



LITTLE LITTLE PRE PRIMARY SCHOOL
23 Long Street
Germiston
1400

Principal: (064) 502 3373

info@littlitlepreprimary.co.za

<https://littlitlepreprimary.co.za>

EMIS Number:700902252

ADMISSION FORM 2024

Dear Parents

We would like to welcome you and your child to Little Little Pre Primary School. In the interest of your child, we undertake to provide you with our best service. With this in mind, we kindly request that you carefully read the content of the following forms, and complete and sign, them as a requirement for the acceptance of your child to Little Little Pre Primary School.

Pages 2 – 10 of this enrolment form must be completed, signed, initial, and submitted with the following supporting documents.

- Copy of both parent's ID or Passport
- Copy of child's birth certificate or passport
- Copy of immunisation records.
- Copy of ID/ Passport of person/s nominated to pick up your child from school. We will only allow a child to leave the premises if that person is on the list of authorized persons and we have his/her ID/ Passport on file.
- Proof of Residence

Thank you for the trust you have placed in us for the care and development of your child.

Little Little Pre Primary School

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APPLICATION FOR ADMISSION FORM

Babies /Toddlers /Pre-Primary

APPLICATION DETAILS: (Fill names as per Birth Certificate)

Name and Surname (CHILD) _____ Child I.D. No _____

Gender	Male		Female		Home Language:
Please Tick	Full Day (06:30 – 18:00)		Half Day (06:30 – 14:00)		Age at Entry:

Residential Address _____

PARENT/ GUARDIAN DETAILS: (Please write clearly)		
	Mother/ Guardian	Father/ Guardian
Surname		
Name		
I.D./ Passport Number		
Occupation		
Company Name		
Residential Address		
Work Telephone		
Cellphone Number (WhatsApp)		
Cellphone Number (contact)		
Email Address (mom)		
Email Address (dad)		

Emergency Contact : (Must be different to mother and father. Please write clearly)		
	Contact 1	Contact 2
Surname		
Name		
Relationship to the child		
Work Telephone		
Cellphone Number		
Residential Address		

Medical And Health	yes	No	If yes, please specify
Does your child have any medical or health condition?			
Does your child have any Allergies and Food intolerances?			
In the event of an emergency or your child is very ill and we cannot get hold of you, may we take your child to the closest doctor/hospital? You will be liable for all the associated charges			Yes/ no

Initial: _____



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GENERAL INFORMATION		
Has your child been to school before:	yes	no
Name of previous school:		
Years Attended:		
Contact Person:		
School Tel No:		

BILLING INFORMATION (please give details of who is responsible for school fees) SCHOOL FEES ARE PAYABLE MONTHLY IN ADVANCE		
The person responsible for payment of school fees (NB: The parents are ultimately responsible for payment of the school fees, even if somebody else has undertaken to pay them and defaults)		
Next of kin not living with you		
Cellphone Number:		
Work Telephone:		

CONSENT TO COLLECT	
I do hereby give the following 2 persons permission to collect my child. (Should the child's mother/father/guardian mentioned on the front of the Admission Form not be available)	
Contact 1: (must be different to mother and father. Please write clearly)	
Name & Surname	
Relationship to the child	
Cellphone Number	

Contact 2: (must be different to mother and father. please write clearly)	
Name & Surname	
Relationship to the child	
Cellphone Number	

AGREEMENT:
<ol style="list-style-type: none"> I/We accept full responsibility for the payment of school fees monthly in advance for the year. Should my child/children leave the school for any reason, whatsoever, I will give one (1) full calendar months notice, in writing, failing which will be liable for the school fees for the notice period. No cancellation notice will be accepted at the end of months October or November. The school reserves the right to restrict admission of any child or children in respect of whom monies to the school are outstanding. I agree that my child or children adhere to the disciplinary regulations of the school. By signing this agreement, I agree to Little Little Pre Primary School Financial Policy, Code of Conduct, indemnity policies, and admission policy.

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SIGNATURES
Father / Guardian

I _____ I.D. / Passport No _____

hereby confirm that all the information supplied on this form is true and correct at the time of signing this document and I understand the contents.

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

 Father / Guardian

 Father / Guardian Signature

Mother / Guardian

I _____ I.D. / Passport No _____

hereby confirm that all the information supplied on this form is true and correct at the time of signing this document and I understand the contents.

