

CONTRACT

PART A: Application form for Learner:

Personal information:

Surname: Name/s:
 Nickname: Gender:
 No. of siblings: Position in family:
 Date of Birth: Gender:
 Town/Country of birth: Nationality:
 Home language: Language of learning:
 Current school: Current grade:
 Tel. no. of school:

Right handed: Left handed: Ambidextrous:

Physical condition and/or medical history:

Clinic card available? Doctor's report available?

Family doctor's full name:
 Contact number/s:
 Email address:

Allergies:
 Current chronic illnesses:
 Current medical conditions:
 Past chronic illnesses:
 Past conditions/operations:
 Medication (if any):

Name of medical aid:
 Medical aid membership number:
 Name of main member:

Emergency contact (other than parents/guardians)

Surname: Name/s:
 Nickname: Gender:

Relationship to child/family:
 Residential address:

Code:

Home phone:
 Cell no:
 Email address:

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PART B: General information of Parents/Guardians:

General information of Parent/Guardian: [1]

Biological parent: Step-parent: Legal Guardian:

Surname: Name/s:

Nickname: Gender:

Nationality:

ID/Passport number:

Residential address: Code:

Home phone:

Cell no:

Email address:

Occupation:

Business name:

Type of business:

Business address: Code:

Business contact no:

General Information of Parent/Guardian: [2]

Biological parent: Step-parent: Legal Guardian:

Surname: Name/s:

Nickname: Gender:

Nationality:

ID/passport number:

Residential address: Code:

Home phone:

Cell no:

Email address:

Occupation:

Business name:

Type of business:

Business address: Code:

Business contact no:

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PART C: Requirements for admission

Please read through this section carefully and note that this application cannot be processed until we have received all the relevant documents as listed below. The physical copies of the following documents must accompany this application form.

Documents:

- a) A certified copy of learner's birth certificate
- b) A certified copy of both parents' ID documents or passports
- c) A copy of the most recent school report
- d) A copy of parents' salary advice or three months' bank statements
- e) A completed biography questionnaire (Annexure 1 attached)
- f) A passport sized photograph of the learner
- g) A copy of the school's Code of Conduct and Dress Code signed by the learner (if in Grade 5 or older) and both parents (PART D attached)
- h) A non-refundable application fee of R500

Please note that any relevant non-disclosure will result in nullifying this application.

Application process:

1. Once all the required documentation is received, the applicant is pre-assessed and considered for interviewing. Acceptance is not guaranteed and is subject to availability and a successful interview with the Class Teacher and Guardian. A financial interview with the office is compulsory and may possibly include a consumer credit check. You will be contacted and advised if and when an interview can be scheduled.
2. The Applicant, together with the Parents/Guardians, are required to attend the interview with the Teacher(s).
3. Parents will be notified within 72 hours of the interview if the Applicant has been successful or not.
4. Study permits, or proof of application, are required prior to entry of all non-South African pupils.
5. All learners and their Parents/Guardians are to familiarise themselves with the contents of The Waldorf School Code of Conduct and Dress Policy, as well as the Hostel Code of Conduct (if applicable).
6. Admission is at the discretion of the interviewer(s), being officially appointed representatives of the school management.
7. Applicants must be of the appropriate age for the grade for which they wish to enrol, for example:
 - Grade 1 – turning 7 years old
 - Grade 2 – turning 8 years old
 - Grade 3 – turning 9 years old, and so on.

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PART D: Code of Conduct & Dress Code Policy

The aim of The Waldorf School's Code of Conduct is to create a safe and secure environment of respect and a culture of learning to support the physical, social, cultural and spiritual health and development of learners, teachers and staff. The Code is written to include rules for learners from grade 1 to grade 9, therefore care should be taken to explain it to learners in an age-appropriate way.

If and when a learner fails to adhere to the Code of Conduct, steps will be taken as stipulated in the Disciplinary Procedure for Learners.

