

PING Pre - School Application Form 2025



CHILD DETAILS

Please complete this form as per applicant's ID document.

Application No.

First Name/s _____

Preferred Name _____ Age _____

Surname _____

I.D Number _____ Date of Birth ____/____/20____

Race Asian Black Coloured Indian White

Home Language : _____

Gender Male Female

MEDICAL DETAILS

Medical Aid: _____

Medical Aid No.: _____

Contacts: _____

Allergies _____

Current School _____

Year: _____

FAMILY DOCTOR

Name: _____

Contacts: _____

Address: _____

MOTHER DETAILS

Full Names _____ ID No. _____

Mobile: _____

Work tel: _____

Home Address: _____

Email: _____

FATHER DETAILS

Full Names _____ ID No. _____

Mobile: _____

Work tel: _____

Home Address: _____

Email: _____

NEXT OF KIN

Full Names: _____ Contacts: _____

Acknowledge

The school does not accept CASH payments. Fees is payable monthly in advance and proof must be submitted to the school. Cash deposit is not accepted. **R100 will be charged for each cash deposit.** Only EFT /electronic transfer to be used to make payment

I hereby acknowledge that if my child starts or returns in January 2025, January 2025 fees will be paid on or **before 31 December 2024.**

Signature: _____

Full Names: _____

Terms, Conditions, Policies, and Procedures

Indemnity

PING Academy will take all precautions to prevent accidents. Facilitators and employees of the school will not be held responsible for any claims to a child arising from an accident which might occur whilst the children are on the premises or at any outing by or on behalf of the school.

Fees

- A **non-refundable** registration fee of R1500.00 new learners/R1000 Old learners is to be paid on enrolment.
- **No Learner will be accepted at school if Registration fee and School fees are not paid in full.**
- Fees are payable in advance before the 1st day of each month for the month.
- Children will not be accepted if fees do not reflect at the schools account by the 3rd/18th and 23rd of the month as per payment agreement. **Late payments will be charged a late payment fee of R150.**
- **R150.00 fine will be charged** per hour for late collection of a child, which is any time after 17h30.
- **A 3 calendar months' notice** is required in writing when a child is taken out of the school. Failing this, a full 3 month's fees will be payable.
- A **12 months school fees** is to be paid in full, failing which legal action will be taken against the party involved.
- R1000 Grade R Graduation fee to be paid by 31st October 2025. All learners who qualify to be in Grade R will graduate. **It is compulsory for all Grade R's to graduate.**
- All school excursions/Trips are compulsory for Grade RRR to R. **50% of the excursion fee** will be charged for any learner who decides not to go on the school excursion.

Sick children

The school has the right to decide whether a child may or may not attend for health reasons. According to health regulations, a sick child cannot remain at the centre and has to be isolated at home. The centre must immediately be notified of any infectious diseases. Please do not send your child to school if he/she has a temperature, bad cough, is vomiting or has any eye infections, diarrhoea etc.

Medicines

For children with chronic illness, all medicines must be handed to the teacher by the parent, with comprehensive instructions as to how and when it is to be administered. No medicine will be administered if it is left in the bag. The medicine must be clearly marked with the child's name and dosage. **NEVER LEAVE MEDICINE IN YOUR CHILD'S BAG.** It is your responsibility, as parent, to take medicine out of your child's bag; it is very dangerous to have medicine where children can get to it. If your child is absent, please notify the school before 09h00, for catering arrangements.

Security

- Our operating hours are from **05h30 until 17h30.** All children must be signed in when entering the premises and must be signed out when they are fetched. **Gates will be closed at 08h00 in the morning** and late comers will be turned back.
- Please inform the teacher or principal when an unauthorised person will be fetching your child.
- Supply us with a name and/or description of person who will be fetching your child if you not able to make fetch your child.
- Please do not park in the street, blocking the driveway.
- Please use parking space provided in front of the school.

