



Happy Little Feet

12 Pionier Street, Glen Marais

Marinda Erasmus 072 233 9330 happylittlefeetsa@gmail.com

Enrolment Date: _____

Particulars of Child:

Full Name(s)				Surname			
Known as				Gender			
Date of Birth	Dd	Mm	yyyy	Home Language	ENG	AFR	OTHER
Full Name(s)				Surname			
Known as				Gender			
Date of Birth	Dd	Mm	yyyy	Home Language	ENG	AFR	OTHER
Full Name(s)				Surname			
Known as				Gender			
Date of Birth	Dd	Mm	yyyy	Home Language	ENG	AFR	OTHER

Previous Nursery School:

Previous Pre-Primary, play school, nursery school etc. attended				
Name of Institution				
Suburb/Town		Duration	FROM	UNTIL

Medical Information:

Medical Aid Institution		Membership ID No.	
Doctor(s) Name		Doctor's Tel No.	
Allergies or chronic illness			
Special Medication specifications			

Parent(s) Information:**Mother:**

Name		Identity Number	
Surname		Occupation	
Residential Address		Home Number	
		Work Number	
		Cell Number	
e-mail address			

Father:

Name		Identity Number	
Surname		Occupation	
Residential Address		Home Number	
		Work Number	
		Cell Number	
e-mail address			

Contact details in case of an emergency (not parent(s)):

Name		Name	
Surname		Surname	
Relation to Child		Relation to Child	
Contact Number		Contact Number	

List of people who may collect the child:

Name		Identity Number	
Surname		Relation to Child	

Name		Identity Number	
Surname		Relation to Child	

Financial Information:

Person responsible for account

Person should be permanently employed, and proof of income should be presented on enrolment.

(Please attach ID document of person paying the account.)

Name		Identity Number	
Surname		Occupation	
Residential Address		Home Number	
		Work Number	
		Cell Number	
e-mail address			

Services:

Please mark with an "x" the relevant services you would like to make use of:

Baby Full Day		Baby Half Day		Pre-schooler Full Day		Pre-schooler Half Day	
R 3500		R3003		R3300		R2904	

- | | | | |
|--------------------|-----------------|--------------------------------|------------------|
| 1. Ballerina Dance | No registration | At school available on request | Tuesday only |
| 2. Computers | As per forms | At school available on request | Mondays only |
| 3. Mini Soccer | | At school available on request | Wednesday only |
| 4. Monkeynastics | As per forms | At school available on request | Wednesday only |
| 5. Swimming | As per forms | At Glen Marais Swimming school | Tuesday/Thursday |
| 6. Kinderkinetics | As per forms | At school available on request | |

Also available on request – Speech Therapy & Audiology ask for more information at front desk.

Checklist for parents before enrolment of child is finalized:

The Following is needed:

- ☐ Registration fees paid
- ☐ First Month School Fees Paid
- ☐ Copy of Identity Documentation received of person responsible for financial feasibility
- ☐ Copy of child's Birth Certificate
- ☐ Copy of child's clinic Card received
- ☐ Enrolment and indemnity forms signed

Please note that no admittance of child will be made into the school before both registration fees and the first month's school fees are paid in full.

Office Use

Registration Fee Paid – R550.00	R
Date registration fees paid	
Enrolment form signed	Yes / No
Standard Terms and Conditions signed	Yes / No
Copy of identity Documents received of person responsible for financial feasibility and parents	Yes / No
Copy of child's birth certificate	Yes / No
Copy of Medical Aid Card and Clinic card received	Yes / No

Account Details:

Account Name	
Bank	
Branch /Branch Code	
Account Number	
Reference	Childs Name & Surname

I fully place acknowledgement concerning my reading of Little Happy Feet Pre School applicable to the school at large, and declaring my binding thereto:

Signature of Person Responsible for Account: _____

Date: _____

INDEMNITY FORM

I, the undersigned,

..... (Full names)

Being the father / mother / guardian of

..... (Full name of child)

hereby agree to the terms and conditions below and undertake to abide by them while my child is in the care of Little Happy Feet Pre School.

