



☎ 076 271 1787 ✉ info@angelsacademy.co.za 🌐 www.angelsacademy.co.za 📘 Angels Academy
c/o Willem Botha & Friederiche street, Wierdapark

ENROLLMENT AND INFORMATION PACK

Dear Parents/Guardian

I would like to wish you a warm welcome to Angels Academy Day Care Centre and Pre-Primary School. Thank you for choosing us to take care of and develop your child with our quality services offered. At Angels Academy we have an open-door policy and the management of Angels Academy is always available to discuss any matter concerning your child. I can assure you that our environment is safe and healthy and at our school we strive to provide a home away from home for your child, and our aim is:

- ☺ To deliver a quality service with friendly and warm staff,
- ☺ To physically and intellectually develop each child to his/her full potential,
- ☺ To develop each child's social and emotional skills and,
- ☺ To do all of the above with positive leadership and discipline.

It is also important to mention that we are proud members of the **SA Childcare Association** and we also have certificates from the City of Tshwane for Health and Safety and Acceptability for Food Preparation on our premises.

Please don't hesitate to contact me at any time.

Kind Regards,

Siska Cilliers

Principal
0762711787

!! IMPORTANT !!

**Please email or attach the following
with your completed form!**

- Copy of Parents Id's
- Copy of Child birth certificate
- Copy of Medical aid card
- Copy of Immunization Chart

All clauses and terms as set out herein non-negotiable and may not be disregarded.

School Rules and Protocol

1. Arrival and Collection

- 1.1 Staff will be on duty from Monday – Friday: We operate from **STRICTLY** 6:30am until 17:45pm for full day, with half day care ending at 2:00pm. **NO** parents will be granted access to the property **before 06:30am**. Upon arrival, parents must hand over their child to the caregiver in the relevant classroom.
- 1.2 Breakfast is served from 8:00am. Please notify the respective teacher if breakfast must be kept for your child, as well as any food allergens. We will also refer to the contract where necessary, so please complete in full.

Please ensure that all children are present by 8:15am as this is when the daily program begins as well as their daily evaluations.

- 1.3 We have very **strict rules** around collection of children; safety is a priority at the school. In case of an emergency and the designated person (you have mentioned in the contract) is unable to collect your child and you have not informed the teacher as to who is the alternative person, you will be contacted first for verification before any child is released from the school.

A non-negotiable Penalty fee of R100,00 for every 15 minutes after the relevant time will be payable upon late collection to the Teacher on duty.

2. List of Necessities

ALL TO BE MARKED – OTHERWISE WE MARK WITH A PERMANENT MARKER

Sweetie Pies - Babies

- | | | | |
|------------------------|---------------------------|--------------------|-----------------------|
| - 6 Nappies | - 2 extra sets of clothes | - Dummy | - A4 Hard cover book |
| - Bum Cream | - Warm jacket | - 3 Bottles | - Blanket & Pillow |
| - Mosquito cream/spray | - Bib | - Formula | - Wet Wipes bi-weekly |
| | - Hat & Sunscreen | - Purity(optional) | - Marked Facecloth |

Lollipops (1-2 years)

- | | | | |
|------------------------|---------------------------|--------------------|-----------------------|
| - 6 Nappies | - 2 extra sets of clothes | - Dummy | - A4 Hard cover book |
| - Bum Cream | - Warm jacket | - 2 bottles | - Blanket & Pillow |
| - Mosquito cream/spray | - Hat & Sunscreen | - Juice bottle | - Formula |
| | | - Marked Facecloth | - Wet Wipes bi-weekly |

Jelly Beans (Potty Trainers)

- | | | | |
|------------------------|--------------------------|-----------------------|----------------------|
| - 6 Nappies | - 1 extra set of clothes | - 1 Water Bottle | - Marked Facecloth |
| - Extra underwear | - Warm jacket | - Blanket & Pillow | - A4 Hard cover book |
| - Mosquito cream/spray | - Hat & Sunscreen | - Wet Wipes bi-weekly | |

Smarties, Cupcakes & Candy Canes

- | | | | |
|--------------------------|-------------------|--------------------|----------------------|
| - 1 extra set of clothes | - Warm jacket | - 1 x Water Bottle | - Blanket & Pillow |
| - Extra underwear | - Hat & Sunscreen | - Marked Facecloth | - A4 Hard cover Book |

