

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. Cell: 071 2678612

e-mail: littlevcns@gmail.com 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. **2024**

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:

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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 on Admission.**
- I undertake to pay the monthly fees IN ADVANCE as follows:
Kindly tick applicable option

	FULL DAY ALL CLASSES	Payable over 11 months	R4450.00 per month
	HALF DAY ALL CLASSES	Payable over 11months	R3370.00 per month
	Only for children up to 2 years old		
	3 DAY A WEEK OPTION – FULL DAY	Payable for 11months	R2670.00 per month
	3 DAY A WEEK OPTION – HALF DAY	Payable for 11months	R2020.00 per month

NOTE: **HALF DAY FEES ABOVE DO NOT INCLUDE MEALS. MEALS ARE OPTIONAL**

5 DAYS A WEEK = R370.00 EXTRA PER MONTH

3 DAYS A WEEK = R230.00 EXTRA PER MONTH

Please note that these fees are applicable to **2023** only. There is an annual increase in January each year.

- **All fees are payable monthly IN ADVANCE and must be reflected in the Little Village account by the 7th of the month. If fees are not paid, 2 reminders will be sent, after which the child will be suspended until full payment has been made.**
- Fees can be paid by cash or electronically. We do not have a card machine at school.
- 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 new month.

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- There is a further R150.00 discount per child if you have two children attending the Nursery School and / or Little Village Aftercare for Grades 1 – 7
- I undertake to pay a compulsory Annual Resource fee upon admission and every year hereafter. For 2024 the amount is R320.00 and increases annually. This amount is payable by the end of February 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.
- 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.
- Failure to collect my child at the appropriate time (5:30 p.m.) will result in a R15.00 charge for every 5 minutes or part thereof, which I undertake to pay on receipt of a notification 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.

Copy of birth certificate handed in:	
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The Health, Discipline and HIV policies are available on request.

SIGNATURE OF PARENT/ GUARDIAN:

NAME:

DATE:

WITNESS:

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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 (within reasonable driving distance from the school) to be contacted in case of an emergency, when we cannot get hold of either parent.

NAME:

TEL NR.:

PERMISSION FOR ADMINISTERING BASIC FIRST AID

The safety and well-being of your child is our top priority at Little Village. We strive to create a nurturing and secure environment where children can learn and play freely. During playtime and exploration, minor scrapes, bumps, and bruises are a common occurrence.

In the event of a minor scrape, bump, or other injury, prompt attention is essential. To ensure the best care for your child, we are requesting your permission for our staff members trained in basic first aid to administer appropriate first aid treatment.

This includes:

- Applying bandages for minor cuts and scrapes
- Cleaning minor wounds using cetrimide or wound cleaner
- Applying ice packs for minor bumps and bruises
- Applying ointments for minor scratches, bruises and stings
- Applying plasters where necessary
- Cleaning eyes that have sand in
- Basic CPR and choking interventions (for staff trained to this level)

In the event of a more serious injury or illness, we will immediately contact you FIRST and emergency medical services if necessary.

For your peace of mind, we will document all first aid administered to your child, including the nature of the incident, the treatment provided, and the time it occurred. We will call you if necessary and always send an "Ouch report" home with details of what happened.

I hereby grant permission for the staff at Little Village Christian Nursery School to administer basic first aid treatment to my child, as outlined above, in the event of a minor injury or illness.

I understand that for more serious injuries or illness, emergency medical services will be contacted immediately.

Parent/Guardian Signature: _____

**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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Consent form for the use of photographs or video taken at Little Village Christian Nursery School.

Little Village Christian Nursery School recognises the need to ensure the welfare and safety of all young people taking part in any activity associated with our organisation.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children. We would like to ask for your consent to take photographs/videos of events or activities at school that may contain images of your child. It is likely that these images may be used as

- a record of an activity or event
- publicity material for further activities or events on leaflets/websites/magazines
- illustrations of the activities or events in published articles
- Little Village Christian Nursery School will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Little Village Christian Nursery School immediately.

I*parent/carer*) consent to/ do not consent to Little Village Christian Nursery School photographing or videoing

..... (*child's name*) during school activities.

Signed:

Date:



WhatsApp Group Consent Form

Little Village aims to update our parents regularly as to the activities at school and in the classrooms. For this reason, we would like to establish a group chat using the WhatsApp facility. For us to establish this group, we will need to use your phone number(s) to add you to the group. This means that other people in the group can see your contact telephone number. We are committed to ensure that any personal information you provide is handled fairly and confidentially and in accordance with Popi legislation. We will not share your mobile number with any third party and will only be shared with the WhatsApp group.

The school and class teacher will be the only Admins on the group. This will not be a chat forum – it is only for giving information to parents and posting photos of the class. Parents to contact the school or teacher directly on their respective numbers.

Participant Consent Form

What is Consent? Consent is a legal definition that simply means that you are competent and capable to make a decision once you have received adequate (or enough) information.	
Do you wish to join the WhatsApp Group	YES / NO
I understand that I can leave the group at any point without giving any notice or reason for leaving	YES / NO
Parent/guardian name: Learner's name: Cell Number:	Signature: Date:

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.

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 three children in the School (Nursery School and Aftercare included) there is a further discount of R150.00 per child per month.

These fees are paid on an

- **11 month system January – November (inclusive) for all children**
- ❖ Cash or
- ❖ Electronic transfer to

Little Village Christian Nursery School
 Standard Bank
 Centurion Branch
 Current Account
 Branch code 010945
 Account number: 01173 2458
 Reference: Child’s Surname

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 Resource Fee of R320.00 is payable before the end of February.

Signed:

Date:

FEES FOR 2024

(11 month schedule)

Monthly rate payable January through November

OPTION	MONTHLY RATE	EARLY PAYMENT DISCOUNT	TOTAL
FULL DAY	R4450	R50	R4400
HALF DAY	R3370	R50	R3320

3 DAYS A WEEK OPTION

**(This option is ONLY available for children in the Duck and Seal classes:
1 and 2 year olds)**

FULL DAY	R2670	R50	R2620
HALF DAY	R2020	R50	R1970

◆ School fees are payable **Monthly in Advance**. **ALL fees must be paid by the 7th of the month**. Unpaid fees will result in suspension of the child.

There are discounted options available for Annual and Half-Yearly payments.

- ◆ There is an Annual Resource fee of **R320** payable by the end of February each year. This covers the cost of toiletries and stationery for the year.
- ◆ Meals for half day children who want to eat every day: **R370** per month.
Meals for half day children attending 3 days a week: **R230** per month.
- ◆ Family discount is **R150** per child, per month, if you have 2 or more children at Little Village.
- ◆ If fees are paid **on or before** the first day of the month the R50 early payment discount per child 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**. **Please use your child's name and surname as a reference.**

Our Banking details are as follows:

Little Village Christian Nursery School

Current Account

Standard Bank

Centurion branch

Account number: 01 173 245 8

Reference: Child's surname

OTHER PAYMENT OPTIONS

UPFRONT YEARLY PAYMENT

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

FULL DAY Fees paid in advance for the whole year on the basis of R4450 per month plus R320 Annual Resource fee

	Normal fee	Saving	Discounted fee including Annual Resource fee
Fees paid on or before 31 st January 2024	R49270	R2230	R47040

HALF DAY Fees paid in advance for the whole year on the basis of R3370 per month plus R320 Annual Resource fee

	Normal fee	Saving	Discounted fee including Annual Resource fee
Fees paid on or before 31 st January 2024	R37390	R1690	R35700

2 X HALF YEARLY PAYMENTS (PAYABLE BEGINNING OF 1ST AND 3RD TERM)

	Normal fee	Saving	Discounted fee including Annual Resource fee
FULL DAY – All Classes	R24635	R835	R23800
HALF DAY – All Classes	R18695	R625	R18070

.JANUARY PAYMENTS IF PAID BEFORE 15TH DECEMBER 2023 ARE AS FOLLOWS:

Full day	R4450 - R50 (early payment discount) - R100 (extra discount) = R4300
Half day	R3370 - R50 (early payment discount) - R100 (extra discount) = R3220