



# Port Natal Preprimere Skool

## Port Natal Pre-primary School

### When returning the enrollment forms, please include

1. A copy of child's birth certificate
2. A copy of child's Immunisation Records
3. Copies of ID for both parents
4. 3 months bank statements of both parents

### Please indicate who is responsible for the school fees if it is not one of the parents.

Name:

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Contact number:

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ID number:

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School fees is an annual fee. (12 months) Regardless of what date the school starts in January or closes in December, you pay for January and December.

Please understand that non-payment of school fees automatically gives the school the right to terminate/suspend the child's access to the school until such time that the arrears fees are paid in full and you are liable for the school fees for the full period that the child's enrollment was terminated/suspended.

### **SCHOOL FEES ARE A FIRST PRIORITY.**

No child can attend school if fees are not paid. The school has a budget and has monthly commitments. **THEREFORE, NO CHILD CAN COME FOR FREE.** By signing the enrollment form you undertake to pay your school fees on time.



**Port Natal Preprimere Skool**  
**Port Natal Pre-primary School**

**APPLICATION FOR ADMISSION FORM**

Child's name:

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Child's surname:

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Child's date of birth:

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Gender (Male/Female):

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Home address:

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Postal address:

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Nationality:

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Home language:

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Religion:

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**Allergies and medical information:**

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**Does the child suffer from any other illnesses or disabilities**

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Name of Medical Aid:

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Member number

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Main member initials and surname

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Main member ID number

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Medical aid Option

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Medical consent: In a critical medical situation the school reserves the right to utilize the quickest medical service available

Hereby I \_\_\_\_\_ parent / guardian of \_\_\_\_\_  
agree that a medical practitioner may provide emergency treatment as necessary

Signature of parent/guardian:

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Name and telephone no of Doctor:

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Father's name and surname:

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Father ID or Passport no:

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Father's cell phone number:

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Father's work number:

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Employer Name

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Father's occupation:

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Father's Email address:

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Marital status:

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# Port Natal Preprimere Skool

## Port Natal Pre-primary School

### ADDITIONAL INFORMATION

Mother's name and surname:

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Mother ID or Passport no:

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Mother's cell phone number:

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Mother's work number:

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Employer Name

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Mother's occupation:

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Mother's Email address:

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Marital status:

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Parental status: Child living with: parents / legal guardian /

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Access rights to child

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

Name:

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Contact number:

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Relationship to child:

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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.

Until what time will your child be staying?

12h30

14h00

17h15



# Port Natal Preprimere Skool

## Port Natal Pre-primary School

### 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.



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### School Fees

\* 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 3rd 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: \_\_\_\_\_



# Port Natal Preprimere Skool

## Port Natal Pre-primary School

### 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.

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Parent/legal guardian

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Date



# Port Natal Preprimere Skool

## Port Natal Pre-primary School

### REGULATIONS FEES AND NOTICE

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.

Signature of father:

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Signature of mother:

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Date of application:

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# Port Natal Preprimere Skool

## Port Natal Pre-primary School

### CONSENT AND INDEMNITY

In favour of Port Natal Pre-Primary School:

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: \_\_\_\_\_

Witness: \_\_\_\_\_

Dated: \_\_\_\_\_

Place: \_\_\_\_\_



**Port Natal Preprimere Skool**  
**Port Natal Pre-primary School**

**Additional Questions to Support Your Application for Enrollment**

1. Are there any concerns of:

Hearing loss or difficulties:

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Vision difficulties:

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Speech difficulties:

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Physical disabilities:

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2. Is your child potty-trained and does he/she know how to use the toilet?

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3. Does your child have any social or special educational needs?

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4. Does your child have any medical conditions? If yes, please detail below.

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5. Has your child attended a pre-school before?

If yes, please provide the name and telephone number.

Name:

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Telephone number:

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# Port Natal Preprimere Skool

## Port Natal Pre-primary School

### General Rules and Regulations

#### ARRIVAL

06:45 - 07:30

Parents are requested to accompany their children to the front door on arrival and fetch them at the front door. No child will be allowed in the school before 06:45. No child may be dropped off in the parking area. If a driver drops your child, the driver is responsible to accompany your child to the front door.

#### BREAKFAST

All children who arrive from 06:45 - 07:15 will receive a bowl of porridge. No breakfast will be served after 07:15

#### FRONT DOOR:

Please use the front entrance next to the secretary's office. Make sure to close the front door.

#### SIDE GATE:

This gate is locked for your child's safety and will only be used by staff members.

#### DEPARTURE TIME:

The front door opens strictly at 12:30. All transport arrangements, lift clubs etc., are the responsibility of the parents and the school does not involve itself in any such matters. The school must be notified in writing about any such changes in transport arrangements. Children become distressed when they are being fetched late. Please phone in if you are running late. Children will be taken to aftercare at 12:40 when parents are late and you will be charged the aftercare rate. R50 for late pick-ups, per 15 min.

#### ILLNESS:

NO CHILD WHO IS ILL MAY BE SENT TO SCHOOL. No medication may be administered by staff - if such treatment is required, you are asked to please keep the child at home. Infectious /contagious diseases must be reported and a doctor's certificate is requested for clearance. Children with pink eyes, ring worm or lice/nits are to be kept home and treated until the doctor thinks it is safe to return to school.



# Port Natal Preprimere Skool

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### REFRESHMENTS:

Parents provide healthy snacks for snack time at 10h00 and for aftercare at 14h30. Ask your teacher for guidance. Aftercare pupils will receive a cooked meal and juice at 12h30. Healthy food is important. From Monday to Thursday we will only allow healthy food. No sweets, chips, biscuits etc. will be allowed. Only on a Friday we will allow treats like sweets, chips etc. They may bring chips and biscuits for aftercare snack time, but not during morning snack time.

### COOLER BAG

We sell a school cooler bag at the office if you wish to purchase it for your child. For the Purple class it is compulsory to have it, but for the rest of the children it is optional. (R150)

### SCHOOL T-SHIRT:

We sell different colour school T-shirts at the front office which you may purchase for your child to wear. (R150)

### BAGS AND COOLER BAGS:

Please make sure the bag and cooler bag you buy for your child is big enough to fit everything that is needed to spend the day at school. School bags must be big enough to carry 2 sets of extra clothes, underwear, jackets, jerseys and shoes. The cooler bag must contain a lunch box and cold drink bottle, a fruit and yogurt. If your child is attending aftercare, please send an extra lunch box for the afternoon snack at 14h30.

### PLEASE TAKE SPECIAL CARE AND ENSURE THE FOLLOWING:

## Clothing and Miscellaneous Rules

All clothing and shoes must be clearly marked with your child's name. Children must be dressed in suitable play clothes. Clothing which is not allowed to get dirty or place restrictions on a child's play and learning experience should not be worn to school. Please dress your child in clothes they can put on and take off by themselves. Please include two extra sets of weather appropriate clothing in your child's bag in case of small accidents. Please pack a plastic bag in your child's bag for wet clothes. The school will not be held responsible for lost shoes and clothing. It has to be marked with your child's name please.



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### IMPORTANT RULE:

No toys, soft toys, books or jewellery may be brought to school. It causes havoc and tears. As teachers we urge that you adhere to this rule as we are not responsible for any loss.

### BIRTHDAY RINGS:

These are celebrated at school and we ask that you organize with your child's teacher when your child's birthday is nearly due. Each child will celebrate his/her birthday with his/her own group and you should please send either a large **square/rectangle** cake or cupcakes.

The teacher cannot cut a normal round cake into 20 pieces, it is very difficult. Please do not send 2L cold drinks. Rather send juice boxes for each individual child. You may also send party packs for each child if you so wish. The birthday ring takes place during 10h00 snack time. Please send everything when you bring your child to school as we cannot do the ring later than 10h00.

### SYMBOLS:

Each child has his/her own hook and symbol for their school bag. This develops the child's self-identification and sense of responsibility.

### BAKERSDAY:

Every Wednesday is Bakers day. The teacher works out a list in the beginning of the term for each child to get a turn to be the baker. The teacher dresses the child in the baker outfit and the rest of the class come and buy with play-play money the baker's treats. Please do not send big cakes for baker day, rather cupcakes, chips or any homemade treats.

### THE NOTEBOOK SYSTEM

The school will provide a notebook with a plastic cover. The cover will remain the property of the school, so please make sure to look after the notebook as it will be given back at the end of the year. Should you lose the book you will be asked to pay a levy of R150 for the cover. Note books for the 3 - 6-year-old children are for school letters only. Only the baby class and toddlers in the purple junior class get their notebooks daily.

### TERMS

We are a pre-primary school and therefore our terms coincide with those of the school calendar of the KZN EDUCATION DEPARTMENT. (we do however offer holiday care)



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### PAYMENTS:

You will have the option of 4 payment methods.

12h30

14h00

17h15 (excluding holidays)

17h15 (including holidays)

School fees are payable before the 3rd of each month. School fees must be paid via EFT.

NAME OF ACCOUNT:	Port Natal Pre-Primary School
ACCOUNT NUMBER:	1026247152
BRANCH NUMBER:	198765
BANK:	NEDBANK
TYPE OF ACCOUNT:	Current account

### **PLEASE MAKE SURE THAT YOU USE YOUR CHILD'S NAME AS REFERENCE**

If you do not use your child's name, the accounts department will not be able to allocate the payment to your child's account. We are rendering a service to you and your child. School fees are therefore compulsory. This is the agreement. Port Natal Pre-Primary pay salaries to people for a service they deliver to your child. We cannot do it for free, because no teacher will work for free. It is very important for parents to understand this concept. As humane and loving as we would like to be: IT CANNOT WORK ANY OTHER WAY. No payment No school !! Please avoid a situation where the secretary has to phone parents and ask for the school fee. Parents, please do not make your own payment decisions regarding school fees, like skipping a month and paying double the next month. We have a budget and if parents make their own decisions regarding payment of school fees it affects the management of the school and our own commitments.



## **Port Natal Preprimere Skool**

### **Port Natal Pre-primary School**

#### Payment of monies:

All monies pertaining to your child have to be sent to school in a marked envelope with your child's name, correct amount included and what it is for. No money will be accepted if not clearly marked. No change will be given for incorrect amounts.

#### Stationary list

Each age group has their own stationary list. Once your child has been allocated to his/her class, you will be able to order the stationary package from the school. Prices are available at the front office.

#### Aftercare:

If your child is going to attend aftercare, the following items are compulsory.

Sheet and sheet bag (available at the front office)

Please send a blanket which will also fit into the sheet bag. Your child comes to school with their aftercare bag and it goes home on a Friday for you to wash. On a Monday morning you send it back to school for the week.

#### Extra Murals:

Extra murals are available, please enquire at the front office.



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### SCHOOL FEES 2025

1. OPTION 1 SCHOOL FEES - 12H30: R2 300
2. OPTION 2 SCHOOL FEES - 14H00: R2 600
3. OPTION 3 SCHOOL FEES - 17h15 (excluding holidays): R3 360
4. OPTION 4 SCHOOL FEES - 17h15 (including holidays): R3 760

NON-REFUNDABLE ADMISSION FEE: R1 000 (new learners)

NON- REFUNDABLE GRADE R FEE FOR GRADE R LEARNERS ONLY: R700

(once off)

Annual Levy Fee payable every year for current learners by end of December: R800

1. Sheet and sheet bag for aftercare children @ R300
2. School T-Shirt @ R150
3. School cooler bag @ R150
4. School bag @ R250





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**SCHOOL FEES 2025**

ANNUAL FEE 12H30:R27 600

ANNUAL FEE 14H00: R31 200

ANNUAL FEE 17H15 (EXCLUDE HOLIDAY CARE): R40 320

ANNUAL FEE 17H15 (INCLUDE HOLIDAY CARE): R45 120

**10% DISCOUNT IF YOU PAY BY 31 JANUARY 2025**

**5% DISCOUNT IF YOU PAY BY 28 FEBRUARY 2025**

**Parent Referral Program, Earn a Reward!**

**We deeply value our school community and are thrilled to offer an exclusive referral reward for our current parents.**

**Refer a new student who successfully enrolls, and receive R2,300 as a token of our appreciation for helping us expand our school family.**

**Invite your friends and family to join us, and enjoy this special reward!**

**For more information, contact us at 031 100 2104.**

**Thank you for your continued support!**