



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, as well as copies of both parents' IDs.
- 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.

- 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 telephone: (021) 447 0546

email: admin@gaiawaldorf.co.za | enrolments@gaiawaldorf.co.za

Gaia Waldorf School, Oude Molen Village, Alexandra Rd, Pinelands, Cape Town
Postal Address: PO Box 13416, Mowbray 7705

Tel: 021 447-0546/ WhatsApp: 074 016 9515 • Email: admin@gaiawaldorf.co.za • Web: www.gaiawaldorf.co.za

Registered as an Independent School ito section 30(1) of the Western Cape Provincial School Education Act (Act no 12 of 1997) Cert no 010000029 and ito the Nonprofit Organisation Act, 1997. Registration No 080-498-NPO



**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)					

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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)		

May the School use your telephone numbers and preferred email address for internal school communication? Indicate with a ✓ YES NO

Parent/ Guardian Signature

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),

and

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 1st 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.

4.1 The following general rules and processes shall apply:

- Fees paid after the 7th of the month will incur a penalty of R175.
- 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.
- Thereafter all current fee payments must be kept up to date and AOD terms strictly observed.
- 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 Waldorf is an independent school, it has the right to refuse attendance of a learner upon due process and notice.
- 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 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 school.

6. Notice

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

7. Parental participation

It is important for parents and teachers to maintain regular contact. General information is sent out electronically through our newsletter, The Rainbow. Parents would be expected to regularly attend class meetings, parent talks, the Annual General Meeting and festivals, as well as enrichment programs in Waldorf Education, so that our methods and expectations can be explained and supported. Parents are also expected to become actively involved in the school’s activities and mandate groups. As we are an independent school, all families are to play an active part in fundraising events. Parents play a vital role in supporting our school’s ethos, expectations and requirements.

8. Declaration

Gaia Waldorf School reserves the right to adjust 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:

Time schedule per class

	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: _____

Parent/ Guardian Signature

Date



PHOTO AND VIDEO PERMISSION

Dear Parent/Guardian

During the school year we take photographs of the children at school events, outings and festivals for our records and newsletter, The Rainbow. School pictures and/ or videos may be included in our **school website**, on our **social media** and **other publications** to promote our school and occasionally in the **local newspapers** and **educational magazines**.

We request your cooperation in helping us highlight the good work and effort of our children and teachers. Please complete the section below and return.

Please tick one:

I give permission for my child to be photographed and permission for my child's name to be printed.	<input type="checkbox"/>
I give permission for my child to be photographed, but do not want my child's name printed.	<input type="checkbox"/>
I give permission for my child's name to be used, but do not want my child to be photographed.	<input type="checkbox"/>
I do not want my child photographed and do not want his or her name printed.	<input type="checkbox"/>

Child's name

Class Teacher

Parent/ Guardian Signature

Date

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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.

.....
Parent/ Guardian 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

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INDEMNITY/ TRANSPORT PERMISSION FORM

Whilst we undertake to take all reasonable precautions and make every reasonable endeavour, under all circumstances, to ensure the safety of your child, you, the undersigned

(Name of parent/ legal guardian):

(Identity number of parent/ legal guardian):

(Contact number/s):

Of (Child's name):Class:.....

hereby indemnify the Gaia Waldorf School, or any of its representatives, from any liability (excluding the liability of an insurer in terms of the Multilateral Motor Vehicles Accident Fund Act 93/1989 and excluding any liability for which the said school is covered in terms of any insurance policy) for injury or harm or loss or damage to property arising from any cause whatsoever unless it is the consequence of deliberate wrongdoing or negligence on its part or the part of one or more of its representatives.

This indemnity shall be in full force and effect for the duration of my child participating in Sports and/or Outings offered by the Gaia Waldorf School.

TRANSPORT PERMISSION

I, the undersigned, hereby also give permission for my child to be transported by a teacher or parent or Gaia Waldorf School staff member to and from their Sporting/ Outing events.

Signatures

Witnesses

.....
Class Teacher (1)

.....
Class Teacher (2)

.....
Parent/Legal Guardian (1)

.....
Parent/Legal Guardian (2)

Date: / / 20.....