



**uMhlathuze
Primary**
a division of the LRPS Group

Admissions
035 786 0187
Head Office
035 001 0416

www.little-rascals.co.za



admin@umhlathuzeprimary.co.za

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ENROLMENT AGREEMENT AND APPLICATION - 2025

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 to school, you will be notified via email.**
- **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	
Report of Previous year	
Transfer/Confirmation Letter from previous school	
Fee Clearance Certificate from previous 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	

NO INCOMPLETE APPLICATION FORMS WILL BE ACCEPTED

OFFICE USE:

Learners Full Name and Surname: _____

Commencement Date: _____ Age on Starting Date: _____ Grade: _____

Comment: _____

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

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



PART A – INFORMATION FORM

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 any year.

Initial

LEARNER DETAILS

Surname: _____

First Names: _____

Known as: _____ Date of birth: _____

Gender: _____ Home language: _____

Place of birth: _____ Religion: _____

Nationality: _____ SA Citizen: Yes | _____ No | _____

Current learning facility: _____

Reason for leaving: _____

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.: _____



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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 at birth: _____ Feeding(breast/bottle) _____

Any problems during pregnancy/birth? _____

Natural Birth or Cesarean Section: _____

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? _____

Does your child have any habits that concern you? _____

I/We hereby confirm that the information supplied by me/us is correct and that I/we will inform the 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

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 Umhlathuze Primary.

Initial

All fees are payable on or before the 1st 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 Umhlathuze Primary.

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

Accounts that have not been paid with be handed to our attorneys for collection.

Fees are billed for a 12-month year (Jan-Dec)

Registration Fee R500, due before school starts in January each year, January School Fees R2500, February to December R3000 each month.

Should your child start after January, school fees are R3000 monthly. No Prorata amounts will apply for any reason.

An additional monthly fee of R25 will be charged for Software Licences and a once-off book fee will be charged each year.

Payments are to be made into the school account using your account reference number.

All account queries must be referred to admin@umhlathuzeprimary.co.za, alternatively by calling 035 786 0187 from Monday-Thursday between 8am – 3pm.

Declaration to be completed by Parents/Guardian of the child that is enrolled at Umhlathuze Primary:

I, _____ and _____ the parents/guardians of _____ hereby accept that the monthly fee as informed by Umhlathuze Primary is payable not later than the 1st day of each month and acknowledge and agree that in the event of 2 or more persons signing as parties 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 Umhlathuze Primary, the one paying the other to be absolved and acknowledge that accounts which have not been paid by 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 (Childs full name) _____ hereby apply for the enrolment of my child at Umhlathuze Primary. We understand that the enrolment is subject to the terms and conditions contained herein.

SCHOOL HOURS AND ATTENDANCE

1.1. The school opens at 6h30, and school begins at 7:30 to 13:00 for Grade 1-2 and 7:30 to 14:00 for Grade 3-7 Monday to Friday excluding Public Holidays. We are closed during school holidays.



- 1.2. Parents are to please provide doctors' notes for children for any days absent.
- 1.3. Aftercare options are available until 17:15 at a separate charge.

SCHOOL UNIFORM

- 1.4. School Uniform is available from our Uniform Supplier, enquire at the Admissions office.
- 1.5. School uniform is compulsory.

COLLECTION

- 1.6. Children may not be collected by any unauthorised person without prior notification.
- 1.7. The person collecting the child **MUST** be on the 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.
- 1.8. 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.
- 1.9. A **Late Collection Fee** will be charged and invoiced to your account, if you or your authorised adult is late in collecting your child:
 - 1.9.1. R50 per 15 minutes late
 - 1.9.2. R100 per 30 minutes late

HEALTH

- 1.10. 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 Umhlathuze Primary to inform the other parents/guardians accordingly and thus prevent an outbreak in the school.
- 1.11. 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 can 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.
- 1.12. Please **DO NOT** bring your child to school when they are ill.
- 1.13. 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.
- 1.14. Staff will take such actions as the principal sees fit including hospitalization, whether the parents or next of kin have been informed or not.
- 1.15. Every possible effort will be made to contact the parents or authorized people in an emergency.
- 1.16. In a case of emergency, you, as the parents, will be responsible for meeting all expenses incurred.
- 1.17. We do have our own medically trained staff as well as a dedicated ambulance service in the event of an emergency.
- 1.18. Do we have your permission to call your doctor to attend to any emergency regarding your child? Yes No
- 1.19. Do you agree to meet all expenses incurred? Yes No

CODE OF CONDUCT

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.

NOTICES

- 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 Umhlathuze Primary including but not limited to notice of cancellation of agreement.

CANCELLATION OF AGREEMENT

- The Parent(s)/Guardian(s) may cancel the agreement on providing Umhlathuze Primary with one calendar month's written notice or payment of one month's fees in lieu of notice.
- 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.
- **If the payment of fees is not being paid monthly, we reserve the right to suspend services with immediate effect and until such time as all overdue fees are brought up to date.**
- **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.**

BREACH

- All accounts not paid will be handed over to the Attorneys of in which event the parent(s)/guardian(s) hereby agree:



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- 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;
- 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
- 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.

INDEMNITY

- All possible precautions will be taken to prevent any loss or damage to clothing or items, however, Umhlathuze Primary 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.
- The parent(s)/guardian(s) hereby acknowledge and confirm that they have inspected the premises of Umhlathuze Primary 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 inquiries to satisfy themselves that all staff are professionally trained and competent of performing the duties delegated to them by Umhlathuze Primary
- Umhlathuze Primary 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.

WHOLE AGREEMENT

- The parent(s)/guardian(s) acknowledge that this document contains the entire agreement between Umhlathuze Primary and themselves and that no variation or amendment thereof shall be valid and enforceable unless reduced to writing and signed by both parties.
- The parent(s)/guardian(s) acknowledge that a new Financial Agreement will need to be completed for each new year that the child(ren) remains enrolled with Umhlathuze Primary and as such the latest signed Financial Agreement will be deemed to be the binding and enforceable Financial Agreement for the relevant year.
- The parent(s)/guardian(s) acknowledge that a new Information Form 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 Umhlathuze Primary and as such the latest signed Information Form will be deemed to be the binding and enforceable Information Form.

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



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PART D: COLLECTION/TAXI PROCEDURE FORM

In the interests of the safety of the Children attending Umhlathuze Primary, please supply us with the following information:

Childs Name: _____
Class: _____ Teachers Name: _____
The 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, 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 person's full name and ID Number.

I, _____ parent/guardian of _____
_____, do not hold the Principal or staff of Umhlathuze Primary 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
ID: _____

MOTHER/LEGAL GUARDIAN
ID: _____



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FEE CLEARANCE CERTIFICATE

(To be completed by the pupil's current/previous 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: