



Triton Learning Centre

APPLICATION FOR ADMISSION TO **TRITON LEARNING CENTRE (GR. R – 12)**

Class applying for: _____

Referred by: _____

Office use	
Admission date:	
Assessment date:	
Class group:	
Date application form received:	
First school fees:	R
Interview Date:	
Registration fee paid:	R

Name and Surname

(Specify: Mr / Mrs / Miss / Dr / Rev & nicknames)

Father:

Mother:

Child: Gender:

Student Number:

CHECK LIST:

Every page is initialled / or signed	
Birth certificate/ ID	
Clinic card	
Latest School Report	
A laminated photo of your child	
A laminated photo of persons that are authorised to collect your child/ren As well as their contact details	
Permission if student may leave the school premises by him/herself	
Debit Order form - COMPULSORY	
Payslips for both parents	
I.D's of both parents	
Recommendation from previous school.	
Transfer form from previous school	



Triton Learning Centre

Telephone Numbers

Very important: Please notify the Learning Centre should any changes occur.)

Father

Home:

Work:

Cell:

Email:

Physical Address:.....

Mother

Home:

Work:

Cell:

Email:

Physical Address:.....

Date of Birth

Father:

ID:

Mother:

ID:

Child:

ID:



Triton Learning Centre

Nationality

Father:

Mother:

Child:

Guardian or 2nd parent/s

(If applicable)

.....

Relationship:

Telephone Numbers:

Other emergency numbers

.....

Address (Please state if your child resides at more than one address)

Father:

Mother:

Chosen domicilium address for accounts and documents:

.....

Occupation

Father:

Company Name & Address:

Mother:

Company Name & Address:

Marital Status

Divorce: Specify both parents' marital status)

.....



Triton Learning Centre

Religious Denomination (Church)

Both parent/s)

.....

Language

Home Language:

Educational Language Preference:

Previous Schools

Name of school:

Address:

Telephone:

Period of attendance:

(Years or months)

Reason for leaving previous school:

.....

Number of children in family + ages

.....

Is your child the 1st, 2nd, 3rd child in the family?

Brother/s or sister/s in our Centre?

Any other disabilities and or problems the Centre must be informed of?

.....

In which sport does your child participate in?

.....

Achievements for sport- and / or cultural field at previous school?

.....



Triton Learning Centre

Asthma or epilepsy?

Operations:

Type and date

Chronic medication:

Any medication that must be taken / administered at Learning Centre?

(Eg. insulin)

.....

Any previous evaluations or support?

Eg. Occupational-, Speech or Physiotherapy, Remedial or Psychological help)

.....

Interest in music and art?

Underline personality traits:

Obedient, Disobedient, Stubborn, Dependant, Independent, Shy, Withdrawn, Outspoken, Friendly, Bad-tempered, Aggressive, Patient, Irritable, Selfish, Unselfish, Loving, Seeks attention, Does not seek attention, Distant, Confidence: Too much, too little, enough, Helpful, Responds well, Does not respond well to instructions and reprimand

Medical aid

Name

Members Name Number.....

Doctor: Tel:

Paediatrician: Tel:

Homeopath: Tel:

Any other information:

.....



Triton Learning Centre

Parents' consent in case of an accident

Herewith I, (parent / guardian), give consent that in case of my child(-ren) is/ are injured during centre hours, the Learning Centre may take the following action:

- The Learning Centre may transport my child to our doctor.
 - If our doctor is not available, the Centre may take my child to any other doctor.
- In case the injury are of such a nature that hospitalisation is needed, I prefer that my child be taken to (mark with a X)

The Provincial Hospital (HH)

☐

Private Hospital (BusaMed)

☐

TRITON LEARNING CENTRE RETAINS THE RIGHT TO REQUEST THAT A CHILD LEAVE THE LEARNING CENTRE DUE TO EXCESSIVE AGGRESSIVE BEHAVIOUR THAT MIGHT AFFECT THE WELL-BEING OF OTHER CHILDREN.

Please feel free to discuss any changes in behaviour, eating habits, sleeping patterns, interests, events and small achievements with us. We care!

ARRANGEMENTS FOR YOUR CHILD WHEN TLC IS FINISHED (please mark clearly). I undertake to inform the centre of any changes in the arrangement.

Parent will collect child directly after TLC closes

☐

Somebody else will collect my child directly after TLC closes

☐

My child goes directly to aftercare

☐



Triton Learning Centre

Registration Agreement

Registration
Of

.....

NAME OF CHILDREN AT TRITON LEARNING CENTRE

FEES PAYABLE UPON ENROLMENT

- A non-refundable capital development levy of R1500.00 becomes payable upon acceptance of the learner by the Centre. No learner may commence at Triton Learning Centre unless this amount has been paid. Upon acceptance, the capital development levy is payable within two weeks after the official offer of a place by Triton Learning Centre.
- 10 % Sibling discount for 2nd and 3rd child
- Parents must be aware that the previous school will be contacted for a credit reference and that a credit check will be done. All school fees are charged monthly and payable by the first day of each month and Triton Learning Centre runs a 12-month year.
- A full term's (3 months) notice in writing (admin office and accounting office) or fees in lieu thereof, is required when a learner is withdrawn from Triton Learning Centre.

MONTHLY (DEBIT ORDER ATTACHED COMPULSORY)

Centre Fee Structure

Fee Structure	Monthly Fee 2024:	Aftercare: No Meals included	Extra Lessons: (1HR)
Gr R – 3	R3 001.50	R977.50	R230.00
Gr 4 - 6	R 3139.50	R977.50	R230.00
Gr 7 - 9	R 3559.25	R977.50	R230.00
Gr 10 - 11	R 4025.00	R977.50	R230.00
Gr 12	R 4830.00	R977.50	R230.00

Payment Options for 2023 excluding Aftercare, Extra Lessons fees

Grade	10 Month monthly fee option 1 January – 1 October	12 Month monthly fee option 1 January -1 December
Gr R - 3	R 3 601.80	R3 001.50
Gr 4 - 6	R 3 767.40	R 3139.50
Gr 7 - 9	R 4 271.10	R 3559.25
Gr 10 - 11	R 4 830.00	R 4025.00
Gr 12	R 4 830.00	Option Not Available

10% discount on enrolment of 2nd child: **Only applicable on monthly fee not once off fee.** FULL REGISTRATION FEE MUST BE PAID FOR BOTH



Triton Learning Centre

Late payments and outstanding Centre fees

Centre fees are due by the 1st of every month. These fees are paid in advance for tutoring services.

Due to the Economic Climate and fixed monthly Centre overheads, Triton Learning Centre cannot carry these fees on your behalf. Parents need to understand that the Centre does not benefit from subsidies like Government Schools as this is a Private Tuition Centre. Failure to make these payments timeously will result in services being suspended until all arrears are brought up to date. It goes without saying that we are thankful to those parents that have honoured this agreed request.

Alternatively to the normal payment methods, payments can be made via stop orders (arranged by yourselves at your bank) or pre-scheduled transfers via your online banking account. As per all electronic transfers, proof of payments needs to be forwarded to office@tritonacademy.org

Please note that as per the contract **Triton Learning Centre fees are still to be paid on the 1st of December and the 1st of January.**

Person responsible for payment of fees:

THE CENTRE FEES ARE COLLECTED VIA DEBIT ORDER. (Compulsory)

Signature: Datum / Date:



Triton Learning Centre

Undertaking by parents

I/We, the undersigned parent/s/guardian/s of the child (hereinafter referred to as “the learner”), do hereby apply to enrol the Learner as a scholar of Triton Learning Centre and declare that:

- the information given in this application form is accurate and correct;
- I take cognisance of the Learning Centre’s rules and undertake to support in the education of our child/ren and ensure that I and my child/ren complies strictly to the rules and regulations as laid down by Triton Learning Centre
- I pledge myself to prompt payment of all fees to ensure that the standard of education and the quality of the facilities are maintained;
- upon enrolment, I will pay the registration fee in advance (Not refundable)
- Both parents are responsible for the payment of fees.
- **A 3-month notice period in writing will be required should your child be withdrawn from our Learning Centre except if the notice falls in the last three calendar months of the year, a full-term notice in writing is required. (1st October)**
- if it is necessary for Triton Learning Centre to instruct its attorneys/collection agents to collect the Centre fees, I will be responsible for all attorney/collection agent and attorney client fees incurred in collection of such Centre fees plus any commissions as charged by the attorneys;
- I hereby indemnify Triton Learning Centre and the staff, against any claims that I might institute because of losses, injuries, illness or death, that my child may incur because of any unforeseen circumstances, playground outside or as a result of my child’s participation in any outing;
- I authorise Triton Learning Centre to acquire medical aid deemed necessary and accept the responsibility of any costs that should be incurred.

Signature: _____ Date: _____

Signed at _____ on this _____ day of _____ 20_____.

Print Name _____ . Accepted by Triton Learning Centre _____

(Print name: _____) on this _____ day of _____ 20_____.



Triton Learning Centre

DECLARATION

WE CAREFULLY SELECT OUR STAFF

I, the above-mentioned parent, hereby undertake not to employ any staff member of Triton Learning Centre for a period of 6 months after any such staff member has left the employment of the Centre. If, however I do employ such staff member within six months of said staff member leaving the Centre's employment, I agree to pay damages to the Centre in the amount of R1500 per month for a 12-month period. Total amount R18000

Triton Learning Centre believes that a positive and constructive partnership between the Centre and a learner's parents or guardian is essential to the fulfilment of the academy's mission. The Centre therefore reserves the right not to continue enrolment or not to re-enrol a student if the Centre reasonably concludes that the actions of the parent or guardian make such a positive, constructive relationship impossible, or otherwise seriously interferes with the Centre's accomplishment of its educational purposes or fails to uphold the core values of the Centre.

Parents best support TLC's climate of trust and respect by communicating concerns openly and constructively to the facilitator closest to the problem, or to the Principal of the Learning Centre. Efforts by parents to lobby other parents or outside parties or to take up issues directly with other learners without exhausting internal processes, will be viewed by TLC as undermining of its processes.

We, the undersigned parent/guardian, do hereby agree and undertake to:

1. Observe the rules, regulations and codes of conduct from time to time made and/or published by Triton Learning Centre.
2. Recognise that effective partnerships are characterised by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
3. Respect the centre's responsibility to do what is best for the entire community, while recognising the needs of the individual child.
4. Familiarise ourselves with and support the centre's values, policies and procedures and do nothing which may serve to undermine these processes.
5. Seek to resolve problems and secure information through appropriate channels within the centre (i.e. Facilitator/Tutor, Owner - in that order).
6. Provide a home environment that supports the developments of positive learning attitudes and habits that are consistent with those of the centre.
7. Involve ourselves in the life of the centre, through volunteerism and other means, to promote the best interests of the students.
8. Treat everyone with respect and dignity and maintain an educational, rather than confrontational tone, in the face of the inevitable conflicts and challenges which might occur.



Triton Learning Centre

Policy on Contagious Illnesses and Fever

A: RASH

In the case of bad rash, the Centre wants verification by a doctor that clearly states that it is not contagious. Only then will the child be allowed back in class. e.g.: *German measles*: We could have pregnant moms and Facilitator/Tutors in the Learning Centre – A very serious situation. Do not bring your child to the Centre with a bad rash without the verification. The Facilitator/Tutor will consult with the Owner if necessary.

B: FEVER

A child may not attend school when he/she had a fever earlier in the same day/previous evening.

- Normal Temperature: 36 – 37.2°C
- Fever: Above 37.2°C
- Low temperature: 37.2 - 38°C
- Moderate – high: 38 - 39°C
- Very high: 39°C – up.

Parents must be phoned when the child's temperature is 38°C.

Gastro: Parents must be phoned after the second/third “runny” stomach and/or after the second episode of vomiting. The greatest risk is dehydration.

When you receive a phone call from the facilitator to fetch your child (fever of 38°C and above), **please fetch your child promptly** (within an hour) or call back-up person/s.

Children should only come back to the Centre once they have completely recovered, to ensure that others are not continuously contaminated.

Medicine administered: Triton Learning Centre staff will not administer any medication.

The injury book: A note will be made with the date of any injury or illness that has occurred.

I, ... (Parent) take cognisance of the centre's rules on contagious illnesses and fever and excessive aggressive behaviour and will promptly fetch my child from TLC should I be contacted by *the Owner* to prevent: any further contamination / serious pain inflicted by my child on another; situations where my child endangers the well-being of other children because of his/her aggressive behaviour at the Centre.