Learners are expected to:

1. Be courteous and have respect for the dignity and self-worth of themselves, of fellow learners as well as staff members, encouraging a culture conducive to education and cultural enrichment.
2. Behave responsibly and not endanger themselves or the safety and welfare of others' activities (this includes observing rules of designated playground areas and age grouping for sport and extra mural activities).
3. Be aware of the environment and treat school property, i.e. gardens, fences, plants and trees, furniture, equipment and buildings, with care.
4. Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn (This includes punctual performing of academic or related tasks, like home-work).
5. Observe others' right to learn.
6. Be punctual and observe the timekeeping practices of The Waldorf School and hostel.
7. Behave honestly and conduct themselves with integrity.
8. Comply with instructions by teachers and staff and general rules of The Waldorf School and hostel.
9. Be clean and neat in their personal appearance, habits and hygiene and adhere to the Dress Code at all times.

The following is strictly prohibited:

10. Any form of disrespect, racism, discrimination, victimisation and intimidation (be it verbally, in written form, a physical act, a gesture or innuendo) towards any learners, teachers, cleaners, ground staff, bus drivers, assistants, visitors etc.
11. The use of a language that will exclude others who do not understand it.
12. Swearing and the use of bad language.
13. Fighting, assault or any purposeful physical act against another with or without the intention to harm.
14. The use/supplying/possession/being under the influence of tobacco, alcohol, drugs (including the misuse/ supplying/possession of any medication and/or prescription medication), assault weapons and pornographic materials (which include images of nude or semi-nude individuals with our without sexual and/or erotic undertones).
15. Any form of vandalism of school or other property.
16. Any unrightful taking/hiding/removing of school or others' property/belongings.
17. The disruption of class activities in such a way as to impinge upon fellow learners' right to education.
18. Chewing gum.
19. Any food or drink with artificial flavourants and colourants.
20. Behavior at school, in public or at events which brings The Waldorf School into disrepute.
21. Borrowing, lending or swapping of personal belongings, including food.

Rules regarding cell phones and other electronic devices:

22. Grade 1-6 learners are not allowed to have cell phones at school. Where parents ask special permission for this for a day scholar (because it is deemed imperative for their safety to have it with them after school, at home) learners have to hand in their cell phones at the office during school time.
23. Grade 7-9 learners must keep their phones switched off and out of sight or securely locked away at all times.
24. Phones are not to be seen or heard during any school, hostel or related activity.
25. Phones are not to be used as a calculator, source of music or camera. No student may walk around with earphones in his/her ears (iPods and MP3-players also fall under this rule).
26. Failure to adhere to any of the above will result in confiscation for a period of up to one month.
27. Repeat offenders will be denied permission to have a cell phone at school.
28. The school and hostel parents do not accept responsibility for any loss or damage to cell phones.
29. iPads, iPhones and the like fall under same rules as cell phones.

Dress Code:

The aim of the Dress Code is to ensure that learners are comfortable to move, play and learn; that an atmosphere of learning is maintained; that classroom distractions are limited and that learners, within the broad confines of the Code, can develop a style of their own.

What might be deemed to be suitable clothing for a grade 1 learner to wear could be inappropriate for an older or more physically developed learner. Even within a class certain items of clothing might be appropriate for one and not the other. Usually through diplomatic communication with learners and parents, sensitivity to what is appropriate and what is not is created.

When a learner arrives at school/hostel or a school/hostel function the teacher or hostel parent will have discretion to determine how a violation can be corrected. This can include, but is not limited to:

- a) advising the learner in an age-appropriate way to what is correct attire,
- b) communicating with the parents,
- c) turning the clothing inside-out,
- d) removing articles such as excessive jewellery or hats, or
- e) a parent may be called to bring appropriate clothing.

If there is repetitive behaviour in violating the Dress Code, the school's Disciplinary Procedure will be followed.

