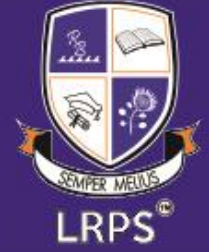


Quality Affordable Education

Veldenvlei * Meerensee * Empangeni * Birdswood
Sheffield Beach * Ballito * Hillcrest

Head Office 035 789 2770 - admin@little-rascals.co.za

www.embertonpreschool.co.za



ENROLMENT AGREEMENT AND APPLICATION

2023

(This application is for 3 months to Grade R)

Emberton Pre-School, a division of the LRPS Group and Parents/Guardians:

(FULL NAMES AND SURNAMES OF PARENT(S)/GUARDIAN(S))

Application for: (FULL NAMES AND SURNAMES OF CHILD/CHILDREN

NO INCOMPLETE APPLICATIONS FORMS WILL BE ACCEPTED

OFFICE USE: (Administrator or Principal to complete this section before submitting to Head Office for Approval)

Childs Full Name and Surname: _____

Starting Date: _____ Age on Starting Date: _____ Grade/Class: _____

Agreed Option Amount: _____ Agreed Option Time: _____

Registration Fee Payment: Receipt No. _____ (Attach proof of payment, including EFT or Bank Deposit)

Starting Month Fee Payment: Receipt No. _____ (Attach proof of payment, including EFT or Bank Deposit)

Comment: _____

I have informed the parents/guardians of all important points and have checked the application and documents.

Administrator or Principal: Name: _____ Signature: _____ Date: _____

APPLICATION REQUIREMENTS

- Please complete **ALL** sections.
- Application **will not be accepted if it is not complete.**
- **Only once your application is approved may you send your child/ren to school.**
- **Documents required** for the processing of this application:

	YES
Copy of child's Unabridged birth certificate / passport	
Certified copy of both parents / guardian's ID	
In case of Guardianship – Proof of Guardianship	
Copy of 3 months bank statements of both parents/ guardians/person responsible	
Copy of latest payslip/proof of income of both parents / guardians/ person responsible	
Fee Clearance Certificate from current school	
Copy of Learners clinic card (Road to Health)	
Copy of Medical Aid Card (if applicable)	
2 x ID photos of Child taken in year of application	
Parents Proof of Residence	

AFFORDABILITY ASSESSMENT

Please be advised that this application is subject to an affordability assessment. By completing same you give Emberton Pre-School, a division of LRPS Group and/or its agent/attorney permission to make enquiries to any and all major credit bureaus, including attending to do any credit searches and identification verification searches or enquiries to obtaining any and all information pertaining to your credit rating and payment history.

Initial

REGISTRATION FEE:

A non-refundable R1 000.00 registration fee is payable when submitting your application form. This application will not be processed unless this fee and all the relevant documentation has been received.

Initial

Class Structure

- Baby Classes – 3 Months to 1 Year
- Toddler Classes – 1 turning 2 years
- Grade RRR – 3 turning 4 years
- Grade RR – 4 turning 5 years
- Grade R – 5 turning 6 years

PART A – INFORMATION FORM

PLEASE TAKE NOTE THAT NO INCOMPLETE FORMS WILL BE ACCEPTED

Parent(s)/Guardian(s) are hereby informed that a new Information Form will need to be completed and signed at the beginning of each year and when any information pertaining to the said parent(s)/guardian(s) change during the course of any year.

Initial

LEARNER DETAILS

Surname: _____

First Names: _____

Known as: _____

Gender: _____

Date of birth: _____

Home language: _____

Place of birth: _____

Religion: _____

Nationality: _____

SA Citizen: Yes|____ No|_____

Current learning facility: _____

Reason for leaving: _____

Please state the date you would like the Learner to start attending: _____

PARENTS DETAILS

FATHER/GUARDIAN (Person responsible for School Fees Account: YES ____ NO ____)

Surname: _____ First name: _____

ID Numbers: _____ Occupation: _____

Name of employer: _____

Cell Phone No.: _____ Work No. _____

Email address: _____

Physical address: _____

Vehicle (Make & Model): _____ Registration No.: _____

MOTHER/GUARDIAN (Person responsible for School Fees Account: YES ____ NO ____)

Surname: _____ First name: _____

ID Numbers: _____ Occupation: _____

Name of employer: _____

Cell Phone No.: _____ Work No. _____

Email address: _____

Physical address: _____

Vehicle (Make & Model): _____ Registration No.: _____

ALTERNATIVE CONTACT

Surname: _____ First name: _____

Contact No.: _____ Relation to child: _____

Who does your child reside with? _____

Name: _____ Contact: _____ Relation: _____

MEDICAL INFORMATION

Medical Aid: _____ Membership No. _____

Main Member: _____ ID No. _____

Family Doctor Name: _____ Contact No. _____

Doctor Address: _____

Does your child have any allergies? If yes, please explain _____

Are there any food or beverages your child should avoid?
If yes, please explain _____

Child weight as birth: _____ Feeding(breast/bottle) _____

Any problems during pregnancy/birth? _____

Any post-natal problems with child (jaundice etc)? _____

Has your child had any operations?
If yes, please explain _____

Has your child been in any serious accident or encountered any traumatic situation?
If yes, please explain _____

Is your child on any chronic medication?
If yes, please explain _____

Is your child generally healthy? _____ Does your child have a healthy appetite? _____

Is your child completely potty trained? _____

Does your child have any habits that concern you? _____

Milestones

What age did your child start the following:

Teething _____ Crawling _____ Talking _____ Walking _____

Illness your child has had please tick

Measles [] German measles [] Whooping cough [] Mumps [] Chicken Pox [] Other []

Any current illness? If yes, please explain _____

Any problems with the following:

Hearing [] Sight [] Teeth [] Speech [] Urination [] Other: _____

I/We hereby confirm that the information supplied by me/us is correct and that I/we will inform Emberton Pre-School, a division of LRPS Group immediately in writing should any of the said information change.

Signed at _____ on _____ 20____

FATHER/LEGAL GUARDIAN

MOTHER/LEGAL GUARDIAN

PART B – FINANCIAL AGREEMENT

Parent(s)/Guardian(s) are hereby informed that a Financial Agreement will need to be completed and signed upon enrolment and for every following year for as long as the child(ren) remain enrolled at Emberton Pre-School, a division of LRPS Group.

Initial

1. REGISTRATION FEE

This enrolment is subject to the payment of a non-refundable registration fee in the amount of R1 000.00 payable to the banking account of Emberton Pre-School, a division of LRPS Group as set out in clause 3 hereunder.

2. ENROLMENT OPTIONS

Please indicate the option of your choice by ticking the box next to the option.

6h30 – 14h00 (Half Day)	R3 000p/m	<input type="checkbox"/>
6H30 – 17h30 (Full Day)	R3 400p/m	<input type="checkbox"/>

3. BANKING DETAILS

Upon approval of application, you will be given an account reference number. Please use the account reference number when making EFT payments or Bank Deposits. No Cash please.

Acc Holder: Emberton Preschool (Pty) Ltd
Bank: First National Bank
Branch Code: 210835
Acc No. 629 198 447 55

Email acc@little-rascals.co.za or call 035 789 2770 for any account related questions or queries.

4. All fees are payable on or before the 1st day of the month in advance of the month attending and will be so charged until such time as written notice of cancellation is received by Emberton Pre-School, a division of LRPS Group.

5. Monthly school fees are payable even if your child is absent for any reason.

6. Accounts that have not been paid by the 7th day of each month will be issued with a suspension of service letter and thereafter if we still have not received the due amount, the account will be handed over to the Attorneys of Emberton Pre-School, a division of LRPS Group for collection as more specifically set out in clause 11 of Part C - Terms and Conditions of Enrolment.
7. Payments of amounts due and payable are to be made into the bank account of Emberton Pre-School, a division of LRPS Group as set out in clause 3 above.
8. **Fees are billed for an 11-month year and the R1 000.00 registration fee, paid upon application, is utilized in respect of the fee for December.**
9. Daily rates for any part of the day are R150.00 per day (if vacancies are available).
10. **All account queries must be referred to acc@little-rascals.co.za, alternatively by calling 035 789 2770 from Monday-Friday between the times of 8am – 3pm**
11. Declaration to be completed by Parents/Guardian of the child that is enrolled at Emberton Pre-School, a division of the LRPS Group:
I, _____ and _____ the parents/guardians of _____ hereby,
 - 11.1. **Accept that the monthly fee of R _____**, as selected in clause 2 of this Financial Agreement, is payable not later than the 1st day of each month; and
 - 11.2. Acknowledge and agree that in the event of 2 or more persons signing as party to this agreement, that all such signing parties will be held jointly and severally liable in respect of payment of any amount due and payable to Emberton Pre-School, a division of LRPS Group, the one paying the other to be absolved; and
 - 11.3. Acknowledge that accounts which have not been paid by the 7th day of each month will be handed over to the Attorneys for collection.

