



LITTLE PELICAN ACADEMY

13 Barbet Road Pelican Park 7941 Phone: 0829369521

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APPLICATION FOR ADMISSION

Details of learner

Surname _____

Name _____

D.O.B. _____

ID NO _____

Gender _____

Address: _____

Telephone (Land line): _____

(Cell): _____

Details of parents

MOTHER NAME _____

Surname _____

Id no _____

Tel Home _____

Work _____

Cell No _____

Email _____

Occupation _____

Marital Status _____

FATHER NAME _____

Surname _____

Id no _____

Tel Home _____

Work _____

Cell No _____

Email _____

Occupation _____

Marital Status _____

Contact details of a family member or friend

Surname _____

Name _____

Relation to you _____

Tell No _____

Address: _____

Medical History

Allergic to _____

Illnesses _____

Medical Aid Name _____

Medical Aid No _____

Please note: Medication can only be given with the Parents' consent, all children must be immunized against: TB, Diphtheria, Whooping cough, Measles, German Measles, Mumps and Polio. Yearly checks for ears (hearing) and eyes(vision) should also be done. Always keep the clinic card in a specific place for future use.

Consent an indemnity

As parent /guardians, I/We give consent or my child to participate in all the curricular and extra curricular activities, as set out by Little Pelican Academy. This includes various outing and excursions and the transport to and from the school.

Furthermore, I /We fully understand and accept that activities shall be undertaken at my child's own risk. I/We undertake on behalf of ourselves/myself and my child/ren, hold harmless and absolve Little Pelican Academy and its staff against and or all claims that may arise.

This consent is signed with indemnity and is signed with the knowledge that Little Pelican Academy and the staff will take all responsible precaution for the safety and welfare off my child/ren.

Signature of mother _____

Date _____

Print name in full _____

Signature of father _____

Date _____

Print name in full _____

Little Pelican Academy – Terms and conditions / Rules and regulations

ADMISION

- The full names, address and consent details of the parents/guardians must accompany the application form.
- Originally certified copies of identity documents and proof of residence must be furnished together with the application form (FICA PURPOSES)
- Employment details for parents /guardians must be furnished.
- The principal must be informed immediately of any change in address and place of employment of the parents /guardians.
- All children must be dropped off by the gate and collect from the front gate, please inform the teacher timeously when a third party /other person will be fetching your child. The school will not hand over the child if no prior arrangements to this effect were made with the principal or teacher.
- Hours are from 07h00-18h00 Monday – Thursday
And 07h00-17h00 on Friday
- Children must be collected by no later than 17h00 on Friday.
- The school is open all year with the exception of public holidays and religious holidays, and approximately 3 weeks between December and January.
- The principal /Management of the pre-school have the right to declare any application for admission of any prospective child/pupil to Little Pelican Academy without having to state their reason for declining such application.
- The contract between Little Pelican Academy and the parents/guardians runs from January to December each year.

Payment Terms and Policies (Fees)

- Fees are payable in advance and not later than the 1st day of each and every month; i.e. 12 months payable per year.
- No subtraction of fees will be taken into account considering owing to absence, illness and /or holidays which holidays shall inter alia include the 3 weeks December festive period.

- School fees are payable in full, irrespective of whether your child attends school for a whole month or part thereof;
- December of each year should not be construed as an optional month; Payment in respect of December of each year must be paid for in advance as per clause 2.2 above;
- Failure to make payment and /or not to adhere to the aforementioned could result in the following:
 - Your child not being accepted the following year;
 - Your child not being part of the graduation group and /or yearend festivities and/or the child's progress report being withheld
- By enrolling your child you hereby acknowledge that the monthly fee is payable in full for each calendar month, including holidays, children's absence including illnesses.
- A penalty fee for late collection of children will be charged
- The principal and /or the management of Little Pelican Academy may exercise their right to disallow and/or to dismiss and /or expel any child if the fees are in arrears and in excess of over 30 days.
- One calendar months' notice shall be given in advance, should you wish to terminate your child's attendance at our school.
- No verbal notification of termination of attendance by parents /guardians will be accepted;
- All outstanding fees due to Little Pelican Academy must be settled prior to the termination and/or cancellation of the contract /agreement.
- Legal action will be taken to recover any amounts due to Little Pelican Academy ;the legal costs pertaining to such legal actions shall be for the account of the parent/guardian;
- The principal and /or management may effect immediate suspension and/or termination of the agreement between the parties, should the parents /guardian not fulfill their contractual obligation towards Little Pelican Academy. In terms hereof;
- The principal and /or management may deny access to its premises and services if fees are in arrears.

- Any and /or all legal costs relating to any form of legal action taken shall be for the account of the parent /guardian ;No correspondence will be entered into between Little Pelican Academy and the parent /guardian after a matter have been handed over for legal action.
- All correspondence with Little Pelican Academy must be in writing and shall not be verbally communicated.

Absence

- Children must attend school every day /regularly.
- The principal must be notified of the reason of your child's absence from school.
- Children with infectious disease must be kept at home and the school principal must be informed of the illness and absence.
- In the event of a child requiring medical attention whilst at school, the principal and /or teacher has the right to call a doctor and /or ambulance the costs of which the parents shall be liable for.

General

- The basic rules as set out in the Little Pelican Academy Prospects must be strictly adhered to at all times.
- Children must be dressed in clean, comfortable clothes and flat shoes daily; hair must be neat and tidy.
- Participate in all parent –teacher or school activities is encouraged.
- Attendance of all parent –teacher or school meetings is compulsory.
- Little Pelican academy will provide one meal per day to each child in the form of cooked lunch, however a small breakfast in the form of a snack will also be served during the course of the morning.
- Parents are encouraged to provide and pack a healthy snack for example (fruit,sandwich, yoghurt, fruit juice) for the child.
- All meals provided by Little Pelican academy are strictly HALAAL.

Signed at _____ on _____

In the presence of the undersigned witnesses.

AS WITNESSES.

1. _____

Parent/Guardian

2. _____

Parent /Guardian

Kindly include clear and originally certified copies of the following documents:

1. Fathers Identity Document
2. Mothers Identity Document
3. Birth certificate
4. Clinic card

Banking Details

Bank Name : First National Bank
Account Holder : Little Pelican Academy
Account Number : 62891339535
Branch Number : 200113
Reference : Learner Name & Surname