Stationary List – Everyone except Sweetie Pies & Lollipops

- | | | |
|-------------------------------|--------------------------------|-------------------------------------|
| • 1 x Steel Scissor | • 1 x THICK Lever Arch File | • 1 x Water Bottle |
| • 2 x 36g Pritt Glue | • 1 x Quotation File | • 1 x Face Cloth |
| • 3 x 250ml Clear Liquid Glue | • 3 x Whiteboard Markers | • 1 x Empty 2lt Tub (Ice-cream Tub) |
| • 1 x A4 Paper Ream | • 1 x Croxley Water Paint 12's | |
| • 1 x THICK Triangle Crayons | • 1 x A4 Hardcover book 192pg | |

3. Allergies or religious preferences

- 3.1 As mentioned, if the child has any sort of allergy or religious preference, Parents need to indicate it clearly on the registration form, notify management and staff and we will attempt to accommodate where possible.
- 3.2 We are a Christian based school. We do Bible reading, praying and singing religious songs.

4. Angels Academy Menu

- 4.1 At Angels Academy, we serve breakfast, lunch and 2 snacks daily. Our menu has all the needed daily nutrition for your child. If there is any dietary concern such as: Allergies / Medical / Religious reasons regarding your child, the Parents will supply own food and indicate it on the registration form. No discount is applicable in these instances.

EXAMPLE of Menu:

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	Maltabella	Oats	Maltabella	Oats	Porridge
Snack/Fruit*	Fruit	Fruit	Fruit	Fruit	Fruit
Lunch	Mince	Chicken aLa King	Fish Fingers	Beef Sausage	Vienna
	Rice	Rice/Pasta	Mash Potatoes	Mash	Pasta
Vegetable*	Sweet Potato	Carrots	Bake Beans	Pumpkin	Butternut
Snack	Sandwich*	Sandwich*	Sandwich*	Sandwich*	Sandwich*

Fruit = seasonal and availability of the week*

Vegetable = based on selection and availability of the week*

Sandwich = Brown Bread with Butter & Jam or Peanut Butter dependent on availability*

5. Classroom Ratios

- 5.1 The classroom ratio allows our staff to give utmost individual care and attention to the babies and children in our care. This assists our staff to develop effective and meaningful relationships with all children in our care, resulting in more engaged, happy and relaxed children.
- 5.2 Young children need to form a secure emotional bond with the personnel caring for them. Higher child-to-staff ratios mean that staff would find it harder to deal with each child's individual needs. If one member of staff is the key worker for many children rather than a healthy ratio with less, the chances of them having to deal with many distressed children at once is higher. Our focus point at Angels Academy is to keep a healthy personnel/child ratio to make sure your child gets the best attention that they need.

Staff/Child Ratio:

Babies	1:5	in our Baby Centre
1 Year	1:10	per class
2 Year	1:10	per class
3 Year and older	1:10	per class

Staff ratios may not be maintained in the following rare exceptions:

- When staff are off-sick and Angels Academy cannot find a replacement
 - During toilet, tea and lunch breaks
 - During drop-off and pick-up times
 - When there is staff that needs to go on training, workshops or exams
- 5.3 Angels Academy strives to adhere to the above ratios and will endeavour to hold to the ratios above, however cannot not be held liable for any temporary non-adherence to the above ratios.

6. Class activities

Parents are encouraged to be involved in their child's programme. Each week a new theme is taught and we ask parents to send along any recyclable material that will help them to understand and enjoy the theme of the month to the fullest. This can be handed in to the Admin office.

7. Absentees

It is essential that children attend school regularly in order to achieve optimal results. In the event that a child is absent from school, it will be appreciated if the parent contacts the school or sends a text message to advise us of his/her absence.

8. Security

We have a Security Guard on duty all day. We also have electrified fencing, a 24-hour armed response link to a security company and CCTV cameras. At the discretion of Angels Academy, archival footage will only be viewable / shared on-site. No remote playback is/will be offered. The gates are closed and access is gained through a pin code which is changed often and parents are notified when this happens. Entry into the classes also requires the same pin code.

9. Birthdays

Birthdays are exciting and very special in every child's life; therefore, parents are more than welcome to bring cupcakes / party packs to school, however there is no obligation. We often send the party packs home with the children for later and the class celebration happens during mid-morning snack time.

