



Little Village Christian Nursery School

Caring Christian Education for the Pre-School Child since 1987

304 Badenhorst St. P.O. Box 50704, Wierda Park. 0149
Tel: 012-6531939. Fax: 012-6532971 or 0866847883
e-mail: lvcs@mweb.co.za. Website: www.lvcnschool.co.za

Please be advised that being in possession of this Admission Form does not guarantee that your child will in fact have a place. Your child's place will only be confirmed once you have returned this form with the R100.00 Registration Fee and subject to availability. Thanks.

CHILD'S PARTICULARS:

| | |
|--|--|
| Surname: | First names: |
| ID no: | Date of birth: Boy / Girl |
| Date of entry: | Name of present school: |
| Position in family (e.g. eldest) | Who is child living with: |
| Home language: | Allergies |
| Medical Aid: | Medical Aid Number |
| Doctor: | Doctor Tel. No. |
| Religious affiliation: | Who will collect your child? |
| Half day / Full day. | If Half day, do you wish to include meals? |

1st PARENT INFORMATION (PERSON RESPONSIBLE FOR THE ACCOUNT)

Title: ID no. Marital status:

Surname: Name:

Residential Address:

Postal Address:

Tel no's: (H) (W) (C)

Occupation: Employer:

E-mail address:

2nd PARENT INFORMATION

Title: ID no. Marital status:

Surname: Name:

Residential Address:

Postal Address:

Tel no's: (H) (W) (C)

Occupation: Employer:

E-mail address:

Parent / Guardian Signature: Date:



CONTRACT WITH CONDITIONS OF ADMISSION

I, the undersigned parent / guardian

hereby apply to place my child
in the care of LITTLE VILLAGE CHRISTIAN NURSERY SCHOOL.

I hereby apply to enrol my child in LITTLE VILLAGE CHRISTIAN NURSERY SCHOOL on a FULL DAY / HALF DAY basis as indicated below.

I enclose R100.00 Registration fee (This will be refunded if no place is available for your child). No deposit is paid in January.

I undertake to pay the monthly fees IN ADVANCE as follows:
Kindly tick applicable option

| | | | |
|--------------------------|---|------------------------|--------------------|
| <input type="checkbox"/> | FULL DAY ALL CLASSES | Payable over 12 months | R1720.00 per month |
| <input type="checkbox"/> | HALF DAY (Duck, Seal, Swan and Dolphin Classes) | Payable over 12 months | R1300.00 per month |
| <input type="checkbox"/> | HALF DAY GRADE R (Fish and Whales) | Payable over 11 months | R1420.00 per month |

Please note that these fees are applicable to **2012** only. There is an annual increase in January each year.

Fees can be paid by cash or electronically. No cheques please

There is an early payment discount of R50.00 for fees paid on or before the last day of the month. In order to qualify for this discount, fees paid electronically, must reflect in the School account by the first day of the month.

Arrangements can be made for fees to be paid on the 15th of the month for those parents who are paid then, but unfortunately, the early payment discount of R50.00 will not apply then.

There is a further R50.00 discount per child if you have one or more children attending the Nursery School and / or Little Village Aftercare for Grades 1 – 7.

I undertake to pay a compulsory R100.00 Maintenance fee every year hereafter. This amount is payable by the end of March and covers the cost of stationery and toiletries for the year.

The Nursery School will be open during the school holidays, except over the Christmas period, which is approximately 3 weeks, during which time I will pay full fees to the Nursery School.



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I abide by the ruling that if notice is given for or during November, the December fee is still payable.

The Nursery School reserves the right, at their own discretion, to instruct parents to remove children for non-payment of fees or if the school deems it necessary for a child to be removed (after dialogue with the parents)

I understand that no deductions can be made if a child is absent as a result of illness, holidays or any other reason.

School fees must be paid timeously. A late payment levy of R50.00 is payable after the 7th of the next month. (See Fees Rules attachment at the end of this document).

Failure to collect my child at the appropriate time (5:30 p.m.) will result in a R10.00 charge for every 5 minutes thereafter, which I undertake to pay on receipt of a letter to this effect from the school. Even after telephonic contact with the School, I will still be liable for the late collection levy.

