

# Ladybird Pre-School

## Application for Admission

### Admission Fee

A non-refundable Admission Fee of R1200 is payable when your little one is accepted and to secure your child's position at Ladybird Preschool. This fee includes a school hat and group shirt.

### THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FORM

- COPIES OF BOTH PARENTS' IDENTITY DOCUMENTS
- COPY OF CHILD'S BIRTH CERTIFICATE / IDENTITY DOCUMENTS
- COPY OF CHILD'S CLINIC CARD OR IMMUNISATION RECORD
- PROOF OF RESIDENCE
- COPY OF MOST RECENT REPORT (IF APPLICABLE)

HALF DAY	
FULL DAY	

ADMISSION FEE PAID	
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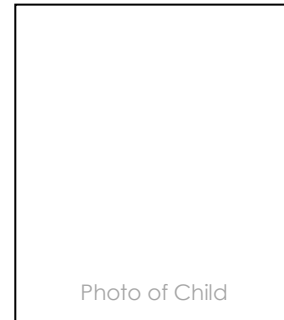


Photo of Child

### Child's Personal Information

Last Name:	
Middle Names:	
First Name:	
Gender:	
ID/Passport Number:	
Date of Birth:	
Age:	
Religion:	
Population Group:	
Home Language:	
Other Home Language:	
Date of Entry:	
Entry Group/Class:	
Position of Child in Family:	
Family Member at Little Ladybird Playschool OR Ladybird Preschool	
Residence during School Term	

### **Main Contact Information**

Name of Parent:	
Email Address:	
Cell Phone Number:	
Receive WhatsApp Messages?	YES   NO

### **Medical Information**

Child's Allergies:	
Medical Notes:	
Medical Aid Scheme:	
Medical Aid Principal Member:	
Medical Aid Principal Member's ID:	
Medical Aid Number:	
Preferred Doctor:	
Doctor's Telephone Number:	
Doctor's Address:	
Does your child have any specific needs?	
Does your child (or has your child) suffer(ed) from any illness/disabilities?	
Is there any family history of learning problems?	
Is your child's speech development considered to be normal (if applicable)?	
Is your child's motor development considered to be normal?	

### **Medical Consent**

In a critical situation, Ladybird Preschool 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.

\_\_\_\_\_  
Signature of parent / legal guardian

### Father's Information

ID Number:	
Last Name:	
First Name:	
Middle Names:	
Title:	
Initials:	
Date of Birth:	
Occupation:	
Employer:	
Work Telephone Number:	
Home Telephone Number:	
Cell Number:	
Receive WhatsApp Messages?	YES   NO
Email Address:	
Residential Address:	
Postal Address:	
Report Required?	YES   NO

### Mother's Information

ID Number:	
Last Name:	
First Name:	
Middle Names:	
Title:	
Initials:	
Date of Birth:	
Occupation:	
Employer:	
Work Telephone Number:	
Home Telephone Number:	
Cell Number:	
Receive WhatsApp Messages?	YES   NO
Email Address:	
Residential Address:	
Postal Address:	
Report Required?	YES   NO

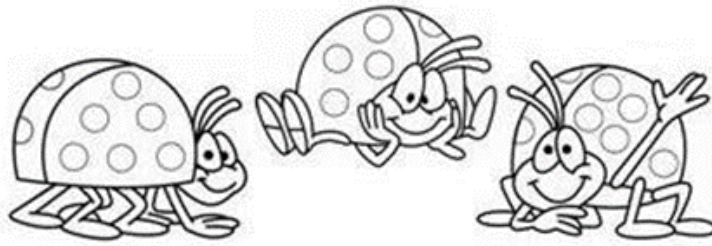
### **Emergency Contact Information**

(this is a person other than the parents/guardians)

Emergency Contact Name:	
Contact Number:	
Relationship:	
Email Address:	

### **Account Information**

Preferred Method of Payment for fees:	Annually   Termly   Monthly
Person responsible for payment:	
Email:	



# Ladybird Pre-School

## Parent Contract

### PARENT / GUARDIAN DECLARATION AND CONTRACT OF ADMISSION

#### GENERAL INDEMNITY

The person/s whose details appear in the 'Father Information' and 'Mother Information' Sections, declare that he/she/they are the parent/s or legal guardian/s of the Child/Children, whose details appear in the 'Child's Personal Information' Section. The rights and obligations contained in this contract are binding on every person who signs this contract and must be carried out in order for the Child to be successfully enrolled and retained at the Preschool.

#### IMPORTANT NOTICE:

By signing or initialling or otherwise entering into this contract you agree to the terms and conditions contained in this document as well as any terms and conditions contained in the 'General Information' of the Preschool, which form part of this contract. If there is any provision in this contract that you do not fully understand, please ask for an explanation before signing.

This contract contains clauses which appear in similar text style to this notice and which:

1. may limit the risk or liability of the Preschool or a third party; and/or
2. may create risk or liability for you; and/or
3. may require you to indemnify the Preschool or a third party; and/or
4. serve as an acknowledgement, by you, of a fact.

Your attention is drawn to these clauses because they are important and should be carefully noted. The rights you have in this contract are in addition to and do not affect the statutory rights and remedies you have under consumer protection law. In the event of conflict between this contract and consumer protection law, your statutory consumer protection rights will prevail. Nothing in this document is intended to or must be understood to unlawfully restrict, limit or avoid any rights or obligations created for you or the Preschool in terms of the Consumer Protection Act.

#### GENERAL OBLIGATIONS OF THE PRESCHOOL

The admission and enrolment of children to the Preschool is at the discretion of the Principal who may refuse a child's admission to the Preschool without giving reasons therefore and may grant temporary or provisional enrolment to the Preschool subject to such further terms and conditions, which the Principal may impose. The Principal may, at his/her sole discretion, cancel enrolment in accordance with the Rules and Policies of the Preschool.

For the sake of clarity, this Agreement regulates the registration and admission of your Child to the Preschool and also regulates the relationship between the Preschool, your Child, yourself and/or a Third Party once your Child is admitted and enrolled with the Preschool. Nothing in this contract should be interpreted as a representation or warranty made by the Preschool that your Child will be admitted to and enrolled with the Preschool.

While your Child remains a pupil of the Preschool, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during Preschool hours and at other times when your Child is permitted to be on Preschool premises or is participating in activities organised by the Preschool.

We shall monitor your Child's progress at the Preschool and produce regular written/electronic reports. We will advise you if we have any concern about your Child's progress/development, and we will undertake to make recommendations regarding the diagnosis of any learning disability or other condition: a formal assessment can be arranged either by you or by the Preschool at your expense.

The parties take cognisance of the limitations of the Preschool's physical environment, facilities and resources which limit its ability to provide high quality education to children with special educational needs

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(whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural or emotional barriers or any other medically assessed special need). To the extent that, in the reasonable opinion of the Principal, the Preschool cannot, or can no longer, provide adequately for your Child's special educational needs, the Preschool may not offer enrolment with the Preschool or may cancel this contract in terms of the 'Termination and Cancellation' Section.

## **DISCLAIMERS**

You acknowledge that the Preschool does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including clothing, sporting equipment, books, or any other personal possessions) brought on to the Preschool premises by your Child, unless the Preschool or its staff are in physical possession of that property and damage occurs to that property either because –

1. the Preschool or its staff treated the property as their own; or
2. the Preschool or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property

The Preschool (including its agents, teachers and other employees) will not be liable for any loss following upon injury or death to a child whilst at Preschool, or involved in any Preschool activities, howsoever such injury or death may be caused, except to the extent that such liability may not be excluded in terms of the Consumer Protection Act 68 of 2008.

Unless you expressly notify us in writing to the contrary, you consent to your Child participating, under proper supervision, both in and outside the Preschool, in activities and games which entails some risk of physical injury, as well to your Child travelling to and participating in Preschool activities and programmes outside the Preschool. Subject to the Preschool taking reasonable care to avoid harm and save for any gross negligence on the part of the Preschool, its employees or agents, the Preschool is not responsible for loss or damage resulting from such activities, games or programmes and you indemnify the Preschool against any claims in that regard.