10. Clothing

Children are very active and should wear comfortable clothing and/or shoes which are suitable for messy play. Please do not dress your child in anything which you would not like to be stained. Clothes could get soiled during eating, playing and art activities and Angels Academy cannot not be held responsible for any damage to clothing. As a precaution and safety measure against injury and/or choking, do not let your child wear earrings, bangles, amber/teething beads and necklaces and/or jewellery made from beads. Angels Academy cannot be held responsible for injury caused by any of the aforementioned.

Personal Belongings

All children's **clothing, shoes, bottles, cups, blankets, pillow, dummies and accessories/toiletries** need to be marked clearly. Angels Academy will not be held responsible for the loss of any of these items. Where items are not marked, Teachers will mark with a permanent marker. Children are **not allowed** to bring the following to school: **Sweets, Gum, Toys, Books, Ipads/Tablets, phones or CD's**.

11. Sick Children

A child that has any of the following illnesses (included but **not limited**) will not be allowed on the school premises: Foot and mouth, pink eye, chicken pox, mumps, measles, German measles, rubella, Scarlet fever, hepatitis, RS Virus, tonsillitis, gastro, high temperatures, vomiting, diarrhoea, severe headaches and LICE. **Please note that sending a sick child to school places a huge risk on the child, teacher, friends and our staff. Do NOT bring your child to school if he /she suffers from any of the above as you will be called to collect him/her immediately.**

12. Medication

- 12.1 Under no circumstances are any teachers or staff from a school qualified to administer medication (especially and including Antibiotics). **NO medication may be kept at school or in school bags.**
- 12.2 In rare instances where medication must be administered during certain times a teacher will only administer the medication if:
- 12.2.1 the medication is in the child's name as well the dosage and **it's in its original bottle.**
- 12.2.2 the medication is written in the register by the parent in their handwriting and is placed in the labelled medication box by the parent in the relevant class. Otherwise, it will not be administered.
- 12.2.3 a parent has provided the necessary syringe or measuring spoon.

Date	Medication	Dosage	08:00	Teacher Sign	12:00	Teacher Sign	Parent Sign

- 12.3 For safety reasons, **NO antibiotics** will be administered at school and **NO child may be at school for the first 3 (three) days of being treated with antibiotics** in case of allergic reactions. And only medication relevant to the child's age group, will be administered and no medication will be administered for longer than the recommended time period as per the bottle's dosage and direction of use.
- 12.4 In case of a child not feeling well a parent will be notified immediately by the teacher the time and temperature as well as the symptom. The Teacher will try to manage the symptoms to the best of her ability until the child is collected. It is always recommended that should a child have a high temperature and or have severe symptoms that it should be collected from school.

13. School Fees

	2024	2025
• Registration fee (<i>per child once off, non-refundable</i> New Enrollments)	R 1 500.00	R 1 500.00
• Administration fee (<i>per child annual by end of February</i> All Parents)	R 900.00	R 900.00
• Monthly full day fee 06:30-17:45 (1 Child)	R 3 800.00	R 3 950.00
(<i>discount for additional siblings</i>) (2 nd Child)	R 3 300.00	R 3 450.00
• Monthly half day fee per child 06:30-14:00	R 3 150.00	R 3 300.00
• Day fees per child	R 200.00	R 250.00

- 13.1 Schools Fees to be paid monthly by the 5th of each month, this includes June/July and November/December. **June/ July and November/December are seen as full calendar months. No notice may be given in November for December.**
- 13.2 No refunds will be given for days missed, sick days or public holidays etc. **No late payments will be tolerated, unpaid arrears accounts will lead to your account being handed over for Collections to our Attorneys and defaults will be registered with the TPN Credit Bureau; should your schools fees be not brought up to date as per the agreement it will result in the removal of your child from our school and you will be blacklisted as per the National Credit Act.**
- 13.3 We prefer EFT payments, below is our banking details, we do not issue receipts for eft payments, statements will be provided on request by the account's office. If you wish to pay cash you may do so at our account's office, they will provide you with a receipt. A quarterly printout of your statement will be emailed to you, so please ensure your email details are accurate with us at all times.
- 13.4 All fees are due and payable in advance. There will be no refunds or reductions for days missed, inclusive of sick days, public holidays, any parental holidays or School holidays.
- 13.5 Monthly fee payments are to be made no later than the 5th of each month. School fees are payable over 12 months.