1. Clothing is to be comfortable, neat and simple (suitable for school).
2. Clothing which is revealing, tight-fitting, too large, torn or dirty is not allowed. Revealing constitutes: showing of cleavage, midriff, open back, big hollow underarms e.g. vests, spaghetti straps, halter necks or any clothing that doesn't cover underwear. However, discretion should be used when enforcing this rule, taking into account the maturity and physical development of the learner. Skirts or shorts must not be so short that they limit natural, playful movement (like sitting cross legged, jumping, rolling, doing handstands etc) and/or expose upper thighs.
3. Clothing with writing, advertising or any other inscriptions, cartoon characters, superheroes, faces, large numbering, symbols or distracting images, is not allowed.
4. Pants, jeans, shorts and skirts must not be worn in a manner that results in exposed underwear. If the waist size of pants, shorts or skirts is too large, the learner shall be required to wear a belt.
5. Learners' accessories, shoes and personal items (headgear, backpacks, sports bags, notebooks etc.) shall be free of writing, pictures or any other insignia which display crude, vulgar, obscene and /or sexual content, profanity or prejudice, death or violence, or which contain gang-related symbols or insignia.
6. Learners are expected to come to school wearing shoes that are comfortable, strong and versatile.
7. Slops and slip-ons which are not properly fastened to the feet, as well as formal evening shoes, platforms or slippers are not allowed.
8. Shoelaces must always be tied and socks should be worn with closed shoes or sneakers (takkies).
9. Swimwear for girls is a full costume with or without board shorts. Boys must wear swim shorts/board shorts. Protective swimming tops may be worn, but no cotton clothing may be worn over swimming costumes while in the pool.
10. Hair must be clean and worn in a tidy manner ensuring that it stays out of the face.
11. Nails must be clean and neat.
12. Piercing must be limited to ears and no excessive jewellery is allowed.
13. Accessories and jewellery that may cause injury (to self or others) are not allowed. This can include, but is not limited to:
 - 13.1 long dangling earrings or hoops,
 - 13.2 long and thick chains/necklaces,
 - 13.3 spiked jewellery.

The Code of Conduct & Dress Code Policy for Learners is applicable at school/hostel or any school/hostel related activity, including camps, outings, fundraisers and sports days.

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Parent / Guardian's Signature

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Learner's Signature

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Parent / Guardian's Signature

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Date

.....
Date

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PART E: Hostel Code of Conduct & Dress Policy

In addition to The Waldorf School Code of Conduct and Dress Code Policy for Learners, boarders are also required to adhere to the following:

1. Learners must attend all meals and must be punctual for meal times.
2. Property:
 - 2.1 Learners are responsible for the safety for their own property, including any electronic equipment or cell phones.
 - 2.2 No electronic equipment (including cell phones, iPads, games etc) may be taken into the dining hall.
 - 2.3 In case of emergency the Hostel Parent/s may be contacted.
3. Boarders are obliged to perform housekeeping chores in the hostel, dining hall and kitchen.
4. Hostel Parents must be informed of any extra-curricular activities that learners might have.
5. Boarders may not leave the hostel premises without proper communication with and/or acknowledgement by the Hostel Parent.
6. Boarders are not allowed in the hostels during school hours without permission from the Hostel Parent.
7. Any damage to property, whether willful or accidental, will be for the account of the offender/damager.
8. Medication, valuables and cash will be the responsibility of each learner.
9. Hostel Parents must be informed if and when parents of Full Boarders wish to visit over a weekend.
10. Full Boarders who want to visit for weekends or public holidays, need written permission from their Parents/Guardians and a written invitation from the friends' parents/guardians. Both letters must reach the school office two days in advance. No boarder will be allowed to use the school transport for such a visit.
11. Weekly Boarders who want to visit friends during the week similarly need written permission from their Parents/Guardians and a written invitation from the friends' parents/guardians. Both letters must reach the school office two days in advance. No Boarder will be allowed to use the school transport for such a visit.
12. No Weekly Boarder may stay over on weekends except in cases where learners may be involved with school related activities. In such cases the Hostel Parent must be notified in advance (but no later than Wednesday) in writing or via e-mail.
13. The 'boarding week' for Weekly Boarders comprises Monday morning breakfast to Friday morning breakfast. Parents must inform the office if they intend their children, who are Weekly Boarders, to have lunch on a Friday. This may be a permanent arrangement or may be organised on the preceding Wednesday, at an additional cost.
14. Check-in and Check-out times:
 - 14.1 Check-in time on Sundays: 17:00 – 19:00
 - 14.2 Check-in time on Mondays: 06:00 – 07:30
 - 14.3 Check-out time on Fridays: 14:00 – 17:00
 - 14.4 After 17:00, R50 will be charged for every hour or part thereof
 - 14.5 Last day of term check-out before 15:00
15. Parents/Guardians/Drivers are obliged to sign registers on arrival and departure.
16. Please note that every learner should bring, and is responsible for the following:
 - Own clothing,
 - toiletries,
 - bedding, (duvet, pillow, extra blanket and mattress protector),
 - pocket money and snacks,
 - electric extension cord, plug and adaptor for electronic devices,
 - own mug.
 - (laundry facilities are available for Full Boarders)

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Parent / Guardian's Signature

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Learner's Signature

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Parent / Guardian's Signature

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Date

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Date

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Part F: Enrolment at The Waldorf School

Legal Aspects

1. THE WALDORF SCHOOL AT ROSEMARY HILL ("the School"), a common law universitas, herewith discloses the following information to you, the Applicants:
 - 1.1 Principle place of business: 257 Mooiplaats, 367 JR Gauteng
 - 1.2 Telephone number: (012) 802 1175, E-mail: info@thewaldorfschool.co.za
 - 1.3 The School is registered with the Department of Education under no: 210922
 - 1.4 The School is a member of the Independent School Association of South Africa
 - 1.5 The School is member of the Southern African Federation of Waldorf Schools
2. You, the Father and/or Mother and/or Guardian (hereinafter known as the Applicant/s) and the Learner, the details of whom are contained in Part A and Part B of the agreement attached hereto, will be bound by the terms and conditions, rules, regulations, policies and procedures of the School as laid down by the Board, its Executive Committee and/or its principal from time to time.
3. You confirm, by signing this enrolment agreement, that you have read and discussed the School's Code of Conduct and Dress Code attached hereto as Part D with the Learner, and you agree and undertake to be bound by the School's Code of Conduct and Dress Policy as well as any further amendments thereto.
4. This agreement shall be deemed to be concluded upon the acceptance hereof by the School's principal and enrolment of the Learner by the School and shall constitute the whole agreement between the parties and no amendment, alteration, addition, variation, representation or warranties, whether expressed or implied, will be of any force or effect unless reduced to writing.
5. All Learners enrolled at the School will be subjected to a three-month probation period during which time either party may terminate the agreement with immediate effect and no reason has to be furnished by either party for the termination.
6. You agree that any change of any information supplied by you in this agreement (including but not limited to your marital status, residential status or employment status) shall not alleviate the rights and obligations of the agreement and that any such change shall be reported to the School in writing within a reasonable period to enable the School to update their records.
7. All correspondence and notices sent by the School to you may be delivered by hand either directly, or via the Learner, or via e-mail, or sent by pre-paid overnight post. The correspondence shall be deemed to have been received on the date of delivery or on the 7th business day after posting and the onus will be on you to prove otherwise.
8. You acknowledge that the School shall be entitled to recover all legal costs incurred by it, which shall include but not be limited to attorney charges on a scale as between attorney and own client, collection fees, tracer charges in order to enforce its rights under this agreement.
Interest at the Prescribed Rate of Interest Act of 55 of 1975, currently being 9%, will be payable on the capital amount outstanding as well as the costs referred to in this clause from the date it has become due, until it has been paid.
9. You understand that by signing this form you consent that the School may conduct whatever enquiries may be referencing or risk assessment process. This means that the School may utilise the information provided by you including your personal information and request and receive information about you and your credit record from registered credit bureaus in order to determine whether you will be in a position to meet your obligations under this Agreement.

Fees and Charges

10. You acknowledge that the school fees at the time of entering into this agreement (but excluding any additional fees, subscriptions and levies) amount to R_____ per calendar year, payable in twelve (12) equal monthly installments of R_____.
11. School fees, subscriptions and levies are payable monthly in advance, by the first day of the month.
12. School fees are subject to an annual increase and you undertake to pay such amended school fees as and when they become due. You shall also be liable to pay all increases in such additional fees including but not limited to subscriptions and levies which may be imposed from time to time.
13. All incidental expenses incurred during the course of the calendar year, including but not limited to books, materials, transport and/or services, shall be due and payable as and when charged and upon presentation to you on a statement of account.
14. In the event of late or non-payment of any fee, subscription or levy you will be held liable for all charges and necessary disbursements the School has had to incur, inclusive of but not limited to the payment of bank charges arising from unpaid cheques or returned debit orders. Additionally, you specifically agree to the School's late payment charge of R350 per late or non-payment. Interest at the Prescribed Rate of Interest Act 55 of 1975, currently being 9%, will be payable on the capital amount outstanding as well as the late payment charge from the date it has become due, until it has been paid. You further acknowledge that your account may be handed over to attorneys for collection and/or you may be listed with a credit bureau.
15. You agree to the upfront payment of an enrolment deposit of R_____ which is non-refundable.

Termination:

- 16.1 Termination by you:
- 16.1.1 You undertake to provide the School with three (3) calendar months' written notice of your intention to terminate the agreement, in the alternative, you understand and agree that three (3) months' school fees will be billed and payable in lieu of (instead of) notice, irrespective of the reason for the termination of the agreement;
 - 16.1.2 You understand that the School shall not accept any form of termination other than notice in writing of your intention to terminate the agreement and shall continue to bill all school fees until such proper notice is received.
- 16.2 Termination by the School:
The School retains the right to terminate this agreement, upon your failure to cure any default in respect of any provision of this agreement or any annexures thereto, the School having provided you with twenty (20) days prior written notice to cure such default.

Limitation and Liability

- 17. You understand that personal possessions of the Learner are not covered in any risk insurance by the School and that you are responsible for the arrangement of adequate cover for the Learner's personal possessions.
- 18. You accept liability for any loss or damage suffered by the School arising from any conduct of the Learner, howsoever caused.
- 19. You agree to hold the School harmless and indemnify (to the full extent permitted by the law) the School against all and any claims (including expenses, costs and attorney's fees) whether in respect of damages or otherwise, resulting from or arising out of any event or thing whatsoever that may occur to or in connection with the Learner, including but not limited to injury, death, illness or accident, said indemnification including without limitation the Board of Trustees, officers, staff members, teachers, administrators and any other person assisting the School in any way whatsoever.
- 20. You acknowledge that in certain situations there may be insufficient time to contact Parents/Guardians or to refer to Medical Records, and consequently the School representative is authorised to utilise the most appropriate medical services available and act in your stead (in loco parentis) which may include calling of an ambulance or hospitalisation if necessary.
- 21. You accept that you shall be held liable for the payment of medical and/or hospital expenses. You authorise the School to disburse on your behalf such amounts that may be required in respect of emergency medical treatment and undertake to reimburse the School immediately upon the issuing of a statement of account.

Severability:

- 22. You agree that in the event that if any provision of this agreement is found or shall become invalid or unenforceable in whole or in part for any reason whatsoever, the remaining provisions shall, nevertheless, be valid and binding as if such invalid or unenforceable provision had not been contained in this agreement.
- 23. You hereby confirm that the information supplied by you in this agreement is complete and accurate.
- 24. You have read, understood and agree to all the rules and conditions.
- 25. You choose your domicilium citandi et executandi (place where any legal documents can be served on you) as your residential address more fully set out in Part B hereto.

Parents or Guardians:

Signed at on this day of 20

Signature: Full Name and Surname:

Capacity: (Father / Mother / Guardian)

Signed at on this day of 20

Signature: Full Name and Surname:

Capacity: (Father / Mother / Guardian)

The Waldorf School:

Signed at on this day of 20

Full Name and Surname:

Principal's Signature: