



WHERE LEARNING IS FUN

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Mini-Me Academy strives to provide quality education, care and security in a loving, nurturing, multi-cultural and Christian based environment. We provide rich, structured developmental activities in a creative and fun way. We use multiple resources to best benefit your child. Our staff is driven by their passion for children to empower our learners to be ready in every aspect of life and to face the challenges of formal schooling.

YOUR CHILD IS IMPORTANT TO US!

We want to be part of your family. In order to allow our nursery school to function as effectively as possible it is necessary that you take note of the following regulations and adhere to them:

LANGUAGE

Mini-Me Academy is regarded as a dual medium leaning environment, English being the main learning and teaching medium and Afrikaans is an additional language.

ADMISSION AND REGISTRATION

Your child may only attend school when the following procedures have been followed:

- Parents must complete and sign the Application Form for admission of each individual learner.
- R750 per family (2020) non-refundable registration fee is payable with registration. This fee must be paid with every enrolment and will increase annually.
- Please supply us with the following documentation:
 - ✓ Recent photo of your child
 - ✓ Copy of both Parents/Guardian's ID documents
 - ✓ Copy of the child's birth certificate and immunization card(Children without an up-to-date immunization record will not be admitted to Mini-Me Academy, unless there is a valid medical reason, and is communicated in writing by a medical doctor. Such cases will be considered by the owner and enrolment will still be at the sole discretion of the owner.)
- Failure to fully complete the prescribed Application Form in full or providing misleading information and/or misrepresenting facts shall render the application unsuccessful.
- **NB! PLEASE INITIAL EACH PAGE OF THE INDEMNITY AND CONTRACT**
- **It is the parent's responsibility to keep a copy of this enrolment document for their record.**

RESPONSIBILITY

- All precautionary measures will be taken to ensure the safety and well-being of your child. The school or staff will not be held responsible for:
 - Injuries occurring at school, unless negligent behavior is evident.
 - Injuries on the playground, outside of school hours or when the child's parents are present.
- The school must be notified of any unusual circumstances at school or at home that may affect the child's behaviour
- If your child is seen by a behaviour-, physical-, occupational therapist, etc., copies of such reports must be made available to the school.
- The school must be notified if there is any change of address, telephone numbers, doctors or responsible persons.

Initial _____

SCHOOL HOURS

Monday to Friday

Full day 6:45 – 17:30

Half day

6:45 – 13:00

- Our day program starts promptly at 8:00. Children should not be late as it causes disruption and they may miss breakfast.
- The school will be closed on weekends and public holidays
- If a public holiday falls on a Tuesday or Thursday the school will be closed on the Monday or Friday respectively.
- At the end of the year we close on the 15th of December, **OR** the closest Friday before the 15th, and reopen the second week of January.
- If your child is collected after 17:30 a fine of R20 for the first 15 min, another R50 for the 2nd 15 minutes and after 18:00, R100 per 15 min will be payable. These fines will show on your monthly statement, the following month.

NOTICE

- If your child is leaving the school, one month's written notice must be handed in at the office. The full monthly fee will still be charged during this month.
- Unfortunately we do not take November as a notice month, therefore the full fee is payable for December. Please also see our payment arrangement at the end of the document.

MEALS

- Access to the kitchen is restricted to staff only.
- Before a child starts to attend the school, parents should state allergies and dietary preferences.
- Food is prepared in a clean environment and in alignment with age group requirements.

Breakfast is served between 7:30 – 08:00

Morning refreshments at 10:00

Lunch at 12:00

Menu will be available in the communication book.

Afternoon refreshments at 15:00 / 17:00

COMMUNICATION

- Mini-Me Academy has an open door policy. However, for speedy problem resolution, it is recommended that a parent addresses academic concerns with their child's class teacher (per appointment). If there is a need for further intervention, they may then make an appointment with the Principal.
- Each child is required to have an A5 hardcover book (Mini-book) which will be used as hard copy communication between you and the teacher.
- Any communication must go through this book and will be handled by the teacher accordingly. Any unresolved situations will then be directed to the office.
- The Mini-book also contains newsletters, the menu, stationary list, day programs, receipts etc.
- Money for excursions/shows etc., may be placed in a marked envelope, inside the book.
- You will also receive the newsletter and information via email, sms and notice boards.
- Teacher/parent meetings will be held after the first school term.
- Progress reports for your child are sent out in June and November (Termly for Grade R). During the year, these report cards must be signed and sent back to school where you will receive the complete set at the end of the year.

DISCIPLINE

Mini-Me Academy will not tolerate any inappropriate or disruptive behavior. We want a positive outcome each time and will appreciate your help in reinforcing good behavior.

We also use the Manners4Minors program designed specifically for children aged 3 to 6. Through this program, children are introduced to universally acceptable behaviors and the benefits of good manners and social skills.

Please enforce the following:

- respect towards staff and peers
- we take care of our own belongings and school property

We use the following disciplinary steps:

- Appropriate verbal reprimanding
- Time out (remove the child from the situation according to age appropriate time)
- Manners4minors stickers will be taken away.
- Privileges or birthday parties are taken away.
- Parents will be notified with a letter in the child's communication book
- In serious situations, parents will be phoned.
- If the school feels that the child needs additional help from a third party such as a Psychologist, Play Therapist or Occupational Therapist to assist in his or her needs, the school will make a recommendation. All reports must be made available to the school.

Initial _____

MEDICAL INFORMATION

No child with a contagious disease will be allowed at school without a doctor's letter, confirming that the child is past the contagious stage. It is in each family's best interest that an ill friend should remain home. If a child becomes ill or develops a fever at school, parents will be informed and we request that you fetch your child immediately. If a child has not been collected 30 minutes after parents has been informed of the illness or fever, the school reserves the right to phone an ambulance as the chances of convulsions are high. As a parent, you must ensure that your child has been properly immunized.

Please keep your child at home:

- If your child had a fever during the night
- If there is discharge coming out of the eyes
- If there is discharge coming out of the ears
- If your child has a runny tummy
- If your child is vomiting
- If your child has any contagious disease like Tonsillitis, Upper respiratory tract infection, chicken pox, measles, scarlet fever, German measles or any other contagious disease.
- Quarantine period and periods of infectivity are set out below
 - ✓ Chicken pox: from 2 days before rash until last scab has disappeared.
 - ✓ Conjunctivitis: until eyes are no longer red or discharging
 - ✓ Diphtheria: until 6 daily throat swabs test negative.
 - ✓ Hepatitis infections: until complete recovery. Minimum period of exclusion – 7 days.
 - ✓ Lice: after complete cleansing and freeing of head, body and clothing from lice and nits.
 - ✓ Measles: 7 days after first appearance of rash
 - ✓ Measles (German): for 1 week after rash appears.
 - ✓ Mumps: from the time that the symptoms start until swelling has disappeared.
 - ✓ Ringworm: Return to school if under appropriate treatment and affected parts are covered.
 - ✓ Whooping cough: for 6 weeks after onset.
 - ✓ Scarlet fever and Strep throat: If no sore throat is apparent, no discharge from ears or nose, no recently enlarged glands or discharging sores; minimum period of exclusion -14 days from start of treatment.
 - ✓ Tonsillitis: caused by a virus is often contagious for about 7 to 10 days. Untreated bacterial tonsillitis may be contagious for about 2 weeks. However, people with bacterial tonsillitis treated with antibiotics generally become non-contagious 24 hours after starting antibiotic treatment.
 - ✓ For colds, most individuals become contagious about a day before cold symptoms develop and remain contagious for about five to seven days. Some children may pass the flu viruses for longer than seven days (occasionally for two weeks). Colds are considered upper respiratory infections.

All medication must be written on the medicine register in the communication book every day, indicating dosage and time. All medicine must be placed in a container, for example lunch box/ cooler bag. It is the parent's responsibility to make sure the medicine is in the bag before leaving the premises. If your child is finishing his/her antibiotics, you must supply us with the medical prescription from the Doctor as well as a letter to allow the child to be back at school. (Non-contagious)

Most of Mini-Me Academy employees have completed in Level One and Level Two First Aid training. Our First Aid equipment is kept in the office, classes and playgrounds.

