



Kelly Kuruc trading as

# Little Caterpillars Daycare PTY LTD

## ENROLMENT

## FORMS 2018

Before you proceed, please let us know how you heard about Little Caterpillars 😊

- |                                                            |                                           |
|------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Blue Sky News                     | <input type="checkbox"/> Facebook         |
| <input type="checkbox"/> Roadside Advertisement            | <input type="checkbox"/> Website/Internet |
| <input type="checkbox"/> Boards/Banners outside the school | <input type="checkbox"/> Flyers           |
| <input type="checkbox"/> Word of Mouth                     | <input type="checkbox"/> Other: _____     |

Child's Name: \_\_\_\_\_





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## First Parent Information (Responsible for account)

Title:		Cell Number:	
First Name:		Home Number:	
Surname:		Work Number:	
ID/Passport No:		Work/Home Number:	
Date of Birth:		Relation to Learner:	
Email Address:			

### **Residential Address**

Street #	Street Name	Suburb	Area Code	City

### **Postal Address (PO BOX) – Leave blank if same as above**

PO BOX #	Suburb	City	Area Code

### **Employment Details**

Occupation:		Employer/Company:	
Employer Number:			
Employer Email:			

### **Employer Address**

Street #	Street Name	Suburb	Area Code	City





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## Second Parent Information

Title:		Cell Number:	
First Name:		Home Number:	
Surname:		Work Number:	
ID/Passport No:		Work/Home Number:	
Date of Birth:		Relation to Learner:	
Email Address:			

### **Residential Address**

Street #	Street Name	Suburb	Area Code	City

### **Postal Address (PO BOX) – Leave blank if same as above**

PO BOX #	Suburb	City	Area Code

### **Employment Details**

Occupation:		Employer/Company:	
Employer Number:			
Employer Email:			

### **Employer Address**

Street #	Street Name	Suburb	Area Code	City





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## Emergency Contact Person (In case neither parent is reachable)

Title:		Cell Number:	
First Name:		Home Number:	
Surname:		Work Number:	
ID/Passport No:		Work/Home Number:	
Date of Birth:		Relation to Learner:	
Email Address:			
Does this person have permission to collect your child(ren)?			

### **Residential Address**

Street #	Street Name	Suburb	Area Code	City

## Medical Aid & Doctor Details

Medical Aid Name:	
Package	
Membership Number	
Primary member:	
Doctor's Name:	
Doctor's Number:	





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## Particulars of Learner

Gender:		ID/Passport No:	
First Names:		Citizenship:	
Preferred Name:		Country of Birth:	
Surname:		Religion (if any):	
Date of Birth:		Name of Current School:	
Home Language:		Number of Children in the Family:	
Who will normally collect the child?			

### **Medical**

Allergies:	
Special Dietary Requirements:	
Medical Conditions:	
Chronic Medication:	
Childs Immunisations up to date?	

**Medication:** Please sign in the blocks if you give permission for the staff of Little Caterpillars to administer the following medicine to your child. Any oral medication will only be administered if you have completed the medical register at the centre.

Type of Medication:	Used for:	Permission to administer: (sign)
Bactroban or Germolene	Cuts and Scrapes	
Arnica Cream	Bruises	
Calpol/ Panado Syrup	Fever / Temperature	
Burn Shield	Burns	
Anthisan / Allergex	Insect Bites / Stings	
Other (Please Specify)		





