



Learner's  
Photo  
Here

## REGISTRATION APPLICATION

<b>Name &amp; Surname</b>	
<b>Branch Name</b>	
<b>Date of Birth</b>	
<b>Gender</b>	
<b>Race</b>	
<b>Age Group</b>	
<b>Home Language</b>	
<b>Physician</b>	
<b>Emergency Contacts</b>	
<b>Medical Aid Name</b>	
<b>Medical Aid No</b>	
<b>Date of Registration</b>	

Admission Information	Registration Fees	Details
All Ages Application Fees	R750	Once off non refundable ,payable on submission of application
Fullday Care School Fees Deposit	R2500	Payable on Admission
Halfday School Fees Deposit	R2000	Payable on Admission
Aftercare Fulltime School Fees Deposit	R1000	Payable on Admission
Online learning School Fees Deposit	R2000	Payable on Admission
<b>SCHOOL FEES DEPOSIT IS REFUNDABLE TERMS AND CONDITIONS APPLY</b>		

## **2021 ACADEMIC YEAR SCHOOL FEES SCHEDULE**

PACKAGE	MONTHLY FEES	AGE GROUP	BENEFITS
<b>PLAY SCHOOL</b> Stimuli-Baby Program 06:00-19:30	R2500	<b>3-23 MONTHS</b>	Professional Stimulation Programs ,Physio Baby Programs,Speech Programs 4 Meals excluding Baby Milk . Six Children Per Class
<b>FULL DAY</b> Executive Package 06:00-19:30	R2500	<b>2-6YEARS OLD</b>	Tuition ,Daycare ,Includes All in-house Extra Murals, Breakfast, Tea, Lunch ,Healthy Snack, Computer Programs <b>Free Aftercare</b> 13:00-19:30 Monday to Friday
<b>HALF BOUQUET</b>  06:00-13:00	R2000	<b>2-6YEARS OLD</b>	Tuition ,Daycare,Breakfast, Tea, Lunch, Physical Education Only No Aftercare /Snack
<b>VIRTUAL CLASSROOM ONLY.</b>	R1850	<b>2-6YEARS OLD</b>	Online Tuition, Computer Programs, Online Extra Murals Programs. <b>NO CONTACT CLASSES</b>
<b>AFTERCARE ONLY</b>	R1000	<b>6YEARS-12YEARS</b>	Learners picked up from other schools Afternoon snack included and Homework Assist with transport 13h00-19h30
<b>DAY VISITORS</b>	R200	<b>(ALL AGES)</b>	Meals included, Babies pack own Food parent may pack 3 o'clock snack

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523), Rietfontein (0748250569) Hotline 0825050181,

Email: [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). Website: [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)



## IMPORTANT

1. Admission confirmation will be sent via email within 48hours from the date of submission.
2. All pages must be initialized by both /responsible parent/s/guardian/s.
3. Approved applications will ONLY be processed upon receipt of the above documentation, filled, signed and after proof of registration fees has been received.
4. The applicant has 7 Days to finalize the registration process and to make payment for the school fees deposit in which failure to do so; registration will be cancelled after 7days to accommodate waiting list learners.
5. Admission is done on first come first serve bases; space is limited, since we strictly offer small classes.

For Official Use only	Contract Resume	Half Day	Full Day	Class Category	Contract Ending	Annual Payment	Monthly Payment	Quartly Payment

### PART. A: LEARNER'S PERSONAL DETAILS

1. Ref/Student Number : .....( for office use only)
2. Child's First Name: .....Surname.....
3. Preferred name: ..... Position in the family (e.g. first born, last born).....
4. Child's ID/ Passport Number..... Nationality.....
5. Home language..... Preferred Language..... Gender.....
6. (Child's D.O.B)..... Month..... Year..... Race.....
7. Child's Admission Date..... (Date the child will attend school for the first time)
8. Age of the child during Admission: Years..... Months.....
9. Name of the previous crèche/school attended. .... Tel.....
10. Reason for leaving the previous school.....
11. Preferred Branch (*please circle*) 1. Riviera 2. Brooklyn 3. Centurion. 4. Rietfontein. 5. Midrand.  
6. Mooikloof
12. Any sibling(s) at the mentioned/chosen Little Graduates branch school (names):-  
a. .... b.....c.....
13. Known Allergy.....
14. Known Permanent Condition (e.g. Asthma, diabetes, Autistic, Disability etc) .....
15. Any occupational therapist report/recommendation.....
16. Any learning barriers experienced (apply to children from 2 years).....
17. Previous assessment report? Attached  not attached  child never been to formal crèche
18. Does the learner take chronic medication.....If YES please describe.....

#### **Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

**PART B: PERSON (S) RESPONSIBLE FOR PAYMENT OF SCHOOL FEES (DECLARATION REQUIRED)**

Name	ID Number	<input type="text"/>
Date of payment is always on 1 <sup>st</sup> or 15 <sup>th</sup> of every month (one specific date only)		
Payment method	Monthly	<input type="checkbox"/>
	Quarterly	<input type="checkbox"/>
	Yearly	<input type="checkbox"/>
Pease specify	Other (specify): .....	
Choose ONE date	<input type="checkbox"/> 1st	Or <input type="checkbox"/> 15th
Of every month paid in advance		

**PART. C: MEDICAL INFORMATION OF THE CHILD**

Medical Aid Card (Policy) I have	<input type="checkbox"/> None	Call me first on emergency	<input type="checkbox"/>
Last Date of Immunisation DD/.....MM/.....YY/.....			
Medical Aid name.....		Medical Aid Number.....	
Medical doctor Contacts (Cell).....		Tel.....	
Name of clinic/Hospital.....			
Name of Primary Member.....			
Name of next of kin.....		Cell.....	
Name of next of kin (alternative contact number).....			

**PART. D: Parents Information**      Married       Divorced       Single

Personal Details	Father	Mother
Name And Surname		
Identity Number		
Occupation		
Employer		
Work Tel		
Home Tel		
Cell Phone		
Alternative Contacts		
Physical Work Address		
Work Email Address		
Personal Email Address		
Home Address		

## **PART. F: 2021 SCHOOL FEES POLICY**

- A. Deposit fee paid on registration equal to a month school fees will be refunded during notice month, or forfeit December month school fees in Grade R-3's leaving for the next Grade to another school.
- B. School fees contract is a 12 months fixed term, a term written notice in advance (3 months) must be given in order to terminate this contract failure in which will result to term fees penalty in the event of withdrawal by choice.
- C. **School fees: Babies 3 months to 6 years R2500 p/m.**
- D. Registration Application fee is **NOT** refundable.
- E. Excursions or Academic Outings are paid as they are prescribed; a notification reminder will be sent out every 30days prior to the event.
- F. **School Fees Payment Dates: School fees are strictly payable in advance** on or before the 1<sup>st</sup> or the 15<sup>th</sup> of every month. (A parent must choose **ONLY** one date of paying school fees, agreed and signed upon and not otherwise.
- G. **Switching payment dated:** if you change the payment date (say) from 1<sup>st</sup> to 15<sup>th</sup> you will have to pay prorata school fees of 15 days which is 50% school fees.
- H. **School fees Payment:** School fees is advised to be paid to via **EFT** or debit order .All bank teller payment or card and cash payment paid in hand at the premises will attract 2,5% additional for bank charges .
- I. **School Fees Details:** Monthly school fees caters for tuition fees ,three meals and two extra mural activities available at school .All other extra murals to be paid separately .
- J. **Fees Increase:** There may be school fees beginning of January of each year. (Depending on scales of economy)that will be announced in a budget newsletter in October each year
- K. **NOTICE/WITHDRAWAL OF SERVICE/CONTRACT: ONE TERM i.e 90 days in advance** written notice **MUST** be given should a parent intend to withdraw a child from the school. Should you not give your notice in writing; you will be liable for the term school fees. **December is not a notice Month, the New Year notice must be served from the 1<sup>st</sup> of October each year.**  
**Should your child be removed from school without one Term notice or the outstanding fees not being paid off, the account will be handed over to the school's attorneys for collection. A parent will be liable for all attorneys' fees on the cliental and attorneys scale, and all additional charges incurred on collection of school fees owed.**
- L. After the 1<sup>st</sup> or the 15<sup>th</sup>, an automated late payment charges (penalty) will apply on the parents account. If proof of payment is not provide or not paid up to **the 3<sup>rd</sup> or 18<sup>th</sup> of the month the child will not be accepted at school. Late payment charges of R200 will be added to the parent's statement of account .**

