



KirstyLeighMegan (Pty) Ltd t/a Klever Little Mindz Preschool
64 Old Main Road
Hillcrest

Principal – Leigh Fordyce
Email – slfordyce@telkomsa.net
Telephone : 0825640268

APPLICATION FORM 2018:

By my signature hereto, I, in my capacity as mother/father and legal guardian of hereby agree to be bound by the rules governing the Klever Little Mindz Preschool (Pty) Ltd, which shall include but not be limited to the following :

1. Klever Little Mindz Preschool (Pty) Ltd, its teachers and/or staff shall not be liable for any loss, damage and/or injury caused to my child and/or his/her property.
2. I, in my personal capacity, accept full responsibility for all fees, costs and expenses associated with my child attending Klever Little Mindz Preschool (Pty) Ltd, and undertake to settle all outstanding fees/costs/expenses before or on the 1st of each month, payable in advance, and which school fees are set out in Annexure “A”. Please note that all collection and legal costs are for the parents account.
3. I acknowledge that I have disclosed all known allergies and illnesses suffered by my child to Klever Little Mindz Preschool (Pty) Ltd.
4. I acknowledge that I am aware of the school terms set out in Annexure “B” and will follow the holiday dates therein or follow the continuous school term with the different fee structure.
5. In the event of my default in terms of 2, I acknowledge that Klever Little Mindz Preschool (Pty) Ltd shall be entitled to institute legal action against me for recovery of all sums owing to it, and that in doing so, it may be entitled to proceed out of the Pinetown Magistrate’s Court having competent jurisdiction to hear the matter, at which time I shall be liable for all Klever Little Mindz Preschool (Pty) Ltd legal costs calculated on a scale as between attorney and client inclusive of interest and collection commission.
6. I authorize Klever Little Mindz Preschool (Pty) Ltd to carry out any checks and/or traces that they deem fit with any registered credit bureau or credit reference and also to list me with any credit bureau in the event of my defaulting in payment in terms of this agreement.
7. In the event of this account not being paid within 30 days of the date of the statement interest will be charged at a maximum rate permissible by law.

8. Either party may cancel the child’s attendance at school by giving one calendar month notice (or fees in lieu of) in writing.

SIGNATURE :
 (Parent/Guardian)

DATE :

SIGNATURE :
 Principal

CHILD’S START DATE :

PERSONAL DETAILS :

FIRST NAME OF CHILD	
PREFERRRED NAME	
SURNAME	
DATE OF BIRTH	
GENDER	
AGE AT APPLICATION	
SIBLINGS (NAMES AND AGES)	
HOME LANGUAGE	
RESIDENTIAL ADDRESS	
NAME OF MOTHER	
ID NUMBER	
CELL NUMBER	
WORK NUMBER	
E-MAIL ADDRESS	
EMPLOYER (NAME)– MOTHER	
NAME OF FATHER	
ID NUMBER	
CELL NUMBER	

WORK NUMBER	
E-MAIL ADDRESS	
EMPLOYER (NAME) – FATHER	
IN CASE OF AN EMERGENCY: ANOTHER CONTACT PERSON	NAME : CONTACT NUMBER :

MEDICAL INFORMATION :

NAME OF DOCTOR	
CONTACT NUMBER	
ADDRESS DETAILS	
ALLERGIES	
CHRONIC MEDICATION (if any)	
MEDICAL AID NAME	
MEDICAL AID NUMBER	
MAIN MEMBER	

MARKETING INFORMATION :

PREVIOUS DAY MOTHER/DAY CARE DETAILS:

NAME	
ADDRESS	
TELEPHONE NUMBER	
CONTACT	
HOW DID YOU HEAR ABOUT US?	

IMMUNISATION CHART :

I, parent / guardian of
confirm that his/her immunization chart is up to date and I will continue to immunize according to the requirements set out by the Health Department. A copy of my child's immunization chart will accompany this application form.

ROAD SIDE INDEMNITY:

I am aware that when I approach Klever Little Mindz Preschool I am to enter the premises on the left hand side of Old Main Road so as not to cause a backlog of traffic on Old Main Road. I also acknowledge that I am to be very aware and considerate of other motorists on Old Main Road. I also acknowledge that I am to park on the verge and enter the property.

