



Port Natal Preprimêre Skool

Port Natal Pre-primary School

APPLICATION FOR ADMISSION FORM

CHILD

Surname: _____ First Names: _____

Preferred Name: _____ Date of birth: _____

ID Number: _____ Place of birth: _____

Citizenship: _____ Age: _____

Home language: _____ Gender: _____

The following documentation must be submitted together with the fully completed form and emailed to: office@preporties.co.za

Completed application form ☐ Proof of registration fee ☐

Copy of child's birth certificate ☐ Copy of both parent's ID ☐

Copy of child's Road to Health/Clinic Card ☐

Latest bank statement ☐

Recent Utility bill ☐

Until what time will your child be staying?

12h30 _____ 14h00 _____ 17h15 _____

**Please ensure all supporting documents are handed in with your application forms.
No applications will be accepted if there are documents outstanding.**

FAMILY

Father / step-father or legal guardian

Name & Surname:

Relationship to child:

ID Number:

Marital Status:

Citizenship:

Residential Address:

Tel Home:

Cell no:

Whatsapp Number (if different to cell)

Email address:

Employer's Name:

Address:

Occupation/Position Held:

Business Tel:

Annual Income: _____

Mother / step-mother or legal guardian

Name & Surname:

Relationship to child:

ID Number:

Marital Status:

Citizenship:

Residential Address:

Tel Home:

Cell no:

Whatsapp Number (if different to cell)

Email address:

Employer's Name:

Address:

Occupation/Position Held:

Business Tel:

Annual Income: _____

GUARDIANSHIP/CUSTODY

The child lives with: _____

**Person who can be contacted in case of an emergency when parents
cannot be reached:**

Name: _____

Contact number: _____

Relationship to child: _____

POPIA CONSENT

Personal information of yourself and your child will be collected for enrolment purposes only. Data is stored securely and only shared with service providers where necessary.

Name of parent: _____

Signature of parent/guardian: _____

Dated: _____

Place: _____

TERMS AND CONDITIONS OF THIS CONTRACT

- **PAYMENT OF SCHOOL FEES IS COMPULSORY.**
- NO REFUNDS OR DEDUCTIONS WILL BE MADE FOR ANY ABSENCE, ILLNESS OR HOLIDAYS.
- **NO REFUND OF ANY KIND WILL BE CONSIDERED. SCHOOL FEES PAID FOR THE YEAR WILL ALSO NOT BE REFUNDED.**
- **A WRITTEN MONTH'S NOTICE MUST BE GIVEN IF YOUR CHILD IS LEAVING THE SCHOOL.**
- THE GOVERNING BODY HAS THE AUTHORITY TO MAKE DECISIONS REGARDING THE SCHOOL.
- **THE GOVERNING BODY ALSO HAS THE RIGHT TO TERMINATE THE CONTRACT BETWEEN ITSELF AND THE PARENT IF ANY RULES ARE NOT BEEN ADHERED TO.**

Health and Illness Policy

To ensure the health and well-being of all children and staff, we require that you do not bring your child to school if they are showing any signs of illness. **This includes, but is not limited to:**

- *Fever
- *Vomiting or diarrhea
- *Coughing or sneezing excessively
- *Runny nose or congestion
- *Skin rashes or infections
- *Eye or ear infections

If your child is experiencing any of these symptoms, please keep them home until they have been symptom-free for at least 24 hours. This will help prevent the spread of illness to others.

- **School fees are paid in advance for every month and is due by the 3rd of the month.**
- In the event that payment is not received by the due date, the following conditions shall apply:

1. Notification fee

If payment is not received by the 1st day of the month, the parent/guardian acknowledge that a reminder will be sent via WhatsApp. **A R50 fee will be charged for this reminder, which shall be added to the outstanding balance.**

2. Late Payment Penalty

If payment remains outstanding by the 7th day of the month, a late payment penalty of R250 will be added to the total outstanding balance.

The parents/guardian agree to these terms and acknowledge that failure to comply with the payment schedule will result in additional charges as specified above.

We, the undersigned, _____ hereby certify that the information given by us in this Application for Admission is complete and accurate.

We also agree to the conditions as set out herein. We accept that the School is based on Christian principles and undertake that this will not be undermined. We understand that the prescribed number of children per class may be exceeded.

Signature of father/guardian: _____ Date: _____

Signature of mother/guardian: _____ Date: _____

SOCIAL MEDIA CONSENT

Permission to use photos

I understand and acknowledge that from time to time, informal photographs are taken of the school and its children, and that these photos may be used on our Facebook page and Instagram.

☐

Yes, full permission

☐

Not allowed at all.

Parent / guardian Name & Surname: _____

Signature: _____

Date: _____

CONSENT AND INDEMNITY

I, _____ ID _____

Physical address _____

The parent/guardian of _____

Hereby give consent for my son or daughter to take part in any mural activities of the school while on the school premises or any such place where such activities are engaged in, including but not limited to extra murals offered at the school premises.

I fully understand and accept that all school activities of the school shall be undertaken at my son/daughter and my own risk and I undertake on behalf of myself, the executors of my estate, my spouse and my child aforesaid, to indemnify, hold harmless and absolve the school, principal, teachers and paid or unpaid assistants against and from any claims whatsoever that may arise in connection with any loss and damage to the property, or injury, illness or death to the person of my child aforesaid in the course of an excursion or school activity notwithstanding that the owner, principal, teachers and paid or unpaid assistants will nevertheless take all reasonable precautions for the safety and welfare of my child.

Name of parent: _____

Signature of parent/guardian: _____

Dated: _____

Place: _____

MEDICAL INFO

In the event of an injury at school, we will always contact the parents to inform them of what happened and what action was taken. In the event of a serious injury, if we are unable to contact the parents/guardians, we require the following information to be completed in full so that this sheet can accompany your child to hospital in the case of immediate admission.

IN THE EVENT OF AN EMERGENCY

Family Doctor: _____ Phone no: _____

Pediatrician: _____ Phone no: _____

Name of person not living with you or child to call in the event of emergency if we are unable to reach you:

Contact number of above person: _____

Relationship to child: _____

Medical Aid Company: _____ Membership no: _____

Allergies: _____

Reaction to allergies: _____

Does your child have any dietary restrictions? If yes, provide details: _____

Is the child receiving medical treatment for any condition? If yes, please provide details:

Can we administer medication to your child in the case of a fever?

Yes _____ No _____

It must be noted that should your child become sick at school during the day, we will make telephonic contact with you to please fetch your child from the front office.

SCHOOL FEE AGREEMENT

Please read this section thoroughly and ensure you have a good understanding of our payment agreement.

Fees are payable in advance on or before the 1st day of every month!!

- **Annual Registration fee: R1000,00**

BANKING DETAILS

NEDBANK CURRENT 1026247152

BRANCH CODE 198765

NB!!!

REFERENCE: YOUR CHILD'S NAME, SURNAME

(Example: SIYA KOLISI)

LATE PAYMENTS ARE DETRIMENTAL TO THE RUNNING OF THE SCHOOL AND ARE NOT TOLERATED.

1. I agree to pay a non-refundable annual admission fee of R1000,00 as well as one month's school fee upon registration. I understand that I forfeit this registration fee if I decide not to place my child at Port Natal Pre-primary school.
2. School fees are payable monthly in advance before the 1st of every month. For example, January 2026 school fees will be paid by the 1st of January 2026. Please understand that late payments adversely affect the running of the school.
3. If school fees accrue, the learner will be excluded from the school by the 5th of that same month, **therefore no leeway for default is allowed. Late payments are subject to surcharges of up to 10% interest. If you fail to remedy late payments your child will be excluded from school and your account will be charged a R450 handing over fees. If you are unable to pay timeously you must make a written AOD with the school via email immediately.**
(office@preporties.co.za)
4. School fees remain unaffected if your child is absent from school.
5. The parent/ guardian is responsible for one full month's written notice to withdraw a child from the school. Failing so, the parent/guardian shall be liable for full payment of school fees for 1 month. If the child/children leave school at the end of an academic year, the parent/guardian is still responsible for the December school fees. Outstanding fees will be handed over and listed on ITC. All fees must be settled in full before leaving Port Natal Pre-primary school.
6. Should you be in breach of contract for delayed payments, a letter of demand subject to a penalty fee of R250,00 will be sent around the 5th of every month.
7. All fees must be settled in full before leaving Port Natal Pre-primary school.

SCHOOL FEE DECLARATION

I, (name of person responsible for payment of school fees) _____

will be responsible for payment of fees as per terms and conditions mentioned above. I understand that school fees are paid one month in advance. Additionally, I understand that school fees are due by the 3rd of every month. If school fees are unpaid and fall into arrears, I understand my child will not be allowed to attend school.

Signature _____ ID No: _____

Relationship to child: _____ Date: _____

STATIONARY FOR 2026

- ❖ Stationary fees cover classroom supplies for the year and are separate from school fees.
- ❖ Please ensure payment is made together with Admission fee and first month school fees.
- ❖ We kindly ask that each child brings a ream (pack) of paper on their first day of school. This contribution goes a long way in supporting classroom activities, art projects, and daily learning.

STATIONERY KIT FEES:

2 -3 years	R600
3 -4 years	R700
4-5 years	R750
5-6 years (Grade R)	R800

At Port Natal Pre-Primary, we believe that every child deserves the best possible start, and part of that is ensuring that they have everything they need to succeed in the classroom.

To support this, it is compulsory for each learner to have the correct stationery for their age group. For consistency, quality, and to make things easier for parents, the school provides compulsory stationery kits that have been carefully put together by the teachers.

These kits ensure that every child has the right tools for their development stage, avoids unnecessary costs for families, and helps create a fair and equal learning environment for all.

We thank you for your support and look forward to a wonderful year ahead with your child.



Port Natal Preprimêre Skool

Port Natal Pre-primary School

Posadres: Posbus 41026, Rossburgh, 4072 * TEL (031) 206 0514

* ACTONWEG 12, UMBILO *

E-pos/E-mail: office@preporties.co.za

Postal address: P O Box 41026, Rossburgh 4072 * TEL (031) 100 2104 *

* 12 ACTON RD UMBILO *

Webwerf/web site: www.preportie.co.za

SCHOOL FEES 2026

Option 1 School Fees - 12h30 R2435 per month

Option 2 School Fees - 14h00 R2780 per month

Option 3 School Fees - 17h15 R3620 per month

(These options are for school terms only - excludes holidays)

School Holiday Rate: R150 per day

New Learners Admission Fee *(due to secure space)*: R1000 once off

Grade R Graduation Package *(due within first term)*: R750 once off

Learners School Support Fee *(due by December 2025)*: R700 per year

(The above fees are non-refundable)

**10% DISCOUNT IF ANNUAL FEE IS PAID IN FULL BY 31 JANUARY 2026.
ALWAYS USE CHILD'S NAME AND SURNAME AS REFERENCE.**

Option 01 School Kit Requirements:

- School T-shirt @R160
- School cooler bag @R150
- School bag @ R270
- Stationary fee will be charged according to your child's age.

Option 02/03 School Kit Requirements:

- Sheet and sheet bag for aftercare children @ R300
- School T-shirt @R160
- School cooler bag @R150
- School bag @ R270
- Stationary fee will be charged according to your child's age.