Triton Learning Centre

Substance Abuse Agreement

- A. Triton Learning Centre has adopted a policy regarding the use and Possession of various substances.
- B. The parties hereto respectively agree to abide, enforce and promote the rules of the Learning Centre and standard of conduct set out in this agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. USE AND POSSESSION OF VARIOUS SUBSTANCES

The Learning Centre does not allow students to use, be under the influence of or have in their possession at the centre or any centre associated activities or whilst travelling to or from centre or representing the centre, namely:

- 1.1. Alcohol;
- 1.2. Tobacco;
- 1.3. Illegal drugs;
- 1.4. Drug related objects and paraphernalia;
- 1.5. Analgesics or medicines excluding only analgesics or medicines currently being used with the knowledge and consent of the parent or guardian of the student in the treatment of an existing condition and in the case of prescribed medicines, upon the prescription thereof.

2. ALCOHOL

- 2.1. The Learning Centre supports and promotes a responsible approach about alcohol consumption.
- 2.2. Alcohol may only be served at Centre functions with the prior consent of the Owner. Where there is alcohol, non-alcoholic beverages are to be readily available.
- 2.3. Staff and supervising adults are not permitted to drink alcohol during centre hours or whilst on duty on centre camps or trips.

3. TOBACCO

Having regard to the health risks associated with tobacco use, the Learning Centre is a smoke free zone; adults shall be entitled to smoke in areas at the Centre specifically designated for this purpose.

4. OTHER SUBSTANCES

The Centre prohibits:

- 4.1. The use, possession or sale of illegal drugs;
- 4.2. The illicit use of prohibited drugs;
- 4.3. The inappropriate use of drugs in sport;
- 4.4. The inappropriate use of prescribed and/or non-prescribed medicines;
- 4.5. The sale, supply or exchange of any of the above substances;
- 4.6. The inappropriate use of solvents, inhalants or other chemical agents.



Triton Learning Centre

5. ENFORCEMENT

- 5.1. The Learning Centre supports a positive and supportive approach which will endeavour to modify any inappropriate conduct of the student.
- 5.2. Notwithstanding the above the Learning Centre reserves the right, in the case of a breach of any term or Condition of this agreement, to:
 - 5.2.1. take appropriate disciplinary steps and apply appropriate disciplinary sanctions;
 - 5.2.2. Report any unlawful conduct to the police.
- 5.3. In the event that the Learning Centre is of the reasonable view that any breach of the provisions hereof requires treatment or counselling, the student undertakes to submit to appropriate treatment or counselling and the parent/s and/or guardian signing herein below, jointly and severally, undertake to pay for such treatment and/or counselling and the parties hereby authorise the respective treatment institution, therapist or counsellor to furnish the Centre with progress reports upon request, alternatively and should the said treatment institution, therapist or counsellor fail, refuse and/or neglect to supply the centre with such reasonable reports as it may from time to time require, the student and/or parent/s and/or guardian undertake to supply the same to the centre.

6. SCREENING/SEARCHES

- 6.1. Where the Learning Centre reasonably suspects that a student is using drugs and/or any prohibited substance and/or as part of a structured intervention or relapse prevention programme, the Learning Centre shall be entitled to cause such tests as it may reasonably require necessary to be administered. The results of the testing shall not be made public but may be utilised in relation to disciplinary proceedings and may be shared with the student's parent/s or guardian. The cost of said testing will be for the guardians account and will be invoiced as such.
- 6.2. Nothing contained herein shall be construed as placing a limitation upon the right of any public authority to search and/or conduct tests.

TRITON LEARNING CENTRE SUBSTANCE ABUSE AGREEMENT

SIGNED BY

Student	Print Name	_____
	Signature	_____
Parent/Guardian	Print Name	_____
	Signature	_____
	Print Name	_____
	Signature	_____
The Centre	Print Name	_____
	Signature	_____



Triton Learning Centre

I(name and surname in print) hereby declare that I am fully aware of the following procedures of Triton Learning Centre.

Please sign next to each of the following procedures/rules/regulations:

<i>PLEASE NOTE THAT THE RULES/REGULATIONS/ACCOUNTANCY POLICIES ARE THERE TO BENEFIT OUR STUDENTS AND THEIR EDUCATION</i>	
Registration non-refundable	
3-months' notice period	
Last term's notice on the 1 st of October	
12-month payment schedule	
Collection Procedures	
Your child must have adequate/correct/prescribed stationery	
All students must have a complete set of books	
Drug Testing Policy	

What does Impaq offer?

They offer an integrated education solution that provides you with the necessary products, services and tools to enable your child to complete Grade R to Grade 12. After successful completion of Grade 12, Impaq candidates qualify to receive a **National Senior Certificate (NSC)**.

Parents themselves are liable to pay Impaq fees as it is not part of Triton Learning Centre's Fees

Parents must please register their child/ren with the WCED as Home-School Learners (Gr R-9). Necessary documents can be provided by Triton Learning Centre

As Home-school Learners, parents are responsible for their child's education and they must make sure that all tasks, test, exams and PAT'S are submitted on the due dates.



Triton Learning Centre

RECOMMENDATION BY PRINCIPAL

PRIVATE & CONFIDENTIAL

(The application form will only be considered after receipt of this form. Please bring this form directly to Triton Learning Centre)

Name and Surname of Learner: _____

Name of present School: _____

Current grade of learner: _____ EMIS No: _____

The following to be completed by the Principal of the present school:

ACADEMIC AND SOCIAL DEVELOPMENT	POOR	AVERAGE	GOOD	EXCELLENT
Attitude and commitment to school work				
Positive attitude towards homework				
Ability to work independently				
Ability to work with others				
Respect for and adherence to school's Code of Conduct				
Respect for authority				
Pupils behaviour record at current school				
Sense of responsibility				
Leadership qualities				
Payment of School fees				

Parents' involvement with school related affairs: _____

Any other confidential information: _____

I hereby declare that the above-mentioned information is correct.



Principals Signature

Date

School Stamp



Triton Learning Centre

Triton Learning Centre CREDIT CHECK CONSENT

Credit Check Consent and Indemnity Form

Company Name: Triton Learning Centre

Email: _____

Contact Details: _____

Credit- ITC/Experian Check

☐

INDIVIDUAL / CANDIDATE DETAILS (Candidate to complete)

First Name/s: _____

Surname: _____

ID Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth: _____

Passport number _____

Email Address: _____

Cell Number: _____

CONSENT TO PERFORM CREDIT, BACKGROUND AND REFERENCE CHECKS

I, _____, (payee of),
Student _____, authorize and permit
_____, (Triton Learning Centre) to perform background checks
(ITC) and obtain information about me from credit reporting sources, TransUnion also authorise and give permission
for all parties listed to disclose any information requested about me to Triton Learning Centre.

I further authorise and permit that Triton Learning Centre to obtain updated information annually and on future
occasions and for collection purposes should that be deemed necessary.

Thanks to all parties for your cooperation with this matter.

Date: _____ Phone: _____

Candidates Signature: _____ Date: _____

Triton Learning Centre Signature _____ Date: _____



Triton Learning Centre

DEBIT ORDER INSTRUCTION

<u>Learner/s Name & Surname:</u>		
<u>Parents Name & Surname:</u>	<u>Father:</u>	<u>Mother</u>
<u>Address:</u>		
<u>ID Numbers:</u>	<u>Father:</u>	<u>Mother</u>
<u>Contact Numbers:</u>	<u>Father:</u>	<u>Mother:</u>
<u>E-Mail Address:</u>	<u>Father:</u>	<u>Mother:</u>

TO: Triton Learning Centre

<u>Account Holder:</u>												
<u>Bank:</u>												
<u>Account Number:</u>												
<u>Branch Code:</u>							<u>Amount:</u>					
<u>Account Type:</u>	<u>Current / Cheque:</u>						<u>Savings:</u>					
<u>Action Date: (Mark)</u>	25 th	27 th	30 th	1st	<u>First deduction:</u>							

All such withdrawals from my / our bank account by you shall be treated as though they had been signed by me / us personally.

I / We agree to pay any bank charges relating to this debit order instruction.

This authority may be cancelled by me / us by giving you thirty days' notice in writing, sent by e-mail. I / we understand that I / we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my / our bank (whichever it is or will be).

ASSIGNMENT:

I / We acknowledge that the party hereby authorised to effect the drawing (s) against my / our account may not cede or assign any of its rights to any third party without my / our prior written consent. I / we may not delegate any of my / our obligations in terms of this contract authority to any third party without prior written consent of the authorised party.

Signed _____ on the _____ day of _____

SIGNATURE AS USED FOR SIGNING CHEQUES