In the event of a serious injury, parents will be contacted and advised to take the child for medical treatment. If the school is unable to reach the parent, the school has the right to make a decision. Parents will be liable for all medical and ambulance costs. An incident/accident report will be filled in.

It is the Parent's responsibility to ensure the necessary medication is with the child in case of an allergic reaction

DISABILITY

We are currently not equipped to admit children with physical disabilities.

TOILET TRAINING AND NAPPY CHANGING

- Children must be toilet trained by the time they enter the 3-4 year old class group. (Turning 4 within the year)
- Potty training only happens in a designated time frame and will commence in February and September each year.
- We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.
- We see toilet training as self-care that children have the opportunity to learn with the full support and non-judgemental concerns of adults.
- Suitable candidates will be given a Potty Training Letter and the process will carry on thereafter.

Initial _____

BULLYING

We take bullying very seriously. Bullying involves the persistent physical or verbal abuse of another child or children. It is characterised by intent to hurt, often planned, and accompanied by an awareness of the impact of the bullying behaviour. A child who is bullying has reached a stage of cognitive development where he or she is able to plan to carry out a premeditated intent to cause distress in another.

If a child bullies another child:

- We show the children who have been bullied that we are able to listen to their concerns and act upon them;
- We explain to the child doing the bullying why her/his behaviour is not acceptable;
- We give reassurance to the child or children who have been bullied;
- We help the child who has done the bullying to recognise the impact of their actions;
- We make sure that children who bully receive positive feedback for considerate behaviour and are given opportunities to practice and reflect on considerate behaviour;
- We do not label children who bully as 'bullies';
- We discuss what has happened with both of the children's parents and work out with them a plan for handling the child's behaviour; and
- Is being helped to adopt more acceptable ways of behaving.

RELIGION

The South African Schools Act (Act 94 of 1996) *upholds the constitutional rights of all citizens to freedom of conscience, religion, thought, belief and opinion, and freedom from unfair discrimination on any grounds whatsoever, including religion, in public education institutions.* Within this constitutional framework, we, Mini-Me Academy, have a responsibility to promote the core values of a democratic society, through the curriculum, through extracurricular activities, and in our approach in general. These core values include equity, tolerance, multilingualism, openness, accountability, and social honour. We do however promote Christian principals. Special arrangements can be made if these particular values do not correspond with home values or chosen religion.

CHILDREN'S BIRTHDAYS

Birthdays can be celebrated with cake/cupcakes and/or party packs. Healthy snacks are encouraged. Any of these options are to be supplied by the child's parents. Parties are held at 10:00. **Not later**, because then the academic and eating routine are disrupted.

CURRICULUM AND GOALS

Mini-Me Academy strives to provide quality education, care and security in a loving and nurturing environment. We provide rich, structured developmental activities in a creative and fun way. We use multiple resources to best benefit your child. Our dedicated and professional personnel use their passion for children to empower our learners to be ready in every aspect of life and to face the challenges of formal schooling. We aim to turn out well mannered, confident children who have received a good holistic foundation. We are committed to the Early Learning Goals and CAPS policy.

We strive to further each learner's individual skills at an appropriate pace, allowing him or her to move forward towards personal growth.

- To embrace each child's uniqueness
- To foster a positive self-image while respecting diversity in students, their families and staff
- To build relationships based on trust and respect
- To help the children learn self-control and how to express their needs in a positive and socially acceptable way
- To help the children grow in all areas of development
- To support each child in the context of their family, their family's culture, the community and society
- To develop a curriculum that will meet these goals and developmental needs

EXTRA MURAL ACTIVITIES

All extra mural activities offered at an additional cost and are seen as private companies and must be dealt with directly.

- | | | |
|--------------------|-------------|--------------|
| • Computer classes | Cecile | 082 824 8234 |
| • Swimming | Hendrik | 083 384 2720 |
| • Action Ball | Marlene | 083 357 6159 |
| • Soccer stars | Head office | 011 882 3428 |
| • Dance Mouse | Marique | 072 664 8826 |
| • Ballet | Natalie | 072 234 3179 |
| • Active English | Lara | 076 692 6046 |
| • Little chefs | Hermien | 084 557 3614 |
| • Tennis Minions | Martin | 072 785 3887 |
| • Ysports | Lorraine | 072 422 5489 |
| • EQ4Kids | Melanie | 076 576 9594 |

Manners 4 Minors Denise 082 898 3493 (included from 3 to 6 years)

Extra mural fees must be paid directly to the owner of the specific company except for computer fees. Computer fees must be paid to Mini-Me Academy using your child's name, surname and 'computer' as reference.

The following will also be presented at our school, optional at own cost:

Hearing Tests, Vaccinations, de-worming and Occupational and Speech Therapist

Initial _____

SCHOOL ITEMS

- Please send your child's stationery as soon as possible. Make sure that the stationery, bag and any other belongings are marked clearly. The school will not be held accountable or responsible for lost goods or items.
- No child is permitted to bring **sweets and toys** to school.
- No cellphones or weapons are allowed on the school premises and will be confiscated when found.

SCHOOL CLOSURE

- The school has the right to close for any length of time. The school will be closed on all public holidays and for approximately 3 weeks during December/January school holidays. We may incorporate 4-5 weekdays during the year, along with the public holidays to make an extra-long weekend or two. You will be advised in the first newsletter prior to such possible closures.
- We also reserve the right to close for any number of days should there be a reported communicable disease.

SECURITY

- We take security steps to ensure that we have control over who comes into the school so that no unauthorised person has unsupervised access to the children.
- Our security guard, Brian, will open the main gates at 15:00. After this he will be standing at the office gate.
- No child is allowed to open the gate by themselves and must be accompanied by an adult/transport representative to his/her specific class. Parents are also not allowed to teach their children the code of the gate. Only staff members and parents are allowed to open the gate, using the pin number. We ask all Parents again to make sure that the gate is closed when they come in or leave the school. Help us to ensure your child's safety. The confidential security code for the front door gate is available at the office.
- Children will be supervised at all times (this includes but is not limited to meal times and sleep times). The layout of the classrooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.
- A CCTV system is also available on the outside perimeters/playground as well as the baby room. The footage is available for viewing in the office. The system stores 2 weeks' worth of footage.

PARENT'S RIGHT TO CUSTODY

Should the Parents' right to custody of the child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who retains legal custody of the child to supply Mini-Me Academy with a court order to such effect. Mini-Me Academy will not be held liable for rendering possession of the child to a parent who may no longer be entitled thereto if Mini-Me Academy did not receive proper notification.

PARENT'S VISITATION

As per *Section 61 of the South African School Act 84 of 1996*, Parents have the right to visit the school where their children have been admitted but such visits may not disrupt any of the school activities.

SMOKING

The Mini-Me Academy premises are designated SMOKE-FREE. All employees, parents, contractors and visitors are requested to abide with this Policy when performing activities at the school. All employees are required to report any non-compliance of the Smoking Policy immediately to management. Any breach of this policy will lead to a fine of R500 as imposed by law. *Act 23 of 2007 Section 2:*

SLEEPTIME

Children are provided with mattresses to be used during sleep time. Parents are to supply a blanket for his/her child to use during sleep time. We require a set of two covers. One on the mattress and one in the laundry basket in class. The covers will be invoiced from the school, at R320 for 2 covers.

RECYCLING

We would like to go green! Please support our recycling program by bringing recyclables such as glass, plastic, tin and paper. There are designated drop off point at the main entrance to the school.

ONE MONTH'S DISCOUNT ON SCHOOL FEES:

We want to reward our loyal parents who spread the word about our school by relieving them of **one month's school fees** when a referral made by them, enroll with us.

The following terms and conditions apply:

1. This enrollment must continue for 3 consecutive months before discount will be granted.
2. Both parties' school fee account must be paid up to date and payments must be on time.
3. Referrals will be taken per family and not per child.
4. Discount will be granted at the end of the third month of the family's attendance.
5. Arrangement must be handled by the Principal of the school.
6. Discount will be given as credit on your account and will under no circumstances be exchanged for cash.

Initial _____

WHAT MUST MY CHILD BRING TO SCHOOL? EVERYTHING MUST BE CLEARLY MARKED!!!

Mattress covers: R320 per set will be invoice with your registration.

