



56 Mariannhill Road, Ashley, Pinetown, 3600
 083 645 7766
 edu@cityhillpinetown.co.za
 www.cityhillpinetown.co.za

CityHill Junior Primary is an Independent School who are dedicated to nurturing children to reach their fullest potential in a joyful atmosphere rooted in Christian values, empowering them to develop self-assurance and independence.

CityHill Pinetown Junior Primary Application form

OUR VISION

We are dedicated to nurturing children to reach their fullest potential in a joyful atmosphere rooted in Christian values. We strive to empower children to develop self-assurance and independence while partnering with parents and guardians to lay solid foundations that will benefit them throughout their lives.

CityHill Pinetown Junior Primary is a private school embedded in a Christian Ethos, and is dedicated to providing your child with care, love, and quality education. Our dedicated staff consists of qualified teachers, and we maintain small classes to ensure focused attention and individualized learning. We are registered with the Department of Education.

Our school follows the CAPS curriculum while maintaining a standard of excellence that goes beyond the CAPS requirements to prepare children for future success.

Respect, discipline and structure play an important role in a child's development and form part of our daily routine.

Our premises and classrooms are monitored by CCTV for the safety and security of our learners. We also have a spacious playground that provides ample room for children to run, play, and explore.

SCHOOL HOURS

- School gates open at 06:30.
- School starts strictly at 07:30.
- The gates close at 07:30.
- School dismisses at 12h30.

DROP-OFF ROUTINE

Our drop-off routine has been designed to ensure the safety of all children.

If your child uses public transport, please ensure that the driver is informed of our drop-off and pick-up procedures. Drivers are not permitted to drop children off and leave them unattended outside the school gate. They must assist the child and ensure that he or she is safely received by a staff member before departing.

Additional Information

- Lunch is provided for children staying at aftercare.
- A lunch box needs to be packed to enjoy during break times. We support healthy eating **and do not allow** and anything with sugar in their snack boxes. (no sweets, biscuits or gas cooldrinks). Fruit and Yogurt with a water bottle can be packed with their snack box.
- Tuck shop is available in the afternoons as well as on a Friday during break time.
- Children must have their breakfast before arriving at school.
- Extra Murals are available at an additional cost. We offer *Swimming, *Gymnastics, *Sptz4Kidz (Ball skills - soccer, rugby, tennis, etc.).
- Children wear school uniform daily.
- Aftercare facilities are available for primary school children with qualified teachers assisting them with homework and a lunch is provided.
- Shuttle is available for picking up and dropping children. This service is only available in the Ashley area depending on availability we only have space for 12 children on the morning and afternoon route and is free of charge.

COMPLETING THE APPLICATION FORM

- **The application form must be signed in full by both parents/guardians and initial each page.**

Monthly Payments

Fees are payable monthly over eleven months and is payable by no later than the 3rd of each month. Fees to be paid in advance (you pay in the beginning of the month for that month). Notice period is a Calander month notice in writing and can be mailed to edu@cityhillpinetown.co.za. **The Parents or Guardian signing the Application form shall remain jointly liable for the timely** payment of the fees.

BANKING DETAILS

Bank: Standard Bank Kingsmead

Account Name: CityHill Church Ptn AFT

Branch Code: 040 026

Account Number: 05 025 4324

**Ref: Childs Name, Surname and Account Number (i.e., John Doe
JOH001)**

Please e-mail proof of payment to: edu@cityhillpinetown.co.za

Fees Structure

School Fees

Year Fee

R 35 200.00 x **11 months**

Upfront annual payments 5% discount
Payable before the 30th of January
R 33 440.00

Month Fee payable upfront

R 3 200.00 x **11 months**

From 1st of January to 1st of November
via EFT or Debit Order.

OTHER FEES

**Proof of payment must accompany
the application form-**

1. R 500 Administration fee (non-refundable)
2. R 1500.00 security fee non-refundable will be deducted from your 1st month's fees.

Robotics (per term)

R 450.00

Stationery list will be provided.

Aftercare Fees

Month Fee

R 900.00 x **12 months**

Including the shuttle fee if your
(Ashley area Only)
no drop off after 16h00

Hours 12h00 till 17h30

Late pick-ups will be charged at R100
per 15 minutes
Lunch is provided.

