



PRESCHOOL/KLEUTERSKOOL

## Enrolment form



Please send the completed form to [info@thelighthousepreschool.co.za](mailto:info@thelighthousepreschool.co.za) or contact 083 793 9670

The school opens at 06:00 and closes at 18:00.

The following documents must accompany your application.



- ◆ Copy of both parents' IDs.
- ◆ Copy of child's birth certificate.
- ◆ Copy of clinic chart.



Name of child : \_\_\_\_\_

Date of birth : \_\_\_\_\_

Name and surname – Father : \_\_\_\_\_

ID number : \_\_\_\_\_



Name and surname – Mother: \_\_\_\_\_

ID number : \_\_\_\_\_

Social media permission : Yes \_\_\_\_\_ No \_\_\_\_\_



Date of first school day : \_\_\_\_\_

Full day / Half day : \_\_\_\_\_

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

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

 0837939670

 [info@thelighthousepreschool.co.za](mailto:info@thelighthousepreschool.co.za)

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

 41 Glenwood Road, Lynnwood Glen

Lighting The Way For Little Hearts  
Mkonmjnjnnijnjuuj



**Father – Contact numbers**

Work : \_\_\_\_\_

Cellphone : \_\_\_\_\_

E-mail address : \_\_\_\_\_

**Mother – Contact numbers**

Work : \_\_\_\_\_

Cellphone : \_\_\_\_\_

E-mail address : \_\_\_\_\_

**Emergency contact number**

Name and surname : \_\_\_\_\_

Relation to child : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Cellphone : \_\_\_\_\_

**Other necessary information**

Home telephone number: \_\_\_\_\_

Profession - Mother : \_\_\_\_\_

Profession - Father : \_\_\_\_\_

Marriage status : \_\_\_\_\_

Medical information : \_\_\_\_\_

Allergies : \_\_\_\_\_

Any medical conditions we need to know about? :

\_\_\_\_\_

Medical doctor : \_\_\_\_\_

Medical doctor contact number: \_\_\_\_\_

Medical aid : \_\_\_\_\_

Medical aid number : \_\_\_\_\_

General information about your child:

\_\_\_\_\_

\_\_\_\_\_

### **Important information / Rules:**

The annual registration fee of R1 000 includes all stationery for the year.

Fees :        Full day        -        R3 950 per child  
                 Half day        -        R3 750 per child  
                 per month, payable in advance at the end of each month. (Last day of the month).  
                 Failure to pay for three months will result in suspension.

Fees include: Breakfast – 08:00, Lunch – 11:15, 2 x snacks – 09:30 & 14:30, juice and water.

Notice : One calendar month of mutual notice must be given should you intend to take the child / children out of the school.  
          No notice can be given in October – November and December fees are compulsory.

Washing : If there are any accidents, clothes will be rinsed with water and placed in a plastic bag.

Meals : The children enjoy daily meals. Refreshments are also given during the day.  
          No lunchboxes or special foods permitted without arrangements.

Infectious diseases : No children who are sick will be allowed on the school premises as per ECD Regulations. A temperature above 37.5 will not be allowed.

Times : Mondays to Fridays – 06:00 to 18:00  
          Please note that extra fees will be charged if parents are late.

No school on public holidays and some stipulated school holidays (long weekends).

School is open during school holidays and will be closed when schools close for December / January holidays.

The school takes no responsibility if one child hurts another child.

Medical assistance is on site. We have first-aid-qualified teachers on site. Parents must bring their child to school and pick up their child at the school (if parents cannot, please arrange with the teacher and provide information about who will pick up the child. NO child will leave the school premises without prior arrangements having been made. No person is allowed on school property without permission, we apply these rules for security reasons for the children.

There are cameras in every classroom. Should parents request to look at footage after an incident, they visit the school and look at the footage at the school.

## **PARENTS MUST SEND THE FOLLOWING TO SCHOOL**

### **Babies 3 months to 2 years**

#### **Monthly**

- Wipes
- Bum cream
- Tissues

#### **Daily**

- Bottles / Formula powders already marked or breast milk.
- Diapers – 6 per day (remaining diapers carry over to the next day).
- Purity / rice porridge (if baby does not eat the school lunches).
- Extra sets of clothes.

#### **Weekly**

- Linen can be sent, but the school provides fitted sheets for mattresses.

### **Children 2 to 5 years**

#### **Annually**

- Sunscreen
- Air freshener

#### **Monthly**

- Tissues
- Wipes
- hand soap / sanitiser

#### **Weekly**

- Blanket (will be sent home on Fridays)
- Bottle (for water and juice at the school, will stay at the school)

#### **Daily**

- Extra set of clothes and enough underwear during potty training.

## PROTECTION

- The school must be informed, and a medication form must be filled out for any medication used (if applicable).
- The school has a daily routine; if a parent wants to make a change, the teacher must be informed with a reason for the change.
- Children are not allowed to bring toys. This causes conflict among the children.
- Parents must inform the school if there are certain foods that a child may not eat due to, for example, religious reasons, and so on.
- Parents must inform the teacher if the child is not coming to school.
- Repeated absence – the teacher cannot take responsibility for catching up on missed work.
- Communication is of the utmost importance; talk to the principal if you have any suggestions or concerns.
- Communication within the groups must be within the school context. Teachers should not be contacted privately; our rules state that the teachers' attention must be fully on the children. Any communication can be directed to the principal at any time; she can provide you with answers or convey messages to the relevant classes.
- Please communicate with the principal if there are changes in your home circumstances. This would give us an indication if your child has mood swings; for example, if a mother is sick, a father is away working, etc.

### Declaration

I, \_\_\_\_\_ (the undersigned), accept the rules as set out above and promise to adhere to the rules. Any changes that may occur, I will report immediately.

\_\_\_\_\_  
Signature: Parent / Guardian

\_\_\_\_\_  
Date of signing