## **PARENT'S GENERAL OBLIGATIONS**

You will inform the Preschool in writing, prior to admission and enrolment, of any special educational needs of your Child known to you, of the kind referred to in the 'General Obligations of the Preschool', Section; and remove your child to another Preschool if after an initial period the Preschool concludes that it is unable to remediate the child adequately or at all and another Preschool would be better suited for this purpose, and the Principal requests the move to be undertaken

In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to: fulfil your own obligations under these terms and conditions; encourage your Child in his or her schooling, and give appropriate support at home; keep the Preschool informed of matters which affect your Child; maintain a courteous and constructive relationship with Preschool staff; and attend meetings and otherwise keep in touch with the Preschool where your Child's interests require you to do so.

The Principal may in her discretion require you to remove or may suspend or expel your Child if the behaviour is in the reasonable opinion of the Principal so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at the Preschool or the well-being of the Preschool staff or to bring the Preschool into disrepute.

The Principal may, at her discretion, require you to remove or may suspend or expel your Child from the Preschool, if she considers that your Child's attendance, progress or behaviour (including behaviour outside Preschool) is seriously unsatisfactory and in the reasonable opinion of the Principal the Child's removal is in the Preschool best interests or those of your Child, other children or the wider Preschool community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The Preschool will not be required to give you a full term's written notice under these circumstances. Should the Principal exercise this right, your admission fee will be forfeited. However, any prepaid fees will be refunded to you.

## **PAYMENT OF FEES**

You have absolute responsibility for the payment of any Fees applicable to your Child attending the Preschool. You also acknowledge that Preschool Fees are payable in advance on the first day of term/month and that facilities exist for monthly payments. If you are unclear about any of your financial obligations, the Preschool will on request provide a written explanation. Any Fee or other moneys owing by you to the Preschool not paid on or before the due date will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the National Credit Act, 2005 ("NCA"), or at such lesser rate as the Preschool determines from time to time in its sole discretion. Interest not paid to the

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Preschool by the last day of the month in respect of which such interest accrues will bear further interest at the same rate. In addition to interest the Preschool will be entitled to recover from you default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.

Interest at 2% above prime will be payable on overdue accounts and should your account be referred to an attorney for collection, you will be liable for charges and for costs related to that collection.

I have been advised of the current fees payable and payment terms and fully understand these.

(Please initial in the box to agree)

Preferred email for accounts: 1) \_\_\_\_\_

2) \_\_\_\_\_

## **PROTECTION OF PERSONAL INFORMATION**

By entering into this contract, and unless you at any time instruct the Preschool expressly and in writing to the contrary, your consent is given for the Preschool to:

1. collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;
2. collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the Preschool for Preschool-related purposes to the extent required for the purpose of managing relationships between the Preschool, parents/guardians, and current children as well as providing references and communicating with the body of former children;
3. include photographs, with or without name, of your Child in Preschool publications, or in press releases to celebrate the Preschools or your Child's activities, achievements or successes;
4. supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the Preschool cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
5. inform any other Preschool or educational institution to which you propose to send your Child of any outstanding fees.

The Preschool may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the Preschool that it may do so. Should this be the case, the Preschool may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

The provisions of this Section shall survive the termination of this contract.

## **GENERAL**

You choose the residential address set out in 'Father's Information' and 'Mother's Information' Sections as your chosen legal address for the service of all notices and legal processes and the postal and email addresses for all other communications by the Preschool to you.

You confirm that all the particulars that you may furnish or that you have furnished to the Preschool on this contract or otherwise from time to time are or will be, to the best of your knowledge and belief, full, true and accurate.

You undertake to advise the Preschool in writing of any changes to the details included in this contract.

You accept that the Preschool is based on Christian principles and undertake that this will not be undermined.