---

### **Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

- M. Even if a child is sick or not attending the school for any reason, school fees must be paid in full. Unless a written notification from the doctor was served prior to the school otherwise parents are liable for full school fees payment of every month.**
- N. Annual Settlement Discount:** If opting for annual settlement enjoy 2 months discount on total annual school fees.
- O. Refund Policy on annual settlement (Portion): School fees paid up annually in full will be refunded for the remainder of the months and all discounts will fall off .A Term notice (3 months) is needed to process this refund.**
- P. Academic Trips:** Parents must pay the academic trip fee whenever required. Parents will be notified prior to the trip. Please take note of the yearly upcoming events calendar.
- Q. Annual Mattress/Mattress Cover Fee:** New parents are required to contribute annual hiring fee of R250 non refundable for mattress and mattress covers. Mattresses and mattress covers can not be claimed back as payment received from parent is **only hiring fees**. School will be in charge of cleaning the mattress during the academic year.
- R. Siblings Discount:** Two children from same family registered at same branch or different branch qualify for 10% sibling discount on school monthly school fees (for **ONLY** the second and youngest sibling). If school fees paid late, sibling discount falls off automatically until full payment is up to date.
- S. Arrears:** All fees in 30 days in arrears will be handed over for collection to our attorneys for collection. A parent will be liable of all legal charges. And services may be interrupted.

## **PART. G (SECTION A) GENERAL ORGANISATIONAL RULES AND REGULATIONS**

Please read through the document and make sure that you understand the content.

- 1. We render services and enter a contract with you as parent to Educate, Feed and Care for your child at our ECD centres therefore prompt school fess payment is very crucial.**
- 2. In the event that your child deliberately vandalizes school property and cause damage, a parent will pay the damages.**
- 3. We take no responsibility for unmarked items nor do we look after toys from home.** Your child may not bring any toys to school as we keep ours and use them for their educational skills.
- 4. Jewellery is worn at own risk.** The school **will not be responsible** for any loss of any specious jewellery. Please choose to keep those expensive gems at home.
- 5. Breakfast is served from 7:30 am in the morning until 8:00 am.** Please bring your child on time or call the school to keep some if you are running late.

---

### **Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)



6. Should your child not attend school that day, please send an **s.m.s** to the class teacher or the call the office of the particular branch; use our 12 hour hotline 0825050181 for sms, Whatsapp and voice calls; all communications will be answered, don't forget to mention the name of your child, child's teacher and Little Graduate branch
7. Please follow/read your child's **communication book** and make sure that it is in your child's bag every day, its your responsibility to keep in contact with the school communication.
8. **Read your correspondence circular letters, notice board, mails/smses**, this contains all the information that you may need from time to time. It's your duty to keep in touch with the school communication director at the school and to read all posted communiqués.
9. Birthday is **special** and we want to make your child feel so special for that day. You are welcome to have a party at school. A parent makes bookings prior to the **BIG day**. Only organised parties will take place at the school premises using our kid's friendly birthday
10. Parents are **NOT** allowed to take their children in and out without prior arrangement and only a signed written consent from parent/guidance may be accepted before child is released by another person. Calls/Texts not accepted. A different person collecting a child apart from his/her parents must furnish the school with the person's particulars including the taxi drivers
11. If you send s different person to collect the child without proper arrangement, the child will not be released.
12. Children not collected one hour after normal collecting time, the child will be handed over to SAPS {South African Police Service) to be kept for security reasons.
13. No any children under the age of 16 years are allowed to collect any child from school to exit the premises.
14. After 3 written warning about behavioural misconduct of a child in destruction, bullying or fighting; the school Management will have no any other option than to expel your child from school.
15. Only disposable nappies are allowed for babies' class; including own wet wipes, plates and spoon, own cup & blankets; parents to pack sufficient stock for the day.
16. Remember to amend your personal details at school in case you change your physical address and new contact numbers to avoid missing communication.