**Holiday care is included at no extra
cost for April, June/July, and
October holidays.**

Holiday care Hours 7am till 17h00

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**Ref: Childs Name, Surname and Account Number (i.e., John Doe
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Please e-mail proof of payment to: edu@cityhillpinetown.co.za

Application form

Child's Name and Surname:

Enrolling Grade:

Administration purposes only. (DO NOT COMPLETE)

Application form fully completed	Y	N
Last School Report Attached	Y	N
Unabridged birth certificate of child attached	Y	N
Immunisation card attached	Y	N
Latest school statement and financial clearance certificate	Y	N
Both parents ID documents attached	Y	N
Marriage Certificate / Divorce agreement	Y	N
Proof of residence	Y	N
Medical Aid Card attached (if applicable)	Y	N
Proof of Employment	Y	N
Administration fee paid (Proof of payment attached)	Y	N
Credit Check done	Y	N

Paste an ID size photo here.

Head and shoulders only

Credit Check Passed

☐

Accepted

☐

Waiting List

☐

File Opened

☐

Shuttle

☐

Aftercare

☐

Loaded on system

☐

The Following documentation will be needed before handing in the application form

The following documents must be attached before your application will be processed.

Childs documentation

- Recent ID size photo of the child (head and shoulder only).
- Most recent school report.
- 2 x Certified Unabridged birth certificates/study permit/refugee status/passport of child.
- Clinic card showing the relevant immunisations.
- Copy of latest School Fee Statement and completed financial clearance certificate completed with current school stamp.

Parents/Guardian documentation

- Certified copies of identity documents of both biological parents (Should either parent be deceased, a certified copy of the death certificate is required).
- Certified copy of marriage certificate/divorce agreement (from the court).
- In the case of Legal Guardianship/Adoption ~ certified copies of legal documents produced by the courts are required.
- Proof of residence for both parents/guardians: Municipality Account (must have ALL pages of the original document.) or a VALID Lease Agreement. Affidavits are NOT accepted.
- Copy of medical aid membership card (if applicable).
- Proof of employment for both parents/guardians is required. if self-employed - A copy of CK documents and a Tax Clearance Certificate. if Unemployed - a Letter from the Department of Labor (copy can be requested from the school).

Use of fraudulent documents and information pertinent to this application, such as age, identity, place of residence, guardianship is a CRIMINAL OFFENCE. School reserves the right to lay criminal charges and reject the application, whether the application has been accepted or not.

Student Particulars

Surname: First Name:

Middle Name: Nick Name:

ID Number: Date of Birth:

Home Language: Gender: Male ☐ Female ☐

Currently Attending School:

Enrolling Date:

Would you require aftercare? Yes ☐ No ☐

Language selection

CityHill Pinetown Junior Primary's language of teaching and learning is English. Our First Additional Language for Grade 1-3 is currently a choice of Afrikaans or isiZulu. Once a choice has been made, it will remain until Grade 7. Please ensure that you can help your child with the language of their choice.

- FAL (Afrikaans or isiZulu), Mathematics and English are progression subjects. This means that the learner has to pass these subjects in order to pass the year.
- Once you have chosen the FAL - YOU CANNOT CHANGE IT.
- We will not change FAL subjects. If your child loses interest or doesn't want to be consistent in doing homework, it is your responsibility to keep your child motivated and focused.

We choose the following additional language for our child: Afrikaans ☐ IsiZulu ☐

Parents / Guardians Details

Father ☐ Mother ☐ Guardian ☐

Married Separated/Divorced Widowed

First Name: Surname:

ID Number: Occupation:

Employer: Work Tel No:

Cell No: E-mail Address:

Residential Address:

Father ☐ Mother ☐ Guardian ☐

Married Separated/Divorced Widowed

First Name: Surname:

ID Number: Occupation:

Employer: Work Tel No:

Cell No: E-mail Address:

Residential Address:

Emergency Contact Details

Name & Surname:

Contact Details:

Emergency Consent & Contact (not the parents or guardians details)

It is our policy to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we, CityHill staff cannot contact a parent/guardian, and we need to get immediate help for the child. Our procedure is to contact the emergency services for immediate assistance which is in line with the occupational health and safety act.

I/we hereby give my/our consent that when I/we cannot be contacted, that my/our child, when injured/ill, can be treated by the paramedics who responded to the emergency call. I/we further consent to an ambulance to transport my/our child, if necessary. I/we agree to pay all costs incurred for transport and medical assistance.

Signature of Father/Guardian

Signature of Mother/Guardian

Date

Authorisation for pick up

Your child will only be released to an authorised person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance, please indicate the name, address, and phone number of any other person/s who you authorize to pick up your child on your behalf. A parent/guardian's verbal authorisation for pickup must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released.

