



## REQUIREMENTS FOR APPLICATION FOR ENROLMENT

- Complete the application for enrolment form, the financial undertaking and the parent pedagogical contract. Ensure that all forms are signed where applicable. Please also include a copy of your most recent salary advice.
- A copy of your child's birth certificate is required as well as a photograph of your child.
- The application fee is payable before the application can be processed. This is not refundable.
- For Primary school applications please include a copy of your child's most recent report.
- Copies of any relevant medical, remedial or psychological assessments to be included. These will be treated as strictly confidential.
- We reserve the right to contact the current/previous school regarding fee payment history. We cannot accept pupils into the school who are in arrears at a previous school.
- Please request the CEMIS number from your child's current school.

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- Once the above requirements have been met and there is space in the relevant class, you will be invited for an interview with the class teacher as well as a short financial interview.
- Applicants for Class 1 are requested to have a school readiness assessment carried out by an occupational therapist prior to interview. The school will arrange this assessment.
- On completion of interview the teacher will report back to the College of Teachers where the decision will be made to accept or decline. The decision is made based on the needs of the individual child as well as the needs of the class as a whole and whether the teacher feels that she or he is able to meet these needs.
- You will be notified telephonically on the outcome of your application. Upon acceptance you will receive an acceptance letter.
- Primary school applicants may be invited for a short visit in the class prior to final acceptance.
- On acceptance the registration fee is due. This is non-refundable.

For further enquiries please contact the school office tel: (021) 447 0546

email: [admin@gaiawaldorf.co.za](mailto:admin@gaiawaldorf.co.za)



**APPLICATION FOR ENROLMENT**  
**APPLICATION FEE TO BE SENT BY EFT**  
(Please fill in all items in block letters)

Particulars of Pupil					
Surname				Date of Birth (Provide copy of birth certificate)	
First names				Age	
Preferred Name				Gender	
To be admitted to class				From Year	
Previous / Current School and contact details				Present Class	
Are any monies owed to current/previous school?				ID Number	
Home Language		Religion		Nationality	
Race (We are required to provide the Department of Education with this information and it should be determined by the parent/guardian)					
Black/African	Coloured	Indian	Asian	White	Other
Learning / adjustment problems					
General health					
Relevant medical history					
Allergies					
Current medication / treatment / therapy					
Medical Aid:	Name of Fund	Principal member's name			M. Aid No.
Doctor's name				Telephone No	
Are there siblings at the school?				If yes, which classes?	
Other Contact Person					
Name of contact person					
Relationship to pupil					
Telephone number (school hours)					

Particulars of Parents/Guardian		
	Parent/ Guardian 1	Parent/ Guardian 2
Surname		
First Name		
Title		
Marital Status (married/divorced/single)		
Home Address		
Postal Code		
Postal Address		
Postal Code		
Home Tel No		
Cell no		
Email Address		
Occupation/Profession		
Business Name		
Business Address		
Postal Code		
Business Tel No		
Business Email Address		
Preferred Email	Business or Private	Business or Private

Account Details	
Who undertakes the payment of your school fees?	

How did you hear about the School. (Advert, Brochure, Friend, Internet, Fair, Other)	
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May the School use your telephone numbers and preferred email address for internal school communication? Indicate with a ✓

YES  NO

Signature of Applicant..... Date.....



**FINANCIAL UNDERTAKING (CONFIDENTIAL)**

This form is to be accompanied by the latest 3-month bank statements and latest salary advice.  
(Please answer all questions.)

Particulars of Pupil			
Surname		Date of Birth	
Full Names		Gender	
Class applying for		Admission Date	

Particulars of Parents/Guardian				
Marital status of parents:	Single	Married	Divorced	Separated
Is the child:	From this marriage	From previous marriage	Adopted	Other
If the above answer is other, please give details				
With whom does the child live?				
	Parent/ Guardian/ Person responsible for payment of fees		Parent/ Guardian/ Person responsible for payment of fees	
Surname				
First Name				
ID Number				
Home Address				
Postal Code				
Home Tel No				
Postal Address				
Postal Code				
Cell no				
Email Address				
Profession				
Employer/Business Name				
Business Tel No				
Monthly Income NETT				
Name of person responsible for fees				

**Please read carefully and sign**

**CONDITIONS OF PAYMENT OF FEES**

I/ We the undersigned (full names),

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and

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hereby agree and bind myself/ ourselves to Gaia Waldorf School and its Board of Trustees in terms of my/ our obligations set out in this agreement.

1. Registration fee

Upon acceptance, parents / guardians/ person responsible for payment of fees will be required to pay a non-refundable registration fee applicable to the year of application.

2. Fee Policy

It is the policy of Gaia Waldorf School that all school fees are paid in advance, by no later than the 1<sup>st</sup> of each month. Arrangements may be made to make fee payments monthly, termly or yearly in advance. The financial liquidity of Gaia Waldorf School is dependent on the prompt payment of school fees.

3. Method of payment

Monthly debit order

I/we hereby acknowledge that a debit order form will be completed, allowing the school to deduct monthly school fees. This shall not apply should fees be paid annually or termly in advance.

4. Non-payment of Fees

As per the South African National School's Act, BOTH parents are jointly and severally liable for school fees. This Act overrides all maintenance, court and divorce agreements. Parents and guardians in addition to any third party taking financial responsibility for fees shall be jointly and severally liable for such fees.

