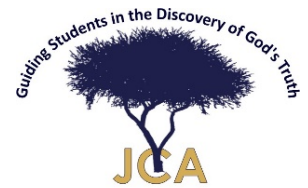


17 May 2021

Dear Parent/Guardian,



RE: 2022 RE-REGISTRATION AT JABULANE CHRISTIAN ACADEMY

Registration for 2022 has opened. As always, we would like to give our existing learners first priority when filling our classes for next year. As a staff, we are thankful for the opportunity to serve your family, to teach your child spiritual and academic truth, and we look forward to continuing to do so in 2022.

Enclosed with this letter you will find the 2022 Terms & Fees, Re-registration form, as well as some additional forms that need to be completed in order to register your child for the 2022 academic year. Should you not intend to re-register your child for 2022, please complete the withdrawal form as soon as possible. Please refer to the Terms & Fees for the Registration fee amounts and deadlines. As always, our goal is to keep the annual school fee increase reasonable while still maintaining our high level of education.

Required for Re-registration:

The re-registration form acts as contract renewal between Parents and the School. Your child's space for 2022 is only secured *after* submission of the forms *and* payment of the re-registration fee.

We will **not accept** a learner for 2022 if the re-registration form **and** consent forms are not completed and returned accompanied by the re-registration fee. There has been some changes in government legislation regarding the protection of personal information (POPI Act) and in order to be fully compliant, the School will need these signed documents on record.

Required for accurate learner and parent/guardian information:

It is very important for us to have accurate information for our learners and their parents/guardians. We are including a data verification form in the re-registration pack. Please check both pages thoroughly, correct any inaccurate information with any colour pen (preferably not black pen) and return it with the re-registration form. Please note that our data system only provides space for two parents or guardians. By law, we cannot change the information on the system unless it is a Parent or **legal** Guardian. In the event that a child lives with a granny or aunty, etc. all pertinent information will need to be communicated to them individually by the Parents or legal guardians on the database.

Thank you for considering re-registering your child at JCA.

Regards,

Anine Bonthuys
Principal



Jabulane Christian Academy

School Fees & Terms for 2022



Returning Learners

The following fees are applicable for Grade R – 7:

1. School Fees: R 2 000 / month for 11 months (January – November)

Incentive: If the year's fees are paid in full by the end of February, a 5% discount (R 1 100) will be credited to your school fee account.

2. Re-registration Fee: Deadline for re-registration payments: 30 September 2021

No learner will be accepted without the annual registration fee paid in full and accompanied by a completed re-registration form and signed consent form. A learner's place can only be reserved after payment of the registration fee. If your registration fee is not received by **30 September 2021**, the school reserves the right to accept a learner on the waiting list for next year in your child's space.

Standard re-registration fee: **R 1 850 from 1 August – 30 September 2021.**

Late re-registration fee: **R 2 500 from 1 October 2021 onwards.**

Late re-registrations will be treated as new registrations.

The registration fee includes all learner textbooks.

3. Stationery: Parents must provide for and pay for all stationery and learner supplies (i.e. glue, pencils, crayons, etc.) A list of stationery requirements is available from the JCA office.

4. Travel Expenses and Outings: Transport arrangements to sporting events and field trips are organised by the Teacher accompanying the learners. Costs will differ according to the event and will be payable by cash only, prior to the trip.

Statements

The monthly Invoice/Statement is distributed by the 26th of each month. The statement will summarise the payments received and monies due.

Payment of Fees

Fees are due by the first working day of each month (January to November) and any payments made after the 10th of the month will attract a R100 late payment penalty fee.

- Direct Deposit: Parents are strongly urged to pay the monthly fees directly into the school's bank account by means of EFT. Payments can also be made at the bank.
- Speed point: Card facilities are available at the Bethesda Administration office.
- Cash: Parents/Guardians should please hand deliver the cash to the Bethesda Administration office.

Banking Details:

Bank: Standard Bank
Branch: Brooklyn (011245)
Account Name: Temba Bethesda Outreach
Account Number: 011818743



Reference for registration payments:

Reg + your child's unique account number

(example: Reg JEF006)



Application Procedure:

1. Complete this registration form, sign and submit to the JCA administration office.
2. Pay the re-registration fee to secure your child's place as no place can be reserved without payment of the registration fee. If your re-registration form and fee is not received by **30 September 2021**, Jabulane Christian Academy reserves the right to accept a learner from the waiting list in your child's space for 2022.

A. LEARNER DETAILS:

Surname:

First names in full:

Grade for which you are applying for:

B. PARENT UNDERTAKING:

I, the parent/guardian of _____ undertake/agree to the following:

1. School Fees:

- I agree to pay the annual school fees by the first day of each month, for 11 months of the year (January – November).
- I understand that if school fees are not paid by the 10th of the month, a R100 late payment penalty fee will be charged.
- I agree that no learner will be permitted to begin any new year and/or term if there are any outstanding fees.
- I understand that no progress reports will be released if there are outstanding fees.
- I agree to pay a non-refundable registration fee which includes a textbook amount, per learner, upon acceptance at the school, and thereafter to pay an annual non-refundable re-registration fee.
- I agree to the conditions of payment as set out in the Parent Learner Handbook and the School Fees and Terms.
- I agree to allow the school to use debt collectors to take action against me for failing to pay school fees and that any legal costs will be debited to my account.
- I agree to give 30 days' written notice of withdrawal of a learner, failing which I understand that I will be liable to pay one month's school fees.

2. Discipline:

I will make every effort to discipline my child at home and to support the teacher and Principal in their efforts to train and educate my child in the manner outlined in the Parent Handbook.

I will adhere to the school rules/Code of Conduct and teach my child to adhere to these rules.

3. Tuition of Pupils:

I agree to support the school and its staff in their task of teaching and training my child(ren), both academically and spiritually as set out in the Parent Handbook, School Policies and the Statement of Faith.

4. School Handbook

I have read the Parent Handbook and agree to support the school in its philosophies and applications as set out in this document.

C. INDEMNITIES

The parent/legal guardian undertakes to:

- Indemnify the school, its employees and officials, against any injury, harm, or other loss caused to any pupil of the school.
- Exempt the school, its employees and officials, from liabilities incurred on account of injuries to or illness of the pupil, and agrees and consents that the school or any of its teachers may consent to any operation or medical treatment of the pupil should such consent be required for medical reasons on an urgent basis, and should it not be possible for the parent of the pupil to be contacted immediately.
- Exempt the school from any liability for loss or damage suffered due to the loss or damage of articles brought onto the school property.
- Indemnify the school, its employees and officials, against any injury, harm or other loss caused to any pupil of the school whilst on school outings and trips, provided the school endeavours to take adequate steps within its power to provide for the safety of the pupils.

D. SCHOOL UNDERTAKING

1. The school shall provide the pupils with tuition in accordance with the core curriculum and core syllabus, evaluating pupils according to their particular educational phase. It is intended that the prescribed curriculum will enable pupils to write a recognized Grade 12 exam in order to qualify for local tertiary institutions.
2. The school shall make every effort to fulfill its mission policy as stated here: "By God's grace and for His glory, Jabulane Christian Academy exists to guide learners in the discovery of God's Truth."

E. SIGNATURES

I hereby certify that all the information given in this document is true and correct and request for my child to be re-registered at JCA in 2022.

Signatures:

Mother/Guardian's name: _____

Mother/Guardian's signature: _____

Date: _____

Father/Guardian's name: _____

Father/Guardian's signature: _____

Date: _____

If a Guardian is not responsible for payment of the accounts, please provide us with the full details (and signature) of the person responsible for payment:

I, _____ (full name and surname) am responsible for paying school fees for _____ (name of learner) and undertake/agree to the following:

1. School Fees:

- I agree to pay the annual school fees by the first day of each month, for 11 months of the year (January – November).
- I understand that if school fees are not paid by the 10th of the month, a R100 late payment penalty fee will be charged.
- I agree that no learner will be permitted to begin any new year and/or term if there are any outstanding fees.
- I understand that no progress reports will be released if there are outstanding fees.
- I agree to pay a non-refundable registration fee which includes a textbook amount, per learner, upon acceptance at the school, and thereafter to pay an annual non-refundable re-registration fee.
- I agree to the conditions of payment as set out in the Parent Learner Handbook and the School Fees and Terms.
- I agree to allow the school to use debt collectors to take action against me for failing to pay school fees and that any legal costs will be debited to my account.
- I agree to give 30 days' written notice of withdrawal of a learner, failing which I understand that I will be liable to pay one month's school fees.

Full Name & Surname: _____

ID Number: (And copy of ID) _____

Cell Number: _____

Email Address: _____

Signature: _____

Date: _____

Jabulane Christian Academy NOTICE OF WITHDRAWAL 2022

Please only complete this form if your child will NOT return to JCA in 2022.

1. LEARNER DETAILS:

Surname: First names:
Grade in which learner is **currently** in 2021:

2. PARENT UNDERTAKING:

I, the parent/guardian of _____ give notice that **my child will no longer attend school at JCA in 2022** and therefore **do not** apply for re-registration. I understand that my child's space will be given to another learner on the waiting list.

Signatures:

Mother/Guardian's name: _____

Mother/Guardian's signature: _____

Father/Guardian's name: _____

Father/Guardian's signature: _____

Cellphone number of parent: _____

Date: _____

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PARENT/LEGAL GUARDIAN CONSENT FORM**GENERAL**

"Personal Information" (PI) shall mean the race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person (whether a learner, or parent); information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person whether the information is recorded electronically or otherwise.

Should a parent/legal guardian wish to revoke consent for any of the optional items below, a letter is to be delivered to the school office or emailed to accounts@boi.org.

Should a parent/legal guardian be of the opinion that any of their rights under the Protection of Personal Information Act (POPIA) have been infringed upon, they are to contact Bethesda Outreach and the organisation will address all complaints in accordance with proper procedure. Where the complainant is not satisfied with the solutions to the complaint, the complainant has the right to lay a complaint with the Information Regulator.

SECTION 1 – COMPULSORY

I, the Parent(s)/Legal Guardian(s) of _____ (Name of learner) hereby consent to the following:

1.1 CONSENT FOR USE OF PERSONAL INFORMATION

I authorise Jabulane Christian Academy (a Ministry of Bethesda Outreach) to use Personal Information of the **learner** and **parent** inside or outside of the Republic of South Africa for any **legitimate business and/or educational purpose** of the Organisation. The Organisation undertakes not to transfer or disclose Personal Information unless it is required for its legitimate business and/or educational requirements and shall comply strictly with legislative stipulations in this regard.

1.2 ELECTRONIC COMMUNICATION CONSENT

Parent-Teacher partnerships are key to successful learning. The school relies on effective parent communication, and more especially when Remote Learning has to be implemented. Currently we use three main methods of electronic communication for distribution of general communication, important notices, newsletters, calendars, etc. 1) D6 App 2) Email and 3) Instant Messaging (WhatsApp, SMS, etc.)

When the learner has been accepted, I hereby give consent for Jabulane Christian Academy (JCA) to send communication regarding my child via the **D6 App** (when downloaded on my phone) and/or per **email** using my designated email address. I further consent for the JCA office to send communication via **WhatsApp** and/or **SMS** when necessary.

1.3 CCTV SECURITY CAMERAS CONSENT

Jabulane Christian Academy and Bethesda Outreach uses CCTV cameras to monitor the welfare, and safety of all learners, staff and visitors. Cameras will be utilised in a way that respects the privacy of every affected person as far as possible. Footage will not be published online and will only be used should the school need to investigate an allegation made against a learner or staff member.

I consent to my child's movements being filmed at school.

Initial Here: _____
(Parent Consent Pg. 1 of 3)

I/We hereby give consent to the use of personal information (1.1), electronic communication (1.2) and the use of CCTV cameras (1.3) -

Signed: Parent / Legal Guardian (1st Contact):	
Full Name	
Signature	
Date	
Signed: Parent / Legal Guardian (2nd Contact):	
Full Name	
Signature	
Date	
Signed: School Principal	
Full Name	
Signature	
Date	

SECTION 2 - OPTIONAL

2.1 ELECTRONIC COMMUNICATION

From time to time, the school or a teacher may make use of a WhatsApp group to circulate information. Typically, only the group admins may send messages. However, as the cell phone number appears under the group information, it is not compulsory to be part of a school, class and/or grade WhatsApp group. Please signify your preference below:

<i>The JCA Parent WhatsApp group provides one-way communication where the School office sends out important information.</i>	
	Choose with X
Yes , I consent to being added to the JCA Parents group; OR	
No , I do not consent to being added to the JCA Parents group.	
<i>The Register Class / Grade WhatsApp group provides one-way communication where the Register Teacher / Subject Teacher sends out important information.</i>	
	Choose with X
Yes , I consent to being added to the Register Class/Grade group; OR	
No , I do not consent to being added to the Register Class/Grade group	
Signed: Parent / Legal Guardian (1st Contact):	
Full Name	
Signature	
Date	

The **JCA Parent WhatsApp** group provides one-way communication where the School office sends out important information.

	Choose with X
Yes , I consent to being added to the JCA Parents group; OR	
No , I do not consent to being added to the JCA Parents group.	

The **Register Class / Grade WhatsApp** group provides one-way communication where the Register Teacher / Subject Teacher sends out important information.

	Choose with X
Yes , I consent to being added to the Register Class/Grade group; OR	
No , I do not consent to being added to the Register Class/Grade group.	

Signed: Parent / Legal Guardian (2nd Contact):

Full Name	
Signature	
Date	

2.2 PHOTO/VIDEO CONSENT

As we are all aware, there are potential dangers associated with the posting of personally identifiable information on a website or other electronic media since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we, as your school, do want to be able to celebrate your child and his/her work or participation in events.

We therefore ask your permission to use your child's picture/image/video on our website, newsletters, video presentations or any other publication associated with Bethesda Outreach Ministries and/or Jabulane Christian Academy.

Please select one of the following:

☐ I grant permission for a photo/image/video that includes my child/children to be posted to any website or included in any publication associated with Bethesda Outreach Ministries or Jabulane Christian Academy.

☐ I do **not** grant permission for a photo/image/video to be used in any website or publication associated with Bethesda Outreach Ministries or Jabulane Christian Academy.

Signed: Parent / Legal Guardian (1st Contact):

Full Name	
Signature	
Date	

Signed: Parent / Legal Guardian (2nd Contact):

Full Name	
Signature	
Date	

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