Name & Surname: _____ Contact Number _____

Name & Surname: _____ Contact Number _____

Medical Details of Student

Allergies (please include food allergies):

Serious illness/conditions (i.e., diabetes, epilepsy):

Name of Doctor: Contact No:

Name of Medical Aid: Medical Aid No:

Main Member of Medical Aid:

List medication / Chronic medication:

Other please list:

Person Responsible For Payment Of Fees:

In term of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees. This is a statutory obligation. Public school fees are statutory duty in terms of Section 39 & 40 of the SA Schools Act No. 84 of 1996 (as amended).

I / We full names and surname: _____ & _____

I/we abide by the following payment procedure:

Fees are payable in advance Undertaking And Declaration To Pay Statutory School Fees

by the 1st day of the month. (If fees are not paid by the 3rd, an SMS/WhatsApp or e-mail reminder will be sent. If fees are not received by the 7th, your child will not be admitted to the School, Aftercare or be allowed to the Shuttle Service, until payment is made in full.

1. Fees are payable into the bank account provided. NO CASH PAYMENTS will be received. Please DO NOT make any ATM deposits, you will be charged R50 per ATM deposit made.
2. Written notice of 30 days (one calendar month) to be given when terminating enrolment. Please take note that you will be invoiced for the notice month.
3. In case of a state declared emergency or pandemic – fees for entities are payable for the full term of the contract and/or the yearly fee.
4. The school reserves the right to charge interest on all overdue accounts at the legal rate. However, the payment of school fees is a statutory duty and not a voluntary agreement, particularly not credit agreement as defined in term of the National Credit Act No. 34 of 2005.
5. Failure to pay school fees will result in legal action. In the event of legal action being instituted against both parents and legal cost arise (irrespective of maintenance and court orders that may exist between parties), in terms of Section 40 of the SA Schools Act, both parties will be held liable for these costs.
6. The above is valid from the day on which it is signed until the learners last day attending the school.
7. In the event that I/we are not the biological parent and/or legal guardian of the child/children, then I/we accept responsibility as a parent as defined in Section 1 of the S.A. Schools Act.
8. We as biological parents/legal guardians accept that we are jointly and severally liable for school fees and any divorce order is inter partes binding between the parent and does not affect the parent's liability to the school.
9. In terms of Section 40 of the S.A Schools act, the school may enforce the payment of these compulsory fees.
10. I/we authorise the school to conduct credit bureau searches on me/us and in the event of any school fee due by me/us being unpaid. I/we authorise CityHill Pinetown Junior Primary to process our personal information for the purpose of obtaining financial clearance, accordance with the provisions off the Protection of Personal Information Act (no 4 of 2013).
11. I/we agree that the physical street address/addresses and/or email addresses completed on this application or given otherwise is my/our chosen legal domicile for service of all legal notices and processes until I/we advise the school in writing of my/our new address and/or email addresses, which will then become our new legal domicile.

I will collect my child within the prescribed times as set out above. You will be billed an additional late pick-up penalty fee of R100.00 per 15 minutes for late pick at aftercare.

Procedure for raising concerns or lodging complaints:

As the principal, my door is always open for respectful sit-down discussions. However, to ensure that all matters are handled fairly and professionally, we kindly ask that the following steps be followed:

1. **Initial Contact:** Please send your concern in writing via email (edu@cityhillpinetown.co.za) or WhatsApp (083 645 7766).
2. **Investigation:** Upon receiving your message, I will initiate an internal investigation.
3. **Follow-up Meeting:** Once the investigation is complete, I will schedule a meeting with the parent/s to discuss the outcome.
4. **Meeting Attendees:** Meetings will only be held with the **parents**.
5. Unfortunately, we will not be able to accommodate discussions with older siblings, aunts, uncles, grandparents, or other extended family members.

These steps are in place to ensure confidentiality, clear communication, and a professional environment that prioritizes the wellbeing of our parents, staff and learners.

Thank you for your continued support in helping us uphold a respectful, value-based school community.

I/we fully understand the abovementioned information and will comply with it.

I/we fully subscribe and agree to support and participate where possible in the aims and objectives of CityHill Pinetown Junior Primary, Aftercare, and Shuttle Service.

Payments will be made into the provided banking details as stipulated under the fees section.

We agree to the above set terms and conditions and understand that both parents / guardians stay liable for the fees as set out in this application form.

Signed at _____ on this ____ day of _____ 202

Signature of Father/Guardian

Signature of Mother/Guardian

Protection of Personal Information

I/we the undersigned being the parents/legal guardians of _____

1. Unless at any time you instruct CityHill Pinetown Junior Primary, Aftercare and Shuttle Service expressly and in writing to the contrary, your consent is given for the us to:

1.1 Collect and process credit information about you and any Third Party or divorced or separated parent responsible for payment of any or all amounts owing in school fees.

