



## LITTLE URCHINS MONTESSORI CULTURE ENROLMENT FORM

### POPIA DECLARATION

Little Urchins Montessori Culture undertakes to take all reasonable measures to protect your personal information and to keep it private and confidential, in accordance with the **Protection of Personal Information Act, 4 of 2013 (POPIA)**.

Personal information refers to information that identifies or relates specifically to you, including but not limited to your name, age, gender, identity number, contact details, and email address. This information is collected solely for school-related purposes and will not be shared without consent, unless legally required.

Further information is available at: [www.popia.co.za](http://www.popia.co.za)

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### GETTING TO KNOW YOUR CHILD

**Child's Name & Surname:** \_\_\_\_\_

**Name by which the child is known:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:**  Male  Female

**Position of child in family:** \_\_\_\_\_ **Number of children in family:** \_\_\_\_\_

**Please share any special comments about your child and/or specific needs**  
(e.g. personality traits, sensitivities, medical, emotional, or developmental considerations):

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

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- 

Initial \_\_\_\_\_



## PREVIOUS SCHOOL DETAILS

Last Nursery / Pre-School Attended: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## MEDICAL INFORMATION

Does your child have any allergies, chronic illnesses, or life-threatening conditions?

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

Is your child on any permanent medication? If yes, please provide details:

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

Family Doctor: \_\_\_\_\_ Tel: \_\_\_\_\_

Paediatrician: \_\_\_\_\_ Tel: \_\_\_\_\_

Medical Aid Name: \_\_\_\_\_

Main Member: \_\_\_\_\_

Medical Aid Number: \_\_\_\_\_

## IN CASE OF EMERGENCY

Emergency Contact Person 1:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_



## PARENT / GUARDIAN DETAILS

### PARENT / GUARDIAN 1

Relationship to Child: \_\_\_\_\_

Full Name & Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

#### Marital Status:

Married  Customary Union  Divorced  Single  Widowed

### PARENT / GUARDIAN 2

Relationship to Child: \_\_\_\_\_

Full Name & Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

#### Marital Status:

Married  Customary Union  Divorced  Single  Widowed

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Email for account \_\_\_\_\_

Initial \_\_\_\_\_



## AGREEMENTS

I / We confirm that we have read, understood, and agreed to the following:

- Little Urchins Policies
- Little Urchins Indemnity
- Little Urchins Fees and Term Dates

## ATTENDANCE & FEE OPTIONS

School fees are charged over **12 months (January to December)**. Please set up a scheduled payment for the **1st of each month** via your banking application, unless paying termly or annually.

### Attendance Option (please tick):

- 5 Days – Monday to Friday (08:00 – 13:00)
- 4 Days (any) – 08:00 – 13:00
- 3 Days (any) – 08:00 – 13:00

**Late collection fee:** R50 per additional hour

**After-care:** Available by prior arrangement through official communication channels

**Non-refundable enrolment fee:** R800.00

## BANKING DETAILS

**Account Name:** Little Urchins Montessori

**Bank:** Standard Bank

**Account Type:** Cheque Account

**Account Number:** 101 675 748 31

**Reference:** Child's Name – School Fees / Holiday Care

## IMPORTANT INFORMATION

- Holiday care is available **by pre-paid booking only** (minimum of 4 children).
- Holiday care does **not** follow the Montessori cycle and includes arts, crafts, games, and supervised activities.
- Holiday care is charged **separately** from school fees.
- Late collection beyond school closing time will be billed at an hourly rate and added to the monthly invoice.
- The school is closed on public holidays and weekends.
- At the discretion of the owner, a long weekend may be observed if a public holiday falls on a Tuesday or Thursday.

Initial\_\_\_\_\_



## ITEMS TO BE SENT TO SCHOOL (FIRST WEEK)

- Wet wipes
- Sunblock and sunhat (to remain at school)
- Nappies (if applicable)
- Favourite blanket and pillow (sent home weekly for washing)

**Please note:** No toys are to be brought to school, as these may be lost or damaged.

## COMPULSORY DOCUMENTATION FOR ADMISSION

1. Certified copy of Parent / Guardian 1 ID
2. Certified copy of Parent / Guardian 2 ID
3. Copy of Medical Aid Card
4. Proof of payment: Enrolment fee (R800) and applicable school fees (non-refundable)
5. Unabridged Birth Certificate
6. Proof of Residence (not older than 3 months)
7. Application form signed by both parents / guardians
8. Written consent if child is collected by organised transport
9. Written permission and copy of ID for any person other than Parent / Guardian 1 or 2 authorised to collect the child

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Welcome to our Little Urchins family*