Signature

Date :

SICK POLICY

If a child has been ill during the night or has contracted an infection of any kind, please advise the school. If your child is not attending school on a particular day, please message the Principal, so that your child’s teacher may be informed. If your child has been vomiting, running a high fever, has a runny tummy, or is placed on antibiotics for any reason, he/she **should not** return to school for **24 hours** after the first dosage. Should your child have a temperature of 37 degrees or higher, he/she should not attend school until the fever has broken. A child with any level of illness (including a green runny nose) should preferably stay at home in order to curb the spread of the illness. If, whilst at school your child has an increase in temperature to 37 degrees you will be contacted to collect your child. Your child may be collected from the sick bay.

ADMINISTRATION OF MEDICINE

We are not legally entitled to administer medicine without written parental consent. If your child requires medication it is your duty to speak to your class teacher, hand the medicines to her and **enter the dispensing instruction in the Medicine Book**. No medicine is to be left in your child’s bag please.

PERSON COLLECTING

No person will be permitted to collect a child without details of such person being provided on these forms or by means of a separate letter if changes occur during a school year. Should you need to make alternative arrangements on any given day, please contact Leigh on 0825640268 with instructions detailing the name, make of car and description of the person collecting your child. Any person whom we cannot identify will be asked to provide his/her ID document, which will be verified, and a photocopy to be retained on our files. No child will be released to anyone, including parents, who show signs of inebriation.

IDENTITY DOCUMENTS :

A copy of the following ID Documents/birth certificates need to accompany this application. Child, Mother and Father Guardians.

SOCIAL MEDIA :

I, parent / guardian of

Agree / disagree for Klever Little Mindz Preschool (Pty) Ltd to include my child in photos for advertising purposes.

Signature Date :

BIRTHDAY CELEBRATIONS

Birthdays are celebrated at school with a birthday ring. Please discuss your child’s birthday ring with your class teacher to arrange a time, cake etc. Please remember that “less is more” when arranging cakes. No party packs will be permitted. **You may bring a cake or cupcakes only.**

PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS TO SCHOOL (unless it is for show and tell and specified by your child’s teacher).

“Annexure A”

FEE STRUCTURE 2018

	Holiday Care	Payment months	Monthly Fee	PLEASE SIGN CHOSEN STRUCTURE
Half Day 07:00 – 14h00		11	R2200.00	
Half Day 07:00 – 14h00	Included	12	R2500.00	
Full Day 07:00 – 17h00		11	R2800.00	
Full Day 07:00 – 17h00	Included	12	R3000.00	

All fees include meals :

Breakfast, snack, cooked lunch and an afternoon snack for full day pupils. All meals are prepared by our in house qualified chef.

IMPORTANT :

School fees are due in advance by the 1st of every month. A cash deposit fee of R50 will be charged on the parents account in respect of any cash payments made into the account. Please rather eft payments in order to save the extra expense.

Should any fees be in arrears for more than 2 week the pupil will be suspended until the account is settled in full. Please note no termly reports or Clearance Certificates will be issued should you have any arears amount on your account.

ADMISSION FEE :

There is a non-refundable administration fee of R500,00 to be paid upon registration.

STATIONERY FEE :

There is an annual stationery fee of R750.00 per child to be paid on registration. Pupils returning the following year need to secure their place by paying this fee before the 15th November.

LATE PICK UP :

Half day : R100,00 per half hour after 14h00. Full day : R200,00 per half hour after 17h00.

If you are going to be late please let the school know. This will be added to your school invoice monthly.

HOLIDAY CLUB ADHOC :

Holiday Club is available to pupils at an adhoc fee of R150 for half day and R200 for a full day.

All meals are included. Adhoc pupils will be taken on availability of space so we do suggest that you book as soon as possible. Bookings can be made with Leigh on 0825640268.

DOMICILIUM

The signatory/ies hereto nominate his/her child’s physical address as recorded above as his/her chosen *domicilium citandi et executandi* for service of all notices and processes in connection with any claim that may arise in terms of this agreement.

BANK DETAILS :

Klever Little Mindz Preschool (Pty) Ltd

FNB Account Number : 62761736019

NAME

SIGNATURE

DATE**WHAT WE OFFER DAILY AT KLEVER LITTLE MINDZ PRESCHOOL**

At Klever Little Mindz Preschool (Pty) Ltd we provide a safe and caring environment for the children to have fun and ultimately learn every day. Your little one will spend a busy and creative day at school. We open at 7am and your child is to be taken by you to their respective indoor play areas. They have breakfast between 7:45am and 8am and the formal learning program begins at 8:15 so we do ask that you have your children settled at school by that time. We work according to themes which will be laid out in your notebook. The classes have ring time and do age appropriate learning which is also laid out in their notebook. We break for a snack at different times depending on the age of the child and the children then indulge in free but supervised play outdoors. There is a formal lesson on life skills (cleaning and pouring which stimulates perceptual and fine motor skills), puzzle building, language skills, large motor skills and fantasy play. After having lots of fun whilst learning, we sit all the little ones down for a story ring and clean up time for lunch.

