



APPLICATION FORM - NEW ENROLMENT

R500 Enrolment and Registration fee payable with this document.

In this application, there should be included a copy of:

1. Birth Certificate of Child
2. Clinic Card (Immunisations) copy
3. Father and Mother's ID documents

Child Information

Name and Surname:	
Nickname:	
Date of Birth:	
ID Number:	
Date of enrolment:	
Address:	
Names of siblings and birth dates:	
Allergies/Information:	

Primary Guardian Information

Name and Surname:	
Relation to Child:	Father ☐ Mother ☐ Other ☐
ID Number:	
Cellphone:	
Work/Home Number:	
E-mail address:	
Guardian's address:	
Occupation:	
Employer:	

Secondary Guardian Information

Name and Surname:	
Relation to Child:	Father ☐ Mother ☐ Other ☐
ID Number:	
Cellphone:	
Work/Home Number:	
E-mail address:	
Guardian's address:	
Occupation:	
Employer:	

Emergency Contact

Name and Surname:	
Relation to Child:	Father ☐ Mother ☐ Other ☐
Cellphone:	
Work/Home Number:	

Authorisation for Pick-up		Name and Surname	Phone Number
Who will pick up the child, other than the primary guardian?	Person 1:		
	Person 2:		

Medical Information

Name of Physician:	
Telephone Number:	

General Information

Where did you hear about Tree Tops?	
Why did you decide on Tree Tops?	

General Information...

Did your child attend another preschool before?	
Which school?	
What values do you stand for at home?	
Do you understand and agree with the Tree Tops values, structures and arrangements as stated in the Tree Tops Policies document? Yes ☐ No ☐	
I have read through and comply with our financial policies and structure as stated in the School Fees document? Yes ☐ No ☐	
Do you have any other comments or questions?	

Emergency Consent

It is our policy to notify a parent when a child is ill or needs medical attention. Occasionally, we cannot contact a parent and we need to get immediate help for the child. Our procedure is to take the child to the nearest emergency service. Please sign below so that we can take appropriate action on behalf of your child.

I HEREBY GIVE MY/OUR CONSENT FOR MY/OUR CHILD, _____
WHEN ILL/INJURED, TO BE TAKEN TO THE NEAREST EMERGENCY CENTRE BY THE
STAFF OF TREE TOPS WHEN I/WE CANNOT BE REACHED. I CONSENT TO AN
AMBULANCE BEING CALLED TO TRANSPORT THE CHILD, IF NECESSARY. I FURTHER
AGREE TO PAY ALL COSTS INCURRED FOR TRANSPORT.

As Tree Tops Playschool staff, we undertake to make the best decisions at school we can, regarding your child's well being, education, spiritual, emotional and physical growth and to facilitate a fun learning process.

I hereby declare that all the above information is true and that I agree and comply with the principals and structures of Tree Tops Playschool:

Parent/Guardian Signature

Date

Principal Signature

Witness



MEDICAL AND OTHER HISTORY OF THE CHILD

Name and surname of child: _____

Date of birth: _____

Weight at birth: _____

Was this a natural birth? _____

If not, please give some background: _____

At what age did your child start:

1. Teething: _____

2. Sitting: _____

3. Crawling: _____

For how long did he/she crawl? _____

4. Walking: _____

Is your child potty trained? _____

If yes, at what age was he/she fully potty trained? _____

Does your child eat independently or does he/she need a lot of help? _____

Does your child have normal eyesight? _____

If not, please give more information: _____

Does your child hear and react when you give an instruction? _____

Has your child ever had a hearing test? _____

Does your child do all the basic movements like walking, running, rolling and jumping according to the standard of his/her age group? _____

Does your child have any allergies? _____

If yes, please name the allergies and describe the symptoms when they present:

How do you handle it at home when allergic symptoms present? _____

Has your child ever been hospitalised? _____

If yes, for what reason? _____

Does your child have any "unrealistic" (according to you) fears? _____

If yes, please describe: _____

If your child has ever visited an occupational therapist, physiotherapist, psychologist or any other therapists and you are willing, please be so kind as to attach a copy of the report/reports with this form. This will enable us to better communicate and work with your child to help them become the best version of themselves.

Please be assured that the above information will be handled confidentially!



SOCIAL MEDIA AND WHATSAPP CONSENT FORM

Dear Tree Tops Parents,

Feel free to like our Social Media pages:

<https://www.facebook.com/treetopsplayschool>

<https://www.instagram.com/treetopsplayschool>

We would like our page to be active and tell stories of what we are doing, learning and how the kids are having fun at Tree Tops. Ideally we want to post pictures on the page every two weeks or so. It would be pictures of only the kids whose parents give consent to put photos on Facebook or other social media. Nobody would get tagged in the photos and no names or personal information would be given when posting a photo. If you do NOT want your child to be in photos on social media, we will respect that and keep from doing so.

Please underline your preference below:

I, _____ give permission to TREE TOPS to post photos of my child:

1. On Facebook.
2. Only on WhatsApp class group.
3. On WhatsApp parent group and WhatsApp class group.
4. On NO Social Media.

I hereby undertake not to post any group photos or individual photos of other children of TREE TOPS, but my own child, on any social media group, without the consent of the specific parents.

Parent/Guardian Signature

Principals Signature



TREE TOPS NEEDS LIST

2-3 Years

1. School bag
2. Extra set of clothes **each day in bag**
3. Hat or sun screen
4. 18 x Toilet rolls
5. 2 x Boxes of tissues
6. 1 x Rolls of paper towel
7. 1 x Packet of Plasters
8. Not potty trained? - disposable nappy bags. Enough diapers each day
9. Pillow and blanket (kids staying after 12pm)

Buy the 2-3 year old Tree Tops Pack at Pitout Trading

3-4 Years

1. School bag
2. Extra set of clothes **each day in bag**
3. Hat or sun screen
4. 18 x Toilet rolls
5. 2 x Boxes of tissues
6. 1 x rolls of paper towel
7. 1 x Packet of Plasters
8. Pillow and blanket (kids staying after 12pm)

Buy the 3-4 year old Tree Tops Pack at Pitout Trading

4-5 Years

1. School bag
2. Extra set of clothes each day in bag
3. Hat or sun screen
4. 18 x Toilet rolls
5. 2 x Boxes of tissues
6. 1 x rolls of paper towel
7. 1 x Packet of Plasters
8. Pillow and blanket (kids staying after 12pm)

Buy the 4-5 year old Tree Tops Pack at Pitout Trading

**All items must be
clearly marked with
your child's name**