



Mumtaz Kids

ENROLMENT FORM

Please attach a recent passport size photograph of the Child.

 Mumtaz Kids (Pty) Ltd, CIPC – Registration Number (2026/660872/07), operates as a private day-care and Early Childhood Development (ECD) Centre / Preschool, hereinafter referred to as 'Mumtaz Kids'.

 The Child's parent(s) and/or legal guardian(s) are hereinafter collectively referred to as 'the Parent'.

Child's Information	
Full names:	Surname:
Nickname:	Gender: ☐ Male ☐ Female
Date of Birth: DD / MM / YYYY	Primary Language (Spoken/Understood):
ID number:	Secondary Language (Spoken/Understood):
Starting date: DD / MM / YYYY	Current Grade:
Medical Aid:	Family Doctor:
Membership Number:	Paediatrician:
Main Member:	Contact Number:
Home address:	Postal code:
The Parents' Information	
Parent 1's name:	Parent 2's name:
ID number:	ID number:
Occupation:	Occupation:
Employer:	Employer:
Primary number:	Primary number:
Alternative number:	Alternative number:
Work number:	Work number:
Email:	Email:
Any other relevant family information:	
Are there any custody, guardianship, parenting-plan, protection-order or court-order restrictions relevant to the Child's care, contact or collection? ☐ No ☐ Yes If YES, please provide details and a copy of the relevant documentation:	
Emergency Contact Information	
Please provide the details of at least two emergency contacts if the Parent cannot be contacted.	
Name:	Name:
Contact number:	Contact number:
Alternative number:	Alternative number:
Relation:	Relation:
Any relevant information:	
Attendance Options	
Full Day – 07:00 to 17:15 (Breakfast and Lunch included)	
 5 days per week – Monday to Friday	R2 445
 3 days per week – Monday, Wednesday, Friday	R1 595
 2 days per week – Tuesday, Thursday	R1 195
 Grade R– 5 days per week	R2 495
Half Day – 07:00 to 13:00 (Breakfast included)	
 5 days per week – Monday to Friday	R1 845
 3 days per week – Monday, Wednesday, Friday	R1 195
 2 days per week – Tuesday, Thursday	R 895
 Grade R – 5 days per week	R1 895

Medical Information

Does the Child currently have, or has the Child previously had, any of the following illnesses or conditions? If YES, please provide more details below, including the date of diagnosis, treatment and course of treatment, and any medication needed to be taken regularly:

- | | | | |
|--|---|---|--|
| ☐ Asthma | ☐ Sinusitis | ☐ Frequent colds | ☐ Chicken Pox |
| ☐ Heart Trouble | ☐ Hepatitis | ☐ Whooping Cough | ☐ Epilepsy |
| ☐ Pneumonia | ☐ Tonsillitis | ☐ Tuberculosis | ☐ Diabetes |
| ☐ Rheumatic Fever | ☐ Scarlet Fever | ☐ Measles | ☐ Mumps |
| ☐ Poliomyelitis (Polio) | ☐ German Measles (Rubella) | ☐ Any visual impairments | ☐ Any hearing impairments |
| ☐ Other (Please specify): _____ | | | |

Illness Policy

-  **Please Note:** If Children have to take any prescribed medication during the day, the medicine must be handed over only to the centre's designated staff member.
-  Any Child displaying symptoms of a contagious illness or a condition that requires antibiotics or cold and flu medication must be kept at home until they are no longer contagious or free of symptoms.
-  If the staff finds that a Child is considered a possible source of infection for other Children, the Parent will be contacted to take the Child home immediately.
-  The following are some of the signs that require Children to be kept at home:
 -  Severe blocked nose with yellow or green discharge.
 -  Breathing problems.
 -  Persistent cough.
 -  Any infection in the eyes.
 -  Rash on any part of their body.
 -  Yellow skin or eyes.
-  For the below symptoms, Children will only be allowed to return to Mumtaz Kids, if:
 -  Children with a fever of 37.5 °C and above must be fever-free for at least 24 hours without any medication.
 -  Children who have had **diarrhoea** must be without any medication or episodes for at least 24 hours.
 -  Children who have **vomited** must be without any medication or an episode for at least 24 hours.

Medication Authorization and Emergency Treatment

-  If a Child develops a fever, has an allergic reaction, or is injured, the Parent must collect them from Mumtaz Kids immediately.
-  A Child requiring chronic or emergency medication may attend Mumtaz Kids provided that the medication is accompanied by clear written instructions from the Parent and/or medical practitioner. A Child who is acutely ill, contagious, or receiving medication for an illness that may pose a risk of infection to others may be required to remain at home until sufficiently recovered.
- ☐ The Parent authorises Mumtaz Kids to obtain emergency medical treatment and/or arrange emergency medical transport for the Child where reasonably necessary if the Parent cannot immediately be contacted.
-  Please provide any relevant medical information / objections / emergency care instructions: _____

Allergies & Food Safety

Does the Child have any of the following? If YES, please provide details.

- ☐ Any known allergies
 ☐ Any known food allergies
 ☐ Any special dietary requirements

Details: _____

Mumtaz Kids prepares and serves food to the Children and we need your help to keep every Child safe:

-  Nuts and nut products are NOT permitted anywhere on the Mumtaz Kids premises, in meals, snacks, or lunchboxes – as we care for Children with severe nut allergies.
-  Mumtaz Kids does not use any pork or pork products or any shellfish products in the preparation of the food.
-  Please disclose ALL known food allergies and dietary requirements on this form, however minor it may seem.
-  Please pack a healthy snack (avoiding sweets, chocolates, chips, and fizzy drinks)
-  Full Day Children receive breakfast and lunch from Mumtaz Kids, and Half Day Children receive breakfast only.
-  If your Child's allergy status changes at any time, please inform the office in writing immediately.

Photography Policy

- 👤 Children may be photographed during the day by Mumtaz Kids staff members or photographers commissioned by Mumtaz Kids. This includes but is not limited to, group photos, individual photos, and activity photos.
- 👤 These photos serve to promote Mumtaz Kids' services on the website and/or social media pages and/or on the "Seesaw" application.
- 👤 These photos may also serve to document the Child's educational and developmental journey.
- 👤 The "Seesaw" application is a third-party educational platform and may store certain data outside of South Africa. By consenting to the use of Seesaw below, the Parent acknowledges and consents to the possible cross-border processing and storage of the Child's image and educational data in accordance with the Protection of Personal Information Act (POPIA).
- 👤 Please tick the below for your consent:
 - ☐ The Parent consents to photographs of the Child being taken and used on social media, the Seesaw application, and other authorised public or promotional platforms.
 - ☐ The Parent consents to photographs of the Child being taken, but permits their use ONLY on the Seesaw application.
 - ☐ The Parent does NOT consent to any photographs being taken of the Child.

Educational, Behavioural & Developmental Information

The Parent undertakes to disclose all relevant educational, behavioural, emotional, developmental, medical, and support-related information that may reasonably impact the Child's care environment, safety, supervision, academic support, or well-being.

Has the Child been diagnosed with, or is there any suspicion of, any of the following? If YES, please provide details.

- | | | |
|--|--|--|
| ☐ Learning difficulties | ☐ ADHD / ADD | ☐ Anxiety or emotional challenges |
| ☐ Reading difficulties | ☐ Autism Spectrum Disorder (ASD) | ☐ Behavioural challenges |
| ☐ Dyslexia | ☐ Sensory processing difficulties | ☐ Developmental delays |
| ☐ Dyscalculia | ☐ Speech or language difficulties | ☐ Other: |

Please provide details relevant to the Child's academic support, behaviour, emotional well-being, sensory needs, or classroom support requirements:

Has the Child previously? If YES, please provide details.

- | | | |
|---|--|--|
| ☐ Received remedial support | ☐ Received speech therapy | ☐ Received concessions/accommodations |
| ☐ Seen an educational psychologist | ☐ Received behavioural intervention/support | ☐ Received occupational therapy |
| ☐ Repeated a grade/year | ☐ Other: _____ | |

Pick-Up Authorisation

The Parent hereby authorises the following person(s) to collect the Child from Mumtaz Kids and undertakes to provide a copy of each authorised person's ID document and a photograph.

Name:	Name:
Contact number:	Contact number:
Alternative number:	Alternative number:
ID number:	ID number:
Photo:	Photo:
Name:	Name:
Contact number:	Contact number:
Alternative number:	Alternative number:
ID number:	ID number:
Photo:	Photo:

Terms and Conditions:

1. Nature of Mumtaz Kids & Legal Responsibility

- 1.1. Mumtaz Kids (Pty) Ltd, CIPC Registration Number 2026/660872/07, operates as a private day-care and Early Childhood Development (ECD) Centre / Preschool, hereinafter referred to as "Mumtaz Kids". The registration of the ECD Centre is currently in process. The Child's parent(s) and/or legal guardian(s) signing this Enrolment Form are collectively referred to as "the Parent". This Enrolment Form constitutes an agreement between the Parent and Mumtaz Kids, and all contractual obligations remain with Mumtaz Kids. References to "Mumtaz Limitless NPC" relate to the associated non-profit company operating in support of Mumtaz Kids' educational mission.
- 1.2. Prior to Grade R, Mumtaz Kids follows the Early Years Foundation Stage (EYFS), an international early childhood curriculum framework. From Grade R, children follow the Impaq curriculum, which is CAPS-aligned.
- 1.3. Mumtaz Kids is privately owned and operates as a private day-care and early childhood development centre, providing care, nurturing, and age-appropriate early learning to children.
- 1.4. The Parent retains overall parental responsibilities and rights in accordance with applicable law. Enrolment at Mumtaz Kids does not transfer guardianship or overall parental responsibility to Mumtaz Kids.
- 1.5. For Children enrolled in the Grade R programme, the Parent remains responsible for ensuring compliance with any applicable statutory registration requirements and for completing any required registration with Impaq and/or the relevant educational authority.
- 1.6. Mumtaz Kids provides daily care, supervision and age-appropriate learning activities and facilitates the Impaq curriculum for Grade R where applicable. Mumtaz Kids does not replace the Parent's responsibility to ensure that all applicable educational registration requirements are met.
- 1.7. Mumtaz Kids does not guarantee specific developmental outcomes, assessment results, or admission to any institution.

2. Admission, Enrolment & Placement

- 2.1. Admission to Mumtaz Kids is subject to availability and final approval by the Mumtaz Kids administrative team.
- 2.2. Mumtaz Kids reserves the right of access and admission to all premises.
- 2.3. Enrolment and continued attendance remain subject to the policies, Code of Conduct, and operational procedures of Mumtaz Kids, as amended from time to time.
- 2.4. Enrolment requires compliance with all terms and conditions stated in the registration form and related policies.
- 2.5. Mumtaz Kids reserves the right to reject, refuse, or amend any decision regarding a Child's admission based on incomplete, inaccurate, misleading, or withheld information.
- 2.6. Mumtaz Kids reserves the right to implement a settling-in period and, at its sole discretion, allow or refuse continued admission thereafter.
- 2.7. Mumtaz Kids is not a specialised remedial, therapeutic or special-needs facility. Where reasonably possible, Mumtaz Kids will support Children within the normal scope and capacity of its ECD environment.
- 2.8. Where a Child requires specialised developmental, behavioural, emotional, educational or therapeutic support beyond the reasonable capacity of Mumtaz Kids, the Parent may be requested to obtain an assessment or support from an appropriate external professional.
- 2.9. The Parent undertakes to disclose all relevant developmental, behavioural, emotional, medical and support-related information that may reasonably affect the Child's care, supervision, safety or well-being.
- 2.10. Failure to disclose relevant information may affect Mumtaz Kids' ability to provide appropriate care and may result in a review of the Child's continued placement.

3. Attendance, Conduct & Operational Matters

- 3.1. Mumtaz Kids is open Monday to Friday. Half Day is 07:00 to 13:00 and Full Day is 07:00 to 17:15.
- 3.2. Drop-off is between 07:00 and 08:00 for both Half Day and Full Day, so as not to interrupt lessons and activities.
- 3.3. Mumtaz Kids does not provide supervision beyond a Child's agreed hours (Half Day or Full Day), except where Aftercare has been separately arranged and paid for. Pick-up is between 13:00 and 13:15 for Half Day, and no later than 17:15 for Full Day. A late collection fee of R50 applies for every 15 minutes from 17:25, as a staff member must remain with the Child.
- 3.4. The days per week selected on the registration form are fixed and may not be swapped from week to week.
- 3.5. The Child may only be collected by the Parent or a person listed under the Pick-Up Authorisation section of this form. Where another person is required to collect the Child, the Parent must inform the school office in advance and provide sufficient identification details. Mumtaz Kids reserves the right to request identification before releasing any Child.
- 3.6. The Parent remains responsible for their Child's transport, safety, and supervision outside the agreed Mumtaz Kids hours.
- 3.7. No access to the premises is permitted without prior arrangement. Cameras are used in classrooms and certain areas of the premises for safety and security purposes. The Parent may request that relevant footage be reviewed in relation to a specific incident, subject to POPIA, the privacy rights of other persons, and Mumtaz Kids' internal procedures.
- 3.8. Mumtaz Kids follows the positive, age-appropriate behaviour guidance approach set out in the Mumtaz Kids Code of Conduct.
- 3.9. Where a Child's behaviour poses an ongoing safety risk that cannot reasonably be managed within our setting, Mumtaz Kids may, in consultation with the Parent, determine that Mumtaz Kids is not currently a suitable environment for the Child.
- 3.10. All concerns, complaints, or requests for review must be submitted in writing to the school office. Mumtaz Kids undertakes to address concerns through a fair and reasonable process within a reasonable timeframe.

