

**LITTLE GIANTS NURSERY SCHOOL**

**REGISTRATION FORM**

**ALL CHILDREN MUST BE AT SCHOOL BEFORE 8H00 EVERY DAY**

**PERSONAL INFORMATION**

NAME OF CHILD : .....

SURNAME : .....

DATE OF BIRTH : ..... AGE AT ADMISSION: .....

CLASS : ..... SEX : .....

**PARENT INFORMATION:**

**FATHER**

**MOTHER**

NAME:.....

NAME:.....

SURNAME:.....

SURNAME:.....

ID .....

ID: .....

OCCUPATION:.....

OCCUPATION:.....

EMPLOYER:.....

EMPLOYER: .....

WORK PHYSICAL ADDRESS:.....

WORK PHYSICAL ADDRESS: .....

.....

.....

.....

.....

WORK TEL. NO:.....

WORK TEL NO:.....

CELL NO:.....

CELL NO:.....

EMAIL:.....

EMAIL:.....

HOME PHYSICAL ADDRESS:.....

HOME PHYSICAL ADDRESS.:.....

.....

.....

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POSTAL ADDRESS:

POSTAL ADDRESS:

P.O. BOX.....

P.O. BOX .....

.....

.....

CODE: .....

CODE: .....

GRANDPARENTS NAME: .....

GRANDPARENTS TEL NO: HOME:.....

GRANDPARENTS CELL NOS: .....

**EMERGENCY TELEPHONE NO'S:**

NAME OF PERSON:.....

TEL/CELL NO: .....

**WHO HAS PERMISSION TO COLLECT YOUR CHILD?**

NAME: .....

TEL/CELL NO: .....

**MEDICAL INFORMATION:**

MEDICAL AID:..... NO:.....

NAME OF MEDICAL DOCTOR: .....

MEDICAL DOCTOR TEL NO: .....

ALLERGIES OF CHILD: .....

**HAS YOUR CHILD BEEN IMMUNISED: .....**

(PLEASE ATTACH A COPY OF YOUR CHILD'S IMMUNISATION CARD)

BCG FOR TB..... DIPHTHERIA ..... HEPATITIS B ..... POLIO .....

MEASELS ..... TETANUS .....WHOOPING COUGH.....

**HAS YOUR CHILD HAD ANY OF THE FOLLOWING ILLNESSES?**

MEASELS..... MUMPS..... GERMAN MEASELS .....

CHICKEN POX.....

Although every effort will be taken to make sure that your child is cared for, Little Giants Nursery School and its staff members will not be held responsible in the event of an unforeseen accident. In the event of an emergency, you will be notified and your child will be taken to the nearest general practitioner or hospital, and the account will be the responsibility of the parents. Please attach a copy of your medical aid card, both the front and back.

**SCHOOL HOURS**

Our school opens at **6:30** in the mornings and closes at **17:45..... SHARP.**

Should your child not be collected on time, a penalty of **R50.00** for every 15 minutes or **part thereof** will be payable. This amount is payable to the staff member on duty and payable **IMMEDIATELY** when fetching the child, and **NOT** the next day.

**Please ensure that your child is at school before 8:00 every morning.**

**FINANCIAL OBLIGATIONS**

REGISTRATION FEE: ..... PAYABLE PER ANNUM

SCHOOL FEES .....PAYABLE MONTHLY FOR 12 MONTHS.

School fees are payable on the 1<sup>st</sup> of every month and payable in **advance.**

Internet payments are welcome and banking details are as follows:

Little Giants Nursery School

Standard Bank:

Current account no: 012 260 258

Branch: Centurion

Branch Code: 012 645

PLEASE USE YOUR CHILD'S NAME AND SURNAME AS REFERENCE OR USE THE KDZ REFERENCE NO ON YOUR STATEMENT

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Although our school ONLY closes for our annual holidays every December, School fees are payable for a full 12 months of a calendar year and no exceptions will be made for non-payment in December months. This rule also applies to children leaving our school in a new calendar year or going to Grade 0/R or Grade One.

**Please be advised that our school accounts are now outsourced and are linked to “accountability”. Should school fees be in Arrears, you will be blacklisted and responsible for collection fees as well as all interest charged. By signing our registration forms, and with us being a member of “accountability”, you hereby give us permission/authority to do a credit check on both parents.**

### IMPORTANT NOTIFICATION:

1. School fees are payable in advance on the 1st of every month.
2. Fees are payable in full every month, from January right through to and INCLUDING December.
3. If the school fees are NOT settled by the 7<sup>th</sup> of the month, a 10% (200.00) late payment penalty Fee will be raised.
4. If the school fees are still outstanding by the 10<sup>th</sup> of the month, services to you and your child will be suspended with immediate effect.
5. Should your child be suspended and be absent from school for the entire month, your child will be removed from the system, you will be liable for the payment of the suspension month together with a notice month, and will be handed over to our attorneys for collection.

Any outstanding school fees will be severely dealt with. All outstanding accounts will be handed over to our attorneys for collection on a monthly basis and you as the paying parents will be responsible for collection fees and will unfortunately be black listed. We will no longer accept any child onto our school premises after the 10<sup>th</sup> of each month if school fees are not paid in full.

### NOTICE

Parents must give one full month's notice should they wish to withdraw their child/children's attendance from the school. A calendar month means from the 1<sup>st</sup> of the month.

Our school requests a full terms notice if notice is given any time after the 3<sup>rd</sup> term. Should you give a full terms notice, you WILL still be responsible to pay the December school fees. No child may be withdrawn from school during winter months and be brought back in Spring or Summer. If this does occur, due to whatsoever reason, you will be required to pay

your monthly school fees as normal. **Please be advised that school fees up to and including December are payable.**

**Should a public holiday fall on a Tuesday or a Thursday, our school will always be closed on the Monday prior or the Friday following.**

Please help us by having your child at school before 8H00 every morning. Children arriving late not only interrupt the class but all the classes that needs to be walked passed. This is a sign of disrespect towards the teacher and the parents and children that are on time.

THIS DONE AND SIGNED AT CENTURION ON THIS THE ..... DAY

OF ..... 20.....

.....  
FOR AND ON BEHALF OF PARENT OR LEGAL GUARDIAN  
LITTLE GIANTS NURSERY SCHOOL

**DO YOU GIVE PERMISSION FOR YOUR CHILD’S PHOTOS TO APPEAR ON OUR FACEBOOK PAGE OR WEBSITE? .....**

**Who is responsible for the school fees?**

.....  
Full Name

.....  
ID No:

.....  
Sign

**PLEASE ENSURE THAT YOUR CHILD IS AT SCHOOL BEFORE 8H00 EVERY MORNING**