



LITTLE LITTLE PRE PRIMARY SCHOOL  
23 Long Street  
Germiston  
1400

Principal: (064) 502 3373

[info@littlitlepreprimary.co.za](mailto:info@littlitlepreprimary.co.za)  
<https://littlitlepreprimary.co.za>

EMIS Number:700902252

### SCHOOL READMISSION APPLICATION FOR 2022

1. This is in keeping with the requirements of the South African Schools Act, No 84 of 1996, the National Education Policy Act, No 27 of 1996 and Gauteng Department Admission and Readmission Policy.
2. All current learners have to apply to the school for readmission for 2024. This will ensure that the learner has secured his/ her place at our school.
3. Learners who do not submit the completed forms to the school may lose their place to new learners. Your name will be taken out of our admission register. If space is available, you will have to register as a new learner and pay registration fees as an extra expense.
4. All completed readmission forms have to be handed to the school by/ before Wednesday 31<sup>st</sup> January 2024. Parents may lose their place to new learners if not handed in by the above due date.

### READMISSION APPLICATION FOR 2022

#### ADMISSION NO

#### CURRENT LEARNER

Office use only	Name and Surname	Learner Id no.

#### NOTE WELL:

1. The annual school fees will be payable over 12 months from January to December. Parents who default with school fees will be handed over to our school debt collector.
2. School fees for 2024 are payable over 12 months from January to 01 December 2024
3. Parents are encouraged to pay school fees by EFT. Cash will not be accepted in our school. Send your proof of payment via WhatsApp
4. All school fees are to be paid by 03<sup>rd</sup> of every month.
5. The banking details are:

Name of bank: FNB	REFERENCE: THE REFERENCE ON THE BANK DEPOSIT SLIP/ EFT MUST SHOW THE LEARNER'S NAME FOLLOWED BY THE SURNAME. <b>PLEASE DO NOT USE THE PARENTS NAME.</b> <b>N/B If you pay by ATM pls additional amount of R20.00 for ATM Bank charges.</b>
Name of account: PHASA CIVILS T/A Little Little Pre Primary	
Account Number: 62 781 441 383	
Branch: Lambton Branch code: 250655	

**N. B. READMISSION NUMBER MUST BE CONFIRMED BY THE ADMISSIONS OFFICER.**

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**UPDATING OF LEARNER AND PARENT DETAILS**

**APPLICATION FOR READMISSION**

**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
			<b>Initial:</b>



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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"> <li>I/We accept full responsibility for the payment of school fees monthly in advance for the year.</li> <li><b>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.</b></li> <li>The school reserves the right to restrict admission of any child or children in respect of whom monies to the school are outstanding.</li> <li>I agree that my child or children adhere to the disciplinary regulations of the school.</li> <li>By signing this agreement, I agree to Little Little Pre Primary School Financial Policy, Code of Conduct, indemnity policies, and admission policy.</li> </ol>

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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**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reason for Admission Rejected \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date \_\_\_\_\_

**Annually Registration and School Uniform 2024**

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

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3 Years - Toiletries: Supplied by parents annually 20 x Toilet Rolls, 2 x boxes of Tissues, 4 x Paper Towels, 4 packs of baby wipes, 2 x 500ml Liquid hand soaps and 450ml Vaseline.

### Grade R

**Toiletries: Supplied by parents annually 20 x Toilet Rolls, 2 x boxes of Tissues, 4 x Paper Towels, 4 packs of baby wipes, 2 x 500ml Liquid hand soaps, and 450ml Vaseline.**

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

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.***

### 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 3<sup>rd</sup> of each month. Little-Little Pre-Primary is not interested on taking Parents/Guardians to court for payments recoveries. I **further agree to "No child will be allowed to school without payment on the 3rd of that month"**.

### 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.

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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 1<sup>st</sup> term, Autumn 2<sup>nd</sup> term, Winter 3<sup>rd</sup> term, and Spring 4<sup>th</sup> 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.

#### **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.

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**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. 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.** Little-Little Pre-Primary is not interested in taking any Parents to court for payment recoveries, we simply don't charge penalties for late school fee payments. **I further agree to "No child will be allowed to school without payment on the 3rd of that month".**

\_\_\_\_\_

Father / Guardian  
Signature

\_\_\_\_\_

Mother / Guardian  
Signature

\_\_\_\_\_

Date

.....

Signature of Principal

.....

Date

SCHOOL STAMP

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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 \_\_\_\_\_ 2023

\_\_\_\_\_

Father / Guardian

\_\_\_\_\_

Mother / Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Date