



# SPARKLING MINDS

ACADEMY

where little minds sparkle bright

Thokwane Ga-kgwete  
Next To Lekolokoto  
Gardens  
0768788483

## 2026 Registration Form

Registration for Class/Grade \_\_\_\_\_

### LEARNER INFORMATION

Full Names \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ ID Number \_\_\_\_\_  
Gender  Male  Female Siblings at the school  Yes  No Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Language \_\_\_\_\_ Rank in the family e.g 1st born \_\_\_\_\_

### PARENT INFORMATION

Mother/Guardian Full Names \_\_\_\_\_  
ID no: \_\_\_\_\_ Employer \_\_\_\_\_  
Occupation \_\_\_\_\_ Work Telephone \_\_\_\_\_  
Cell phone number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

### PARENT INFORMATION

Father/Guardian Full Names \_\_\_\_\_  
ID no: \_\_\_\_\_ Employer \_\_\_\_\_  
Occupation \_\_\_\_\_ Work Telephone \_\_\_\_\_  
Cell phone number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

### MEDICAL INFORMATION

Emergency Contact name \_\_\_\_\_ Cell number \_\_\_\_\_  
Family Doctor's Name \_\_\_\_\_ Main member \_\_\_\_\_  
Medical Aid name \_\_\_\_\_ Membership no \_\_\_\_\_

Do you have any medical issues we should know about your child?  Yes  No  
If yes, please explain e.g allergies/chronic etc.

\_\_\_\_\_

This form must be accompanied by copies of the following:

- \*Learner's birth certificate
- \*Parent/s ID copies
- \*Immunization card

Parent Signature

\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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This policy outlines the terms and conditions for the payment of school fees at Sparkling Minds Preschool to ensure transparency, accountability and sustainability.

## School fees policy

### 2. Fee Structure

Registration fee is R600

School fees for 1 year -grade R is R1300 for half day and R1500 for full day.

Fees is R1500 for grade 1.

Fees are payable in full or in 12 months

### 3. Payment Terms

Monthly fees are due on or before the 7th of each month. Only electronic payments (EFT, Card payment or bank deposits) are accepted. Cash payments are not accepted for safety and administrative reasons. Proof of payment must be submitted to the school office or sent via the approved communication channels.

### 4. Late Payment & Penalties

If payment is not received by the 7th of the month, a late payment penalty of R200 will be charged. If fees remain unpaid for more than 30 days, the learner may be suspended until the account is settled.

### 5. Non-Refundable Fees

Registration fee is non-refundable. No refunds are given for absenteeism due to illness, vacation or public holidays. Regular tuition fee applies during school holidays, as outlined in the academic calendar.

### 6. Termination of Enrolment

A written notice of one month is required if a child is to be withdrawn from the school. Failure to provide notice will result in a full month's fee being charged.

### 7. Discounts

10% discounts will be granted for siblings enrolled at the school and for fees paid in full by 31 January.

### 8. Agreement

All parents/guardians are required to sign this policy to acknowledge understanding and acceptance of the school's fee procedures.

### 9. Fines

A late collection fee of R100 will be charged should you collect your child 30 minutes after dismissal time.

Sparkling Minds Preschool

FNB Acc: 63121061559

Kindly use your child's name & surname as reference

Parents /Guardian signature

\_\_\_\_\_ Date \_\_\_\_\_



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## Uniform policy

### 1. Purpose

To ensure that all learners wear the correct and approved school uniform that reflects our school values of unity, discipline, and pride.

### 2. General Guidelines

Learners are expected to wear the full school uniform every day unless informed otherwise.

All uniform items must be clean, neat, and in good condition.

Mixing non-uniform items with school uniform is not allowed.

Learners must wear the official school uniform supplied by the school. Homemade or altered versions are not permitted.

### 3. Uniform Requirements

#### Girls Grade 1

Green checked dress( with green or black leggings in winter )

White socks and black school shoes

School jersey or tracksuit

Green beanie and sun hat

#### Boys Grade 1

White school shirt with green shorts or trousers

White socks and black school shoes

School jersey or tracksuit (winter)

Green beanie and sun hat

#### 1 year - Grade R

Green Golf shirt with green short/skort

White/black socks with white/black tekkies

green school jersey/ **school** tracksuits

Green beanie and sun hat

#### 5. Swimwear(swimming lessons)

Girls: One-piece swimsuit (preferreably jumpsuit, no bikinis)

Boys: Swim shorts or jumpsuit

Towel,swim cap,flip flops and sunscreen required

#### 6. Hair and accessories

Hair must be neat at all times.

No bright-coloured extensions, beads, or distracting accessories.

Only plain green, black, or white accessories are allowed.

#### 7. Non-Compliance

Parents will be contacted if a learner does not comply with the uniform policy.

Repeated disregard may result in disciplinary action.

NB:**All items must be clearly marked.**

Parents/Guardians signature \_\_\_\_\_ Date: \_\_\_\_\_



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## Indemnity Form

I, the undersigned parent/guardian of the child mentioned below, hereby acknowledge and accept that while Sparkling Minds Academy will take all reasonable precautions to ensure the safety and well-being of all children under its care, I understand that there are inherent risks associated with school activities, including excursions, transport, outdoor play, and other school-related events.

I hereby indemnify and hold harmless Sparkling Minds Academy, its staff, management, and representatives from any and all claims, losses, damages, or injuries that may occur to my child or their belongings while attending school or participating in any school activity, whether on or off the school premises, unless such loss or damage is as a direct result of gross negligence by the school.

In the event of a medical emergency, I authorize Sparkling Minds Academy to seek immediate medical assistance for my child and agree that the school may act in my absence to secure the necessary medical treatment. I accept full responsibility for any costs incurred for such treatment.

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Conditions / Allergies (if any): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

ID Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## GENERAL GUIDELINES

### 1. Admission and Registration

All learners must be officially registered using the school's registration form. Registration is confirmed only upon payment of the registration fee.

### 2. Operating Hours

The school operates Monday to Friday, from 06h00 to 18h00.

Parents may choose between:

Half-Day Programme: 06h00 to 14h00

Full-Day Programme: 06h00 to 18h00

#### Grade 1

Monday to Thursday: 07h30 to 13h30

Friday: 07h30 to 13h00

#### Extra-Mural Activities for Grade 1:

Swimming Lessons and Sports:

Monday to Thursday from 13h45 to 15h00

NB: Swimming Lessons and Sports are seasonal.

### 3. Re-Registration Policy

All currently enrolled learners must re-register each year to secure their space for the following academic year.

Re-registration forms will be issued during Term 3, and must be completed and returned by the given deadline.

A re-registration fee may be required to confirm placement.

Failure to re-register on time may result in your child losing their space to new applicants, especially in high-demand grades.

### 4. Annual School Fees Increase

School fees are subject to an annual increase, which takes effect at the beginning of each new academic year.

Parents will be notified of the new fee structure at least one term in advance.

The increase will take into account inflation, operational costs, and quality improvement efforts.

We remain committed to keeping our fees affordable while maintaining the high standard of education and care at Sparkling Minds Academy.