



Enrolment form

POPIA Declaration **LITTLE URCHINS, MONTESSORI CULTURE undertakes all reasonable measures to protect your personal information** and to keep it private and confidential. Personal information refers to information that identifies or relates specifically to you such as inter alia your name, age, gender, identity number and your email address. www.popia.co.za [Protection of Personal Information Act \(POPI Act\) - POPIA](#)

Getting to know your child:

Child's Name & Surname: _____

Name by which child is known: _____

Date of Birth: _____ Male ☐ Female ☐

Position of child in family: _____ No. Of children in family: _____

Any special comments about your child and/or their specific needs? (Tell me something we should look out for, i.e., shy)

What top three things are you hoping to see or be a part of in your child's development with us?

1. _____
2. _____
3. _____

PREVIOUS SCHOOL DETAILS:

Last Nursery/Pre-school attended: _____

Contact Person: _____

Tel No: _____

MEDICAL INFORMATION:

Does your child have any allergies or chronic illnesses / life threatening?

Is your child on any permanent medication? If so, please give details below.

Family Doctor: _____

Phone _____

Paediatrician: _____

Phone _____

Initial _____



Name of Medical Aid _____

Main Member: _____

No.: _____

IN CASE OF EMERGENCY:

Names of people to contact: (Family or close friends' details)

1. Name: _____ Tel: _____

Relationship: _____

PARENT 1 DETAILS:

Parent 1: state relationship: _____

Parent 1 Name & Surname: _____

Parent 1 ID No.: _____

Parent 1 Occupation: _____

Parent 1 Employer: _____

Parent 1(C) Tel: _____

Parent 1 E-mail: _____

Home Address: _____

Marital Status: Married ☐ Customary Union ☐ Divorced ☐ Single ☐ widowed ☐

PARENT 2 DETAILS:

Parent 2: state relationship _____

Parent 2 Name & Surname: _____

Parent 2 ID No.: _____

Parent 2 Occupation: _____

Parent 2 Employer: _____

Parent 2 Cell: _____

Parent 2 E-mail: _____

Home Address: _____

Marital Status: Married ☐ Customary Union ☐ Divorced ☐ Single ☐ widowed ☐

I/We have read and agreed to the:

☐ Little Urchins POLICIES

☐ Little Urchins INDEMNITY

☐ Little Urchins FEES and TERM DATES

Initial _____



ATTENDANCE and FEE OPTIONS:

School fees are charged 12 months, January to December, please set a scheduled payment for the 1st of each month on your banking app. {unless you decide to pay the termly or annual fee}

My child will be attending... tick the box

5 Day <input type="checkbox"/>	4 Day (Any) <input type="checkbox"/>	3 Day (Any) <input type="checkbox"/>
Monday to Friday	Monday to Friday	Monday to Friday
8.00–13.00	8.00 – 13.00	8.00 – 13.00

R50 will be charged for every late hour

AFTER-CARE can be arranged through communication channels

R800.00 non-refundable enrolment fee.

BANK DETAILS

Little Urchins Montessori

Standard bank

Cheque account number: 101 675 748 31

Reference: child name – school fees or holiday care

Important information:

- ❖ Holiday care is by pre-PAID BOOKING ONLY. (minimum requirement of 4 children)
- ❖ Holiday care does not incorporate Montessori cycle, it is arts and crafts, fun and games
- ❖ Holiday care is an additional fee to school fees.
- ❖ It is noted and understood that if collection extends past the schools day end, an hourly care rate will be included within monthly invoice.
- ❖ School will be closed on public holidays and weekends.
- ❖ At the discretion of the owner, a long weekend may be incorporated, should a public holiday fall on a Tuesday or a Thursday.

Necessities to please be sent to school during first week:

Wet wipes

Sunblock and sunhat to stay at school

Nappies if necessary

Favourite blankie and pillow – will be sent home every Friday to be washed and returned on Monday.

PLEASE NO TOYS TO BE SENT TO SCHOOL – THIS CAN GET LOST OR DAMAGED.

Initial_____



COMPULSARY DOCUMENTATION REQUIRED FOR ADMISSION OF A CHILD

1. CERTIFIED Copy of Parent 1 ID
2. CERTIFIED Copy of Parent 2 ID
3. Copy of Medical Aid Card
4. Proof of Payment: Administration fee R800 and school fees (NON-REFUNDABLE)
5. (Unabridged) Birth Certificate
6. Proof of Residency (not older than 3 months)
7. Both parents / guardians must sign application form
8. If the child is to be collected by organized transport, a consent letter/email stating who.
9. If child not being collected by consented parent 1 or parent 2: ID of whom may be collecting the child and letter giving permission.