



# MICHAELIS PRIVATE SCHOOL

"Moving Forward Courageously" with a proud German Heritage

P O Box 526, 109 Mark Street, Vryheid, 3100

Tel: (034) 982 2572 Fax: 086 558 6384

[office@michaelisps.co.za](mailto:office@michaelisps.co.za)

[www.michaelisprivateschool.co.za](http://www.michaelisprivateschool.co.za)

## APPLICATION FOR ADMISSION

*For office use only:*

Administrative year:	
Year of Entry:	
Term of Entry	
Admin. Fee:	R 1000 Payable Upfront
Receipt Number:	

## DETAILS OF STUDENT

YEAR APPLYING FOR:  GRADE APPLYING FOR:

SURNAME:  FIRST NAMES:

PREFERRED NAME:  HOME LANGUAGE:

PLACE OF BIRTH:  DATE OF BIRTH:

AGE:  ID NUMBER:  NATIONALITY:

HAS STUDENT REPEATED A GRADE: YES  NO  SPECIFY:

RELIGION:  GENDER:

PRESCHOOL ATTENDANCE: YES  NO  SINCE:

PRESENT SCHOOL/NURSERY SCHOOL:

PRESENT GRADE:  E-MAIL ADDRESS:

NAME OF PRINCIPAL:

NAME OF CLASS TEACHER:

SCHOOL TEL. NO.:  FAX NO:

WHERE DID YOU HEAR ABOUT US: WEBSITE  WORD OF MOUTH  OTHER

VRYHEID'S PRIVATE SCHOOL, AFFILIATED WITH:



NPO registration no.: 082-050-NPO

**DETAILS OF PARENTS:**

**FATHER**

**MOTHER**

SURNAME: _____	SURNAME: _____
FIRST NAMES: _____	FIRST NAMES: _____
ID NO: _____	ID NO: _____
POSTAL ADDRESS: _____ _____	POSTAL ADDRESS: _____ _____
_____ POSTAL CODE: _____	_____ POSTAL CODE: _____
HOME ADDRESS: _____ _____	HOME ADDRESS: _____ _____
_____ POSTAL CODE: _____	_____ POSTAL CODE: _____
HOME TEL: _____	HOME TEL: _____
CELL: _____	CELL: _____
BUSINESS TEL: _____	BUSINESS TEL: _____
FAX NO: _____	FAX NO: _____
E-MAIL: _____	E-MAIL: _____
EMPLOYER: _____	EMPLOYER: _____
TYPE OF BUSINESS: _____	TYPE OF BUSINESS: _____
OCCUPATION: _____	OCCUPATION: _____

ARE PARENTS: MARRIED  DIVORCED  SEPARATED

OTHER  (Please specify) \_\_\_\_\_

If divorced or separated, who has custody? \_\_\_\_\_

With whom is the applicant living? \_\_\_\_\_

Who will be responsible for the fees? \_\_\_\_\_

Email or address of fee payer? \_\_\_\_\_

VRYHEID'S PRIVATE SCHOOL, AFFILIATED WITH:



**DETAILS OF PERSON(S) CHILD IS LIVING WITH:**

**GUARDIAN**

**GUARDIAN**

SURNAME: _____	SURNAME: _____
FIRST NAMES: _____	FIRST NAMES: _____
ID NO: _____	ID NO: _____
POSTAL ADDRESS: _____ _____	POSTAL ADDRESS: _____ _____
_____ POSTAL CODE: _____	_____ POSTAL CODE: _____
HOME ADDRESS: _____ _____	HOME ADDRESS: _____ _____
_____ POSTAL CODE: _____	_____ POSTAL CODE: _____
HOME TEL: _____	HOME TEL: _____
CELL: _____	CELL: _____
BUSINESS TEL: _____	BUSINESS TEL: _____
FAX NO: _____	FAX NO: _____
E-MAIL: _____	E-MAIL: _____
EMPLOYER: _____	EMPLOYER: _____
TYPE OF BUSINESS: _____	TYPE OF BUSINESS: _____
OCCUPATION: _____	OCCUPATION: _____

**NAMES OF OTHER SIBLINGS AT MICHAELIS PRIVATE SCHOOL:**

NAME OF CHILD: \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME OF CHILD: \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE: \_\_\_\_\_

VRYHEID'S PRIVATE SCHOOL, AFFILIATED WITH:



**EVENTS AT MICHAELIS**

Events at Michaelis Private School, forms a vital and integral part of our little school. Our two major events are the essence of what keeps our school fees at an affordable rate. Without our parents’ hard work and dedication these functions would not be possible. So here, at Michaelis Private School, we all work together for the greater good of our children and our school! Although the 2 major functions are voluntary, we ask ALL parents to please give of their time to ensure your children can reap the rewards of a combined parent effort. There are 3 smaller functions during the year - Interschool Gala and Easter Sale and Interschool Athletics (every third year only), where your time will be required, this involves mainly the moms. Below please find a brief explanation of our two major events:

**MICHAELIS CHALLENGE:**

The Michaelis Challenge takes place at Bloemveld Dam in September. This event has grown in size and popularity since its inception 11 years ago! We have contestants coming from all corners of the province, and beyond, to participate. The event comprises of various MTB races, forest runs, and a Fun Run.

**OCTOBER DANCE:**

Michaelis Private School is the host of Vryheid’s annual October Dance. This is an evening filled with festivities and fun, an evening true to its German roots. We serve traditional German foods washed down with some ice-cold beer, while a live German band entertains our guests.

We would like to give you the opportunity to choose at which one of the above Events you would prefer to work. Unfortunately, we cannot guarantee that you will be placed into that specific team, as it will all depend on the existing numbers. The names you list below will therefore be the names of the people that are able and willing to work at our events. We have a system in place that offers a credit on your school account based on the success of the event and your level of involvement at the event. Parents that are not involved at the events do not receive this credit at the end of the year. This is a fair system for those that often spend months planning and working on these events for the benefit of all children at Michaelis Private School.

NAME:	RELATION TO STUDENT:	CONTACT NUMBER:

Should you only have one parent listed, please specify below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate with a tick, what event you would like to work at.

<b>OCTOBER DANCE</b>		<b>MICHAELIS CHALLENGE</b>	
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VRYHEID’S PRIVATE SCHOOL, AFFILIATED WITH:



**PLEASE PROVIDE ANY RELEVANT INFORMATION ABOUT THE APPLICANT UNDER THE FOLLOWING HEADINGS (where relevant):**

**LEARNING DIFFICULTIES:**

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**HEALTH: (e.g. asthmatic, allergies)**

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**OTHER INFORMATION:**

Please indicate on what days your child will attend Kindergarten.

Monday  Tuesday  Wednesday  Thursday  Friday

Will you be making use of the Michaelis Private School aftercare facility? YES  NO

Please indicate on what days your child will attend aftercare.

Monday  Tuesday  Wednesday  Thursday  Friday

**Rules of Michaelis Kindergarten**

1. Sweets and toys are not permitted in the Kindergarten.
2. The school is not liable for any injury sustained by the child while in the Kindergarten nor is the school liable for damage caused to personal property.
3. The teacher has the right to reprimand a child in the absence of the parents.
4. Kindergarten staff must be notified if children are unable attend the Kindergarten.
5. The parents should leave the child in the care of the Kindergarten teacher and should personally fetch the child in the afternoon (unless alternative arrangements have been made).
6. The child should be dressed in comfortable clothes to enable him/her to play freely. Please include an extra change of clothes in case of an emergency.
7. Every child must bring their own lunchbox containing, healthy food e.g. bread with fruit / veggies / raisins / cheese and juice or water.
8. Punctuality is very important when fetching the children. The children become uncertain and unsure of themselves if the parents are late.
9. The operating hours of the Kindergarten are from 07h30 – 14h00. The formal program is from 8h00 -12h00 and all children attending on any particular day are expected to be present during this time. Arrival between 07h15 – 08h00 is acceptable. Arrangements must be made with the Kindergarten teacher if a child needs to be dropped off earlier or collected later than the times specified above.
10. The child will be expected to take part in all activities taking place in the Kindergarten.
11. Please note that on entering Grade 1, all children are expected to have basic swimming skills, Michaelis Kindergarten offers basic swimming skills.