NAP TIME :

The children nap from 11h30 to 13h15 to recharge their batteries. Mattresses are provided. However we you to please send **marked (with their names)** bedding (pillow, cool blanket and warm blanket). Older children who do not have a nap anymore are supervised for quiet time. From 13h30 children head back outdoors for free but supervised play until the half day children are collected. At 14h00 the aftercare staff will take over and provide supervised play.

MEALS : ALL MEALS PROVIDED

We offer the children that arrive before 8 o'clock breakfast. A snack is provided between 9:30am and 10:00am consisting of sandwiches and/or muffins, fruit and juice. Cooked lunch, consisting of a starch, protein and vegetable, is provided to all children and the menu is revised weekly. For full day children we ask that you supply a healthy snack which will be available for them 15:00. Please no chips, chocolates, sweets etc. All meals are eaten indoors.

COMMUNICATION:

Communication between you and your child's teacher is done through their individual notebooks which we provide. The menu, Daily Schedules, teacher feedback etc is recorded in these books so we do ask you to check the book **DAILY**. Any special events or notices will go in the notebook and communicated via email/whatsapp/facebook. The Parent whatsapp group is for **one** sided information only. Only the Principal at Klever Little Mindz Preschool will post information to parents. This group is not to be used as an individual communication tool. Should you have queries or questions please contact the school directly either via email or whatsapp.

REPORTS/TEACHER INTERVIEWS :

Teacher interviews are done in the first and third terms and you will be given the opportunity to book an allocated slot. Very thorough reports are done in the second and fourth Terms. The teachers and myself are always available if you have any concerns so please do not hesitate to come in at any time to discuss any concerns you may have.

WHAT YOU NEED TO BRING TO SCHOOL FOR EACH AGE GROUP

CATERPILLARS	-	Nappies, formula, bottles, dummy, wet wipes (2 full packs per term marked with your child's name on), sun hat, sun block, change of clothing (labelled), sleepies (blanket/sheet, bear/doll, etc).
TATTY TEDDY	-	Nappies, dummy, wet wipes (2 full packs per term marked with your child's name on), sun hat, sun block, change of clothing (labelled), sleepies (blanket/sheet, bear/doll, etc).
SAILORS	-	Nappies, wet wipes (2 full packs per term marked with your child's name on), Extra clothes and underpants during potty training times, sun hat, sun block, change of clothing (labelled), bedding.
OWLS	-	Sun hat, sun block, change of clothing (labelled), bedding.
BUTTERFLIES	-	Sun hat, sun block, change of clothing (labelled).

EXTRA MURAL ACTIVITIES :

We offer extra murals which are outsourced and done during free play time. Pamphlets are available for each activity offered and you can liaise directly with the instructors involved.

We offer : Swimming, Action Ball, Ballet and Build-em-Brix. We have a very good relationship with each instructor and guarantee professionalism and experience from each of them.

TERM AND HOLIDAY DATES FOR 2018

	SCHOOL TERM	SCHOOL HOLIDAY
	Holiday Care starts 10 January	1 January – 9 January
School Term 1	17 January - 28 March	29 March – 9 April
School Term 2	10 April - 22 June	25 June - 16 July
School Term 3	17 July - 28 September	1 October – 8 October
School Term 4	9 October - 12 December	13 December - 16 January 2019
Extra School Holidays	30 April, 10 August	

PUBLIC HOLIDAYS SOUTH AFRICA 2018

1 January 2018	New Years Day
21 March 2018	Human Rights Day
30 March 2018	Good Friday
2 April 2018	Family Day
27 April 2018	Freedom Day
30 April 2018	SCHOOLS CLOSED
1 May 2018	Workers Day
16 June 2018	Youth Day
9 August 2018	National Women's Day
10 August 2018	SCHOOLS CLOSED
24 September 2018	Heritage Day
16 December 2018	Day of Reconciliation
17 December 2018	Day of Reconciliation Holiday

25 December 2018	Christmas Day
26 December 2018	Day Of Goodwill