Discounts

- A 1 month school fees discount will be granted to those who pay their annual school fees in full **by or before end of February.**
- R100 per learner discount will be granted to the second sibling.
(**This applies only those paying monthly**)

Clothing

- All garments (including underclothes, socks and shoes) must be clearly marked. We will not be responsible for any lost items. A change of clothes should be provided in the child's suitcase daily.
- Please inform your class teacher of any lost items immediately.
- Each child must bring a sun hat.
- Every child must bring a suitcase or a bag to school daily.
- Please check your child's bag on a daily basis and ensure that all articles belong to him/her. Please return any foreign items or articles not belonging to your child that you may find in your child's bag and we will return it to the rightful owner.
- School Uniform should be worn by RRR, RR and R from Monday to Thursday.
- School's Uniform will be sold from school, details will be send later.
- Girls are requested to wear tights when wearing skirts or dresses

Neatness

- Boys to cut their hair and **no funny cuts** allowed at school.
- Girls to have neat hair. **No funny hairstyles** and **No beats allowed** on the hair.
- Learners to bath before being brought to school. A child who didn't bath will be returned home.
- **PING ACADEMY provides hair-plating and hair cut services**

Food and toys

- No food, sweets, bubble gum, etc. are allowed to be brought to school.
- Parents are requested to bring 2 packs of NickNaks for a child's birthday.
- Each learner is requested to bring his/her own water bottle to avoid dehydration.

Communication

- The school will use whatsapp as a form of communication.
- No meeting will be held by the school, any issues to be discussed on a one on one basis.

Personal details

Please inform the school immediately should any of your personal details change i.e. Address and all phone numbers. Failure could have serious consequences in the event of a sudden illness or accident. We urge all parents/guardians to be responsible and involved. Please sign and check your child's message/Receipt book daily.

General

The Parent agrees that photographs of the parent's child may be published at the school discretion on the school's website, Facebook or adverts for the school. All stationery is due on the first day of school. Babies should have an adequate supply of nappies, milk, body cream, bum crème, etc. Should your child have a disturbed night or an upset on any given day, please inform one of the staff members, so that we are able to deal with the situation in as sensitive a manner as possible.

Classes

A learner will remain in his/her registered class for the full year. No learner will be moved to the next class during the year. **The school fees for the learner will remain the same for the whole 12 Months.**

Acknowledgement

We/I,..... hereby state that we/I acknowledge that we/I have read and fully understand and agree to abide by PING Academy policy. We/I state that we/I am/are duly authorised to sign this document and that to the best of our/my knowledge all information provided is true and correct and contains NO OMISSIONS. We/I agree to inform PING Academy in writing of any changes from time to time as may be necessary.

Signature: _____

Full Names: _____

CLASSES AND FEES:

Giraffes	R1700 Per month (1 year Olds : Baby Centre)
Lions	R1600 Per month(2 year Olds : Baby Centre)
Parrots	R1500 Per month (3 year Olds : Discovery)
Tortoises	R1400 Per month (4 years Olds : Grade RRR)
Butterflies	R1400 Per month (5 years Olds : Grade RR)
Monkeys	R1400 Per month(6 years Olds : Grade R)
Day to day Learners	R200 per day with full breakfast, lunch and snack : Maximum of 5days
After Care (14h00 -17h30)	R800 Per Month(Grade 1- 3)
Registration Fee	Old learners - R1000 (2025)
Registration Fee	New learners - R1500 (2025)

Baby Centre 1 year (**R85 per day** X 20days = **R1700 monthly**)

Baby Centre 2yrs (**R80 per day** X 20days = **R1600 monthly**)

Discovery 3yrs (**R75 per day** X 20days = **R1500 monthly**)

Kindergarten 4yrs (**R70 per day** X 20days = **R1400 monthly**)

Kindergarten 5yrs (**R70 per day** X 20days = **R1400 monthly**)

Kindergarten 6yrs (**R70 per day** X 20days = **R1400 monthly**)

A copy of the following **MUST** accompany the application:

- Certified copy of Child's birth certificate
- Up to date Immunization card
- Certified copies of ID's of both parents (Where Applicable)
- Proof of Residence

Signature of Parent: _____

Signature of Principal: _____

Date: _____

BANKING DETAILS

PING ACADEMY
FIRST NATIONAL BANK
ACC NO. : 62878794166
BRANCH CODE : 210835
REF: CHILD'S NAME & SURNAME

CONTACTS : 061 479 1437