4. Fees & Financial Terms

- 4.1. The Enrolment Fee is a once-off, non-refundable fee of R650 payable upon enrolment. An annual re-enrolment fee of R150 applies thereafter, irrespective of the month of joining.
- 4.2. Fees are payable for 12 months of the year in monthly instalments, payable in advance by the 1st of each month, unless otherwise agreed in writing or calculated on a pro-rata basis. Mumtaz Kids prefers payment by debit order; please contact the office to arrange this.
- 4.3. Fees are not reduced or refunded for absence, illness, holidays, or non-attendance.
- 4.4. Should the Parent wish to withdraw the Child from Mumtaz Kids, written notice must be given to the school office. Where the Consumer Protection Act 68 of 2008 applies, cancellation will be dealt with in accordance with the applicable provisions of the Act, including any lawful and reasonable cancellation charge. A reduction in attendance days or a change between Full Day and Half Day requires one full calendar month's written notice and will take effect from the first day of the month following expiry of the notice period.
- 4.5. Mumtaz Kids may charge a late-payment penalty of R150 per week, up to a maximum of R750 per month, on fees not paid by the invoice due date.
- 4.6. A late collection fee of R50 applies for every 15 minutes from 17:25 until the Child is collected.
- 4.7. Mumtaz Kids reserves the right to adjust its fees, programmes, and service offerings from time to time, provided that the Parent is given reasonable notice.
- 4.8. Should Mumtaz Kids appoint a debt collector to recover unpaid fees, reasonable collection costs may be recovered from the Parent in accordance with applicable law. Legal costs, where incurred, may be claimed subject to agreement or taxation as prescribed by law.
- 4.9. Should a Child return to Mumtaz Kids after withdrawal, a new Enrolment Fee may be payable.
- 4.10. Please refer to the Fee Structure & Banking Details section of this form for applicable fees, resource requirements, and additional costs.

5. Parent Responsibilities & Resources

- 5.1. The Parent is responsible for providing the Child's personal daily and weekly items as set out in Mumtaz Kids' "What Your Child Needs to Bring" guidance, including spare clothes, a blanket, a water bottle, and nappies where applicable.
- 5.2. The Parent is responsible for the quarterly and annual resource contributions set out in the Fee Structure & Banking Details section of this form. A full resources list will be issued as required.
- 5.3. Toys and personal items from home may not be brought to Mumtaz Kids unless specifically requested. Toys, books, equipment, and other property belonging to Mumtaz Kids may not be removed from the premises without permission.
- 5.4. Soiled clothing and other laundry will be sent home in a bag. The Parent must provide a fresh replacement set of clothing the following day where required.
- 5.5. Mumtaz Kids may offer optional embroidered clothing, uniforms, or memorabilia for purchase. Pricing and availability will be communicated separately.
- 5.6. Robotics is included in the Grade R fee only. Robotics for other age groups, as well as PlayBall, MonkeyNastix, Stimuzone and similar activities, are optional extras and are arranged and paid directly with the relevant service provider.
- 5.7. The Parent consents to receiving administrative and operational communication from Mumtaz Kids via email, WhatsApp, SMS, telephone, and other reasonable electronic communication platforms. Communication with teachers is conducted through the Seesaw application, while general and administrative matters must be directed to the school office.