<p>BABIES TO 20MONTHS 2 blankets (small) 1 camping cot mattress protectors (baby boom) Pre prepared water bottles 6 nappies per day (or a whole pack) 3 packets wet wipes (per month) Bum cream 3 sets of clothing Extra milk powder in containers A4 hardcover book 1 soft cot toy 2 boxes tissues every month 1 packet of nappy bags every term 1 big plastic ball 2x Pritt glue sticks 1x 20 Flip file sleeves 1x roll self-adhesive book wrap</p>	<p>20 MONTHS TO 2 YEARS (turning 2 years) 1 Medium - large bag marked on the outside 1 fleece blanket (small) 2 mattress covers non- spill cup 6 nappies per day 4 packets wet wipes every term 2 boxes tissues every term 3 sets of clothing, 5 sets when potty training 2 face cloths A5 hardcover book (192pg) 1 box thick crayons 2 Bottles ponal glue (white glue) 2x pritt glue sticks 1 roll self-adhesive book wrap 1 large paintbrush 2 piece puzzle or peg board puzzle Story book age appropriate 1 large ball 1 plastic safety scissors (round edges) Plastic bag for dirty clothes 1 water bottle (can be an empty oros bottle) 1 ream A4 paper</p>	<p>2 TO 3 YEARS (turning 3 years) 1 Medium - large bag marked on the outside 1 fleece blanket (small) 2 x face cloths 3 sets of clothing 5 nappies per day 4 packets Wet Wipes every term 3 bottle ponal glue (white glue) 2x pritt glue sticks 2 mattress covers A5 hardcover book (192pg) 1 box thick crayons 2 boxes tissues every term 1 roll self-adhesive book wrap Puzzle 3 - 12 piece Story book, age appropriate 1 plastic safety scissor (round edges) 1 water bottle (can be an empty oros bottle) 1 large ball Plastic bag for dirty clothes 1 x ream of A3 white paper 1 ream A4 paper</p>
<p>3 TO 4 YEARS (turning 4 years) 1 Medium - large bag marked on the outside 1 blanket (small) 1 set of clothing 2 mattress covers A5 hardcover book (192pg) 2 box thick crayons 2 bottle ponal glue 2 pritt sticks 2 packets wet wipes every term 2 boxes tissues every term 1 roll self-adhesive book wrap 1 medium paintbrush 1 x Sun block 1 x safety scissors (round edges) Story book age appropriate 1 water bottle (can be an empty oros bottle) 1 large ball Plastic bag for dirty clothes</p>	<p>4 TO 5 YEARS (turning 5 years) 1 bag marked on the outside 1 blanket (small) 1 set of clothing 2 mattress covers A5 hardcover book (192 pg) 1 pack of thick crayons 2 bottle ponal glue 2 pritt sticks 2 packets wet wipes every term 1 box tissues every term 1 medium paintbrush (thumb thickness) Puzzle 20 - 30 piece Story book age appropriate 1 x safety scissors (round edges stainless steel) 1 water bottle (can be an empty oros bottle) 1 large ball Plastic bag for dirty clothes sunblock 50ml</p>	<p>Gr R children: (turning 6 years) 1 bag marked on the outside (5l-20l) 1 fleece blanket (small) 1 set of clothing 2 mattress covers A5 hardcover book (192 pg) 2 packets of twist retractable crayons 2 bottle ponal glue 4 pritt sticks 1 thick paintbrush 2 packets wet wipes every term 2 boxes tissues every term 1 roll self-adhesive book wrap Safety scissors (round edges) 4 x white board markers Puzzle 24 - 50 piece Story book age appropriate 1 water bottle (can be an empty oros bottle) 1 large ball Plastic bag for dirty clothes 2 x packet of triangular grip colouring pencils 1 x pack triangular grip grey pencils 1 x eraser 1 x sharpener 1 x ream of A3 white paper</p>

SCHOOL UNIFORM

- The schoolbag has the school's logo with your child's name on it. The shirt and hat will only have the logo on.
- It is not compulsory to wear the Mini-Me uniform each day. Each child **must have at least one golf shirt** to wear on Fridays, with excursions and on photo days.
- ALL CHILDREN'S CLOTHING AND BELONGINGS SHOULD BE CLEARLY MARKED. The school will not be held responsible for lost goods or items.
- Girls must please wear ski-pants/shorts under dresses and skirts.