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## FEE STRUCTURE

Enrolment Fee (No application will be processed until proof of payment)	Once off <b>NON-REFUNDABLE</b> fee.	R1500.00
Tuition Fee: Half Day (06:30 – 14:00)	12 monthly payments.	R3200.00
Tuition Fee: Full Day (06:30 – 18:00)	12 monthly payments.	R3500.00
Tuition Fee: Casual Enrolment Per Half Day (06:30 – 14:00)	Payable on Ad hoc basis (for the specific purpose). <b>Enrolment fee must be paid.</b>	R200.00
Tuition Fee: Casual Enrolment Per Full day (06:30 – 18:00)	Payable on Ad hoc basis (for the specific purpose). <b>Enrolment fee must be paid.</b>	R250.00
Tuition Fee: Per Term Half Day (06:30 – 14:00)	4 payments (every 3 months) in advance (5% discount).	R9120.00 per term
Tuition Fee: Per Term Option Full Day (06:30 – 18:00)	4 payments (every 3 months) in advance (5% discount).	R9975.00 per term
Tuition Fee: Annual Option Half Day (06:30 – 14:00)	1 payment annually in advance (10 % discount).	R34560.00
Tuition Fee: Annual Option Full Day (06:30 – 18:00)	1 payment annually in advance (10 % discount).	R37800.00
Sibling discount	First child still pays full rates.	R300.00
Late Collection Penalty fee	Penalty per 10 minutes after 18:00.	R70.00
One-way (pickup OR drop off daily)	Monthly Payment	R700
Two-ways (pickup and drop off daily)	Monthly Payment	R1200
Ad-hoc one-way	Per day (At least 2 days' notice required)	R150
Ad-hoc two-ways	Per day (At least 2 days' notice required)	R250
Siblings one-way	Monthly Payment (First child @ regular rate)	R400
Siblings two-ways	Monthly Payment (First child @ regular rate)	R600



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## TERMS AND CONDITIONS

The Terms and Conditions of Enrolment cannot be separated from the Enrolment Forms and vice versa.

The Terms and Conditions must be signed in full and dated where applicable. Both the Enrolment Forms and the Terms and Conditions must be initialled at the bottom right-hand corner of each page and in every box indicated, thereby indicating understanding and acceptance of the content thereof.

### Acceptance of payment terms:

The undersigned ("the Applicant") hereby acknowledges that he/she shall be liable for the payment of the monthly fees in respect of the child-minding services.

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### Fees:

All fees to reflect or be paid by the 28th of each month. Fees received after the 3rd will be penalised.

The Applicant agrees to collect their child(ren) at or before 18:00, late collections will incur a penalty fee of R70.00 for each occurrence.

Discounted annual fees will be recalculated to monthly fees, should the contract be terminated early.

Discounted term fees must be received by the 28th of the month prior to the start of the new term.

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## Payment options:

Payments can be made by means of EFT, direct deposit or cash. Please use child's Name & Surname as reference.

Proof of payment must be submitted to the school. This is the responsibility of the Parents / Guardian.

Any cash or foreign transfers deposited into the school's bank account might incur additional charges. These charges will be allocated to the child's account.

**Parents / guardians are jointly and severally liable for school fees, irrespective of their marital status.**

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## Notice:

Should the Applicant wish to remove his/her child/children from Little Caterpillars, the Applicant shall be obliged to give Little Caterpillars 20 business day's written notice. For purpose of this clause a calendar month notice shall mean from the first day of the month until the first day of the next month (for example, notice given on the 15 March shall only have effect from 01 April and the agreement shall terminate one calendar month later, on 01 May). Despite the provisions of this clause, the Applicant may not give notice for the months of November and December. The fees for December are fully payable. Notice to terminate this agreement for the end of December must be handed in at the office no later than end of October. Little Caterpillars shall be entitled to give the Applicant shorter notice of the termination of this agreement in the event of a material breach of this agreement as well as a breach or non-compliance with any standing operational procedures, code of conduct or other policies of Little Caterpillars. Such shorter notice by Little Caterpillars to the Applicant may be verbal or in writing. Should Little Caterpillars in its opinion believe that the Applicant's child is not suited to be a student at the school for any reasons whatsoever, it may in its sole discretion terminate this agreement by providing the Applicant with 20 business day's written notice of its intention to terminate. The Applicant shall nevertheless be obligated to pay for the notice period and the remainder of the month in which the child was removed from the school.

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Little Caterpillars Pty Ltd

[www.littlecaterpillars.co.za](http://www.littlecaterpillars.co.za)

084 806 7652

Reg #: 2017 / 150140 / 07

[admin@littlecaterpillars.co.za](mailto:admin@littlecaterpillars.co.za)

 [facebook.com/littlecaterpillarsschool](https://facebook.com/littlecaterpillarsschool)

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## Terms continued:

Any alterations to the Terms and Conditions or Enrolment Forms will void the application.

Social media including Facebook, Twitter, the internet and print media are extensively utilised. Unless notified in writing, consent is granted for photographs which may include your child to be used on the website, in the press or on Facebook and Twitter.

**The parents / guardians acknowledge that they are aware of the swimming pool situated on the premises of the centre.**

The pool is netted and not accessible to the children.

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## Sick Children:

Should the staff feel your child is unwell, you will be contacted to collect your child as soon as possible.

This would generally include a temperature in excess of 39 degrees **and/or** thick green mucous from the nose **and/or** runny stools **and/or** "pink eye" including any other infectious virus which could result in re-infection of the children and ultimately teacher / caregiver. The centre reserves the right to refuse entry if a child is presenting with any infectious illness until a doctor's note declares them clear of any contagious infection.

Parents / guardians also acknowledge that the centre shall not in any manner whatsoever, be liable for any loss, injury and/ or damages howsoever sustained by any child and/or parent and/or their property arising from any cause. Including but not limited to the negligence of the centre, unless the loss, injury and/or damages are caused by gross negligence on the part of the centre.

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## Supporting Documents:

No child will be accepted without signed and initialled ENROLMENT FORMS, TERMS AND CONDITIONS OF ENROLMENT and the following:

- A certified copy of both parents ID documents need to be submitted.
- A copy of the child's Birth Certificate needs to be submitted.
- A copy of the child's immunisation/ vaccination card must be submitted.

The consumer/debtor consents to and authorises **Little Caterpillars Pty Ltd** the supplier, service and/or credit provider, as the case may be, to:-

- a) contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and
- b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.

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**By submitting this Enrolment Form, the parent / guardian consents to the Terms and Conditions of Enrolment, neither of which document can be separated from the other.**

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## Bank Details:

**Bank:** First National Bank  
**Branch Code:** 250655  
**Account Name:** Little Caterpillars  
**Account Number:** 62691697943  
**Account Type:** Business Account  
**Reference:** Please use the Child's full Name & Surname  
**Proof of Payment:** Must be sent to [admin@littlecaterpillars.co.za](mailto:admin@littlecaterpillars.co.za)

## General:

Parents / guardians choose the home physical address in this Enrolment Form as their domicile address in terms of this contract.

The school chooses **24 Kwartel Street, Kyalami Hills** as its domicile (Ownership) address in terms of this contract.

**The parents / guardians hereby hold themselves liable as co-principal debtors to the centre for the due fulfilment of all the terms of this contract and the due payment of all fees and other amounts whatsoever that may arise by virtue of this contract**

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Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Guardian: \_\_\_\_\_

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## Stationery Lists

Please ensure all items are clearly marked

### Ages 3 Months to 24 Months

- Face Cloth
- Bum Cream
- Blanket & Pillow
- Face Cream
- Thick Lever Arch File
- Pritt Glue Stick
- Sun Cream
- Bottles
- Sun Hat
- Wet Wipes
- Baby's Formula
- Sets of Clothing x 2
- Box of Tissues x 4

### Ages 2-3 Years

- Face Cloth
- Ream of White Paper
- Blanket & Pillow
- Paint Brushes x 2
- Thick Lever Arch File
- Pritt Glue Stick
- Sun Cream
- Box of Jumbo Wax Crayons
- Bottle of Savlon
- Sun Hat
- Pair of Training Scissors
- Jumbo Colouring Book
- Gummed Paper
- Box of Tissues x 4
- Face Cream
- Sets of Clothing x 2

### Ages 4-6 Years

- Face Cloth
- Ream of White Paper
- Blanket & Pillow
- Paint Brushes x 2
- Thick Lever Arch File
- Pritt Glue Stick
- Bottle of Savlon
- Sun Hat
- Pair of Training Scissors
- Jumbo Colouring Book
- Gummed Paper
- Box of Tissues x 4

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