1.2 Collect, store and process names, contact details and information relating to yourself and your child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for school related purposes to the extent required for the purpose of managing relationships between CityHill Pinetown Junior Primary, Aftercare & Shuttle Service, parents/guardians, and current learners as well as providing references and communicating with the body of formal learners (as per the POPI act).

1.3 Include photographs, with or without name, of your child in any CityHill publications, or in press releases to celebrate the School, Aftercare & Shuttle Service or your child's activities, achievements, or successes.

1.4 Supply information and a reference in respect of your child to any educational institution which you propose your child may attend. We will take care to ensure that all information that is supplied relating to your child, is accurate and any opinion given on his/her ability, aptitude and character is fair. However, CityHill Pinetown Junior Primary, Aftercare & Shuttle Service cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.

2. CityHill Pinetown Junior Primary, Aftercare & Shuttle Service may not distribute or otherwise publish any of your personal information in its possession, unless you give consent, in writing, to CityHill Pinetown Junior Primary, Aftercare & Shuttle Service that it may do so. Should this be the case, CityHill Pinetown Junior Primary, Aftercare & Shuttle Service may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

Signed at _____ on this ____ day of _____ 202

Signature of Father/Guardian

Signature of Mother/Guardian

Learner Photo and Video Consent

We would be grateful if you would fill in this form to give CityHill Pinetown Junior Primary, Aftercare and Shuttle Service permission to take photos of your child and use these in our printed and online publicity.

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I do **not give** CityHill Pinetown Junior Primary, Aftercare and Shuttle Service permission to take photographs and /or videos of my child.

OR

I grant CityHill Pinetown Junior Primary, Aftercare and Shuttle Service full rights to use the images from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity, or other purposes to help achieve the School, Aftercare & Shuttle Service's aims. This might include (but not be limited to), the right to use them in their printed and online publicity, social media, press and funding applications.

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Full Names and Surname of Mother/Guardian:

Full Names and Surname of Father/Guardian:

Signed at _____ on this the ____ day of _____ 20____

Father / Guardian

Mother / Guardian

Shuttle Service Information & Indemnity Form

Full names and surname of child: _____

I, _____ (Parent/Guardian), of above-named child hereby agree that CityHill Pinetown Junior Primary, Aftercare & Shuttle Service will provide my child with transport as per attached schedule.

<u>Morning Pick-up</u> Ashley area ONLY – TIMES: Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____ Pick-up address: _____ _____	<u>Afternoon Pick-up or drop off</u> Ashley area ONLY – TIMES: Pick up from _____ school. Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____ Drop off address: _____ _____
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I, declare and accept that I will not hold CityHill Junior Primary, Pre-School, Aftercare & Shuttle Service, or any of their staff responsible for any loss, damage, injury, illness, disablement, etc. that my child/ward may sustain, because of any cause during the journey from and to the above stated addresses. I also undertake to indemnify CityHill Church, CityHill Pinetown Junior Primary, Aftercare & Shuttle Service, and any participating organisations against any claims whatsoever from third parties because of anything that said child/ward may do/omit to do during the journey, as set out above.

Signed at _____ on this the ____ day of _____ 20____

Father / Guardian

Mother / Guardian

TERMS AND CONDITIONS

Application Forms

All applicants must comply with the age requirements for admission. The capacity of CityHill Pinetown Junior Primary is directly related to the number and capacity of the facilities. All applicants must complete the application form and pay the administration fee. It is the parents/guardian's responsibility to ensure that all contact details are included, medical aid details, allergies etc., are up to date, and correct. CityHill Pinetown Junior Primary and Aftercare accepts no responsibility if a parent/guardian cannot be contacted, and or incorrect information is displayed on the forms.

Fees

The Parents/Guardian responsible for payment must honour the conditions of payment. Fees should be paid on time, thus payable school fees over 11 months and aftercare fees over a 12 month period of the year and monthly payments are to be made in advance by no later than the 1st of the month. CityHill Pinetown Junior Primary, Aftercare & Shuttle Service reserves the right, in its discretion, to increase the fees for services from time to time. CityHill Pinetown Junior Primary, Aftercare & Shuttle Services has the right, in its discretion, to give the parent/guardian 48 (forty-eight) hours' notice of their intention of discontinuation of services.

Should the learners be absent because of illness or any other cause then the Parent or Guardian shall not be entitled to any rebate of fees. The parents/guardians signing the application form shall remain jointly liable for the timely payment of the fees. The parents/guardians shall be required to give (in writing) one terms notice to CHP Junior Primary or one calendar months' notice to CityHill Aftercare.