---

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)



17. Friends and families to wait outside when fetching a child from the premises. Please, this is a very strict note.
18. No one is allowed to shoot photos in our school premises without consent from the parents and the school .Please note it is every child's constitutional right to have their safety and identity kept safe. You may do so if you are a parent of the child or with consent from the school and other parents.
19. A parent is NOT allowed to confront by shouting, beating own child at school. Parents are not allowed to confront another child who is not own child who allegedly has issues with particular parent's child. Please see the management for clarity.
20. **All letters from school must be signed by parents and sent back to school for commitment purposes. Use the communication book for effective communication.**
21. All complaints must be addressed to the school Management in writing.
22. All extra clothes, uniforms, nappies, blankets, bottles **must be clearly marked** with your child's name and surname for identification; the school will not be held responsible for the loss of any unmarked item./s. Every child must please have a school bag and name on.
23. School Uniforms is compulsory for kid's aged 2-6 yrs olds; **default notice will be written to the parent and a non compliance notice will be served.**
24. **Children must not come to school if are sick.** Please help us to avoid contagious diseases.
25. Medicine will **not be given unless a written notice or permission** is received from a parent.
26. Photos for children taken at school for academic purposes may be displayed in school website and school official social media page. By signing this application you give consent to the school to take responsibility of the photos and make sure that they are used and purposed at school and on school excursions.
27. Late collecting of your child after agreed time is charged an instant fine of **R10** per five minutes. Parents are supposed to pay the late collecting fee **immediately if not R150 will be billed per every 60minutes late penalty thereafter.**
28. Parents must make an appointment if would like to discuss, comment or advise a matter regarding the school/child with the management. Email [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com)
29. If a parent consistently do not honour school fees payment, the School Management (in writing) will request an additional deposit equal to one month school fees **(to be refunded only if the parent has no arrears in December for particular academic year)**

---

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

30. **All parents MUST bring healthy snacks for their children for 3pm to 7pm every day, Monday to Friday. The list of suggested daily snacks and alternatives will be given to all parents in advance for every 3 months. The school will NOT give snacks for 3pm o'clock to children as it is a responsibility of a parent. No fizz drinks, chocolates and sweets are allowed during snack time.**
31. Once the “additional once off yearly stationary or supplies” have been supplied to the school will not be refundable or partly requested by a parent during notice period.
32. All existing parents will have to re enrol their children for the following year in between July and September during the academic year or before. Re enrolment fee (non refundable) will be required to secure the child’s space for the following year
33. Children whose siblings are attending same branch will not sit together in same class.
34. If the child is using school bus, the minimum waiting for the driver on agreed picking point is 2-3 minutes. Make sure you are right there before the agreed time for your child to be picked up.
35. Make sure someone is at the agreed dropping off place for drop offs. Once the school bus has left, will not come back for that child.
36. No parent will confront a class teacher in any case, please make appointment with Management for a scheduled meeting; phone 082 5050 181 for appointments.
37. Every parent must have an access tag to enter the school; purchase new once lost.
38. Please make sure the gate is closed properly at all times once used your tag
39. **We do not close schools during school holidays**; we have holiday programs on full time. Holiday program involved scheduled activities to keep children happy and **MUST be paid for**.
40. Parents are welcome to phone landlines during lunch time if would like to speak to the class teacher of their children.
41. In case the school has a drive through, please use at least 2(two) minutes to pick up your child. **Do not block others or park your car out of border lines. If you have intention of spending more than 5 minutes in the building please park your car nicely on the demarcated parking areas to avoid unnecessary traffic.**

