



Quality Affordable Education

LR1 - Veldenvlei - 035 789 2389 * LR2 - Meerensee - 035 753 1400
LR3 - Empangeni - 035 772 1003 * LR4 - Dolphin Coast - 032 947 3054
LR5 - Veldenvlei - 035 789 2389



www.little-rascals.co.za

Good day,

RE: ACCOUNTS PROCEDURE

Please read and sign acknowledgement that you have read and understand the below:

As a self funded private group we rely entirely on the school fees received from parents or guardians. These fees are primarily used for the education and care of the little ones enrolled in our group. The teachers and staff are given remuneration for the education and care they provide for your little ones. We ensure your little ones are safe and secure, happy and healthy. The facilities are kept up to standard and we allow for upgrades in our budgets as we continuously grow.

Upon registration, a R1000 registration fee is compulsory and non refundable. This amount will be utilised for admin costs and your December 2019 fee. If you have 2 or more children, they will receive a discount on this fee. This R1000 will also be used in the event of you removing your child from the group without adequate notice so that our budgets are not affected too drastically. It may also be used towards your last month fee if 1 month notice letter has been submitted to the relevant principal.

Monthly fees are due in advance. Please ensure you pay the monthly fee you selected on your Childs enrolment form. This fee should be paid on or before the 1st of the month your child will be attending the school. Your fees may be paid via card or cash at the school, please ensure you receive a receipt as soon as you have made payment. Keep your receipts for future reference. You may also make payment via EFT or Cash Deposit at the Bank. If you make a bank payment, please use your Childs first name and surname as stated on your Childs enrolment contract as our reference and send the proof to acc@little-rascals.co.za. If the reference is incorrect or there is no surname, we cannot allocate the payment. Proof will have to be provided that the payment is yours before allocating the payment.

In some cases, parents have requested that fees be paid on the 15th of the month. This may only be granted to you if you contact me directly.

During "Big School" Holidays our branches are open and you may send your little one to school to join in on the fun holiday programme we set up for them. Fees are still due during this time if your child is present or not as your contract states 11 months plus registration. It's only the LR4 Ballito learners who are on the Term Time option that are not covered for the holidays.

If fees are not received, we may be obligated to withhold your Childs report for that term until fees are paid. We may also suspend our services and ask that you keep your child at home until fees are received. We will still charge you for the time your child is off on account suspension as our budgets will be affected. Please keep your account up to date.

Child/Childrens Names: _____

Parent Name: _____ Signature: _____

Date: _____