



ALL SIGNATORIES
TO INITIAL EACH PAGE

Full Day	Half Day
Starting Date	Acc. No.

FIRST MILE ACADEMY -
ENROLMENT CONTRACT

WHERE DID YOU HEAR ABOUT US? (✓)					
Google Search		Social Media		Our Website	
Friend or Family Recommendation		Parent Referral		Siloam Brakpan	
				Review Site	
				Returning Customer	
A COPY OF THE STUDENT'S BIRTH CERTIFICATE, CLINIC CARD AND MEDICAL AID CARD AS WELL AS A COPY OF BOTH MOTHER AND FATHER'S ID MUST BE ATTACHED TO THIS ENROLMENT FORM					
STUDENT					
Surname:		Full Name:			
Preferred Name:		Date of Birth:			
Home Language:		Other Language:			
Classroom Language:		Gender (✓):	M		F
Religion (Optional – for our records to ensure we respect and accommodate religious beliefs where possible):					
Residential Address:					
WHO IS RESPONSIBLE FOR PAYMENT OF THE ACCOUNT (✓)			FATHER		MOTHER
FATHER / GUARDIAN		MOTHER / GUARDIAN			
Surname		Surname			
Full Name:		Full Name:			

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ID No:		ID No:	
Home Telephone:	()	Home Telephone:	()
Mobile Telephone:	()	Mobile Telephone:	()
Work Telephone:	()	Work Telephone:	()
Name of Employer:		Name of Employer:	
Address of Employer:		Address of Employer:	
E-Mail:		E-Mail:	
Residential Address (if different from Student):		Residential Address (if different from Student):	
FRIEND / RELATIVE (not living with you)			
Surname:		Surname:	
Full Name:		Full Name:	
Relation to child:		Relation to child:	
Mobile Telephone:	()	Mobile Telephone:	()
Other Telephone:	()	Other Telephone:	()

EDUCATIONAL HISTORY			
Name of School:		Year/s Attended:	
Contact Person:		Contact Number:	
MEDICAL INFORMATION			
Medical Aid Name:		Medical Aid Nr.:	
Main Member:		Medical Aid Telephone:	()
Family Doctor:		Doctor Telephone:	()
Allergies:	1.	Hospital Preferences: (While we request hospital preferences, in an emergency, the nearest hospital will be used)	1.
	2.		2.
	3.		3.

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(✓) VACCINATIONS RECEIVED - the recommended schedule is as follows			
Age	Vaccine	How it is administered?	(✓)
At birth	BCG Bacilles Calmette Guerin	Right arm	
	OPV (0) Oral Polio Vaccine	Drops by mouth	
6 weeks	OPV (1) Oral Polio Vaccine	Drops by mouth	
	RV (1) Rotavirus Vaccine	Liquid by mouth	
	DTaP-IPV-Hib-HBV (1) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined	Intramuscular / left thigh	
	PCV (1) Pneumococcal Conjugated Vaccine	Intramuscular / right thigh	
10 weeks	DTaP-IPV-Hib-HBV (2) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined	Intramuscular / left thigh	
14 weeks	RV (2) Rotavirus Vaccine*	Liquid by mouth	
	DTaP-IPV-Hib-HBV (3) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined	Intramuscular / left thigh	
	PCV (2) Pneumococcal Conjugated Vaccine	Intramuscular / right thigh	
6 months	Measles Vaccine (1)**	Subcutaneous / left thigh	
9 months 9 months onwards	PCV (3) Pneumococcal Conjugated Vaccine Meningitis (1) Chicken pox	Intramuscular / right thigh Intramuscular / left thigh Subcutaneous / left thigh	
12 months	Measles Vaccine (2)**	Subcutaneous / right arm	
9 – 18 months	Measles - Mumps - Rubella Meningitis (2)	Intramuscular / right arm Intramuscular / left arm	
18 months	DTaP-IPV-Hib-HBV (4) Diphtheria. Tetanus, Acellular Pertussis, Inactivated Polio Vaccine and Haemophilus Influenzae Type B and Hepatitis B Combined Hepatitis A (1)	Intramuscular / left arm	
		Intramuscular / right arm	
2 years	Hepatitis A (2)	Intramuscular / right arm	
6 years	Td Vaccine Tetanus and reduced strength of Diphtheria Vaccine Measles - Mumps - Rubella	Intramuscular / left arm Intramuscular / right arm	

Health Information

(✓) PREVIOUS ILLNESSES (and date)	ANY OTHER ILLNESSES/PROCEDURES (and date)
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Chickenpox		Mumps		1.		
COVID-19		Rotavirus		2.		
Hepatitis B		Rubella (German measles)		3.		
Measles		Tetanus		4.		
Meningococcal ACWY		Whooping cough		5.		