You agree to fetch your child timeously at the end of the Preschool day or notify the Preschool of any other arrangement. The Preschool will not allow any child to leave the premises with any person that is not a parent. If a grandparent or legal guardian will be fetching a child, the Preschool is to be notified beforehand. If no notification has been given and the Preschool is unable to contact the parent concerned at the time, additional 'late penalty' costs will be charged to you.

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## **JURISDICTION AND GOVERNING LAW**

The contract between you and the Preschool is governed by South African law. You agree that the Preschool, at its option but without being so obliged, will be entitled to institute any legal proceedings for the recovery of any monies owing by you as a liquidated debt or debts to the Preschool in any magistrate's court having jurisdiction, in terms of sections 45 and 28 of the Magistrates' Courts Act, notwithstanding and as an exception to the agreement regarding the submission of disputes to alternative dispute resolution in 'Parent's General Obligations' Section.

## **VARIATIONS**

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist in the proper delivery of education at the Preschool. The Preschool will give you at least a term's notice of any such modifications.

## **PARTIAL INVALIDITY**

Each term and condition contained in this agreement is separate from the other terms and conditions in the sense that if anyone is determined to be illegal and unenforceable, it will simply be disregarded and of no force and effect, but the agreement will otherwise remain valid.

## **TERMINATION AND CANCELLATION**

You have the right to cancel this contract at any time, for any reason, provided you give a **full term's** notice, in writing of this intention before the withdrawal of the child from the Preschool. The Preschool has a right to cancel this contract at any time, for any reason, provided that it gives you a full term's notice, in writing, of its decision to terminate this contract. At the end of the term in question, you will be required to withdraw the child from the Preschool.

This is without prejudice to the Preschool's other remedies, the Preschool may cancel this contract immediately and has no obligation to return any prepaid fee to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedy the material breach within 20 (twenty) business days or a notice from the Preschool requiring you to remedy the breach, and in addition it may claim payment of all monies then owing and damages equal to one term's fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.

For purposes of this contract, a material breach is considered to exist where you or your Child (as the case may be):

- fails to uphold the Policies of the Preschool;
- fails to pay any Fees when due;
- fails to fulfil any legal requirement necessary for your Child to attend Preschool in South Africa; or
- acts in such a way that you or the Child become seriously and unreasonably unco-operative with the Preschool and in the opinion of the Principal, you or your Child's behaviour negatively affects your Child's or other children's progress at the Preschool, the well-being of Preschool staff, or brings the Preschool into disrepute.

It is a condition of attendance at the Preschool that you sign in the space provided below. The Preschool management may at its discretion consider this declaration and contract to be null and void if this document is altered in any way.

Declaration

I/We, the undersigned, do hereby declare that I/we have read and understood this Contract, including the General Information, Fees and Policies of Ladybird Preschool.

\_\_\_\_\_  
FATHER/GUARDIAN

Date:

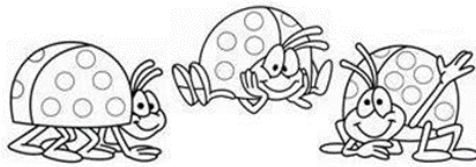
\_\_\_\_\_  
MOTHER/GUARDIAN

Date:

Application received by Ladybird Preschool on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
PRINCIPAL: LADYBIRD PRESCHOOL





# Ladybird Pre-School

Proprietor : Kirsten C Fauche (South African Council for Educators)

## CONSENT AND INDEMNITY

I (FULL NAME)

ADDRESS

the parent/guardian of .....

1. Hereby give my consent for my child to take part in the activities of the LADYBIRD PRE-SCHOOL, of whatsoever nature, both within the grounds at 31 Krantzview Road, Kloof, and on any excursions to places of interest. I fully understand and accept that all activities and excursions shall be undertaken at my child's own risk. I undertake on behalf of myself, my executors, my wife/husband and my aforesaid child to indemnify, hold harmless and absolve Ladybird Pre-School, 31 Krantzview Road, Kloof, the Proprietor and / or Staff, against and from any, or all claims whatsoever that may arise in connection with any loss of, or damage to the property, or injury to the person of my aforesaid child in the course of any such activity or excursion, in the knowledge that the Proprietor, Staff and persons appointed will, never-the-less, take all reasonable precautions for the safety and welfare of my child.