---

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

42. It is important parents meet their children's class teacher especially during picking up time.
43. Parents must help their children with home work at each given time; it's a **two way relationship**.

**Parents; Teacher partnership equals Great academic outcomes.**

44. It will be very reasonable to pick your children early during winter times; it gets darker earlier and colder too.
45. Parents are supposed to cooperate when it comes **to parents meetings, child fantasy time, school activities, fundraising and school trips**. We build our community together.

46. **COMPULSORY SCHOOL UNIFORMS POLICY**

The Little Graduates Schools are Private Schools and Uniform is Compulsory. 2-6 years learners are to wear school uniform every day (Monday to Thursday); a child must always wear uniform at school; in winter its school t-shirt with a blue jeans, tracksuits, jerseys or drimec in summer mostly school shorts and short sleeve school t s shirts . Uniform is to be in good order, neat and clean every day.

**NB: BY ENROLLING YOUR LEARNER AT THE LITTLE GRADUATES SCHOOLS YOU AGREE THAT THIS POLICY WILL FORM PART OF THE AGREEMENT BETWEEN THE PARENTS & THE SCHOOL.**

47. Only Little Graduates school uniform is worn from the age of 2 years upwards in the summer and winter uniforms available online and at school. Parents may choose from the list and buy enough for a week for their child/ren.
48. Stock is always available from the School Uniform Shop. Place your order for in advance.
49. **All trips require kids to be in required school uniforms for safety reasons.**
50. **Kids not dressed in uniforms on the day of the trip will be left at school; the trip fare paid for the trip will be forfeited as we always plan ahead and pay in advance to our service providers. We will not be held responsible if the child is left by the bus to a trip due in this regard. We use school transport or trusted and safe outsourced passenger commuters.**

---

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

## **PART. G: (SECTION B)**

### **RULES AND REGULATION ON SICKNESS, CONTAGIOUS DISEASES AND MEDICATION**

#### **COVID-19 PROTOCOLS**

As an institution we care about our children, we will always perform temperature checks on arrival for children, staff as well as parents who visit our facilities. We will continue to take everyday preventive actions to prevent the spread of respiratory illnesses by:

- Screening all learners in place every morning before accessing our facility, during the day and just before they go home. All temperatures will be recorded in a classroom register. **Learners with high fever, flu like symptoms and headache will be advised to return home with the parent.**
- All learners MUST sanitize at the entrance gate and just before going to the class with at least 70% alcohol-based hand sanitizer
- Learners must have PPE, wear face masks or face shields during school day.
- Learners to strict adherence to staying home when sick.
- We will continuously educate learners to appropriately cover coughs and sneezes
- We clean and disinfect frequently touched surfaces toys and playgrounds throughout the day
- We insist learners to wash hands often with soap and water if hands are visibly dirty.
- We watch closely for signs of running nose, cough, fever, or gastrointestinal symptoms that may develop during the day. .
- Sick children will be isolated in the sick room until parents arrive to fetch them .An adult assistant teacher will watch the child until parents arrive unless parents instruct the management to take the child to their family physician or is not reachable .

**Parents are required to assist us in preventing cross infection of the Learner's and therefore we have implemented these rules.**

1. Remember to supervise young children when they use hand sanitizer.
2. Learner's with **eye infections** are to stay home and can not be allowed in until they are fully cured.
3. Learners with **diarrhea/runny tummy or vomiting** are to stay home and require a doctor's clearance certificate upon return to school.
4. Should a Learner have **Ring Worm** they to stay home until cleared as they are contagious
5. Should a Learner be **prescribed with Anti-Biotic** are to stay home for 48 hours for home observation.
6. Should a Learner be sent to the doctor on emergency cases, a child's parent will be liable for the cost at the doctor

---

#### **Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

7. Once we have phoned the parent to collect a Learner, the Learner is to be collected with immediate effect by either the parent or an authorized family member.
8. In case of emergency and we need to administer medication, we will call for authorization from the parent; a parent will need to sign the Medicine Incident Report Book on collection of the child.
9. Any medication that has to be administered must be removed from the Learner's bag and handed to the teacher on duty. The parents are to fill in the medication and dosage at the back of their Learner's Diary - If this is not done NO medication will be administered. A parent must both come back and sign for authorization to avoid unintended mistakes.
10. A parent must make sure he/she meet the class teacher of his/her child when collecting the child who has been under medication in order to get feedback about the child's response during the day at school and class room.
11. Parents must always be transparent about medication and available during emergency
12. If a parent left medication in the child's bag without authorization and no way to be contacted or reached, the medication won't be administered. If the parent will be reachable will be requested to come back and sign or we can deliver the baby at the nearest hospital for care at parent's account.
13. Children with open wounds must be covered nicely from home and extra bandages must be provided to the class teacher in case will be needed at later stage.

**PART. H: (SECTION C) RULES AND REGULATION ON ALTERNATIVE PERSON COLLECTING A LEARNER ON BEHALF OF A PARENT. (THESE RULES ARE NOT NEGOTIABLE)**

If someone else is going to collect a Learner the following procedure has to be followed.

1. Parents need to fill in a separate consent form for a different person to collect a child on parents' behalf
2. The parent needs to phone the school in time with the person's name and ID Number that will be collecting the Learner; on arrival the person needs to present their ID Document or Drivers License for verification or the child will not be released.

---

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

3. We insist that parents must not give their access tags to taxi drivers and transporters. Our security will open for them on collection of children.
4. Even if the alternative person/driver has an access tag, the child won't be released without positive ID document or drivers license as well as consent letter from the parent of the particular child being collected.
5. Parents are to furnish the school with a copy of the Domestic Workers / Outside Transport Company's ID Document to go onto the Learner's personal file as authorized pick-up.
6. Management will open for the Domestic Worker or Outside Transport Company daily.
7. It is a duty for both parents to make sure that the child is always safe with the person they choose to trust as an alternative guardian/transporter during collection.
8. The school will not be held responsible after the child is gone outside the school gate in whatsoever case it might be.
9. Parents must make sure that the drivers transporting their child (ren) have eligible drivers license (PDP), i.e. Professional Drivers Permit; the school will need a copy of such document for future records and identification.
10. In case the school bust transports the child to his/her home, please let the driver know and meet the person who will receive the child at the door step or the child will be brought back to school for safety reasons.
11. Its parent's responsibility to ensure transport safety for the child is not compromised or reduced to let the child have mishap on the road. Make sure the transporter has a healthy and reliable means of transport.

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

## **PART. I MINNI SPORTS ACADEMY (COMPULSORY)**

Minni Sports Academy is a Little Graduates Schools initiative that was formed and added to our professional curriculum to form part of our school academic achievement to all children aged 2-6 years at a reasonable fee and environment.

Children will have different 3 days in a week to participate in Minni Sports through our professional coaches who determined to deliver Professional Sporting Lessons, Assess and prepare for the bigger world of sports. Little Graduates embraces inclusive education through physical sports programs offered by Minni Sports Academy.

Minni Sports Academy has fixed time table for physical education namely

### **Major**

- Learn to swim (winter break June 15-August 15)
- Computer lessons
- Ballet
- Drama
- Public Speaking
- Fitness Boot Camp for 4-6 years learners
- **PE (Physical Education)-Balling games**
- Minni Soccer
- Minni Tennis
- Music
- Dance

**Minni Sports Academy adds a balance in our curriculum as it allows learners to discover their potentials in every aspect of early childhood educational lessons prepared by the Little Graduates Schools.**

Our Assessments will show the outcomes of the holistic child development and our practitioners will advise accordingly. During Sports Sessions our Academy offers:

1. **Equal Opportunities:** when all children of same environment participate in sports are more encouraged to learn the new skill.
2. **Safe and Child Friendly Sport Equipment:** are used to develop the young child
3. **Class teachers Involved:** Children feel comfortable participate in sports together with their class teachers and the coaches.

---

#### **Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)



**PART I. INDEMNITY (CONDITIONS):**

We, the undersigned

1. Parents or legal guardian(s) of the abovementioned child do hereby agree and accept that while the teacher(s) in charge of the Little Graduates Schools will care for our child to the best of her/their ability, neither they, nor any persons connected to the school, will accept any liability for claims arising from any accident or injury happening to our child/the children while he/she is/are participating in school activities including field trips and day trips.
2. This indemnity shall commence on the first day of attendance by the child at the school and shall cease and terminate on the last day of the child's attendance at the school.
3. I furthermore agree that my child will obey all instructions given by the educators in charge
4. I will be held responsible for any medical and/ or hospital accounts which may occur
5. I am familiar with the school rules and regulations and will be dedicated to abide with. I give permission to staff to provide my child with First Aid Medical Treatment if needed.
6. I the undersigned, being a parent /guardian of the abovementioned child, give permission to my child to participate in any school activity to be held at school or away from school premises and agree to abide with all the above conditions
7. I/We Hereby Indemnify Little Graduates Schools Management of the place of care in respect of any emergency, injury or accident of whichever nature and under whichever circumstances that our child may acquire whilst he / she is under control and care of Little Graduates Nursery School.

Signed in \_\_\_\_\_ day of (Date): \_\_\_\_\_ MM/ \_\_\_\_\_ YY/ \_\_\_\_\_

**Signatures**

Parent		Parent		Principal/Manager	
--------	--	--------	--	-------------------	--

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523), Rietfontein (0748250569) Hotline 0825050181,

Email: [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). Website: [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

## **Bank details**

Please use only the following bank details:

Name: **Little Graduates Schools**

Bank: **Absa Bank (Pty). Ltd**

Account Number: **409 263 2261**

Branch Name: **Ben Swart**

Branch Code : **632005**

Account Type: **Business Cheque Account**

**Reference: (name and surname for the child; only for the first time)**

Fax the proof of payment to 086 504 7959 immediately after depositing the fees, or bring the copy of a deposit slip at the Nursery School for our records. Alternatively email the proof of payment to **[accounts@littlegraduatesschools.com](mailto:accounts@littlegraduatesschools.com)**

If you couldn't manage to email the proof of payment made through internet banking, please print and produce the proof of payment thereafter to our school cashier or Principal's office.

## **IMPORTANT (On registration)**

Parents/Guardians Please Remember to Bring Copies of Your South African ID Documents or Passport, Child's Birth Certificate, Immunization Card and the Proof of Residence, (i.e. latest water and electricity utility not older than 3 months).

## **CASH HANDLING**

Little Graduates Schools (all branches) do not receive cash payments as school fees at any of the school premises. Parents are advised to deposit the child's school fees directly to the bank, use stop orders, debit orders or internet banking with the following bank details:

Use the student number provided on the monthly invoices as reference.

**Please do not give any cash money as school fees to any of the teachers or staff as a security concern. Contact the office for more details.**

---

### **Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

## Indemnity



### **Re: 2021 consent form for participate in school trips and educational activities**

I, (parent/Guardian) \_\_\_\_\_ give permission my child (Name) \_\_\_\_\_ to travel and take part of Educational fulfilment for the school themed educational activities to different places in and out of Pretoria.

Parents or legal guardian(s) of the abovementioned child do hereby agree and accept that while the teacher(s) in charge of the Little Graduates Schools will care for my child to the best of their ability, neither they, nor any persons connected to the school, will accept any liability for claims arising from any accident or injury happening to our child/children while he/she is/ are participating in school activities or school trip.

I furthermore agree that my child will obey all instructions given by the educators in charge during the activities in the school trip or educational activities during and about the learning process concerned.

I promise to pay for the activity trip fee for educational trips in full without delay when required to do so. Please inform the school if the child won't go to a trip because there will be no refund

I will be held responsible for medical and/ or hospital accounts which may occur by accident in this regard. I give permission to staff to provide my child with first aid in case of emergency. I/we have read and understood the school's regulations in this regard and that I am aware of hence ready to take my responsibility.

### **Signed**

Parent/Guardian. \_\_\_\_\_ Date. \_\_\_\_\_

If the parent won't sign the consent form then the child will remain at school at all times in the event where the other learners leave for an educational trip or activity. Other reminders will be sent prior to the upcoming event/excursion.

**Principal Signature/Secretary** \_\_\_\_\_

**NOTE: even if you sign this letter, there will be a reminder of the trip/activity and the parent is able to cancel the trip by phoning the office or in writing**

#### **Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

**Email:** [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). **Website:** [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)

**Our branches (Choose a branch and pay a visit)**

**1. Riviera Branch**

No. 130 Soutpansberg Road-Riviera, 012 405 0059, 079 683 8324 / 082 533 8324 /  
082 5050 181

Email: [rivieraadmin@littlegraduatesschools.com](mailto:rivieraadmin@littlegraduatesschools.com)

Online registration: <http://lgsriviera.adminonline.co.za>

---

**2. Centurion Branch**

No. 191 Jonk Avenue, along Lyttelton Road, Club view-Centurion 012 654 0215 / 079 683 8324 /  
082 5338324

Email: [centurionadmin@littlegraduatesschools.com](mailto:centurionadmin@littlegraduatesschools.com)

Online registration: <http://lgscenturion.adminonline.co.za>

---

**3. Brooklyn Branch**

4. Brooklyn Branch, No. 185 Anderson Street Brooklyn, 079 683 8324 / 082 533 8324 /  
082 5050 181

Email: [preparatory@littlegraduatesschools.com](mailto:preparatory@littlegraduatesschools.com)

Online registration: <http://lgsbrooklyn.adminonline.co.za>

---

**5. (Rietfontein Branch):**

No. 479, 13<sup>th</sup> Avenue c/o Nico Smith Street-Gezina, 074 825 0569 / 071 598 6800

Email: [rietfonteinadmi@littlegraduatesschools.com](mailto:rietfonteinadmi@littlegraduatesschools.com)

Online registration: <http://lgsrietfontein.adminonline.co.za>

---

**6. Midrand Branch:**

52 Forssman Barbeque Downs Close, Riverside Business Park, Flora Town Building  
Midrand Kyalami, 011 466 3523, 012 405 0059, 0796838324, 0825338324

Email: [kyalami@graduatespreparatoryschools.com](mailto:kyalami@graduatespreparatoryschools.com)

Online registration <http://graduatespreparatoryschools.com>

---

**Mooikloof Branch coming soon.**

For 2021 academic year -keep in touch

**LittleGraduatesSchools Call Centre & enquiries please call**

---

**082 5050 181**

---

**Branches:**

Riviera (0124050059), Brooklyn (0123462597), Centurion (0126540215), Midrand (0124463523),  
Rietfontein (0748250569) Hotline 0825050181,

Email: [enquiries@littlegraduatesschools.com](mailto:enquiries@littlegraduatesschools.com). Website: [www.littlegraduatesschools.com](http://www.littlegraduatesschools.com)