



EMIS Number: 700902252
ADMISSION FORM 2024

23 Long Street Germiston 1400
 Principal: (064) 502 3373

info@littlitlepreprimary.co.za
<https://littlitlepreprimary.co.za>

AFTERCARE / HOMEWORK ASSISTANCE

NAME AND GRADE OF LEARNER(S) ATTENDING THE AFTERCARE CENTRE:

Name and surname	Grade	Home Address
1.		
2.		
3.		

Is there anything that we should be aware of? (Allergies, medicines to be taken): _____

What time will your child be fetched from school? _____ **NO LATER THAN 18h00 Please.**

Mother's Name and Surname _____

I.D. No _____

Mother's Business Address _____

Mother's Home Address _____

Tel: W() _____ Tel: H() _____

Cell: _____

Email Address: _____

Father's Name and Surname _____

I.D. No _____

Father's Business Address _____

Father's Home Address _____

Tel: W() _____ Tel: H() _____

Cell: _____

Email Address: _____

IN CASE OF EMERGENCY CONTACT

Name and number of family/ friend if we cannot get hold of the parent : _____

DATE _____ FATHER/GUARDIAN _____

PRINCIPAL _____ MOTHER/CO-GUARDIAN _____

RULES and REGULATIONS

Please read carefully

SIGN EACH PAGE AT THE BOTTOM, IN UNDERSTAND OF THE CONTENT PLEASE

Please retain a copy for your file.

THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORMS – please tick if attached:

Copy of the identity document of the parent	
Copy of the identity document of the person/s fetching the learner	
Recent photo of the person/s fetching the learner	
Copy of child's birth certificate or passport	

1) RIGHT OF ADMISSION

- a) It is accepted, that notwithstanding any clause in the conditions of enrolment, that the little little pre primary Aftercare Centre ("the Centre"), in terms of letters and certificates issued, is registered and operates under the conditions laid down by the Department of Health and Welfare.
- b) Right of Admission is strictly reserved.
- c) Only pre–primary, Primary School and grade 5 learners will be considered for enrolment.
- d) Application for enrolment to the aftercare/ Homework assistance must be submitted on the prescribed form.
- e) **The Centre will not provide service until:**
 - a. The prescribed application forms have been completed.
 - b. All fees as prescribed have been paid in advance, per month over 12 months.

2) PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- a) The After Care centre operates only during school terms, Monday to Friday
- b) **Times: Primary school: 14h15 – 18h00 SHARP.**
- c) The Centre will be open during school holidays except in December when the Centre will close on the 20th December of the current year. The Centre will also not operate on public holidays.
- d) A fine of R50 will be levied for every 2 minutes late that a learner is collected after 18h00.

3) FEES PAYABLE:

- a) All fees prescribed should be **paid monthly in advance** in accordance with the ruling tariff of fees, together with any other charges that may be levied in terms of the conditions of enrolment.
- b) No reduction in fees due or paid will be granted in respect of days on which a learner does not attend the Centre for any reason whatsoever.
- c) In the event of the Centre presenting certain fun activities at school, parents will be liable for the additional fees (for example jumping castle etc). This must be paid before the day of the activity.

4) DISCIPLINE:

- Learners should attend the aftercare centre regularly and are required to adhere to the Centre's rules and regulations. Failure to do so may result in disciplinary action being taken.

DATE _____ FATHER/GUARDIAN _____

PRINCIPAL _____ MOTHER/CO-GUARDIAN _____

5) RULES AND REGULATIONS

- a) The aftercare/ homework assistance does not provide stationery.
- b) Learners may only attend the aftercare from the opening time listed above.
- c) Homework books must be brought into the Centre.
- d) Should the learner not have homework, he/she will practice reading, spelling and maths on that day in school.
- e) The teacher on duty/supervisor will sign off all homework/revision done on the day.
- f) Learners should pack up all their belongings at the end of the day.
- g) Learners are required to behave respectfully towards:
 - o The supervisor/teacher on duty
 - o Their peers at all times
- h) Learners may not break or destroy:
 - The school's property
 - Their peer's property.
- i) Parents/guardians will be charged for all damages to property and disciplinary action will be taken.
- j) Insolence and bullying will not be tolerated.
- k) If recurring discipline problems are experienced, the Centre has the right to cancel the contract with immediate effect without any refund.

6) ABSENTEEISM:

- a) It is incumbent on the parent/guardian to notify the school in the event of the learner being absent for whatever reason.
- b) The Centre will not accept verbal messages via learners and will only react to written instruction from the parent/guardian.

7) RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:

- a) **A minimum of one calendar month's written notice of an intention to withdrawal learner from the Centre is required.**
- b) In exceptional cases, and at the discretion of the principal, the Centre reserves the right to dismiss any child without notice. **No refund or waiver of monthly fees or due fees will be made.**
- c) Should payment not be received by the 5th of the month the Centre may suspend the service immediately.

8) CHANGE OF ADDRESSES AND TELEPHONE NUMBERS:

The Centre must be notified within 24 hours of any change of address or telephone numbers especially where parents need to be contacted in cases of emergency.

9) RESTRICTIONS

- a) The Centre, while keeping a rigid time-table, will not interfere with the school's extra lessons or sports activities.
- b) The Centre will not accept responsibility for the academic progress of the learner in its care. No guarantee is given that any child will complete all homework assigned by the teachers.

10) GENERAL

- a) A learner may only leave the premises with the legal parent/guardian unless the Centre has received written instruction from the parent. Please provide the guardian information: name and identity document number of the person who will collect the learner and a recent photo.
- b) Where a person other than the legal parent/guardian collects the learner they will be required to submit a copy of their identity document and a recent photo.
- c) In the event of an accident the Centre reserves the right to transport the learner to a registered medical facility if the legal parent/guardian cannot be contacted.
- d) The Centre will act "IN LOCO PARENTIS". The parent/s or legal guardian will be held responsible for the account from the medical facility.
- e) The Centre will not be held responsible for the loss or damage of articles brought by the learner to the Centre.
- f) All learners are to be collected from the designated play area or class (in the case of wet weather) at 18h00. The learners are to be signed out and their attendance register supplied by the Centre must be left at the exit gate.
- g) These conditions of enrolment may be amended from time to time at the discretion of the School. Written notification will be communicated to the parent/s or guardian.

11) FEES: (Subject to any change on a month's written notice)

- R450-00 for 12 months – January to December.
- Registration: R200.00
- Entertainment = on written request.

12) Please complete and sign **the Emergency Medical Consent Form and School Admission Policy** and submit with the admission form.

12) Banking Details

Account Name: Phasa Civils t/a Llpps
Bank: FNB
Branch Name: Germiston
Branch No: 250 655
Account No: 62 781 441 383
Reference: Your Child Name & Surname

Please use your child's name as a reference on the transfer or deposit. Cash will not be accepted in our school. Send your proof of payment to: bongisambo1@gmail.com or 0645023373 what's up.

DATE _____ FATHER/GUARDIAN _____

PRINCIPAL _____ MOTHER/CO-GUARDIAN _____

Thank you for joining Little-Little Pre-Primary