I undertake to give ONE CALENDAR MONTH'S NOTICE IN WRITING before I take my child out of the Nursery School OR pay one month's fees in lieu of notice.

I accept that the Nursery School:

- Cannot be held responsible for any accidents;
- May contact a local doctor at the discretion of the Principal if I cannot be reached in an emergency.
- May / may not take my child on outings

| | |
|---|--|
| Copy of birth certificate handed in: | |
| Copy of Road to Health / clinic card handed in: | |

The Health, Discipline and HIV policies are available on request.

SIGNATURE OF PARENT/ GUARDIAN:

NAME:

DATE:

WITNESS:

WITNESS:



MEDICAL REPORT

PARENTS WILL BE NOTIFIED IMMEDIATELY OF ANY ILLNESS OR ACCIDENT

Has your child received all the necessary immunizations?

Yes No

Has your child had any of the following communicable diseases/ailments?

| | Yes | No |
|----------------------|-----|----|
| Chicken pox | | |
| Measles | | |
| German measles | | |
| Mumps | | |
| Whooping cough | | |
| Hand, foot and mouth | | |
| Ringworm | | |
| Hepatitis | | |
| Meningitis | | |

Allergies (please state):

Any other:

Is your child taking any medication e.g. Ritalin, Epilim etc.?

Has your child ever received Occupational Therapy, Speech Therapy or Psychological Counseling or is he/she receiving any of the above at present?

Yes No

Please give details if yes:

Name any special arrangements regarding your child:
.....

General state of child's health:

I accept that the Little Village Christian Nursery School:

1. May consult a doctor if I cannot be reached in an emergency
2. Cannot be held responsible for any accident
3. Cannot be held responsible for necessary medication, doctor's fees and hospital bills

NAME OF FRIEND OR RELATIVE TO BE CONTACTED IN CASE OF AN EMERGENCY:

NAME:

TEL NR.:



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**AUTHORISATION FOR COLLECTION OF CHILDREN FROM
LITTLE VILLAGE CHRISTIAN NURSERY SCHOOL
BY ANY PERSON OTHER THAN THE PARENTS**

I,being the mother / father / guardian of

hereby authorise the following person/s to collect my child/children from Little Village Christian Nursery School.

.....
.....

If your child is being transported by a transport / taxi company, we will require a copy of the I.D. document of the driver who will be collecting him / her every day.

Any other relevant information that you feel the School should be made aware of:

.....
.....
.....

Signed: Date:.....



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School Fees Declaration

I, parent/guardian of
commit to pay the monthly school fees to Little Village Christian Nursery School.

These fees are paid IN ADVANCE on or before the last working day of each month.

Military Personnel are able to pay fees on 15th after consultation with the Office.

Fees paid by the first day of the month receive a R50.00 discount and those not paid by the 7th of the following month are levied an extra fee of R50.00 on the monthly amount.

If you have two or more children in the School (Nursery School and Aftercare included) there is a further discount of R50.00 per child per month.

Please note - if notice is given for December of any year, the school fees are still payable for December (according to Admission Contract)

These fees are paid on a

- 12 month system January – December (inclusive) for all full day children and half day Ducks, Seals, Swans and
- 11 month system November – November (inclusive) for Half day Grade R's in one of the following ways:
 - ❖ Cash
 - ❖ Year's fees in advance by the end of January with discount
 - ❖ Electronic transfer to

Little Village Christian Nursery School
Standard Bank
Centurion Branch
Current Account
Branch code 010945
Account number: 01173 2458

Please note, the R50.00 discount can only be deducted from your fees if the payment is reflected in our account by the last day of the month.

A once-off Maintenance Fee of R100.00 is payable before the end of February.

Signed:

Date:

INFORMATION

PARENTS TO RETAIN THIS SECTION FOR THEIR INFORMATION

TIMES:

| | | |
|----------------------|--------------|--|
| School opens | 06h50 | |
| Half day ends | 12h45 | Parents have until 14h00 to collect children. Half day does not include lunch unless arranged |
| School closes | 17h30 | |

No child to arrive later than 08h05 please. This is when the programme begins. Late comers cause unnecessary disruption to our classes. Please, we need your co-operation in this regard.

