

Emberton Pre-School

90 Ashley Drive, Hillcrest

ENROLMENT AGREEMENT AND APPLICATION

2026

(This application is for 3 months to Grade R)

LRPS Group and Parents/Guardians: (FULL NAMES AND SURNAMES OF PARENT(S)/GUARDIAN(S))

Application for: (FULL NAMES AND SURNAME OF CHILD

BY SUBMITTING THIS APPLICATION, YOUR APPLICATION APPROVAL IS NOT GUARANTEED. YOU WILL BE CONTACTED VIA EMAIL WITH YOUR APPLICATION STATUS

NO INCOMPLETE APPLICATION 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: _____

Grade/Class: _____

Agreed Option Amount: _____ Agreed Option Time: _____

Registration Fee Payment: Payment CASH Rec No. _____, EFT/CASH DEP _____ (Attach proof of payment)

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	
Report of Previous year (for Grade 1 Application)	
Transfer Letter from current school (Grade 1 Application)	
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 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

Grade Placement

Age as of 1st January	Group/Grade
3 Months- 12 Months	Baby Group
1 year old – 2 years old	Toddler Group
2 years old	RRRR
3 years old	RRR
4 years old	RR
5 years old	R

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 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 paying 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 paying 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 Little Rascals Pre School 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 year.

Initial

1. REGISTRATION FEE

This application 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.

Please note that there is an additional monthly fee of R25 for Software Licences.

6h30 – 14h00 (Half Day)	R3 465p/m	☐
6H30 – 17h30 (Full Day)	R3 920p/m	☐

3. BANKING DETAILS

Please use the relevant bank account, upon approval of the application, you will be given an account reference number. Please use the account reference number when making EFT payments or Bank Deposits. If you have not yet received the number, please use your child's name and surname as it is on the contract, as the reference.

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 035 001 0416 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 written notice of cancellation is received by Little Rascals Pre School.

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 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. **Fees are billed for 11 months (Jan to Nov) and the R1 000.00 registration fee, the non-refundable registration fee covers the December fee of the same year.**
9. Daily rates for any part of the day are R180.00 per day (if vacancies are available).
10. All account queries must be referred to acc@little-rascals.co.za, alternatively by calling 035 001 0416 from Monday-Friday between the times of 8am – 3pm
11. 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,
 - **Accept that the monthly fee of R_____ plus R25 Software Licence Fee**, as selected in clause 2 of his Financial Agreement, 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 a party to this agreement, 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
 - Acknowledge that accounts that have not been paid by the 7th day of each month will be handed over to the Attorneys for collection and that I/we shall be liable to pay all legal costs on the attorney and own client scale including but not necessarily limited to, all legal fees, disbursements, collection commission at the rate of 10%, and interest.

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 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 Monday to Friday excluding Public Holidays** and we are closed for 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 Uniforms are available on order through our website www.little-rascals.co.za, parents/guardians will be advised when orders are ready for collection or delivery to the school.
- 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, 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 Preschool children between 08h00 and 08h30.
- 4.5. Snack time will commence 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 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.
- 5.4. A **Late Collection Fee** will be charged and invoiced to your account if you or your authorized adult 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 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 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.
- 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 the case of an emergency, you, as the parents, will be responsible for meeting 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 ☐
- 6.11. 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 all notices as referred to in this Enrolment and Agreement are to be submitted in writing to Little Rascals Pre School including but not limited to notice of cancellation of the agreement.**

9. CANCELLATION OF AGREEMENT

- 9.1 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 instead 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 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.
- 9.4 **If the payment of fees is not being paid monthly, we reserve the right to suspend services with immediate effect and until all overdue fees are brought up to date.**
- 9.5 **If for any reason the account becomes in 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 Little Rascals Pre School in which event the parent(s)/guardian(s) hereby agree:
- 10.3. that they elect their physical addresses as set out in Part A – Information Form as their domicilium address for delivery for all written correspondence, legal notices, and/or Court documents.
- 10.4. that they will be liable for the payment of all legal costs on the attorney and own client scale including, but not necessarily limited to, all legal fees, disbursements, and collection commission at the rate of 10% and interest; and
- 10.5. 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, Little Rascals Pre School 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 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 inquiries to satisfy themselves that all staff are professionally trained and competent of performing the duties delegated to them by Little Rascals Pre School.
- 11.3 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.

12. WHOLE AGREEMENT

- 12.1. The parent(s)/guardian(s) acknowledge that subject to clauses 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.
- 12.2. 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) remains 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.
- 12.3. 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 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.

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 Little Rascals Pre-School, 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 ☐	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, 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 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

ID NUMBER

MOTHER/LEGAL GUARDIAN

ID NUMBER

FEE CLEARANCE CERTIFICATE

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

Parent Information

ACCOUNT REF NO. _____

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 Consent

We occasionally make videos and take photos of LRPS Group 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., Newspapers, 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 and return this form to your child's class teacher. If you have any queries, please do not hesitate to contact us.

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

Parents/Guardian Name and Surname

Signature

Date