



APPLICATION FOR ADMISSION AANSOEK OM TOELATING

Age group applied for / Ouderdomsgroep waarvoor aansoek word:

☐ 3-12 months / maande	☐ 12-18 months / maande	☐ 18-24 months / maande
☐ 2-3 years/jaar	☐ 3-4 years/jaar	☐ 4-5 years/jaar

Supporting Documents / Stawende dokumente:

☐ Copy of Birth certificate / Afskrif van Geboortesertifikaat	☐ Copy of Immunization Record / Afskrif van Immuniseringsertifikaat
☐ Parent 1 ID / Ouer 1 ID	☐ Parent 2 ID / Ouer 2 ID
☐ Medical Aid card / Mediesefondskaart	☐ Registration fee / Registrasiefooi

PERSONAL INFORMATION OF CHILD / PERSOONLIKE INLIGTING VAN KIND

Gender Geslag		Surname Van		
Full names Volle name			Preference name Voorkeurnaam	
Date of birth Geboortedatum			Date of admission Toelatingsdatum	
Home Language Huistaal			Teaching Language Onderrigtaal	
OPTION (Circle) OPSIE (Omkring)	FULL DAY / VOLDAG HALF DAY / HALFDAG		Number of children in family: Hoeveelheid kinders in gesin:	Previous school attended: Vorige skool bygewoon:

MEDICAL INFORMATION OF CHILD / MEDIESE INLIGTING VAN KIND

Doctor Dokter		Tel. no	
Medical aid name Mediese fonds naam		Medical aid number Mediese fonds nommer	
Has the child received all the necessary immunizations? If no please specify the reason. Het die kind al die nodige inentings ontvang? Indien nee asseblief dui rede aan.	☐ Yes / Ja ☐ No / Nee Reason/ Rede:	Does the child suffer from any allergies? If yes, please specify Het die kind enige allergiee? indien ja, dui aan.	☐ Yes / Ja ☐ No / Nee Detail:
Does the child have any special medical needs? If yes, please specify. Het die kind enige mediese toestande? Indien ja, dui aan	☐ Yes / Ja ☐ No / Nee Detail:	Does the child suffer from any other illnesses or conditions? If yes, please specify Het die kind enige ander siektes of toestande? Indien ja, dui aan	☐ Yes / Ja ☐ No / Nee Detail:

Contact person in case of emergency (NOT PARENTS) / Kontakpersoon in geval van nood (NIE OUERS):

Full name / Volle naam: _____
Relation / Verwantskap: _____
Phone number / Telefoonnommer: _____

Permission for treatment in case of emergency / Toestemming vir behandeling in geval van nood:

I hereby give permission to the the staff of Little Footprints to transport my child for medical treatment, which includes the authority to fill out and sign admission forms at a medical institution. / Ek gee hiermee toestemming aan die personeel van Little Footprints om my kind te vervoer vir mediese versorging asook die voltooiing van toestemmingsvorms by die mediese instansie.

Full name of parent/guardian
Volle naam van ouer/voog

Signature of parent/guardian
Handtekening van ouer/voog

PARENT / GUARDIAN INFORMATION OUER / VOOG INLIGTING

PARENT / GUARDIAN 1 (Father) OUER / VOOG 1 (Vader)		PARENT / GUARDIAN 2 (Mother) OUER / VOOG 2 (Moeder)	
Surname Van		Surname Van	
Title Titel		Title Titel	
ID Number ID Nommer		ID Number ID Nommer	

Marital Status Huwelikstatus		Marital Status Huwelikstatus	
Occupation Beroep		Occupation Beroep	
Name of employer Naam van instansie		Name of employer Naam van instansie	
Home address Huisadres		Home address Huisadres	

E-mail address E-pos adres		E-mail address E-pos adres	
Tel (h)		Tel (h)	
Tel (w)		Tel (w)	
Cell		Cell	
Parental status Ouerskapstatus	☐ Child living with parents / Kind bly by ouers ☐ Access rights to child / Toegangsregte tot kind ☐ Child's legal guardian / Kind se wettige voog	Parental status Ouerskapstatus	☐ Child living with parents / Kind bly by ouers ☐ Access rights to child / Toegangsregte tot kind ☐ Child's legal guardian / Kind se wettige voog

PARENT / GUARDIAN 1 Signature
OUER / VOOG 1 Handtekening

PARENT / GUARDIAN 2 Signature
OUER / VOOG 2 Handtekening

Date Signed / Datum Geteken

Date Signed / Datum Geteken

AGREEMENT / ONDERNEMING

I, the parent/guardian of: / Ek, die ouer/voog van : _____

1. I confirm that all the information provided on the Application Form is correct / Ek bevestig dat al die inligting wat ek verskaf het op die Aansoekvorm korrek is.

2. I am familiar with and accept the contents of the rules of Little Footprints. / Ek is vertroud met en aanvaar die inhoud van die interne reëls van Little Footprints.

3. Skoolfooie en Bywoning Beleid / Schoool Fees and Attendance Policy

3.1 *Payment of Fees / Betaling van Fooie*

All school fees are payable monthly in advance and must reflect on the school's bank statement by no later than the 7th of each month / Alle skoolfooie is maandeliks vooruit betaalbaar en moet teen die 7de van elke maand op die skool se bankstaat reflekteer

3.2 *Late or Non-payment of School Fees / Laat of Nie-betaling van Skoolfooie*

If fees are not received by the due date, the account will be considered in arrears. A late payment fee of R30 per day per family will be charged and will reflect on the following month's statement. / Indien fooie nie teen die sperdatum ontvang word nie, sal die rekening as agterstallig beskou word en sal 'n rente bedrag van R 30 per dag per gesin gehef word wat op die volgende maande se staat sal reflekteer.

3.3 *Notification of Exceptional Circumstances / Kennisgewing van Uitsonderlike Omstandighede*

Please contact the school's management immediately should any unforeseen circumstances arise that may delay payment of fees. Management will consider such cases individually and may, at its discretion, grant a temporary payment arrangement. / Stel asseblief onmiddelik die bestuur van die skool in kennis oor enige onvoorsiene omstandighede wat die betaling van fooie kan vertraag. Bestuur sal sodanige gevalle individueel oorweeg en mag, na eie goeddunke 'n tidelike betalingsreëling toestaan.

3.4 *Right to Refuse Access / Reg om Toegang te Weier*

Continued attendance at the school is conditional upon the full and timely payment of all fees. The school reserves the right to deny access to the facility if fees remain unpaid after written notice has been issued to the parent or guardian / Voortgesette bywoning by die skool is voorwaardelik aan die volle en tydige betaling van alle fooie. Die skool behou die reg voor om toegang tot die fasiliteit te weier indien fooie onbetaald bly nadat skriftelike kennisgewing hiervan aan die ouer en voog gestuur is.

3.5 I understand that school fees increase will take place in January / Ek verstaan dat skoolfooie verhoog in Januarie.

3.6 I undertake to pay the full 12 months fees, even when I go on holiday / Ek onderneem om fooie vir die volle 12 maande te vereffen al gaan ek met verlof.

4. Little Footprints opens at 7:00am and closes at 17:30pm. I undertake to collect my child/children no later than 13:00 for half day attendees and 17:30pm for full day attendees and acknowledge that a fine of R 50.00 for 5 minutes thereafter will be billed to my child's monthly school fees statement / Little Footprints open om 07:00am en sluit om 17:30pm. Ek onderneem om my kind/kinders nie later as 13:00pm vir halfdag bywoning en 17:30pm vir voldag bywoning by die skool te kom haal nie en neem kennis dat 'n boete bedrag van R50.00 vir elke 5 minute daarna op my kind/kinders se maandelikse skoolfondsstaat gehef sal word.

5. I undertake to give two (2) month's written notice when my child leaves Little Footprints / Ek onderneem om twee (2) maande skriftelike kennis te gee indien my kind Little Footprints sou verlaat.

6. Little Footprints will not be held responsible for any injuries, illnesses or damages to any personal property that happened on the premises or on outings / Little Footprints sal nie verantwoordelik gehou word vir beserings, siekte of beskadiging van persoonlike eiendom wat op die perseel of op uitstappies opgedoen word nie

PARENT / GUARDIAN 1 Signature
OUER / VOOG 1 Handtekening

PARENT / GUARDIAN 2 Signature
OUER / VOOG 2 Handtekening

Date Signed / Datum Geteken

Date Signed / Datum Geteken

CERTIFICATE OF IDEMUNITY / SERTIFIKAAT VIR VRYWARING

INFORMATION OF CHILD / INLIGTING VAN KIND

Full name of child / Volle naam van kind:_____

Date of birth / Geboortedatum:_____

I, _____, parent of the above-mentioned child, understand that the necessary precautionary measure will be taken to ensure the safety of me and my child. Should there be any unforeseen incidents inside the school or on the school premises, Little Footprints, any of the staff, temporary help and volunteers will not be held responsible for loss or damage.

Ek, _____, ouer van bogenoemde kind, verstaan dat die nodige voorsorgmaatreëls geneem sal word om die veiligheid van my en my kind te verseker. Indien daar enige onvoorsiene insidente binne die skool of op die skoolgronde sou gebeur, sal Little Footprints, enige van die personeel, tydelike helpers of vrywilligers, nie verantwoordelik gehou word vir enige verlies of skade nie.

PARENT / GUARDIAN 1 Signature
OUER / VOOG 1 Handtekening

PARENT / GUARDIAN 2 Signature
OUER / VOOG 2 Handtekening

Date Signed / Datum Geteken

Date Signed / Datum Geteken



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finances@little-footprints.co.za



Dear Parent

The Protection of Personal Information Act, "POPIA", becomes operational on 1 July 2021.

It is required that our school has certain policies and procedures in place, so as to comply with the Act.

One of these requirements are, that we obtain a Parental Consent Form from each parent, where the parent provides permission that we can (1) use the information provided to us, for the purpose for which it was obtained and (2) take informal photographs of the school and the children, to be used in electronic or print media.

Attached please find Consent Form. Kindly sign and return to our office as soon as possible

We wish to place on record that this Consent is for our record purposes only and would not be disclosed to any third party

Our POPI Guideline is available in hard copy at our office, should you wish to familiarize yourself with the content thereof.

Please do not hesitate to contact me should you require any further information

Please don't hesitate to contact me should you have any questions or concerns.

Yours sincerely,

Elmaré Cronje
Information Officer
admin@little-footprints.co.za
0218701801 / 0846823545

LITTLE FOOTPRINTS
PROTECTION OF PERSONAL INFORMATION POLICY

ANNEXURE C: PARENTAL CONSENT FORM

PROTECTION OF PERSONAL INFORMATION

By signing this form, and unless you at any time instruct the school expressly and in writing to the contrary, your consent is given for the school to:

- collect, store and process credit information;
- collect, store and process names, contact details and information relating to yourself and your child, and to such information being made available to staff or responsible persons engaged or authorized by the school for school-related purposes to the extent required for the purpose of managing relationships between the school, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
- include photographs, with or without name, of your child in school publications, on Whatsapps, on the school’s website or in press releases to celebrate the school’s or your child’s activities, achievements or successes;
- 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 ability, aptitude and character is fair;
- the school 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 including informing any other school or educational institution to which you propose to send your child of any outstanding fees.

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

Name of Parent: _____

Signature: _____

Date: _____

Name of Child: _____