			
<input type="checkbox"/> My child <b>MAY</b> appear on social media	<input type="checkbox"/> My child <b>may NOT</b> appear on social media		
<b><u>Understanding &amp; Agreement:</u> I acknowledge that:</b>			
<ul style="list-style-type: none"> <li>Media may be used for school events, educational activities, and student achievements.</li> <li>No personal details regarding the child will be shared.</li> <li>Consent can be revoked at any time with a written request to the Kabouterland office.</li> <li>Once posted, content may be publicly accessible, and Kabouterland cannot control third-party use.</li> <li><b>This consent does not apply to the Child Cloud app, as it is not considered social media. The Child Cloud app is a secure platform exclusively for enrolled parents, and no outsiders—including parents of former students—have access to it.</b></li> </ul>			

I / we, the undersigned, hereby confirm that all details provided are correct. I also undertake to inform Kabouterland should my personal information change.

Signed

Date

Initial:

Mother: ..... Father: ..... Kabouterland:.....



## Terms and Conditions:

<b>1. Operational Hours</b>	<ul style="list-style-type: none"> <li>The daycare center is open from 07:00 to 17:30.</li> <li>A waiting class is available from 06:40 to 07:00 at R270.00 per month, regardless of how many times you make use of it.</li> <li>Please note that penalties are payable if you collect your child after 17:30. The penalty is R50 per hour or part thereof.</li> </ul>
<b>2. The Following Fees are Payable</b>	<ul style="list-style-type: none"> <li>A non-refundable registration fee of R2500 per child applies.</li> <li>Full day: R5550.00 per month x 12 months of the year.</li> <li>Morning care until 12:00: R3630.00 per month x 12 months of the year.</li> <li>Half-day until 14:15: R4760.00 per month x 12 months of the year.</li> <li>Aftercare from 12:30 to 17:30: R2240.00 per month x 12 months of the year.</li> <li>Morning care for enrolled Aftercare children during school holidays is R85 per morning. A register will be kept during the holiday, and the additional amount will be allocated to your next invoice.</li> <li>Fees are payable in advance, before or on the 7th of each month.</li> <li>Fees are payable every month, regardless of the number of days your child was present at Kabouterland.</li> <li>Fees can be paid in cash, by debit order, or via electronic transfer.</li> <li>A penalty will be charged on accounts overdue after the 10th of each specific month. If an account is more than 60 days overdue, the child will unfortunately not be allowed to attend Kabouterland the following calendar month unless the debt is fully settled.</li> <li>School fees increase at the beginning of each new year.</li> </ul>
<b>3. Termination of Enrolment</b>	<ul style="list-style-type: none"> <li>Kabouterland requires one calendar month's written notice to terminate enrollment.</li> <li>A full month's fees are payable even if your child leaves before the end of the month.</li> <li>Any notice given on the first of October or November does not exempt you from paying December school fees. If your child has attended Kabouterland for nine months of the year, December school fees remain payable.</li> <li>The head of Kabouterland may use her discretion to allow or deny the right to access or continued attendance at Kabouterland. If a child is asked to leave Kabouterland, the full month's school fees will still be payable.</li> </ul>
<b>4. Medical</b>	<ul style="list-style-type: none"> <li>The head or any staff member of Kabouterland is not responsible for injury or damage due to accidents during the period of attendance.</li> <li>All reasonable precautions will be taken to ensure the safety and well-being of the children. Should my child suffer any injury, I (the parent and legal guardian, primary caregiver) accept responsibility for the payment of medical and/or hospital bills incurred due to such injuries. I hereby indemnify Kabouterland from any claim whatsoever relating to injuries my child may sustain.</li> <li>I/we hereby give permission for my child to be taken to a doctor or hospital in the event of an emergency.</li> <li>It is the responsibility of the parent(s) to inform the school should the child have any contagious illness that could endanger their life or that of another child.</li> <li>I/we assure Kabouterland that I/we will have my/our child(ren) properly vaccinated and will provide such proof on request.</li> </ul>

Initial:

Mother: ..... Father: ..... Kabouterland:.....