The following general rules and processes shall apply:

(a) Fees paid after the 7th of the month will incur a penalty of R150

(b) Partial or non-payment of fees after 30 days from the date of invoice will result in an automatic default. Parents and responsible third parties may request a mediation process to sign an Acknowledgement of Debt (AOD) on terms acceptable to the school.

(c) Thereafter all current fee payments must be kept up to date and AOD terms strictly observed.

(d) Any breach of the AOD terms together with current fees will result in your child not being readmitted to the school in the following month. As GAIA is a private school, it has the right to refuse attendance of a learner upon due process and notice.

(e) If the breach of the AOD and the enrolment contract is not remedied within 72-hours of a letter of demand, the account will be handed over for legal proceedings and the Parents, guardian or responsible third party, as the case may be, shall be liable for all attorney's costs on a scale as between attorney and own client. A statement issued by the Board of Trustees of Gaia Waldorf School shall be sufficient proof of indebtedness.

5. Probation period

Each child will be on a probation period of three months after which the class teacher together with the College of Teachers will make a final decision on the acceptance of the child. This period starts on the first school day the child attends.

6. Notice

A full term's notice, in writing, before the withdrawal of the child from the school, is required. Alternatively, three month's fees in lieu of notice will be payable. This is applicable regardless of the reasons for such withdrawal.

7. Parental participation

One of the unique features of a Waldorf school is that the school quite literally belongs to the parents. We do not receive a government grant and as a result, we are responsible for the efficient running of our school. Because of this, parents are expected to become actively involved in the school’s activities, mandate groups and indirectly their child’s education. Parents are expected to participate in events, functions and parent meetings, when required, and to support the school whenever possible.

8. Declaration

Gaia Waldorf School reserves the right to make adjustments to the fees from time to time as it may deem fit. The person responsible for payment of fees hereby authorises the school to do a credit check on any parent or guardian should the school deem such a check necessary and report non-payment of fees to a credit registry and monitoring agency should fees be outstanding for 60 days or longer.

9. These conditions may be amended from time to time by written notice to the parents/ guardians/ person responsible for the payment of fees.

10. Domicilium

I/ we choose my/ our home address set out above as my/ our domicilium citandi et executandi and agree that I have the duty to inform Gaia waldorf school in writing should I/ we change my/ our domicilium address in the future. Any document or process served on the above address shall be accepted as proper service.

I/ we the undersigned have read and accept all conditions listed above.

_____ Name of person paying the school fees	_____ Signature	_____ Date
_____ Name of person paying the school fees	_____ Signature	_____ Date
_____ Name of Gaia Waldorf School representative	_____ Signature	_____ Date



## GAIA WALDORF SCHOOL'S EXPECTATIONS OF PARENTS' SUPPORT

To ensure your child's continued attendance at Gaia Waldorf School, the teachers would like you to acknowledge that you are aware of, and support these expectations:

	Monday	Tuesday	Wednesday	Thursday	Friday
PG and KG	8:00 to 12:30				
Class 1 and 2	8:00 to 12:30				
Class 3	8:00 to 13:45				8:00 to 12:30
Class 4	8:00 to 14:30	8:00 to 13:45	8:00 to 14:30	8:00 to 13:45	8:00 to 12:30
Class 5; 6 and 7	8:00 to 14:30	8:00 to 14:30	8:00 to 14:30	8:00 to 14:30	8:00 to 12:30

- ◆ Please ensure punctuality.
- ◆ Ensure that your child has enough sleep and comes to school rested – late nights on Monday, Tuesday, Wednesday, Thursday and Sunday are to be avoided.
- ◆ Follow correct channels of communication in the school – see procedure in Parent Handbook.
- ◆ Ensure that your child eats a healthy diet.
- ◆ Cut down on electronic media – TV, videos and computer games should be minimised.
- ◆ Ensure that your child is appropriately dressed – see clothing policy.
- ◆ Do not expose your child to violent movies, videos or computer games.
- ◆ If problems occur, please be in contact with your child's teacher.
- ◆ Follow through with agreements made with your child's teacher.
- ◆ Respect and care for the school and other people's property and possessions.
- ◆ Acquaint yourself with and abide by the school rules.
- ◆ Please support your child's home duties and homework.

- ◆ Children benefit greatly when they are prepared for school. The enthusiastic support of parents for the school and their child's teacher gives them the confidence to meet school life in every way. Critical discussion around the school and teachers in the presence of the child has a negative effect, and the school expects such discussion, should it arise, to be kept confidential and addressed directly to the child's teacher. Any financial questions are to be directed to the finance administrator.
- ◆ Acceptance of our Kindergarten pupils into Class One is subject to the School Readiness Assessment, eye, speech and hearing screening, discussion with relevant teachers and adherence to the school policy. Those families who are in arrears with their school fees won't be guaranteed acceptance into Class 1.

Parent

I acknowledge and support these Policies and Guidelines, and the school's expectations of parent support.

Full name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## FINANCIAL CLEARANCE CERTIFICATE

**PARENTAL CONSENT** (to be completed by parent/ guardian): I,.....  
(parent/ guardian) of ....., do hereby give my consent for my  
child's current school to provide the below requested information.

Signature: ..... Date: .....

Email address for current school: .....

### To be completed by school where child is currently enrolled:

Name of pupil \_\_\_\_\_

Current school \_\_\_\_\_

Fees outstanding \_\_\_\_\_

Does the child receive fee  
assistance? \_\_\_\_\_

Rate fee payment history

Poor

Fair

Good

Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full Name of Principal/ Bursar \_\_\_\_\_

Signature of Principal/ Bursar \_\_\_\_\_ Date: \_\_\_\_\_

School stamp