Chronic Health Information

Please specify any immediate actions to be taken if your child has a chronic health condition. We will follow these steps, contact you, and if necessary, alert emergency services.

STUDENT			
Surname:		Full Name:	
Preferred Name:		Date of Birth:	
CHRONIC HEALTH ILLNESS			
1.			
2.			
CHRONIC HEALTH MEDICATION CURRENTLY TAKEN		FREQUENCY AND DOSAGE	
1.			
2.			
CHRONIC HEALTH ILLNESS PROCEDURE			
1.	a)	2.	a)
	b)		b)
	c)		c)
	d)		d)
	e)		e)
FATHER / GUARDIAN		MOTHER / GUARDIAN	
Surname		Surname	
Full Name:		Full Name:	

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ID No:		ID No:	
Home Telephone:	()	Home Telephone:	()
Mobile Telephone:	()	Mobile Telephone:	()
Work Telephone:	()	Work Telephone:	()
Email:		Email:	

Health and Infection Control

IN ACCORDANCE WITH SCHOOL AND HEALTH REGULATIONS, ANY CHILD WITH A CONTAGIOUS ILLNESS, HIGH FEVER, SEVERE RESPIRATORY INFECTION, OR EXPERIENCING VOMITING OR DIARRHOEA MUST REMAIN AT HOME

1. Enrollment is voluntary. Parents or legal guardians send their child to school at their own discretion.
2. Parents or legal guardians must monitor their child for any symptoms of illness and **must not send the child to school if symptoms are present.**
3. Staff, parents, and legal guardians are responsible for teaching and modelling good hygiene practices at school, home, and during transit.
4. Parents or legal guardians should regularly remind children of basic hygiene practices, including washing hands and avoiding touching the eyes, mouth, and nose with unclean hands.
5. Hand hygiene should be explained and practiced: wash hands frequently, especially **before and after eating, after using the toilet, and after touching dirty surfaces.**
6. All students must be accompanied by a parent, legal guardian, or a designated responsible person upon arrival and departure **for daily health screening.**
7. Parents or legal guardians must inform the school if their child has an underlying health condition that may place them at higher risk. Such children **may only return to school with written authorisation from a medical practitioner.**
8. First Mile Academy staff are **not permitted to administer medication**, except for chronic illnesses such as asthma.

Medication Policy

1. First Mile Academy and its staff **will only administer medication for fever if prior permission has been given by the parent or legal guardian.**
2. If the parent or legal guardian cannot be reached, First Mile Academy and its staff **may administer medication for fever at their discretion.**

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GENERAL / SPECIAL REMARKS

POPIA (Protection of Personal Information Act)

The Protection of Personal Information Act No. 4 of 2013 (POPIA) came into effect on 1 July 2021. Its purpose is to safeguard your personal information by regulating how we collect, process, and store it.

As a registered educational institution, **First Mile Academy** is committed to protecting your personal information and will always uphold the required conditions.

We want to assure you that protecting the privacy of your personal data is a priority. Your information is used **appropriately, transparently, securely, and in accordance with applicable laws**.

We collect, process, and store information only to ensure that **First Mile Academy** is governed and managed according to applicable education legislation and policies, and to fulfil the mutual obligations arising from your contract with the academy.

Our premises are under CCTV surveillance (**excluding bathrooms and the church hall in block A that will be used for assembly or concert rehearsals**) with internal monitoring and confidential onsite record-keeping. Recorded data is **retained for seven (7) days** and then permanently erased.

Only the **owner of First Mile Academy** has access to review CCTV data, and this is done strictly on a "need to know" basis.

Parents or guardians have the right to request to view CCTV data if reasonable cause is identified, **but this may only be done on-site**. No data may be copied or removed from the premises.

Your privacy is important to us, and we assure you that all measures in place are designed to preserve and protect your personal information.