Should the parent/guardian fail to give notice, he or she shall nevertheless be liable for payment in full for the rest of the remainder of the contract, whether the learner attends or not.

The declaration of a dispute shall not entitle the parent/guardian to withhold payment of any fees.

In case of a state declared emergency or pandemic – fees are payable for the full term of the contract and/or the yearly fees paid in full.

Health

Your child's health is very important and therefore we request detailed information regarding the administering of any prescribed medication. Without this information we cannot assist. Please ensure that we have updated medical information, especially pertaining to any allergies, or special needs. Children with infectious diseases must please not attend until fully recovered.

Children's Possessions / Food

ALL CHILDREN/LEARNERS' POSSESSIONS SHOULD BE CLEARLY MARKED. Whilst CityHill Pinetown Junior Primary and Aftercare shall take all reasonable care in ensuring that the learners/child's possessions are kept safe, CityHill Staff shall not be liable for any loss or damage of whatever nature suffered. CityHill Pinetown Junior Primary and Aftercare will under no circumstances be expected to provide the dietary requirements that are regarded as special needs or for dietary or religious beliefs.

Toys

In the unfortunate event that toys (property of CityHill) are damaged by your child, the damaged toy will be sent home with your child for you to replace. If not replaced, we will replace the item ourselves and bill your account.

Important: Please do not send any personal toys with your child as it is not possible to take responsibility for these toys.

Cell Phones/Tablets/Electronic Games/Speakers etc. are not allowed.

Safety

We request that you are vigilant when picking your children up or dropping them off. We will always keep the main gate closed. Should you spot any suspicious characters please inform staff immediately. The fence and gates keeping the children safe must always be closed and no vehicles will be allowed through. To avoid any unnecessary, stressful situations, please inform us in good time of any changes in pick-up schedules for your child.

Aftercare Homework

The Grade 1 to 3 (Afrikaans and English) learners will be assisted with their homework daily. However, it is the parent's responsibility to ensure that homework is completed, and that the homework diary is signed daily. Because of the great volume of reading, we ask that the parents also listen to their child's reading at home. The Grade 4 to 7 (Afrikaans and English) children are expected to complete their homework independently at the desks provided. Assistance is available to these children if it is needed. Parents still need to help and support their children with oral, reading and projects. Tests and projects require independent research and study time at home. These aspects remain the responsibility of the individual child and his/her parents. Whilst children of all grades are given appropriate assistance at Aftercare, it is imperative that parents reinforce homework and that they monitor and sign homework diaries daily. It is vital for parents to be involved in their child's homework. The Aftercare staff will take responsibility for the homework that was done in their class. When your child is absent from School or Aftercare their homework remains your responsibility.

Discipline/Rules

To keep the peace, we expect children to act in a polite and respectful manner towards adults and fellow learners. No foul language, dangerous games, hand signals, throwing of stones or any form of bullying or any other bad behaviour will be tolerated. A child guilty of any form of misconduct will be made to sit on the outside steps. Serious and aggressive behaviour will result in supervised isolation until a change in emotion and attitude can be observed. In these cases, the parents will be phoned. Children will report to the facility from the different phases once the school day has ended. Grade 000 – 0 children may play on the climbing equipment on the Playground area. Grade 1 – 7 children are requested to complete their homework from 13h30 to 17h00. Children who are involved in extramural activities must do their homework once the activity has been completed. Children may not leave the Aftercare grounds. Play is confined to designated areas. Bathrooms are gender specific and closely monitored.

Absenteeism

CityHill Pinetown Junior Primary, Aftercare and Shuttle Service must be notified between 8.00am and 5.00pm the day before or before 9am of the same day if the child does not require the service. No refunds or credits will be given for absenteeism or illness of the child.

Damage to Property

Any littering or damage caused by the child to any CityHill Church property will result in a notice being provided to the parent with an accompanying invoice. The parent will be provided with proof of the damage and will be responsible for the costs of cleaning/repair within one (1) week of the notice being received. CityHill Aftercare reserves the right to terminate the service if, in its sole and absolute discretion, (1) the child engages in any rough play or unruliness or (2) any damage caused by the child is excessive.

Insurance

CityHill Pinetown Junior Primary, Pre-School, Aftercare & Shuttle Service is insured, and detailed information is available on request.

I,

_____ & _____
 Father / Guardian (full names) Mother / Guardian (full names)

hereby acknowledge that I have read and agree to the T&C's set out by CityHill Pinetown Junior Primary, Aftercare & Shuttle Service.

Signed at _____ on this the _____ day of _____ 20____

 Father / Guardian

 Mother / Guardian