6. Liability, Risk & POPIA

- 6.1. The Parent hereby indemnifies and holds harmless Mumtaz Kids, Mumtaz Limitless NPC, their staff members, volunteers, affiliated organisations, and representatives against claims arising from injury, accidents, illness, loss of property, damage, or unforeseen incidents occurring on the premises and/or during any Mumtaz Kids activity, outing, event, programme, or transport arrangement, except to the extent that such loss, injury or damage is caused by gross negligence, unlawful conduct, or any liability that may not lawfully be excluded.
- 6.2. Accidental injuries arising from normal interaction between Children may occur despite reasonable supervision. Mumtaz Kids will provide appropriate assistance, inform the Parent of material incidents, and record incidents where required. Nothing in this agreement excludes or limits liability that may not lawfully be excluded or limited.
- 6.3. **Force Majeure** - Where Mumtaz Kids is required to close temporarily due to circumstances beyond its reasonable control, such closure will not automatically entitle the Parent to a refund. Any adjustment, credit or other arrangement will be considered with regard to the circumstances, duration of the closure and applicable law.
- 6.4. Mumtaz Kids collects, stores and processes personal information relating to the Parent and the Child, including special personal information relating to the Child's health, development and educational needs, where reasonably necessary for enrolment, administration, communication, education, care, safety, legal compliance and record-keeping purposes. By signing this Enrolment Form, the Parent acknowledges that such personal information will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA). Personal information will only be shared with authorised staff members, service providers, educational providers, medical personnel or authorities where reasonably necessary for these purposes or where required by law. Mumtaz Kids will take reasonable measures to safeguard personal information and will retain it only for as long as reasonably necessary or required by law. The Parent may request access to or correction of personal information and may request deletion of, or object to the processing of, personal information where permitted by applicable law. The Parent may also lodge a complaint with the Information Regulator of South Africa. The Information Officer of Mumtaz Kids may be contacted at admin@mumtazkids.co.za.

Mumtaz Kids

ENROLMENT FORM

Fee Structure & Banking Details

- ☐ First Enrolment Fee (once-off at initial enrolment) R 650 ☐ Enrolment Fee for Returning Students (annually) R 150

Full Day – 07:00 to 17:15 (Breakfast and Lunch included)

- ☐ 5 days per week – Monday to Friday R2 445
☐ 3 days per week – Monday, Wednesday, Friday R1 595
☐ 2 days per week – Tuesday, Thursday R1 195
☐ Grade R– 5 days per week R2 495

Half Day – 07:00 to 13:00 (Breakfast included)

- ☐ 5 days per week – Monday to Friday R1 845
☐ 3 days per week – Monday, Wednesday, Friday R1 195
☐ 2 days per week – Tuesday, Thursday R 895
☐ Grade R – 5 days per week R1 895

Account Name: Mumtaz Kids Pty Ltd

Bank: Capitec Business

Account Number: 1055810706

Branch Code: 450105

Account Type: Current

Payment Reference: Child's full name

 Kindly email proof of payment to: admin@mumtazkids.co.za

Annual resources, includes, but are not limited to the below:

 Stationery, and arts and crafts requirements

Quarterly resources, includes, but are not limited to the below:

-  1 packet of wet wipes  4 rolls of 2-ply toilet paper
 1 liquid hand soap  1 roll paper towel
 1 box of tissues  1 hygiene spray

Declaration & Consent

- ☐ The Parent acknowledges that the Terms and Conditions specified above have been read and understood and agrees to be bound by them.
- ☐ The Parent acknowledges receipt of the Mumtaz Kids Code of Conduct and agrees to its terms.
- ☐ The Parent agrees to comply with the policies, procedures and reasonable operational requirements of Mumtaz Kids in support of the Child's well-being and conduct.
- ☐ The Parent hereby indemnifies and holds harmless Mumtaz Kids, Mumtaz Limitless NPC, their staff members, volunteers, affiliated organisations, facility providers and/or representatives, subject to the limitations set out in these Terms and Conditions.
- ☐ Where applicable, the Parent acknowledges responsibility for ensuring that a Child enrolled in the Grade R programme is correctly registered as required under the applicable educational arrangements and legislation.
- ☐ The Parent acknowledges that where more than one person signs this Enrolment Form as the Parent, each signatory acknowledges and accepts joint and several liability for all fees and other amounts lawfully due under this agreement.
- ☐ The Parent confirms that all information contained in this application and supporting documentation is true, complete and accurate and undertakes to notify Mumtaz Kids immediately should any information change.
- ☐ The Parent undertakes to provide the supporting documentation required to complete the admission process:
-  Two recent passport-sized colour photographs of the Child
 -  Copy of the Child's valid birth certificate or ID document
 -  Copy of the Child's vaccination record (where available/applicable)
 -  Copy of any relevant professional reports (e.g. occupational therapy, speech therapy, developmental or behavioural assessments), where applicable
 -  Copy of the ID document(s) of the Parent
 -  ID photograph and copy of the ID document of any authorised person permitted to collect the Child from Mumtaz Kids

This registration constitutes a legally binding agreement between the Parent and Mumtaz Kids. By signing below, each person signing as a Parent confirms that they have read, understood and agree to be bound by this Enrolment Form and its Terms and Conditions.

Parent 1 Name: _____ Signature: _____ Date: DD / MM / YYYY

Parent 2 Name: _____ Signature: _____ Date: DD / MM / YYYY

For office use:

Received and captured by: _____ Signature: _____ Date: DD / MM / YYYY