VRVHEID'S PRIVATE SCHOOL, AFFILIATED WITH:



I hereby apply for admission of the above-mentioned student to **MICHAELIS PRIVATE SCHOOL.**

6

I enclose my administration fee of R 1000-00 (per child) which I understand is non-refundable and does not guarantee a vacancy.

**DOCUMENTS REQUIRED:**

The following documentation should accompany your application:

1. Certified copy of student's unabridged birth certificate or ID document
2. Most recent report (if applicable)
3. Transfer Card (if applicable)
4. Two identity photographs of child
5. ID copies of both parents
6. ID copy of person responsible for account
7. Proof of address for person responsible for account
8. Copy of immunization card (Grade R – Grade 7 children only)

**PLEASE NOTE:**

On completion of the assessment/test, profile check and interview, and after acceptance of the student the first month's school fees are payable.

NB: Only on receipt of this fee will the student be guaranteed a position at Michaelis Private School.

I hereby consent to and authorize Michaelis Private School to investigate my credit worthiness.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Should you have any further queries, please feel free to contact Michaelis Private School on  
Tel: 034 -9822572, Fax: 086 558 6384 e-mail: [office@michaelisps.co.za](mailto:office@michaelisps.co.za)

**MICHAELIS PRIVATE SCHOOL BANKING DETAILS:**

Bank: FNB  
Branch: Vryheid  
Branch Code: 270524  
Account Number: 541 740 08 242

Version 3 (16 July 2019)

Parent / Guardian Initial: \_\_\_\_\_

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VRYHEID'S PRIVATE SCHOOL, AFFILIATED WITH:



NPO registration no.: 082-050-NPO

## TERMS AND CONDITIONS

1. School fees and charges are determined annually. I have familiarized myself with the current school fees and undertake to do so each year hereinafter. It is my duty to familiarize myself with the prevailing fees and costs applicable from time to time.
2. Annual school fees are due owing and payable without deduction, setoff or demand, payable quarterly in advance on or before the first day of each school term, for which amount a statement// invoice shall be rendered.
3. Both parents are jointly and severally liable for payment of all amounts due in terms hereof.
4. Should payment not be made punctually in accordance herewith, the balance of the year's school fees together with any arrears, will immediately become due, owing and payable, together with interest thereupon, at 21% per annum calculated from due date to date of payment, in which event the school may institute legal action for collection of the arrear school fees including the balance of the annual fees without further notice, interest at 21% and legal costs on the scale as between attorney and client.
5. A certificate signed by the Principal or Treasurer shall be *prima facie* proof of any amount owing in terms hereof.
6. The residential address provided herein above is chosen as *domicilium citandi et executandi* for purposes of all notices, processes or pleadings in regard to any legal action pertaining to this matter or any other arising there from.
7. Any alteration, release, relaxation or postponement of the terms hereof shall not be binding unless the school has indicated in writing that such action shall be binding.
8. A full term written notice, alternatively payment of one term's school fees in lieu thereof, is required, in the event of the parent withdrawing the pupil from the school. The school reserves the right to cancel this agreement, on 30 days' notice, which right it may exercise in its absolute sole discretion, without giving reasons therefor.
9. In the grades where there are more than one class, the principal, together with the teacher and therapist will decide which class is best suited to your child. This decision will be made after their interview and assessment have been processed and analysed. Requests for a specific teacher are not permitted.

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10. I confirm having familiarized myself with the Constitution, reigning Admissions- Administrative- and other policy documents in place from time to time, which are incorporated herein as if specifically, repeated and ascribe thereto, without reserve. Without derogating from the generality thereof, I agree and note that my child may be suspended and or expelled from the school in such circumstances as the school may determine for (but not limited to) non-payment of school fees and / or behavioral reasons.

I/We have read the terms and conditions contained in this contract, confirm understanding and having familiarized ourselves with the contents thereof and declare that the information provided for on page 1 is true and correct.

SIGNED AT \_\_\_\_\_ this \_\_\_\_\_ DAY \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
FATHER

\_\_\_\_\_  
MOTHER

\_\_\_\_\_  
GUARDIAN

\_\_\_\_\_  
GUARDIAN

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