2. Hereby consent for my child to take part in all the activities of LADYBIRD PRE-SCHOOL, including games and Extra Murals.

3. Hereby give permission to LADYBIRD PRE-SCHOOL, to consent to any medical procedure on my behalf, to be performed on my child....., if it is not possible or practical to obtain my consent and the procedure must, in the opinion of a Doctor, be performed urgently.

4. **I hereby agree to inform LADYBIRD PRE-SCHOOL if any person, other than myself is entitled to collect my child from LADYBIRD PRE-SCHOOL, otherwise your child will not be allowed to leave the school premises.**

Name of person/s entitled to fetch my child:

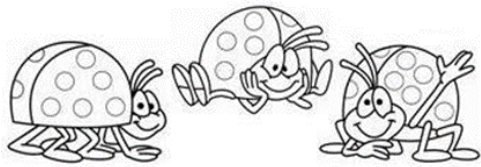
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.....

Signature of Parent/Guardian: .....

Place: ..... Date: .....

Witness 1: ..... Witness 2: .....

**(PLEASE MAKE SURE THAT THERE ARE 2 WITNESSES – Thank You)**



# Ladybird Pre-School

## PERMISSION TO USE IMAGES/FILM/VOICE RECORDINGS OF LEARNERS

I acknowledge that I have legal authority to sign this form on the behalf of minor(s) named below:

I **give** consent for my child/ren, \_\_\_\_\_ to appear in Ladybird print and digital media.

Sign: \_\_\_\_\_

I **do not** give consent for my child/ren, \_\_\_\_\_ to appear in Ladybird print and digital media.

Sign: \_\_\_\_\_

Additional information

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Printed name of parent or legal guardian: \_\_\_\_\_

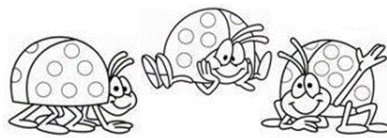
Date: \_\_\_\_\_

***The school cannot be held responsible for parents/visitors filming or photographing pupils, staff or parents whilst at school events on or off campus. The sharing of images or videos on social media platforms by persons not acting on the instruction of the School cannot be controlled by the School or its officials and the School will not accept any liability for the publication thereof.***

Signature of parent or legal guardian.....

Printed name of parent or legal guardian.....

Date.....



# Ladybird Pre-School

## PAYMENT OF SCHOOL FEES - 2022

NAME OF CHILD: \_\_\_\_\_

Ladybird Pre-School is a private pre-school and the payment of school fees is compulsory. Banking details are at the bottom of this page. **PLEASE MAKE SURE YOU HAVE MADE A COPY OF THIS FORM FOR YOUR OWN REFERENCE**

- The basic annual school fee (Half Day) for Term 1–4, 2022 is R 37 344, regardless of absence. This is EXCLUSIVE of payment of the Stationery and Entertainment fee.
- The annual full day fee for Term 1 – 4, 2022 is R 47 976.00, regardless of absence.
- The Stationery and Entertainment fee for 2022 is R 1380.00 for Green Group (000) and R1330.00 for Red Group (00). This is a once-off payment that must be paid by the 31st of January 2022. This includes all stationery, bakers, outings and gifts.
- Ad hoc aftercare is billed at R60.00 an afternoon and will be added to the following month's invoice.
- The signatory hereto:
  - acknowledges that he/she will be liable to pay the school fees determined and warrants that he/she is able to pay the school fees and undertakes to do so and commits to contacting the school immediately should payment problems arise.
  - agrees to give **ONE Term's** notice in writing or **ONE Terms** fee's in lieu of notice when leaving Ladybird Pre-School.
- School fees are due and payable annually in advance, but may be settled in accordance with one of the following options – (**✓ to elect option**). Fees are to be paid via Electronic Transfer (E.F.T) Cash is not accepted on our premises.

**TWELVE** monthly payments of R 3112.00 (Half Day) or R 3998.00 (Full Day), payable in advance, first payment 12th January, 2022 or before, thereafter 1<sup>st</sup> February to 1<sup>st</sup> December.

R 3112.00 (Half Day)	R 3998.00 (Full Day)
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**FOUR** quarterly installments of R 9149.28 (Half Day) **OR** R 11754.12 (Full Day), **this is inclusive of a 2% discount and must be paid within 7 days of the commencement of term.**

R 9149.28 (Half Day)	R 11754.12 (Full Day)
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**ANNUAL PAYMENT** of R 35 476.80 (Half Day) **OR** R 45 577.20 (Full Day), **this is inclusive of a 5% discount and must be paid before the 12<sup>th</sup> of January 2022.**

R 35 476.80 (Half Day)	R 45 577.20 (Full Day)
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- The signatory acknowledges that he/she
  - has read the terms and conditions contained herein, knows and understands their meaning,
  - agrees that no variation of these terms and conditions will be of any force and effect, unless reduced to writing and signed by me, K.C Fouché, Principal of LADYBIRD PRE-SCHOOL.

### 8. PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES

	Father (or Guardian)	Mother (or Guardian)
SURNAME		
FIRST NAME		
I.D.NUMBER		

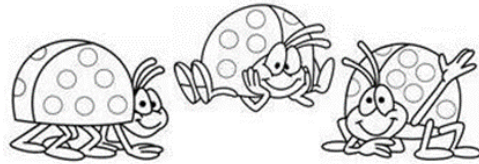
SIGNATURE (Parent or Guardian): \_\_\_\_\_

Date: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

**Bank: First National Bank - Account Name: LBPS - Branch No: 221526 - Type of Account: Current - Account Number: 62513042630**



## Ladybird Pre-School

### AUPAIR INFORMATION

(if applicable)

Name of Aupair:	
Age:	
Contact Number:	
Does your aupair reside with you?	
How long has your aupair been with your family?	
Work times (primarily relating to school):	
Work responsibilities (primarily relating to school):	
Aupair's involvement in: a) school drop-offs b) school pick-ups	a) b)
Any other relevant information:	

#### PLEASE NOTE:

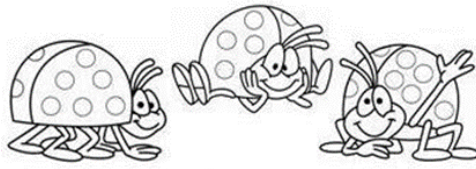
The School shall report to the child's parents/guardians regarding **all** matters concerning the child, unless a Written Request to do otherwise is received by the School from the parents/guardians themselves.

The School strongly encourages that the parents/guardians (with an aupair) drop-off/collect their child themselves at least once every two weeks, so as to 'keep in touch' with your child's teacher/s, other parents, and the School as a whole.

The actions (both physical and verbal) of an aupair whilst on the School property are the sole responsibility of the parent/guardian for whom that aupair works and is employed by

\_\_\_\_\_  
PARENT/GUARDIAN

Date: \_\_\_\_\_



# Ladybird Pre-School

## FEE CLEARANCE CERTIFICATE

In the event that your child has attended/is currently attending a  
playschool/crèche/daycare prior to Ladybird Preschool:

NAME OF CHILD: \_\_\_\_\_

FULL NAMES OF PARENTS: \_\_\_\_\_

NAME OF SCHOOL AT WHICH YOUR CHILD PREVIOUSLY ATTENDED/IS CURRENTLY  
ATTENDING:

\_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

CURRENT ANNUAL SCHOOL FEES: \_\_\_\_\_

FEES PAID TO DATE: \_\_\_\_\_

FEES OUTSTANDING: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the above parent/guardian has paid school fees as indicated.

\_\_\_\_\_  
Signature of School Principal / Bursar

\_\_\_\_\_  
Date

SCHOOL STAMP