<p><b>5. General</b></p>	<ul style="list-style-type: none"> <li>• Kabouterland is only responsible to the person who has signed this form regarding any matter concerning the child.</li> <li>• No responsibility will be accepted for clothes or items that are not clearly marked.</li> <li>• Toys and personal belongings may only be brought to Kabouterland with prior arrangement with the head or staff.</li> <li>• It is my/our responsibility to inform Kabouterland if my/our child will not attend Kabouterland for any day or for a specific period, for whatever reason.</li> <li>• I/we hereby give permission that my child/children may use the jungle gyms and other play equipment at Kabouterland.</li> <li>• I/we hereby give permission that my/our child(ren) may go on outings arranged by Kabouterland staff and I/we accept that the staff of Kabouterland will take all reasonable steps to ensure my child(ren)'s safety at all times.</li> <li>• However, I/we will be informed in advance of all planned outings. Should my/our child(ren) sustain any injury due to an accident during transportation to such an outing or during such an outing, I/we hereby indemnify Kabouterland from any claim that may arise due to injuries my child(ren) may sustain.</li> <li>• I/we hereby accept responsibility for all medical and/or hospital bills that may result from such an accident.</li> <li>• I undertake to inform Kabouterland in writing of any changes in address, telephone numbers, marital status, business address, or any other important information within seven (7) days after such change has occurred.</li> <li>• If I/we do not comply with any of the conditions set out in this document, I/we accept responsibility for the payment of all attorneys' and client costs in respect of the collection of my/our debt.</li> <li>• I/we accept responsibility for taking note of all correspondence from Kabouterland.</li> </ul>
<p><b>6. POPIA</b></p>	<ul style="list-style-type: none"> <li>• By agreeing to the terms of this information form, I/we hereby voluntarily authorize Kabouterland to process my/our personal information, as well as that of my/our child (i.e., names, street address, telephone numbers, and any other information you provide to the school). Furthermore, I/we acknowledge that Kabouterland collects and processes personal information related to the proper functioning, management, and control of the school.</li> <li>• The type of information that will be processed will depend on the purpose for which it is collected and will only be used for that purpose.</li> <li>• The processing of information includes: receiving, organizing in relation to normal school activities, secure storage of all data, modification, consultation and use, distribution by way of sharing data with relevant teachers, bookkeepers and administrative officers, deletion, or destruction of information in a secure manner.</li> <li>• Personal information may only be processed if processing is in accordance with the relevant provisions of POPIA. The purpose of processing information must relate to a school function or activity.</li> <li>• As outlined in section 11 of POPIA, personal information may only be processed in the following circumstances: <ul style="list-style-type: none"> <li>◦ If the parent, or a competent person on behalf of a child, consents to processing.</li> <li>◦ If processing is necessary for the performance of obligations from the conclusion or fulfillment of a contract to which the parent or child is a party.</li> <li>◦ If processing complies with a duty imposed on the school by law.</li> <li>◦ If processing protects a legitimate interest of the child.</li> <li>◦ If processing is necessary for the performance of a public law duty.</li> <li>◦ If processing is necessary to act in the school's legitimate interest.</li> </ul> </li> <li>• You have the following rights: <ul style="list-style-type: none"> <li>◦ You have the right to know what information is held, how it will be used, and when the school will disclose it. All the aforementioned information is contained</li> </ul> </li> </ul>

Initial:

Mother: ..... Father: ..... Kabouterland:.....

	<p>in Kabouterland's Policy on the Protection of Personal Information and our privacy policy available on our website (<a href="http://www.kabouterland.co.za">www.kabouterland.co.za</a>) or at the office.</p> <ul style="list-style-type: none"> <li>○ You have the right to correct your details. The school will try to keep your information up to date. However, if any of your details change, please inform us so that we can update our records and keep them as accurate as possible.</li> <li>○ You have the right to withdraw your consent at any time. Your withdrawal must be in writing and directed to the information officer of Kabouterland at (<a href="mailto:kim.principal@kabouterland.co.za">kim.principal@kabouterland.co.za</a>). Withdrawal of consent to process personal information is not retroactive and will not affect any previous or existing use of your information.</li> <li>• I/we give permission to receive the following information: <ul style="list-style-type: none"> <li>○ By signing this information form, I/we give permission for my/our information to be processed for school-related purposes and understand that by giving permission, I/we may receive communication in the form of emails and WhatsApp messages from the school. I/we have the right to leave the school's WhatsApp groups if I/we so choose. By not leaving the WhatsApp groups, we accept that we give permission to be part of the group(s) and that our contact details are available to all group members. Therefore, make sure that your WhatsApp profile does not include your full name and surname. This protects your identity better. Note: Kabouterland's main communication is via Child Cloud, WhatsApp groups, and emails. If you leave the WhatsApp groups, you may miss important information.</li> <li>• I/we give permission for Kabouterland to use photos / images / videos of my/our child as part of the following: <ul style="list-style-type: none"> <li>○ activities / projects in the classroom setup</li> <li>○ example projects in advertisements created by the school such as for organizing fairs / concerts, etc.</li> <li>○ the school's websites, your child's class WhatsApp group, and social media platforms (namely Facebook and Instagram, as well as the Child Cloud app)</li> </ul> </li> <li>• By giving permission for the use of photos / images, I/we understand that the school may use them for purposes such as celebrating achievements / sharing class activities as deemed appropriate by the school / management.</li> <li>• I/we also understand that although Kabouterland may use the photos / images, they will not use any personally identifiable information except names and surnames (e.g., for concert video recordings).</li> <li>• I/we sign this information piece with the knowledge that any photos published on the school's website may be acquired and reproduced by other organizations, and therefore I/we indemnify the school from any liability that may arise from the use of photos / images / videos of my/our child(ren).</li> <li>• I / we also understand that there are potential risks associated with the publication of photos / visual material and videos on a website, as worldwide access to the internet makes it impossible to control who has access to the information. I / we also understand that I / we may withdraw our consent at any time by communicating this in writing to the school's information officer (<a href="mailto:kim.principal@kabouterland.co.za">kim.principal@kabouterland.co.za</a>)</li> <li>• The information in this document regarding POPIA goes hand in hand with our full document dealing with the Policy for the Protection of Personal Information, which is available on our website (<a href="http://www.kabouterland.co.za">www.kabouterland.co.za</a>)</li> </ul> </li> </ul>
<b>Disclaimer</b>	<p><b>The children make use of educational and play equipment at Kabouterland and, although the children are under constant supervision, it would be appreciated if you would sign the following indemnity below.</b></p> <p><b>I, as parent / guardian, agree:</b></p> <ul style="list-style-type: none"> <li>• To pay the required school fees regularly and on time, failing which my child / children may be denied access to Kabouterland.</li> </ul>

Initial:

Mother: ..... Father: ..... Kabouterland:.....

- To accept and strictly adhere to the Terms and Conditions as presented to me and of which I am in possession of a copy.
- To give my consent for my child / children to be seen by any doctor in an emergency.
- That the Head of Kabouterland, or in her absence, any other responsible person as designated by the Head of Kabouterland, may—after all possible and reasonable attempts have been made to contact me and such attempts have been unsuccessful—give consent and sign the necessary written consent forms for any child to undergo any operation or any other medical procedure or treatment that may be required, with the condition that such consent will only be given on the advice and under the supervision of a medical doctor. I also accept and agree to pay such medical costs.
- To inform Kabouterland if my child has any contagious or life-threatening illness.
- That, although the Head of Kabouterland as well as the employees and/or caregivers of Kabouterland will take care of my child / children to the best of their ability, no such person or any person associated with Kabouterland will accept any responsibility and/or liability for any claims that may arise from any accident or injury that my child / children may sustain while in the care of Kabouterland, its Head, caregivers, and/or employees, and I hereby waive any claims that I may have arising from the above, whether in my personal capacity or in my capacity as parent, guardian or primary caregiver of my child / children, and I hereby expressly release the Head of Kabouterland and/or her employees and/or caregivers from any claims that may arise or be instituted against Kabouterland, the Head, caregivers and/or employees.
- That I will ensure my child / children are properly vaccinated and will provide such proof to Kabouterland upon request.

Kabouterland undertakes to take all reasonable precautionary measures to ensure the safety and well-being of all children in the care of Kabouterland.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Mother / Guardian

\_\_\_\_\_  
Father / Guardian

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Kabouterland

Initial:

Mother: ..... Father: ..... Kabouterland:.....



## Payment Agreement 2026

<b>Name and surname (All children enrolled at Kabouterland)</b>	<b>Attendance</b> Morning until 12h15 OR Half day until 14h15 OR Full day until 17h30

Email address to which the school invoice must be sent monthly:
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Legal Guardian 1	Legal Guardian 2
Name	Name
Number	Number

<b>Payment method selection for 2025 (Mark with an X in the box of your choice)</b>	
	A single payment for the year per child (Morning until 12h00 - R43,560; Half day until 14h15 - R57,120; Full day - R66,600)
	12 Monthly payments (1 January to 1 December) (Morning until 12h00 - R3,630 p/m; Half day until 14h15 - R4,760 p/m; Full day - R5,550 p/m)
<b>Please note:</b> School fees are payable in advance; therefore, they must be paid before or on the 7th of each month for that specific month.	

Initial:

Mother: ..... Father: ..... Kabouterland:.....

## Rules and Regulations

- A non-refundable registration fee of R2,500 per child.
- Full day: R5,550.00 per month x 12 months of the year.
- Morning until 12:00 (excluding lunch): R3,630.00 per month x 12 months of the year.
- Half day until 14:15 (with lunch): R4,760.00 per month x 12 months of the year.
- Aftercare from 12:30 - 17:30: R2,240.00 per month x 12 months of the year.
- Morning care for enrolled Aftercare children during school holidays: R85 per morning (a register will be kept throughout the holiday, and the additional amount will then be allocated to your next invoice).
- Fees are payable every month, regardless of the number of days your child attended Kabouterland.
- Fees are payable in cash, by debit order, or via electronic transfer.
- Interest at the prime rate will be charged on outstanding accounts overdue after the 10th of the specific month. If an account is more than 60 days overdue, the child will unfortunately not be allowed to attend Kabouterland for the next calendar month unless the debt is fully settled.
- School fees increase at the beginning of each new year.

By signing this document, we accept the above terms and undertake to pay the fees promptly as indicated above.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

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Signature Father / Guardian

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Signature Mother / Guardian

Initial:

Mother: ..... Father: ..... Kabouterland:.....