Signed at _____ on _____ 20_____.

FATHER/LEGAL GUARDIAN

MOTHER/LEGAL GUARDIAN

WITNESS

ID NUMBER

ID NUMBER

ID NUMBER

PART C – TERMS AND CONDITIONS OF ENROLMENT

1. TERMS AND CONDITIONS OF ENROLMENT

I (full name) _____ and
the parent(s)/legal guardian(s) of (Child's full name) _____ hereby apply
for the enrolment of my child. We understand that the enrolment is subject to the terms and conditions contained herein.

2. SCHOOL HOURS AND ATTENDANCE

- 2.1. **The school is open from 6h30 to 17h30 Monday to Friday excluding Public Holidays** and we are closed for a period of 3 weeks in December (dates will be communicated closer to the time).
- 2.2. **Parents are to please notify the school by 8h00 if their child is unable to attend for any reason or is going to arrive after 8h00.**
- 2.3. Parents must notify the school if the child is going away for more than a week at least 1 (one) week in advance, fees remain payable.

3. SCHOOL UNIFORM

- 3.1. School Uniform is available on order and parents/guardians will be advised when orders are placed and when orders are ready for collection.
- 3.2. School uniform is compulsory as this not only associates your child with our school but also assists in identifying your children on school outings.
- 3.3. The money paid to the school for the uniform order is non-refundable, for any reason or unforeseen circumstance.

4. MEALS

- 4.1. Breakfast and lunch will be provided for the Baby Class (if on solids), Toddler Class and Grade's RRR to R.
- 4.2. For the children who stay for Full Day (14h00 – 17h30), a sandwich and juice will be provided mid-afternoon.
- 4.3. Please ensure that you provide a **healthy** snack for your child for the mid-morning snack time.
- 4.4. Breakfast will be served between 08h00 and 08h30.
- 4.5. Snack time will be at 10h00.
- 4.6. Lunch will be served between 11h45 and 12h45.
- 4.7. Full day children will have their afternoon snack at 14h15.

5. COLLECTION

- 5.1. Children may not be collected by anyone else without prior notification. We offer an Access Control Procedure.
- 5.2. The person collecting the child **MUST** be on the Emberton Pre-School, a division of LRPS Group Authorised Collection List and only once the Approved Collection/Taxi Procedure Form (Part D of this Agreement) has been signed by the parent(s)/guardian(s) responsible, will the child be allowed to leave the premises.
- 5.3. Parent(s)/Guardian(s) collecting their children after the agreed time according to the enrolment contract must inform the School when they are late, so the School may plan accordingly.
- 5.4. A **Late Collection Fee** will be charged and invoiced to your account, if you or the authorised person is late in collecting your child:
 - 5.4.1. R50 per 15 minutes late
 - 5.4.2. R100 per 30 minutes late
- 5.5. **You will be encouraged to change your option to a later option if you are frequently late to collect.**

6. HEALTH

- 6.1. Should your child or a member of your family contract a notifiable disease or infectious ailment you must inform the school at the soonest possible moment to enable Emberton Pre-School, a division of LRPS Group to inform the other parents/guardians accordingly and thus prevent an outbreak in the school.
- 6.2. **The School reserves the right to refuse entry to any child who the school principal considers to be unwell or suffering from any contagious or infectious illness** until such a time as you are able to provide the school with a medical certificate from a qualified medical practitioner confirming that the child is no longer unwell or suffering from any such contagious or infectious illness.
- 6.3. Please **DO NOT** bring your child to school when they are ill.
- 6.4. Should medicine need to be administered to your children, please complete the Medication Consent Form stipulating dosages and the time when medication is to be administered. Medication containers are to be clearly labelled indicating the content and the name of your child. **No medicine will be administered unless the medicine form is completed by the parent(s)/guardian(s).**

- 6.5. If your child becomes ill during school, we will contact you alternatively, if we are unable to contact you, we will contact the alternative person on the enrolment form. The school staff may act in loco parents for the child in case of illness, accident, or emergency.
- 6.6. Staff will take such actions as the principal sees fit including hospitalization, whether the parents or next of kin have been informed or not.
- 6.7. Every possible effort will be made to contact the parents or authorized people in an emergency.
- 6.8. In a case of emergency, you, as the parents, will be responsible to meet all expenses incurred.

6.9. Do we have your permission to call your doctor to attend to any emergency regarding your child? Yes No

6.10. Do you agree to meet all expenses incurred? Yes No

7. CODE OF CONDUCT

7.1. The parent(s)/guardian(s) agree to adhere to the school rules and disciplinary code and to ensure that their child(ren) do so as well.

8. NOTICES

8.1. **The Parent(s)/Guardian(s) acknowledge that any and all notices as referred to in this Enrolment and Agreement are to be submitted in writing to Emberton Pre-School, a division of LRPS Group including but not limited to notice of cancellation of agreement.**

9. CANCELLATION OF AGREEMENT

9.1. The Parent(s)/Guardian(s) **may cancel the agreement on providing Emberton Pre-School, a division of LRPS Group with one calendar month's written notice or payment of one month's fees in lieu of notice. An email will be accepted.**

9.2. **The School may cancel the agreement by giving the parent(s)/guardian(s) 7 days' notice at the discretion of management, should the child interfere with the wellbeing of other students, including, but not limited to consistent anti-social or aggressive behaviour.**

9.3. Notwithstanding clause 10.2 above Emberton Pre-School, a division of LRPS Group reserves the right to cancel this agreement by giving the parent(s)/guardian(s) 7 days' notice of such intention without having to supply reasons for its decision to do so.

9.4. **If the payment of fees is not being paid monthly, we reserve the right to suspend services until such time as all overdue fees are brought up to date.**

9.5. **If for any reason the account becomes in a credit, we are not held liable to process any refund of the credit amount, this may be carried over to the following year or placed as a donation towards the school and acknowledgment thereof will be made public.**

10. BREACH

10.1. **Failure to pay any or all fees when they become due and payable constitutes a breach of this agreement.**

10.2. All accounts not paid by the 7th day of each month will be handed over to the Attorneys of Emberton Pre-School, a division of LRPS Group in which event the parent(s)/guardian(s) hereby agree:

10.2.1. that they elect their physical addresses as set out in Part A – Information Form as their domicilium address for the purposes of delivery for all written correspondence, legal notices and/or Court documents.

10.2.2. that they will be liable for the payment of all legal costs on the attorney and client scale including, but not necessarily limited to, all legal fees, disbursements, collection commission at the rate of 10% and interest; and

10.2.3. to action being instituted in the Magistrate's Court even in the case where the claim amount may otherwise exceed the monetary jurisdiction of the said Court.

11. INDEMNITY

11.1. **All possible precautions will be taken to prevent any loss or damage to clothing or items; however, Emberton Pre-School, a division of LRPS Group does not accept responsibility if loss or damage to clothing or items does occur beyond our control and parent(s)/guardian(s) are hereby advised that All items sent to school MUST be marked clearly.**

11.2. The parent(s)/guardian(s) hereby acknowledge and confirm that they have inspected the premises of Emberton Pre-School, a division of LRPS Group and that they are satisfied that the premises, including all equipment and amenities are safe and suitable for the purposes for which they are to be used and that they have made the necessary enquiries to satisfy themselves that all staff are professionally trained and competent of performing the duties delegated to them by Emberton Pre-School, a division of LRPS Group.

11.3. Emberton Pre-School, a division of LRPS Group hereby indemnifies itself, its management, employees, contractors and/or visitors from any claims arising out of any loss, injury or damages suffered by any child, parent(s)/guardian(s), and/or the family, friends, acquaintances, employees and/or contractors of such child or parent(s)/guardian(s) irrespective of the circumstances in which such loss, injury or damages may have occurred.

12. WHOLE AGREEMENT

- 12.1. The parent(s)/guardian(s) acknowledge that this document contains the entire agreement between Emberton Pre-School, a division of LRPS Group and themselves and that no variation or amendment thereof shall be valid and enforceable unless reduced to writing and signed by both parties.
- 12.2. The parent(s)/guardian(s) acknowledge that a new Financial Agreement (Part B hereof) will need to be completed for each new year that the child(ren) remain enrolled with Emberton Pre-School, a division of LRPS Group and as such the latest signed Financial Agreement will be deemed to be the binding and enforceable Financial Agreement for the relevant year.
- 12.3. The parent(s)/guardian(s) acknowledge that a new Information Form (Part A hereof) will need to be completed for each new year or, alternatively, when any information on the said form is to be changed for as long as the child(ren) remains enrolled with Emberton Pre-School, a division of LRPS Group and as such the latest signed Information Form will be deemed to be the binding and enforceable Information Form.

13. DECLARATION

I/We hereby declare that we have read the entire agreement and understood the contents thereof.

Signed at _____ on _____ 20__

SIGNATURES

FATHER/LEGAL GUARDIAN

MOTHER/LEGAL GUARDIAN

If one of the above is not available to sign this form, please provide a reason:

DATE:

PART D: COLLECTION/TAXI PROCEDURE FORM

In the interests of the safety of the children attending Emberton Pre-School, a division of LRPS Group, please supply us with the following information:

Childs Name: _____
 Class: _____
 Teachers Name: _____
 Person responsible for collecting my child: _____
 Time of collection: _____

Parent Taxi Family Member

THE FOLLOWING INFORMATION IS REQUIRED FROM THE PERSON COLLECTING YOUR CHILD:

Name: _____
 Contact Number: _____
 ID Number: _____
 Vehicle Registration: _____

Documents required from the driver:

ID Document	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Drivers Licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

No child will be allowed to leave our premises with anyone other than the parent should these documents not be in place.
Please note that children being dropped off must be accompanied to the door by a responsible adult. When collecting your children in the afternoon, please present your access card before we will allow your child to leave our premises.
 No children will be allowed to leave our premises with an alternate person unless the parent has contacted us and advised of the alternate arrangements and supplied us with the alternate person's full name and ID Number.

I, _____ parent/guardian of _____
 _____, do not hold the Principal or staff of Emberton Pre-School, a division of LRPS Group, responsible for any injuries or losses once my child has left the premises with the Authorized Driver. I/we accept that all precautions will be taken for the safety and well-being of my/our child.

Signed at _____ on this day _____, 20____.

 FATHER/LEGAL GUARDIAN

 MOTHER/LEGAL GUARDIAN

 ID NUMBER

 ID NUMBER

FEE CLEARANCE CERTIFICATE

(To be completed by the pupil's current School)

Parent Information

Name and Surname of parent/guardian responsible for school fees: _____

Identity number of parent/guardian responsible for school fees: _____

Contact number of parent/guardian responsible for school fees: _____

Student information

Learner Full name and Surname: _____

School Information

Name of current/previous School: _____

Fees Information

Annual fees 20____: _____

Fees paid to date: _____

Fees outstanding: _____

Comments:

Please attach the latest school fees account statement to this form when submitting.

This serves to certify that the above-mentioned parent/guardian has paid school fees as indicated above.

Finance Department/Principal

Signature

Contact

Date

School Stamp:

MEDIA CONCENT FORM

We occasionally make videos and take photos of the children while at play, learning and during activities. We may use these photos and videos for training purposes, classroom displays, marketing materials, social media pages and on our website. The photos may also be used for printed publications to promote the school e.g., Newspaper, Flyers, School Prospectus and Handbooks.

To comply with the Data Protection Act and Safeguarding Guidelines, we would like your permission to include your child in the videos and photos.

Please complete the below:

I (parent/guardian name and surname) _____; hereby give permission or do not give permission that photos and/or videos of _____ (child name and surname) be used as stated above.

If you have any queries, please do not hesitate to contact us.

Parents/Guardian Name and Surname

Signature

Date