FEES:

- The Nursery School will be open during School holidays, during which time full fees are payable to the Nursery School. The Nursery School closes mid December and resumes early January every year.
- If notice is given for or during **November**, the December fee is still payable.
- No deductions can be made if a child is absent as a result of illness, holidays or any other reason.
- School fees must be paid **IN ADVANCE** by the 4th of each month, or by the 19th, if payments are made on the 15th of the month by prior arrangement (Army etc.).
- Failure to pay fees timeously will result in a late payment levy of R50.00 after the 7th of the month.
- A R50.00 discount per child is given if you have 2 or more children at the School. A R50.00 discount is given if fees are paid by the first of the month.
- Please note, the R50.00 early payment discount can only be deducted from your fees if the payment is reflected in our account by the first day of the month.
- School fees increase in January every year.
- The Nursery School reserves the right to ask parents to remove children if fees are not paid.

CLOTHING AND TOYS:

All clothing must be suitable for the prevailing weather conditions, and no responsibility will be accepted for damage and / or disappearance of clothing, toys and / or other possessions. Please mark clothes, face cloths, blankets and pillows clearly.

FOOD:

- Breakfast (cereals and warm porridges) will be provided for children arriving before 7.45 a.m. to accommodate working parents.
- A mid-morning snack will be provided by the parents. A drink must also be provided. **NO SWEETS AND CAKE, PLEASE.** Chips, snack bars and biscuits are allowed.
- A well-balanced lunch will be provided at 12.40 p.m. Please consult the notice board for details of the menu.
- Afternoon drink and snack is provided.

EXTRA ACTIVITIES:

The following activities are offered privately as extra activities at the School.

Contact persons and numbers for the above activities as follows:

| Activity | Day of class | Cost | Teacher | Contact number |
|--|--|---|--------------------|---|
| Modern Dancing Ballet Hip Hop (Grade R only) | Monday morning during playtime | R70.00 Registration for NEW dancers. R160.00 monthly per discipline. 10% discount on second discipline | Annette Mnyande | 082-3524041 mnyande@mweb.co.za |
| SofistiKidz (Modelling and etiquette for boys and girls) | Monday afternoon 14h30 – 15h30 | Registration fee: R100.00 (includes T-shirt) R150.00 monthly | Carol Griffin | 083-454236 sofistikidz@gmail.com |
| Rugga Kids | Tuesday afternoon 13h15 – 14h00 | Registration R 60.00 R130.00 monthly or R320.00 quarterly | Phillip Henning | 072-6309091 admin@ruggakids-pretoria.co.za |
| Pottery | Tuesday afternoon 13h00 – 15h00 (2 classes) | R160.00 monthly | Christine Haarhoff | 012-6618542 |
| Computers | Wednesday, Thursday and Friday afternoons according to a roster, | R160.00 per month | Ashley Wagner | 082-4682171 littleleaps@telkomsa.net |
| Swimming (Swimrite) <u>off the premises</u> | Tuesday morning (during playtime) | Term fee: R600.00 Term transport: R60.00 Deposit: R240.00 Transport dep.:R24.00 Yearly admin fee: R130.00 | Salome Meiring | 087-8078404 smeiring@telimosa.net www.centurion.playball.co.za |

OTHER REQUIREMENTS:

- A spare set of clothes to be sent in the suitcase every day please.
- An old adult T-shirt to be used to cover all your child's clothes when painting etc. (this is instead of a plastic apron)

Full day children: A small throw over blanket marked with your child's name for winter. No pillows

SECURITY AT THE SCHOOL:

Gate entry: Parents ring a bell and then the gate is opened from inside the Office. The gate is monitored 24 hours a day by cameras and c.c.t.v..

Armed Response which is linked to ADT. This comprises an alarm system in the building, panic buttons as well as the electric fence around the perimeter.

Security Guard: We have a guard outside our School from 6.00 a.m. to 6.00 p.m every day. He is in contact with his control room at all times.