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

 Father / Guardian

 Father / Guardian Signature

FOR OFFICE USE ONLY

<i>Documents Attached</i>	<i>Yes</i>	<i>No</i>
<i>Copy of both parent's ID/ Passport</i>		
<i>Copy of child's birth certificate/Passport</i>		
<i>Copy of immunization Book/ Road to Health Booklet</i>		
<i>Copy of applicant's most recent report</i>		
<i>Proof of Residence</i>		
<i>Admission Approved</i>		
<i>Admission Rejected</i>		

SCHOOL STAMP

Approved by _____ Date _____

Reason for Admission Rejected _____ Date _____

Signature of Principal: _____ Date _____

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SCHOOL RULES AND REGULATIONS:

SCHOOL FEES FOR 2024 Due upon registration of student

- Toiletries: Supplied by parents annually 20 x Toilet Rolls, 2 x box of Tissues, 4 x Paper Towels, 4 pack baby wipes, 2 x 500ml Liquid hand soap and 450ml Vaseline.

Monthly Fee	Full Day: 6:30am to 6:00pm	Half Day: 6:30am to 12:00pm
• 3 – 12 Months	R 980.00	R700.00
• 13 – 24 Months	R 980.00	R700.00
• 25 – 36 Months	R 980.00	R700.00
• 37 Months – 5 Years	R 980.00	R700.00

Grade R Toiletries: Supplied by parents annually 20 x Toilet Rolls, 2 x box of Tissues, 4 x Paper Towels, 4 pack baby wipes, 2 x 500ml Liquid hand soap and 450ml Vaseline.

Monthly Fee

- (Grade R) 5 years- 6 years R 980.00
- **R 800.00 for 3 months only. (January, February and March 2024)**

Registration Fee:R260 Annually	3 years Stationery R250	Grade RR Stationery R300	Grade R Stationery R350
School Uniform	White Short or Long Sleeve School Shirt	Girls: Grey School Uniform Skirts for little girls and Trousers	Boys: Grey School Trousers, long or short
Boys and Girls	Shoes: Black Sneaker (like Toughees)	Junior Pre-School Black Sandals	Jersey Grey and Grey School Socks.

The school will be selling jerseys, tracksuits, and T-shirts with our school logo.

Please note that we would prefer an EFT payment into our account, or you can make use of our card facility which will be available at school. Please do not send any money with your child or in the communication book. ***We do not accept any responsibility for money that gets lost or stolen.***

N/B If you pay by ATM pls additional amount of R20.00 for ATM Bank charges. Cash will not be accepted in our school. Send your proof of payment via WhatsApp

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REGISTRATION FEE

Payable on initial registration when you return the enrolment form. ***Thereafter it is payable annually to secure your child's place for the following year. Registration fees are non-refundable!***

MONTHLY FEE

The monthly school fees are payable strictly in advance and must be paid on or before the third day of each month.

If you have enrolled more than one child, the payment structure is as follows:

- Youngest Child: Normal fee
- ***Oldest child: 5 % deducted from basic fee***

Should you wish to pay your fees in advance for the whole year, before end of February you will receive a discount of 8 % on the total yearly fee.

Please remember that Internet transfers between two different banks usually take two working days. Please pay on time. Should you fail to pay your school fees for the month our services to your child are suspended. Should you wish for your child to continue attending, you must re-apply for a space for your child and pay a new registration fee.

I the Parent/ Guardian agree that I will not bring my child/ren to school if fees are not paid on the 3rd of each month. Parents who default with school fees will be handed over to our school debt collector. No discount will be given when a child is absent due to illness or vacation, or interruptions due to school holidays. There will be no exceptions to this rule. Should you require clarity on the issue, please do not hesitate to discuss this before the signing of the agreement. ***We have drawn schedules for payments. If payments are made according to the schedules your account will always be paid.***

Schedule A			
Month	School fees Due		
Registration Fee	Upon Enrolment		
Stationery Fee	Upon Enrolment		
January	Upon Enrolment	July	3 July
February	3 February	August	3 August
March	3 March	September	3 September
April	3 April	October	3 October
May	3 May	November	3 November
June	3 June	December	3 December

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TIME OF CARE

Parents may bring their child(ren) to school from 06h30 and must collect them no later than 18:00. Breakfast will be served at 08:00 am, therefore please ensure that your child is at school before 07:45 am, or else please provide breakfast at home.

Little Little Pre Primary School must be notified as soon as possible if a child is to be collected late. A late collections fee will be charged at a rate of R 10.00 per minute.

Your child will be cared for from Monday to Friday. We will not be open on public holidays and weekends.

Little Little Pre Primary School will close annually at 14h00 for school holidays during December/January for approximately 3 weeks.