1. I hereby waive all claims I may have against Little Happy Feet, its owner and/or staff arising from injury, accident, illness or any other cause involving the above-mentioned child, and hereby indemnify the Pre School against all such claims.
2. I hereby authorize Little Happy Feet Pre School to take all steps, which at its absolute discretion may deem necessary, to have the said child admitted to a hospital, and treated by a doctor or other medical attendant. I further understand that I shall be held responsible for the payment of medical doctor and/or hospital accounts arising from treatment of the child.
3. I hereby give permission for the transportation of said child in the school's vehicle and other outings arranged during the course of the education of the above mentioned child whilst in the care of Little Happy Feet Pre School.

.....
Signature of parent or legal guardian

.....
Date

STAMP

OUR TERMS AND CONDITIONS

1. I the undersigned parent / guardian of the above mentioned child do hereby acknowledge that he/she attends Little Happy Feet Pre School at his/her own risk.
2. I undertake to pay the day care fees, a month in advance, by the 1st day of each month (fees need to reflect in the school account before the 7th day of the month,)
3. I understand that I will be required to pay a R 250.00 late payment penalty, if the day care fees do not reflect in the schools account by the 7th day of the month.
 - a. Legal action will be taken should there be a default in monthly payments.
4. I furthermore give consent that Little Happy Feet Pre School may use a national credit bureau database for tracing purposes if necessary.
5. Should the parents and/or person responsible for the account fail to settle their account in full by 30th November each year (until child is officially deregistered from Little Happy Feet Pre School), with the applicable fees for that year, Little Happy Feet Pre School may record the parents and/or person responsible for the account will be liable for the payment of legal fees at a rate between attorney and own client. All parties named herein consent to the jurisdiction of the magistrate's court should legal proceedings be necessary for collection of outstanding amounts.
7. I accept liability for 30 days' notice in writing from the 1st of any given month should my child no longer attend Little Happy Feet Pre School. If notice is given in October/November, you are liable for the fees to be paid through to the end of the year.
8. I parent / guardian give permission to be ITC checked and understand should I default on my monthly payments or fail to give proper notice in writing, legal action will be taken against me.
9. I will pay the non-refundable deposit fee (R550.00) & the non-refundable first months school fees before my child attends Little Happy Feet Pre School, unless payment terms are agreed upon or waived by the management of Little Happy Feet Pre School.
10. I fully acknowledge and/or condone that all monies paid to Little Happy Feet Pre School on/from the date of signing this enrolment form are non-refundable for whatever reason.
11. Emergency medical attention will be provided if required and an account will be sent to you directly.
12. I authorize all medical and surgical treatment, x-ray, laboratory, anaesthesia and any other medical and/or hospital procedures may be performed or prescribed by the attending physician and / or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent / guardian can be reached in the case of an emergency.
13. I have read, understood and will abide by the rules and regulations / terms and conditions of Little Happy Feet Pre School. These rules and regulations / Terms and conditions are subject to change at any time.

Applicant Name and Surname _____

Signed on this _____ day of _____ Month _____ Year

Signature _____

STAMP

ADMISSION POLICY

CENTRE NAME	Happy Little Feet Preschool
Hours of Operation	
The centre is open from Monday to Friday during the year. Hours of operation for all children Monday - Thursday are from 06h30 until 18h00 Friday are from 6h30 until 17h30.	
Fees and Payment	
The specified amount R or as per arrangement must be paid monthly (for twelve months) in advance by the first day of each month and there is no reduction of fees for absences or school holidays. A full calendar months' notice must be provided in writing should you wish to remove your child from the centre. If fees are not paid on time, we reserve the right to not admit your child until the fees are fully paid up. Should there be a circumstance where you are not able to pay fees on time, please make arrangements directly with the centre owner/principal in advance to avoid your child being refused entry.	
Enrolment & Immunization Requirements	
On admission, all children must have a current and up to date copy of all immunization as required by the Department of Health. Please provide the Centre with a copy of your child's Road to Health (Clinic card) and birth certificate. Children's whose immunisations are not up to date will not be admitted. Prior to enrolment the full medical history form should be completed. This will ensure that we are aware of your child's medical history and any medical conditions.	
Closure	
A school calendar will be published at the start of the year that will indicate the school holiday closures. We will be closed for regular observed holidays & public holidays as follows: December school holidays, Christmas Day, New Year's Day, Easter and any other public holidays.	

Illness

It is important that children who are sick remain at home under the proper care of supervision of an adult. Bringing ill children to school will cause your illness to spread to other children and therefore the following rules apply:

1. If your child has been vomiting or diarrhoea ***do not send them to school***
2. If a child runs a fever, ***do send them to school*** until the fever is gone completely ***without*** the use of any other pain or fever medicine for a complete 24 hours.
3. ***Do not bring your child to school*** if they are coughing non-stop. Do not bring your child to school with the intention of picking him/her up later to take him/her to the doctor. If your child is sick take him/her straight to the doctor and they cannot attend school.

Medication

Any medication brought to the Centre must be left with a staff and a medication consent for must be completed to give staff consent to administer the medication. A record of all medicine administered will be kept on the child's file.

Prescription Medication: we are only allowed to give the exact dose to the child whose name is on the bottle. No expired medication will be given.

Non-Prescription Medication: We can only give the recommended dosage for the age of the child with your consent.

All medication must be clearly marked. Any medication that can be given at home should be given at home. ***Medication time will be given during snack and meal times.*** You will be required to take your medication home on a daily basis.

Emergency Procedures & Preparedness Plan

Some of our staff are certified in First Aid and C.P.R. If your child is ill or has been injured and is in need of medical attention, you will be called immediately. The staff will handle minor scrapes and injuries that are in need of no medical attention other than band-aid. If we feel your child needs immediate medical attention we will take them or call an ambulance to take them to the emergency room and you will be contacted to meet us at the hospital. We are not responsible for accidents or injuries.

Late Coming & Absentees

Please call by 7h00 **a.m.** if your child will be arriving at a different time than originally reserved. Please let us know if your child will be absent for a specific reason.

Arrival and Departure

You must walk your child into the building and sign them in. You must also sign them out. If your child is going to be collected by a person other than the authorised caregiver then the school needs to be notified in writing by the primary caregiver.

Discipline

Our centre utilizes a positive disciplined policy. ***No spanking or hitting will be allowed in our building including parents spanking their own children.***

- Children will have their good behaviour recognised and encouraged.
- Children will be taught good behaviour through the use of fair and consistent rules. The atmosphere will be relaxed and discipline will be relevant to the behaviour involved.
- Children will be supervised by teachers showing an attitude of understanding and positive reinforcement.
- Children will be held firmly if their behaviour is such as to harm themselves or others.
- Children will be given clear directions and provided guidance on the child's level of understanding
- Children will be re-directed by stating alternatives when their behaviour is unacceptable.
- Children will be respected at all times.

Transportation and Field Trips

Permission for transportation is on your enrolment form that is kept on file at the centre. On any field trips we may go on, you will be given a 48-hour notice of where we are going, when we will leave and when we will return. If permission is not granted on your enrolment form, we will not take your child until written permission is given.

Toys

Please do not allow your child to bring toys to school. This only causes problems and the toys will be taken away.

Snack

Children are required to bring a snack to school. This snack must be healthy and nutritious. Ideally this should include things like fruit, biltong, yoghurt or a sandwich. No sweets or chips are allowed. If these are included, they will be left in their school bag and returned to you.

Clothing

Children should wear comfortable clothes to school so that they are free to move and play. A spare change of clothes and two sets of under wear should be in their bag at all times. Please check their bag regularly. All clothes should be marked clearly. The centre will not be responsible for clothes that are damaged or lost.

Contact Details

The following contact details should be use for the centre:

Contact Person	Email	Telephone number
Centre Manager / owner	happylittlefeetsa@gmail.com	072 233 9330
Principal	happylittefeetsa@gmail.com	072 233 9330
Administration	happylittlefeetsa@gmail.com	



Happy Little Feet

12 Pionier Street, Glen Marais

Marinda 072 233 9330
Connie 083 281 1766
happylittlefeetsa@gmail.com
Reg no. 2023/0870885/07

PHOTO RELEASE FORM

I, _____, the parent of a child/children at

Happy Little Feet Preschool (Hereinafter known as the “Daycare), agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at the Preschool during normal daycare hours or activities. I understand that these photographs may be used in promoting Preschool services, either in print or on the Internet.

The child(ren) are known as:

_____.

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the Preschool’s services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child’s enrollment. I understand that there will be no payment for me or my child’s participation in this release.

Parent/Guardian Signature _____

Date _____

Relationship To Child _____