FEES FOR 2012

Ducks, Seals, Swans and Dolphins

Monthly rate payable January through December

| OPTION | MONTHLY RATE | EARLY PAYMENT DISCOUNT | TOTAL |
|----------|--------------|---------------------------|----------|
| HALF DAY | R1300.00 | R50.00 | R1250.00 |
| FULL DAY | R1720.00 | R50.00 | R1670.00 |

Grade R

| OPTION | MONTHLY RATE | EARLY PAYMENT DISCOUNT | TOTAL |
|--------------------------------------|-----------------|---------------------------|----------|
| HALF DAY PAYABLE <u>JAN → NOV</u> | R1420.00 | R50.00 | R1370.00 |
| FULL DAY PAYABLE <u>JAN → DEC</u> | R1720.00 | R50.00 | R1670.00 |

- ◆ There is a Maintenance fee of R100.00 payable in January each year. (Pro rata after June)
- ◆ Meals: Half day children who want to eat every day: R100.00 per month
- ◆ One-off afternoon rate for half day children including lunch: R20.00 per day
- ◆ Family discount is R50.00 per child if you have more than one child at the Nursery School and/or the Aftercare
- ◆ If fees are paid in **on or before** the first day of the month the discount applies.
- ◆ Monies paid directly into the Little Village account electronically **must be reflected in the account on the first day of the month to qualify for the discount as well.**

Our Banking details are as follows:

Little Village Christian Nursery School
Current Account
Standard Bank
Centurion branch
Branch Code: 01 09 45 40
Account number: 01 173 245 8



UPFRONT YEARLY PAYMENT

N.B. If your child leaves during the year your payment will be refunded on a pro-rata basis.
Thank you.

FULL DAY children – ALL classes. Fees paid in advance for the whole year

| | Normal fee | Saving | Discounted fee | Discounted fee including Annual Maintenance |
|---|------------------|----------|----------------|---|
| Fees paid on or before 30 th November 2011 80% of one month discount | R20640.00 | R1976.00 | R18664.00 | R18764.00 |
| Fees paid on or before 30 th December 2011 50% of one month discount | R20640.00 | R1460.00 | R19180.00 | R19280.00 |
| Fees paid on or before 30 th January 2012 35% of one month discount | R20640.00 | R1202.00 | R19438.00 | R19538.00 |

HALF DAY - Fees paid in advance for the whole year

| | Normal fee | Saving | Discounted fee | Discounted fee including Annual Maintenance |
|---|------------|----------|----------------|---|
| Fees paid on or before 30 th November 2011 80% of one month discount | R15600.00 | R1640.00 | R13960.00 | R14060.00 |
| Fees paid on or before 30 th December 2011 50% of one month discount | R15600.00 | R1250.00 | R14350.00 | R14450.00 |
| Fees paid on or before 30 th January 2012 35% of one month discount | R15600.00 | R1055.00 | R14545.00 | R14645.00 |

HALF YEARLY PAYMENTS (PAYABLE BEGINNING OF FIRST AND THIRD TERM)

| | Normal fee | Saving | Discounted fee | Discounted fee including Annual Maintenance |
|------------------------|------------|---------|----------------|---|
| FULL DAY – All Classes | R10320.00 | R730.00 | R9590.00 | R9690.00 |
| HALF DAY – All Classes | R7800.00 | R625.00 | R7175.00 | R7275.00 |

There is a further discount of **R50.00** per child off per month if you have two or more children at Little Village. This includes Aftercare too.

Should you have any queries, please see Laurine.

MySchool card

We appeal to parents to apply for a MySchool card which can be linked to Little Village. This is an excellent way of raising funds for our school without any extra effort or expense and we use the money raised this way for educational shows and additional equipment for the children

Get a MySchool MyVillage MyPlanet Card



Swipe your MySchool MyVillage MyPlanet Card whenever you purchase from our partners. The partner, as part of their CSI (Corporate Social Investment) responsibility will donate a portion of your purchase to the beneficiary of your choice: you can choose to support a school, charity, animal or environmental organisation.

<http://www.myschool.co.za/>