



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



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ENROLMENT AGREEMENT

BETWEEN

LITTLE RASCALS PRE SCHOOL

AND

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



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APPLICATION REQUIREMENTS

- Please complete **ALL** sections.
- Documents required for the processing of this application:

	YES	NO
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 latest bank statement of both parents/ guardians		
Copy of latest payslip/proof of income of both parents / guardians		
Report of Previous year (for Grade 1 Application)		
Letter of confirmation from current school (Grade 1 Application)		
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 Little Rascals Pre School 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

OFFIC USE ONLY

	Yes	No
• Have all the documents been submitted?		
• Has the contract been correctly completed?		
• Have you received the R1000 payment or proof thereof?		
• If re-enrolment, is 2018 account settled?		

Application approved: Yes/No _____

Date: _____



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PART A – INFORMATION FORM 2019

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: _____

Reference person: _____ Contact Number: _____

PARENTS DETAILS

FATHER/GUARDIAN

Surname: _____ First name: _____

ID Numbers: _____ Occupation: _____

Name of employer: _____

Cell Phone No.: _____ Work No. _____

Email address: _____

Physical address: _____

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



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MOTHER/GUARDIAN

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 birth weight: _____ Feeding(breast/bottle) _____

Any problems during pregnancy/birth?

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



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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 Little Rascals Pre School immediately in writing should any of the said information change.

Signed at _____ on _____ 20_____

FATHER/LEGAL GUARDIAN

MOTHER/LEGAL GUARDIAN



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PART B – FINANCIAL AGREEMENT 2019

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 Little Rascals Pre School.

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 Little Rascals Pre School as set out in clause 3 hereunder.

2. ENROLMENT OPTIONS

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

Little Rascals Veldenvlei – LR1 and LR5

6h00 – 13h00	R1 450 p/m	<input type="checkbox"/>
6H00 – 15H00	R1 550 p/m	<input type="checkbox"/>
6h00 – 18h00	R1 700 p/m	<input type="checkbox"/>

Little Rascals Meerensee – LR2

6h00 – 13h00	R1 450 p/m	<input type="checkbox"/>
6H00 – 15H00	R1 550 p/m	<input type="checkbox"/>
6h00 – 18h00	R1 750 p/m	<input type="checkbox"/>

GRADE 1

We have a Grade 1 class at our Meerensee Branch. The Fees are as follows:

	07h00 – 13h00	R1 750 p/m	<input type="checkbox"/>
Aftercare:	13h00 – 18h00	R500 p/m	<input type="checkbox"/>

Little Rascals Empangeni – LR3

Baby Group

6h00 – 13h00	R1 835 p/m	<input type="checkbox"/>
6H00 – 15H00	R1 935 p/m	<input type="checkbox"/>
6h00 – 18h00	R2 135 p/m	<input type="checkbox"/>

Toddlers to Grade R

6h00 – 13h00	R1 585 p/m
6H00 – 15H00	R1 685 p/m
6h00 – 18h00	R1 885 p/m

GRADE 1

	07h00 – 13h00	R1 885 p/m	<input type="checkbox"/>
Aftercare:	13h00 – 18h00	R500 p/m	<input type="checkbox"/>



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Little Rascals Sheffield Beach - LR4

Full day/Full year R2 300 p/m
 Full day/Terms only R2 100 p/m
 Half day/Full year R2 000 p/m
 Half day/Terms only R1 800 p/m

Please note that if Terms Only are selected, there is no day care facility offered during school holidays.

3. BANKING DETAILS

Little Rascals 1 – Veldenvlei

Acc Holder: A.L Franz
 Bank: Standard Bank
 Branch Code: 58030
 Acc No. 168 014 998

Little Rascals 2 – Meerensee

Acc Holder: A.L Franz
 Bank: Standard Bank
 Branch Code: 58030
 Acc No. 302 890 491

Little Rascals 3 – Empangeni

Acc Holder: KZN Tours/Little Rascals
 Bank: First National Bank
 Branch Code: 220830
 Acc No. 62 421 846 132

Little Rascals 4 – Dolphin Coast

Acc Holder: Little Rascals Sheffield Beach
 Bank: Standard Bank
 Branch Code: 58030
 Acc No. 041 687 183

Please use your Childs name and surname as the beneficiaries reference when making Bank Deposits or EFT payments. Kindly send your proof of payment to acc@little-rascals.co.za

- 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 Little Rascals Pre School.
- Monthly school fees are payable even if your child is absent for any reason.



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6. Accounts that have not been paid by the 7th day of each month will be handed over to the Attorneys of Little Rascals Pre School 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 Little Rascals Pre School as set out in clause 3 above.
8. Payments are to be made using the child's name and surname as a reference and proof of payments must be sent to acc@little-rascals.co.za.
9. **Fees are billed for an 11 month year and the R1 000.00 registration fee, paid upon enrolment, is utilized in respect of the fee for December.**
10. Daily rates for any part of the day are R150.00 per day (if vacancies are available).
11. **All account queries must be referred to acc@little-rascals.co.za, alternatively by calling 078 525 9474 from Monday-Friday between the times of 8am – 4pm**
12. Declaration to be completed by Parents/Guardian of the child that is enrolled at any of the Little Rascals Pre-School Branches:
I, _____ and _____ the parents/guardians of _____ hereby,
 - 12.1. 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
 - 12.2. 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 Little Rascals Pre School, the one paying the other to be absolved; and
 - 12.3. 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



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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 at LRPS. 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 6h00 to 18h00 from 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.

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.

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 or Aftercare (13h00 – 18h00), 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 to the Pre-School children between 08h00 and 08h30.
- 4.5. Snack time will commence at 10h00.
- 4.6. Lunch will be served to the Pre-School children 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.
- 5.2. The person collecting the child MUST be on the Little Rascals 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.



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5.4. A **Late Collection Fee** will be charged as follows if you or your authorised adult is late in collecting your child:

- 5.4.1. R30 per 5 minutes late
- 5.4.2. R50 per 15 minutes late
- 5.4.3. R100 per 30 minutes late

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 Little Rascals Pre School 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, in the event that 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. We do have our own medically trained staff as well as a dedicated ambulance service in the event of an emergency.
- 6.10. Do we have your permission to call your doctor to attend to any emergency regarding your child? Yes No
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. CONSENTS

- 8.1. The Parent(s)/Guardian(s) hereby consent to:
 - 8.1.1. their child(ren) taking part in the school's extramural activities, e.g. educational visits; and
 - 8.1.2. their child(ren) being photographed for possible publication purposes.



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9. NOTICES

9.1. The Parent(s)/Guardian(s) acknowledge that any and all notices as referred to in this Enrolment Agreement are to be submitted in writing to Little Rascals Pre School including but not limited to notice of cancellation of agreement.

10. CANCELLATION OF AGREEMENT

- 10.1. The Parent(s)/Guardian(s) may cancel the agreement on providing Little Rascals Pre School with one calendar month's written notice or payment of one month's fees in lieu of notice.
- 10.2. 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.
- 10.3. Notwithstanding clause 5.2 above Little Rascals Pre School 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.

11. BREACH

- 11.1. **Failure to pay any or all fees when they become due and payable constitutes a breach of this agreement and WILL result in your child being refused entry back into the school until such a time as all fees are paid up to date.**
- 11.2. All accounts not paid by the 7th day of each month will be handed over to the Attorneys of Little Rascals Pre School in which event the parent(s)/guardian(s) hereby agree:
 - 11.2.1. 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;
 - 11.2.2. 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
 - 11.2.3. 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.

12. INDEMNITY

- 12.1. **All possible precautions will be taken to prevent any loss or damage to clothing, however, Little Rascals Pre School does not accept responsibility if loss or damage to clothing does occur beyond our control and parent(s)/guardian(s) are hereby advised that All items sent to school MUST be marked clearly.**
- 12.2. The parent(s)/guardian(s) hereby acknowledge and confirm that they have inspected the premises of Little Rascals Pre School 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 properly trained and competent of performing the duties delegated to them by Little Rascals Pre School.



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12.3. Little Rascals Pre School 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.

13. WHOLE AGREEMENT

- 13.1. The parent(s)/guardian(s) acknowledge that, subject to clause 13.2 and 13.3 below, this document contains the entire agreement between Little Rascals Pre School and themselves and that no variation or amendment thereof shall be valid and enforceable unless reduced to writing and signed by both parties.
- 13.2. Notwithstanding clause 13.1 above, 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 Little Rascals Pre School and as such the latest signed Financial Agreement will be deemed to be the binding and enforceable Financial Agreement for the relevant year.
- 13.3. Notwithstanding clause 13.1 above, 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 Little Rascals Pre School and as such the latest signed Information Form will be deemed to be the binding and enforceable Information Form.

14. DECLARATION

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

Signed at _____ on _____ 201

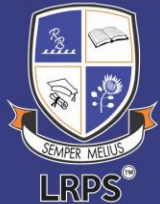
SIGNATURES

FATHER/LEGAL GUARDIAN

MOTHER/LEGAL GUARDIAN

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

DATE:



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PART D: COLLECTION/TAXI PROCEDURE FORM

In the interests of the safety of the Children attending Little Rascals Pre-School, 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 No
Drivers Licence Yes No

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, there is a register that must be signed by the driver 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 persons full name and ID Number.

I, _____ parent/guardian of _____
_____, do not hold the Principal or staff of Little Rascals Pre-School 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