Please mark with a ✓

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Child's Full Name:			
Date of Birth:			
I grant permission for my mobile number to be added to my child's CLASS WhatsApp Group.	Yes		No
I grant permission for photographs of my child to appear on my child's CLASS WhatsApp Group.	Yes		No
I grant permission for my mobile number to be added on the SCHOOL WhatsApp Group.	Yes		No
I grant permission for photographs of my child to appear on the SCHOOL WhatsApp Group.	Yes		No
I grant permission for photographs of my child to appear on the school's Social Media platforms.	Yes		No
Parent/Guardian Full Name:			
Parent/Guardian Mobile Number:		Relation to child	
Parent/Guardian Signature:			
Parent/Guardian Mobile Number:		Relation to child	
Date:			

A COPY OF THE STUDENT'S BIRTH CERTIFICATE, CLINIC CARD AND MEDICAL AID CARD AS WELL AS A COPY OF BOTH MOTHER AND FATHER'S ID MUST BE ATTACHED TO THIS ENROLMENT FORM

FIRST MILE ACADEMY - ENROLMENT CONTRACT

This document represents a legal contract between the undersigned and **First Mile Academy**. All requirements outlined in this Enrolment Contract will remain in effect.

1. CCTV & Security

Our premises are under CCTV surveillance (**excluding bathrooms and the church hall**) with internal monitoring and confidential onsite record-keeping. Recorded data will be retained for **seven (7) days** and then permanently erased.

2. Fees, Deposits & Registration

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1. A **R750 once-off registration fee** is required for all new students. Returning students pay a **R500 registration fee**, which **increases annually**.
2. A **R250 once-off stationery fee** is required per child.
3. A **R500 refundable deposit** is required, which will be deducted from the first month's fees.
4. Fees are payable in advance, on or before the 5th of each month, and are currently:
 - o Full day – R1 800.00 per month
 - o Half day – R1 200.00 per month

Please use your child's name and surname as the payment reference to ensure the payment is allocated correctly.

Registration will only be confirmed once proof of payment has been received.

5. Fees are increased annually in **May THIS WILL ONLY APPLY IN 2027**.
6. School fees are divided into **12 equal monthly payments, including January and December, which remain fully due and payable regardless of attendance or holidays. One calendar month's written notice**, on or before the 1st of the month, must be given prior to withdrawing the child from First Mile Academy. Failing this, you will be held liable for payment until notice is given (no exceptions).
7. A **10% discount** is offered on fees paid in full for the year before the end of January.
8. Sibling discount is offered
9. November and December **will not be accepted as a notice month**.
10. A **late payment fee of R200-00** will be charged on outstanding accounts. This fee will be charged each month if your account runs in arrears.
11. If your account falls in arrears, your child may **not attend school** until payment is received in full. This rule applies from the 6th of each month if financial obligations are not honored.
12. Unsettled accounts will be handed over for collection. **Legal fees will be for the parent/guardian's account.**
13. Fees are **not refundable** for reasons of illness, holidays, or any other cause. Monthly fees remain due and payable regardless of absence.
14. Extra mural fees are to be paid directly to the respective service provider, **not to First Mile Academy**.

Banking details

ACCOUNT NAME	1 ST MILE ACADEMY
ACCOUNT NUMBER	4123224183
BANK NAME	ABSA BANK
BRANCH CODE	632005
REFERENCE USED	CHILDS NAME

Please email proof of payment to: admin@1stmileacademy.co.za

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3. Operating Hours & Attendance Options

1. First Mile Academy opens at **06h30** we start **07h45** in classrooms and closes at **17h30**.
2. Parents may choose between:
 - **Half-day:** PICK UP -13h30
 - **Full-day:** PICK UP-17h30

4. Meals & Daily Requirements

1. 1st Mile Academy **does not provide meals**. Parents are required to pack the following for their child:
 - **Breakfast (only if child comes before 8:00)**
 - **Morning healthy snack**
 - **Afternoon snack**
 - **Water bottle and/or juice**
 - **Lunch** (for full-day children, please provide **extra lunch**)
2. 1st Mile Academy will provide a **healthy snack** during the day.
3. Children must bring a **school bag daily**, and a **sun hat** during Spring and Summer months.
4. Parents must provide **spare underwear and clothing** for toilet accidents or other needs.
5. Additional snacks must be **nutritious** (juice, fruit, vegetables, yoghurt, cheese, crackers, etc.).
6. **Sweets, chocolates, chewing gum, peanuts, and fizzy drinks** are not permitted unless arranged for a birthday party. These will be held until home time if found.
7. Children may **not bring toys, balloons, electronic devices, money, or jewelry**. These will be held until home time if found.
8. Children who sleep must have a **small pillow with a pillow case and blanket**, supplied and embroidered by the parents. These will be sent home **every Friday for washing** and must return **every Monday**.
9. All personal belongings must be clearly marked with the child's name.