Entertainment Fees:

There will be a fee of R100.00 per child, per term for **Summer 1st term, Autumn 2nd term, Winter 3rd term, and Spring 4th term** to cover extra events e.g. (Easter, fathers or Mother's Day, Valentine's Day, Spring Day, and much more), **this is not compulsory but children love it.**

ARRIVAL AND DEPARTURE

Under no circumstances may children be dropped at the gate or in the parking. Please use the entrance at Little Little Pre Primary School when you drop off your child in the morning. Children may only be fetched by their parents, legal guardian, or nominee as specified on the enrolment form. No child will be allowed to leave the premises with persons unknown. It is therefore very important to keep information with regard to your child up to date.

CONTAGIOUS DISEASES

Children suffering from coughs, colds or any other infectious diseases must be kept at home until they have fully recovered. Please inform the school if a child is to be absent.

Parents of a child with a diagnosed contagious condition (measles, pink eye, mumps, chicken pox, etc.) are asked to notify the school as soon as possible, so that we may alert parents to watch for symptoms in their own children.

We are, by law, not allowed to give a child any medication without the express written permission of a parent or guardian. The legal ramifications of giving children medication at daycare without written permission are enormous and we are not willing to take that chance, so please do not expect any exceptions to this policy. Please enter the administering instructions into the medicine register. No medicine will be administered if it hasn't been entered into the medicine register. Do not leave medicine in your child's bag. Please make sure all medicine is clearly marked and handed in for safekeeping.

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CLOTHING AND OTHER POSSESSIONS

Please ensure that your child has a spare set of clothing and a jersey every day. Make sure that all possessions are clearly marked. No responsibility will be accepted for any possessions. Please do not allow your child to bring any toys to school, because most children do not like to share their toys and it usually causes fights among the children. Should you find anything in your child's bag that does not belong to him/her please return it the next day to school.

CONTACT DETAILS AND ADMINISTRATION

Newsletters and statements will be emailed via WhatsApp communication.

It is every parent's responsibility to notify the school as soon as possible of any changes to you or your child's address, phone numbers, illness, allergies etc. This is of the utmost importance because we need to be able to contact you at any time.

Pages 2 – 10 of this enrolment form must be completed, signed, initial and submitted with the following supporting documents.

- Copy of both parents ID or Passport
- Copy of child birth certificate or passport
- Copy of immunisation records.
- Copy of ID/ Passport of person/s nominated to pick up your child from school. his/her ID/ Passport on file.
- Proof of Residence

TO BE COMPLETED BY PARENTS

I hereby acknowledge and accept that my child/ren is /are under the control and supervision of the personnel who are involved in the daily supervision and education process and all the other services. Little Little Pre Primary School takes no responsibility for damage, loss or injury arising from such supervision/ Education and/or service rendered.

I accept that all reasonable care will be taken, to ensure the safety and well-being of my child, and in the event of an injury or accident, which cannot be attributed to the negligence of any personnel employed by Little Little Pre Primary. I will be held responsible for the payment of all medical or hospital fees deemed necessary for the treatment of my child.

I hereby acknowledge and accept that I am personally as Parent/Legal guardian liable for all amounts payable to Little-Little Pre-Primary for Supervision / Education or any other service to my/the child/ren.

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I hereby acknowledge and accept that I am personally as Parent/Legal guardian liable for all amounts payable to Little-Little Pre-Primary for Supervision / Education or any other service to my/the child/ren. The amounts payable to Little-Little Pre-Primary are calculated on the basis of the applicable fees, rates and charge imposed by Little-Little Pre-Primary on the date of signature of this agreement. - inclusive of a non-refundable deposit to secure a place for my child/ren at Little-Little Pre-Primary.

I the Parents agree that I will not bring my child/ren to school if fees are not paid on the 3rd of each month. Parents who default with school fees will be handed over to our school debt collector.

Father / Guardian
Signature

Mother / Guardian
Signature

Date

.....
Signature of Principal

.....
Date

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To Little Little Pre Primary School

Protection of Personal Information Act, 4 of 2013

By signing this Admission Form and the Emergency Medical Consent Form, I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used, and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our child/ren personal information may be used for the lawful and reasonable purposes in as far as the Department of Education (responsible Party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the Department of Education must fulfill its public legal duty. I/we further understand that there are instances in terms of the abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

SIGNED AT _____ ON THIS _____ OF _____ 2024

Father / Guardian

Mother / Guardian

Date

Signature

Signature

Date

Initial: