



LITTLE LEADERS EXCLUSIVE

Enrolment Agreement- Parent Contract

Admission

Children will be considered for entry to the Pre-school once the registration form has been completed and returned to us. A monthly fee has to be paid when a place has been accepted by you to secure your place.

R1 500 registration fee.

Welfare of the Child

We will do all that is reasonable to safeguard and promote your child's welfare. Our Pre-school will work with children, parents, external therapists and the community to ensure the welfare and safety of children and to give them the very best start in life.

Where a child is not fully potty trained, parents of that child must provide sufficient nappies and wipes for each day and spare clothes while potty training. These will only be used for your child.

Health and Medical Matters

If your child becomes ill during a Pre-school session, the teacher in charge will contact the parent / carer or the emergency contact indicated on the registration form. Parents must inform the Pre-school immediately of any changes to these contact details.

If your child is suffering from a communicable illness, they should not be brought to Pre-school until the infection has cleared.

Parents / carers are required to notify the Pre-school if your child is absent from the Pre-school as a result of sickness.

The Pre-school cannot administer any medicine to a child unless prescribed by a doctor and presented in its original packaging. Should the child be on prescribed medication it is the responsibility of the parent or carer to notify the Pre-school or Key Person and to sign the necessary form of consent prior to any medication being given.

Pre-school staff will act in loco parentis whilst your child is in our care and as such we reserve the right to call an ambulance in an emergency and escort your child to the Emergency Department of the nearest hospital. In that event, the Pre-school will contact parents / carers immediately to meet them at the hospital.

Signature

 www.littleleaders.co.za

 info@littleleadersrandpark.co.za

 31 Rowland Johnson Street,
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Food and Dietary Requirements

Each child will be given cereal/porridge in the morning and parents / carers will be required to provide a lunch box meal for 10h00. Please kindly provide healthy snacks and avoid red cold drinks and chocolates where possible. We will at all times have purified water available for children and also cold drink. Full day children will be provided with a healthy meal daily. Please pack in a bottle with water as some days are hot.

Concerns / complaints

Any questions, concerns or complaints about the care or safety of a child must be made in the first instance to the Pre-school Manager-

If the matter cannot be resolved at this level, the matter should be referred to the owner

Monthly Necessities (Before the 7th of each month.)

Class 1-2 Years

2 x 1 Liter long life milk
2 x Pack wet wipes
1 x 750ml Dettol/Savlon

Class 2-3 Years

2 x 1 Liter long life milk
1 x Pack wet wipes
1 x 750ml Dettol/Savlon
1 x Box tissues

Class 3-4 Years

2 x 1 Liter long life milk
1 x Pack wet wipes
1 x Liquid Hand Soap
1 x Box tissues

Class 4-5 Years

2 x 1 Liter long life milk
1 x Pack wet wipes
1 x Box tissues
1 x Hand sanitizer

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Fees

All fees are paid monthly in advance. Fees must be paid in cash at the school teacher or via EFT option into bank account. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the Pre-school, including sickness and any holidays taken when the Pre-school is open. Any parent having financial difficulties or a change of circumstances should discuss this in confidence with the principal.

Fees are reviewed annually and any increases will only occur once during the year. Any such increase will be notified by the Pre-school at least one half-term in advance of the increase being applied.

Prices quoted are per child at a monthly rate. Cost from R4 000 until 14h00 - R4 500 per month for full day toddlers. This amount to be paid by the 11th of each month.

SCHOOL FEES PAYABLE OVER 12 MONTHS JANUARY TO DECEMBER.

Two month's written notice is required if you no longer require the place, or if you wish to withdraw your child. Until that notice has expired, fees are payable in full. Notice cannot be given in the months of November and December.

Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the Pre-school can properly budget for its own expenses which continue whether or not all children are present and to ensure that the cost of individual default does not fall on other parents. If the Pre-school has to be closed due to any reason beyond the control of the Pre-school, such as power failure or adverse weather conditions, no compensation will be paid or refund given.

Unpaid Fees

If fees remain unpaid and go into arrears, the Pre-school have the right to deny the child a place at the school.

In cases where two parents/guardian are separated or pay the Pre-school fees separately, and one parent/guardian doesn't pay the outstanding amount, it will be the responsibility of the other parent/guardian to pay the outstanding amount. If one month of payments are skipped the Pre-school has the right and will hand both parties over for collection.

Signatures of parents/legal guardians, and/or account holders

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Belongings

The Pre-school does not accept responsibility for accidental damage or loss of property. Parents are requested to keep their child's personal items to a minimum and clearly label all belongings.

NO TOYS TO BE BROUGHT TO SCHOOL.

Parents are requested to send the children to Pre-school in clothes and shoes suitable for play and painting.

Jewelry, heels and flip flops etc. restrict a child's movement and can present a risk of injury. Parents are strongly advised against these items and must take responsibility for accidents caused by belongings or clothes which the children have been sent to Pre-school with.

General

You should be aware that the Pre-school takes photographs within the setting which may be used in promotional material and in your child's learning journey. Parental preference is adhered to and permission will be sought via the Settings Permission signature which is completed below. The child's name will not be used in any promotional material.

Security

Parents / carers are welcome to visit the Pre-school; however we will not admit anyone without prior notification. It is the parent / carer's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification. We work on a sign out basis. The Pre-school is also monitored by CCTV and we can monitor 12hours surveillance.

Operating hours

This Pre-school is a full day school operating between the following hours:
07h00-17h30 for full day toddlers.

Parents are required to fetch children no later than specified above.

Notice

The Little Leaders Exclusive Pre-school staff, owner or premises owner cannot be held responsible for any accident or death at the school.

In a critical medical situation, please bear in mind that there may not be time to refer to the child's records. The school, therefore, reserves the right to utilize the quickest medical service available.

I, _____, being the parent/legal guardian of _____, hereby agree that a medical practitioner may provide emergency treatment as may be necessary.

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PROTECTION OF PERSONAL INFORMATION

1. The parents and the learner acknowledge that they have read the contents of the POPI Act Agreement and Consent Declaration and consent to abide with the terms and conditions contained therein. The Pre-school specifically draws the Parents' attention to the consent form contained within the aforementioned policy which confirms that the Parents' consent to the School processing the learner's personal information as contained in section 35 of the Protection of Personal Information, Act 4 of 2013.
2. The Parents and Learners acknowledge that informal photographs may be taken of the Learners and/or the Parents at various school events or whilst on the school premises and that insofar as these photographs are placed in the possession or control of the School, these photographs might be used by the School or its subsidiaries or associates, in the electronic or printed media such as websites, newspapers, advertisements, magazines and various other sources. The Parents and the Learners consent to the use of the photographs as mentioned in this clause.
3. Neither the School nor any of their managers, representatives, staff members, other employees, and/or any executive committee member, prescribed officer or director, will be liable for any loss or damage that either the Parents or any Learner suffer as a result of the School furnishing any opinion or making any statement or disclosure of information if carried out in accordance with the provisions of the POPI Act Agreement and Consent Declaration.
4. The school undertakes to exercise reasonable care with a view to ensuring that the provision of any information concerning a Learner is accurate and any opinion given regarding a Learner's ability, aptitude and character is fair.
5. The Parent hereby provides its consent to the School to distribute the Parents' names and contact details to other Parents, staff of School or any other responsible persons authorised or delegated by the School for any School related purpose.

POPI ACT AGREEMENT AND CONSENT DECLARATION

YOU HEREBY DECLARE AND CONFIRM THAT YOU, AS THE PERSON/ENTITY/BODY/ INDIVIDUAL/COMPANY WHO IS PROVIDING INFORMATION AND HEREIN AFTER COLLECTIVELY REFERRED TO AS THE "CLIENT", DO HEREBY IRREVOCABLY AGREE AND UNDERSTAND THAT ANY/ALL INFORMATION SUPPLIED OR GIVEN TO LITTLE LEADERS PRE-SCHOOL, IS DONE SO IN TERMS OF THE BELOW TERMS AND CONDITIONS AND IN TERMS OF THIS AGREEMENT AND CONSENT DECLARATION.

**LITTLE LEADERS PRE-SCHOOL
("THE SERVICE PROVIDER/COMPANY")**

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1. INTERPRETATION

1.1 In this Agreement, unless inconsistent with or otherwise indicated by the context – 1.1.1 “This Agreement” means the Agreement contained in this document;

1.1.2 “The Company/Service provider” means Little Leaders Pre-school/Ashton John's Private School and includes its affiliated, holding and subsidiary companies;

1.1.3 “Confidential information” includes, but is not limited to:

1.1.3.1 any information in respect of know-how, formulae, processes systems, business methods, marketing methods, promotional plans, financial models, inventions, long-term plans and any other information of the client and the company in whatever form it may be;

1.1.3.2 all internal control systems of the client and the company;

1.1.3.3 details of the financial structure and any other financial, operational information of the client and the company; and

1.1.3.4 any arrangements between the client and the company and others with whom they have business arrangements of whatsoever nature, all of which the client and the company regards as secret and confidential.

1.1.4 “personal information” means personal information as defined in the Protection of Personal Information Act adopted by the Republic of South Africa on 26 November 2013 and includes but is not limited to:

1.1.4.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

1.1.4.2 information relating to the education or the medical, financial, criminal or employment history of the person;

1.1.4.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

1.1.4.4 the biometric information of the person;

1.1.4.5 the personal opinions, views or preferences of the person;

1.1.4.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

1.1.4.7 the views or opinions of another individual about the person; and

1.1.4.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

1.1.5 “the effective date” means the date of signature of this Agreement’

1.1.6 “the parties” means the parties as described hereinabove;

1.1.7 “divulge” or “make use of” means to reveal, make known, disclose, divulge, make public, release, publicize, broadcast, communicate or correspond or any such other manners of divulging of any information.

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1.1.8 "processing" means any operation or activity or any set of operations whether or not by automatic means, concerning personal or any information, including but not limited to :

- (a) the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- (b) dissemination by means of transmission, distribution or making available in any other form; or
- (c) merging, linking, as well as restriction, degradation, erasure or destruction of information.;

1.1.9 "POPI" means the Protection of Personal Information Act adopted by the Republic of South Africa on 26 November 2013 and as amended from time to time WHEREAS IT IS AGREED THAT ALL parties agree that they will comply with POPI regulations and process all the information and/or personal data in respect of the services being rendered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement to provide services. The company (also called the service provider), all the parties to this agreement, the service provider's employees and the client's employees and any subsequent party/parties to this agreement acknowledge and confirm that

- (a) One or more of the parties to this agreement, will possess and will continue to possess information that may be classified or maybe deemed as private, confidential or as personal information.
- (b) Such information may be deemed as the private, confidential or as personal information in so far as it relates to any party to this agreement.
- (c) Such information may also be deemed as or considered as private, confidential or as personal information of any third person who may be directly or indirectly associated with this agreement.
- (d) Further it is acknowledged and agreed by all parties to this agreement, that such private, confidential or as personal information may have value and such information may or may not be in the public domain. For purposes of rendering services on behalf of the client, the service provider and any party associated with this agreement and/or any subsequent or prior agreement that may have been/will be entered into, irrevocably agree that "confidential information" shall also include inter alia and shall mean inter alia: (a) all information of any party which may or may not be marked "confidential", "restricted", "proprietary" or with a similar designation; (b) where applicable, any and all data and business information; (c) where applicable the parties may have access to data and personal and business information regarding clients, employees, third parties and the like including personal information as defined in POPI regulation; and (d) trade secrets, confidential knowledge, know-how, technical information, data or other proprietary information relating to the client/service provider or any third party associated with this agreement and (including, without limitation, all products information, technical knowhow, software programs, computer processing systems and techniques employed or used by either party to this agreement and/or their affiliates.

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NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable.

Date _____

Date _____

Date

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I have read and agree to the Terms and Conditions of the Little Leaders Exclusive Pre-school Parent Contract.

Signed _____ Date _____

Parent Name in block capitals _____

Child's name _____

(I accept / I do NOT accept) the setting photograph rule for promotional material

_____ (Signature of parent). The School and Little Leaders Exclusive Board of Directors undertake to implement reasonable and generally acceptable measures with regard to the safety and well-being of all learners, educators and visitors to the School.

Force Majeure

In case of force majeure comes into place during the enrolment of the learner, the school fees are still payable and arrangements can be made. A notice month will still be applicable when terminating the contract.

Due to the nature of the matter, the School and the Little Leaders Exclusive Board of Directors do not accept any responsibility for accidents that may take place in the class, on the school grounds or on the sports fields.

Each parent is therefore requested to complete the section below as proof that you accept the position of the School and the Little Leaders Exclusive Board of Directors as set out above as well as the risks involved therewith.

I, the undersigned,

FULL NAME: _____

ADDRESS: _____

CONTACT DETAILS: _____

the parent / legal guardian of the under mentioned learner who is enrolled as such and accepted by the school, subject to the terms set out herein:

**Signature of parent/legal guardian
and/or account holder**

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NAME OF LEARNER: _____

indemnify the School and the Little Leaders Exclusive Board of Directors for any losses or damages in general, however they may occur, that I as parent / legal guardian of the above learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any school activity.

In particular, I authorise that the aforesaid learner may be involved in all excursions undertaken by his/her group or class during school days as part of his/her learning experience and, where applicable, I agree that he/she may utilise the transport arranged by the School for such excursions. I also indemnify the School and the Little Leaders Exclusive Board of Directors for any damages or losses that I as parent/legal guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith.

SIGNED AT _____ ON THIS

_____ DAY OF _____ 20 _____.

WITNESSES:

1. _____

2. _____

PARENT / LEGAL GUARDIAN

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Application Form And Membership Agreement

Child's Personal Information

Full Name And Surname: _____

Date of Birth: _____

ID Number: _____

T-shirt Size: _____

Boy/Girl: _____

Address: _____

Any Allergies (inc. Food): _____

Medical Conditions: _____

Particulars Of Parent/Gaurdian

MOTHER

FATHER

Full Name And Surname		
ID Number:		
Address:		
Email:		
Contac Nr:		
Employer Name:		
Occupation:		
Work Address:		
Work Nr:		

Signature

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CONTACT PERSON OF CLOSE FAMILY OR FRIEND:

NAME: _____ CONTACT NUMBER: _____

CONTACT PERSON IN CASE OF EMERGENCY:

NAME: _____ CONTACT NUMBER: _____

EMERGENCY CONTACT PERSON OTHER THAN PARENTS:

NAME: _____ CONTACT NUMBER: _____

MEDICAL INFORMATION:

Medical Aid Name: _____ Medical Aid Option: _____

Dependent Number: _____ Medical Aid Membership Number: _____

Main Member Name And Surname: _____

HOUSE DOCTOR:

Name: _____ Contact Number: _____

Is The Child's Vaccinations Up To Date?: **Yes / No**

Please Attach The Following

- *Copy Of Child's Birth Certificate*
- *Copy Of Both Parents ID*
- *Copy Of Vaccine Chart*
- *Copy Of Medical Aid Card*

I Agree That Above Information Provided Is Correct: _____.

Signature

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