- 13.6 It remains the Parents' responsibility to ensure that all fees owed to Angels Academy are paid up to date and Parents will be liable for all legal costs on an attorney and client scale, including debt collection fees, incurred by Angels Academy to collect any outstanding fees.

A discount of 4% is given for 12 months upfront payment.

Angels Academy Banking Details:

Type of Account: Business Cheque
Bank: FNB
Account Nr: 62316034727
Branch Code: 258 – 155
Branch Name: Olympus Plaza
Reference: "child's name and age" e.g. *Alice Baker 5*

14. CONSENT CLAUSE:

The debtor consents to and authorises Angels Academy, as the case may be, to: -

- a) contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and*
- b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.*

15. NOTICE regarding Invoice/Statement:

Angels Academy is affiliated to TPN Credit Bureau, a registered credit bureau, all account payment profiles, patterns and behaviour is recorded monthly with the credit bureau for the purposes as per the National Credit Act.

16. Extra-curricular activities

- 16.1 Angels Academy has a relationship with many external extra-curricular services e.g. Dance Mouse – Hip Hop & Ballet, Rugby, Cricket, Karate or other martial arts, Music box, drama, gymnastics, swim, cooking classes, golf etc.
- 16.2 You need to enrol your child separately with each relevant activity and their accounts are payable to them directly. These activities take place during school hours according to each activity's independent calendar and where necessary some activities take place at school and others transport is arrangement by the services themselves. Please ask your relevant Teacher for more information and pamphlets.

17. Evaluation & Progress Reports

Reports are given out in the 2nd and 4th term. We do however have parents evening and you will be notified timeously to attend to follow up on your child's progress however our policy is that parents are welcome to contact the school at any time and to make an appointment with the relevant teacher to discuss the child's progress.

18. Fundraising

- 18.1 We keep fundraising very low-key and monies raised get used for Grandparents Day, Shows, Graduation and extra educational equipment, etc. Parents will be informed timeously of any events and if there is a minimal and affordable fee, the events have no obligation but parents are reminded that it's not ideal to have any child left feeling out.

19. Communication and Social Media

- 19.1 Angels Academy is both an English and Afrikaans medium pre-school. All our correspondence and notifications will be done in English.
- 19.2 We have a website www.angelsacademy.co.za, which has all the necessary information about our school for existing and prospective parents. We also have a Facebook page and **CLOSED** group for parents - Angels Academy (Parents) which we update regularly and post fun photos. Our public page is open to everyone, while the CLOSED Group – Angels Academy (Parents) is specifically for current and past parents of our school.
- 19.3 Please indicate your preferences for the use of your child's photos/videos on our **OPEN** page and for other advertising purposes. If you do not wish for your child's face to be visible, kindly indicate this clearly so we can continue to respect your wishes.

I give consent

I do **not** give consent

Parent Sign: _____

that my child's recognizable face images/videos may be used/may not be used for Angels Academy's social media or advertising purposes visible to the public.

- 19.4 We would greatly appreciate your assistance in promoting our school by liking and sharing our Facebook page, Angels Academy. This will significantly help raise awareness and showcase the wonderful things happening at our school.
- 19.5 As mentioned earlier we have an open-door policy and parents are welcome to chat to their child's teacher or Siska the Principal, or even email or phone the above contacts at any time. In the future we will be sending out newsletters by email and important notifications with WhatsApp in an effort to become environmentally friendly and paperless. So please ensure your email details are updated with us at all times and it will not be shared with any 3rd parties.

20. Cancellations

- 20.1 For the cancellation of any child by the parent(s), management will need a written request and one calendar months' notice in writing and signed by both parents. In the event that this is not possible then 1 month school fees are to be paid in lieu of notice, this is **not negotiable**.
- 20.2 If a parent withdraws their child during this notice period, the fees shall still remain payable.
- 20.3 Angels Academy withholds the right to summarily cancel this agreement and subsequently request the removal of the child from the school at the sole discretion of Angels Academy Management based on, including, but not limited to, the behaviour of the child or parent(s), outstanding fees or any other such situation as Angels Academy may deem appropriate. Such cancellation will be in writing and addressed to the parent(s).

NB: NO NOTICE MAY BE GIVEN FOR NOVEMBER / DECEMBER!!

21. Serious Behavioural Issues

- 21.1 Angels Academy may, by means of written notice, require parents to withdraw or remove the Child from the school with immediate effect, in the event that Angels Academy Management considers the Child to be continually disruptive or displaying inappropriate behaviour. In most instances behavioural issues will first be

addressed by Angels Academy with the parent(s). The school will inform the Parents that they are concerned about the child's behaviour and an evaluation from a specialist will be recommended. The Parents will be responsible for all fees relating to any services rendered by the specialist. Should the child's behaviour not have changed/improved after parental consultation, the Angels Academy may request that the child is permanently removed from the school and any decision of Angels Academy remains final.

22. Smoke Free

22.1 Angels Academy falls under academic facilities as well as a public place and we ask parents to please not smoke in our parking lot or leave the remains of their cigarettes in our parking area.

23. Holidays

Angels Academy is open for all school holidays with the exception of the year-end break and all public holidays. The school will have a long weekend whenever a public holiday falls on a Tuesday or a Thursday. We will close for the December holidays usually at the end of the second week of the month and re-open that same time as normal schools in January. Unless there are exceptions which will be indicated in the child's communication books. We will however endeavour to send out timeous reminders. During the holidays we follow a relaxed and fun programme.

24. Warranties

The Parents warrant that they are the natural parents or legal guardian of the child and are legally and lawfully entitled to enter into this agreement, for and on behalf of the child.

25. Indemnification

- 25.1 The Parent(s) hereby indemnify and hold harmless Angels Academy, its proprietors, agents, servants and employees against all and any claims, damage, loss, costs and expenses which either may be sustained or incur as a result of, or arising from, Angels Academy giving effect to this contract, and/or which, due to any act or omission by the Parents, directly or indirectly, causes such claims, damage, loss, costs and expenses to arise against Angels Academy.
- 25.2 The Parent(s) forever waive on their own, as well as on the child's behalf, all and any claims of whatever nature and from whatever cause arising which the Parent or the child may at any time have against Angels Academy or any of the persons referred to in the Indemnification Clause above, including (without limitation) any claim arising from any cause referred to in the Indemnification clause above.
- 25.3 Angels Academy does however undertake that in the event where any of its personnel may have acted grossly negligently or willfully to the detriment of any Parent or Child, that Angels Academy will institute appropriate steps or proceedings against such personnel in the event where the Parent has lodged a written complaint against such personnel at Angels Academy.
- 25.4 Angels Academy has the right to change the Information Pack as well as these rules and regulations from time to time, if it is in the best interest of the child or the school to do so. An addendum will be signed by the Parent and added to the existing agreement.

26. Special Clauses

26.1 This agreement constitutes the whole agreement between the parties relating to the subject matter hereof and no amendment or consensual cancellation of this agreement or any provision or term thereof or of any agreement or other document issued or executed pursuant to or in terms of this agreement and no settlement of any disputes arising under this agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this agreement or of any agreement, or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

- 26.2 The documents titled “Registration form to Angels Academy Pre-Primary School” and “Angels Academy’s Indemnity & Consent Form” (labelled Annexure “A” and “B” respectively) specifically form part of this agreement as if the terms therein are expressly included in this agreement.
- 26.3 Neither party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein, whether it induced the contract and/or whether it was negligent or not.
- 26.4 The Parties choose as their *domicilium citandi et executandi* for all purposes under this agreement, whether in respect of court process, notices or other documents or communications of whatsoever nature the addresses as set out herein under “Home Address” and/or “E-mail address” as the case may be.
- 26.5 Save for any cancellations as a result of the “Cancellations” clause above, in the event of the parent(s) failing to remedy any breach of the terms hereof within 3 (three) days from date of receiving a written notice from Angels Academy or their representative, requesting the parent(s) to rectify such breach, Angels Academy shall be entitled to and without any prejudice to any of their rights cancel this agreement and claim any outstanding fees.
- 26.6 The onus remains on the parent(s) to notify Angels Academy of any changes in email address, Home Address or Postal Addresses.

PARENTS AGREEMENT TO ANGELS’ ACADEMY

ENTERED INTO BETWEEN:

ANGELS ACADEMY CRECHE CC; REGISTRATION NUMBER: 2011/091188/23 (“ANGELS ACADEMY”)

AND

(FULL NAMES OF BOTH PARENTS / LEGAL GUARDIAN(S) (“PARENTS”))

(COLLECTIVELY HEREINAFTER REFERRED TO AS ‘THE PARTIES’)

I/WE, THE UNDERSIGNED, HEREBY ACCEPT ALL ABOVE-MENTIONED TERMS/RULES AND REGULATIONS OF ANGELS ACADEMY PRE-PRIMARY SCHOOL.

Signed at: _____

Father/Guardian

Mother/Guardian

Date

Toy donations and scrap paper are ALWAYS welcome!!!

Angels Academy's



Indemnity & Consent Form

Annexure "A"

I (Parent) _____
I.D.no _____
of (Child) _____
I.D.no _____

I/We the undersigned understand that the principal and employees of Angels Academy are not obligated to administer non-prescription medication to alleviate pain, nausea, vomiting, upset stomach and distress and if necessary, parents will be notified if non-prescription medicines need to be given.

Prescribed medication will be administered as per the contract protocol on page 5. Under no circumstances will antibiotics will be administered at school.

I/We understand and accept that the Angels Academy and employees cannot be held liable for any damages that I/we might sustain as a result of attendance at Angels Academy Pre-Primary School.

During attendance at Angels Academy or in the case of emergency medical treatment, I/we hereby indemnify and hold harmless the employees and third parties where applicable, e.g. the volunteers and extra-curricular activities personnel, against all loss or damage from any cause arising from any accident, injury or any other unforeseen circumstances which may occur to my child.

In the event of an emergency, I/we give permission to transport my child to a hospital for medical treatment. If it is possible and my child's life is not in grave danger I/we wish to be advised prior to any treatment by a doctor or hospital at the numbers supplied in the contract. In the case of critical medical situation, I/we are aware there may not be time to refer to my child's records. If you are unable to reach me/guardian the school therefore reserves the right to utilise the quickest and best medical services available.

Therefore I/we the undersigned hereby agree that a medical practitioner may provide emergency treatment as may be necessary on my child and that I/we will be responsible for all costs that arise therefrom. I/We hereby acknowledge that I/We have read and understood the conditions and obligations of application and enrollment.

Signed at:

(City) _____ on (Day) ____ of (Month) _____ In the Year _____.

Father/Guardian

Mother/Guardian

Registration form to Angels Academy Pre-Primary School – Annexure “B”

Details of child:

Enrolment Date:	
Full day/Half day:	
Nickname to be used at school:	
Name and Surname:	
Date of Birth:	Age:
Copy of child’s Birth Certificate	YES / NO
Copy of parents Id’s	YES / NO
Child’s ID no:	Religion:
Home Language:	School Language: Afrikaans/English
Allergies:	
Any serious Medical History:	
Medical Aid Name: _____	Option: _____
Medical Aid Nr: _____	Child Dep Code: _____
Main Member: _____	Id: _____
Copy of Immunisation Chart	YES / NO
Copy of Medical Card (for use in case of emergency only)	YES / NO
Home address: _____ _____ _____	
Person dropping off child:	
Person collecting child <u>(if not the parents)</u> : _____ _____	
Authorisation letter, ID and photo of the person collecting your child. Parents need to notify the relevant teacher, in the event of someone else collecting the child from school.	

*In the case of Custody (Care/Contact or Guardianship) issues, or should a parent’s right to Custody (Care/Contact or Guardianship) of a child become limited, the onus rests on the parent who retains any legal right over the child to supply Angels Academy with a Court Order to such effect. Angels Academy will only release a child to the person(s) that signed this contract or is stipulated above. Any other persons are required to have their name appear on an order of Court. Angels Academy must be notified and receive copies of custody and visitation agreements. Kindly ensure that ALL parties are aware of any arrangements or limitations put in place. Angels Academy will not be held liable for rendering possession of a child to a parent who may no longer be entitled thereto if Angels Academy does not receive proper notification as stipulated above.

Parental/Guardian Information	
Father:	Mother:
Full Name and Surname:	Full Name and Surname:
Nick Name:	Nick Name:
ID no:	ID no:
Marital Status:	Marital Status:
Cell no:	Cell no:
Alternative Tel no:	Alternative Tel no:
Employer:	Employer:
Work Tel no:	Work Tel no:
Work address: _____ _____ _____	Work address: _____ _____ _____
E-mail address:	E-mail address:

Contact Person in case of an emergency:
Name and Surname:
Relationship:
Contact number:
Contact Number / Alternative:

Signed at:

(City) _____ on (Day) _____ of (Month) _____ Year _____

Father/Guardian

Mother/Guardian