5. Attendance & Health

1. **Children must arrive at school by no later than 08h00 to avoid missing classwork and activities.**
2. Breakfast time is between 07h30 and 08h20. If a child arrives after 08h30, it is assumed they have already had breakfast.
3. In compliance with school and health regulations, children suffering from **contagious illness, high fever, severe respiratory infection, vomiting, or diarrhea** must be kept at home.

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4. Please use the **school contact numbers** for communication. Messages on teachers' private phones will **not be acknowledged**.
5. Discuss any home issues with your child's teacher or principal, as this helps them understand and assist your child better.
6. Inform the teacher if your child was ill or upset the previous night.

6. Holidays & Holiday Clubs

1. **Operating Months:** 1st Mile Academy operates from **January to December**, excluding **public holidays and weekends**.
2. **June Holiday:** The Academy closes for **three weeks in June**. A **holiday club** is available for little ones who require caregiver support.
3. **December Holiday:** 1st Mile Academy closes in December for the holiday period. A **one-week holiday club**, for children who require care.
4. Parents are responsible for ensuring arrangements are made for their children during periods when the Academy is closed and are encouraged to **plan accordingly for holiday club attendance** if required.

7. Late Collection/Pick up Fees

1. A late collection fee of **R80.00** will be charged if a child is picked up any time between closing time and up to 15 minutes thereafter. This fee is payable directly to the staff member on duty.
2. If collected more than 15 minutes after closing time, an **additional charge of R100.00** applies for every 15-minute period (or part thereof) beyond the initial 15 minutes.
3. If unable to collect your child on time due to unforeseen circumstances, you must verbally notify the school within a reasonable time.
4. It is the parent/guardian's responsibility to arrange alternate transport if unable to collect their child on time.

8. Discipline

1. **Respect and Discipline** – Students must display good manners, respect, and follow reasonable instructions. Persistent tantrums or defiance are not tolerated.
2. **Zero Tolerance for Aggression** – Vulgar language, bullying, hitting, pinching, and biting are strictly prohibited.
3. **Accountability for Damages** – Parents are responsible for costs if a child deliberately damages school or personal property.
4. **Consequences for Behavior** – Inappropriate behavior may result in **time-out** or referral to the office.
5. **Partnership with Parents** – Parents' cooperation is required to address and correct behavior.
6. **Parental Notification and Action Plan** – Parents will be informed of behavioral concerns and steps discussed.
7. **Persistent Misconduct** – If unacceptable behavior persists despite intervention, removal from the school may be requested to maintain a positive learning environment.

9. Acknowledgement

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1. 1st Mile Academy will care for your child responsibly but will not be held responsible for accidents or misfortune while in its care.
2. The Academy is **not liable for loss or damage** to personal items brought onto school grounds.
3. No claim of any nature will be instituted by the parent/guardian or third party against First Mile Academy or its staff/owners for unforeseen events causing harm to the child.
4. Signing this contract binds the parent/guardian **irrevocably** to the terms herein, regardless of marital status or relation, and confirms authority to sign.
5. I/We have read and accept all terms of this Enrolment Contract. No variations will be binding unless in writing and signed by both parties.
6. In emergencies, I/We give permission for my/our child to receive necessary medical care. I/We will be responsible for payment and acknowledge that the school will make every effort to contact us first.
7. I/We declare that the information provided in this contract is **true and correct**.

MOTHER / GUARDIAN FULL NAME

MOTHER / GUARDIAN SIGNATURE

FATHER / GUARDIAN FULL NAME

FATHER / GUARDIAN SIGNATURE

TODAY'S DATE _____

STARTING DATE _____

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Term Essentials (Ages 2-5)

Personal Care Items

2 Pack of wet wipes

1 Box of tissues

1 face cloth

1 Hand wash

1 Sanitizer

Clothing

1 set of spare clothes (shirt, pants/shorts, underwear)

Socks

Extra underwear

Jersey or jacket for colder days

For Toilet Training (if applicable) ages 2

- 4-5 Nappies per day or pull-ups
- Nappy cream

Additional Items

- Sun hat (on hot days)
- A small blanket or nap blanket (ages 2-3)

Daily Lunch

Breakfast (optional if child arrives before 8)

Mid-morning Healthy snack (yoghurt/fruits)

Main lunch

Mid-day snack (any preferred snack such as chips, biscuits ect)

Water bottle (daily) & Juice (optional)