Child's name: **(block letters)** _____ Class: _____

Golf shirts		Small 3-4	Medium 5-6	Large 7-8
Orange	R 120			
Lime Green	R 120			
Purple	R 120			
Red	R 120			
Orange long sleeve top	R 120			
Lime long sleeve top	R 120			
Sapphire long sleeve top	R 120			
Windbreaker jacket	R 290			
School bag	R 150			
Mattress cover	R 320	☺		

Hat (R80)	R80	
Beanie (R60)	R60	

Cash

Account

Name to appear on schoolbag in block letters: _____

TOTAL included _____

Initial _____

Office use:

Account number: _____

2020 Admission form:

Copy of ID (mother)	<input type="checkbox"/>	Copy of child's immunization card	<input type="checkbox"/>
Copy of ID (father)	<input type="checkbox"/>	Copy of child's birth certificate	<input type="checkbox"/>

Child's surname:			
Child's name:			
Child is called:			
Date of birth:	Year:	Month:	Day:
Date of enrollment:	Year:	Month:	Day:
Previous daycare:			
Previous daycare's contact number:			

Full day:	
Half day:	

Gender:	
Home language:	
Religion:	

ID photo

Postal address:		Code:	
Home address:		Code:	
Phone nr at home:			

Father Name:																							
ID number:																							
Occupation:																							
Company:																							
Work address:																							
Tel nr:													Cell:										
e-mail:																							

Mother Name:																							
ID number:																							
Occupation:																							
Company:																							
Work address:																							
Tel nr:													Cell:										
e-mail:																							

Family information

Both Parents	Y / N	Single Parent – divorced	Y / N	Single parent-unmarried	Y N
Married	Y / N	Foster care	Y / N	Children's home	Y / N
Widow/Widower	Y / N	Parent deceased (Mother /Father)	Y / N		

Siblings

	Name	Age
1		
2		
3		

Where have you heard about our school? _____

Initial _____

Who will be responsible for dropping your child off in the mornings and collection in the afternoons?

Name	Surname	ID number	Relationship	Contact number

- If someone else fetches your child and they are not mentioned above, written permission must be handed in at the office or the child's communication book. If a nanny/transport representative will be fetching your child, you must **submit a copy** of his/her identification document.
- Children must be accompanied by their parents or transport to the classroom and handed to the staff member on duty. Children will be signed in by the Teacher during the morning and it is the approved responsible person, who collects the child, to sign him/her out.
- In the event that a child is not collected by an authorised adult at the end of a day, we ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child to cause as little distress as possible. If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the local authority children's social services care team or SAPS
- The child stays at the setting in the care of workers until the child is safely collected either by the parents or by the social care worker.
- Under no circumstances does staff go seek parents, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.

Important information

Allergies:		GP's name:	
Medical aid		GP's Phone nr:	
Medical aid nr:		GP's address:	
Special needs/extra medical information: (ex. Epilepsy, Diabetes or other)			
Chronic medication:			

Emergencies and illnesses

In case of an emergency or a sick child the parent/guardian will be notified immediately.

In case of an emergency if I,		cannot be contacted please contact:	
Name		Relationship	Phone nr
Name		Relationship	Phone nr
In case of a serious illness, accident or injury if I,			Parent of

If I cannot be reached in time,

- I give full permission to the doctor on duty at the hospital to perform an emergency procedure on my child or at the doctors rooms,
- I also give permission that my child may be transported to the hospital.
- I give permission that my doctor may be contacted in case of an emergency or the school may contact their doctor.
- My child may be administered the required amount of suspension (Panado) if a fever is detected.

I, _____ also indemnify Mini-Me Academy and its employees. They shall not be held liable for any injuries sustained and/or damage suffered by our child arising from any cause whatsoever, whilst our child is in the care of the school, whether or not such injury and/or damage are caused by any act or omission of the school or its employees.

Permission:

I, _____ give consent to the following:

- My child may be transported to and from any excursions by transport approved by the management of the school or any Teacher with a valid South African driver's license.
- My child is subjected to the school's disciplinary system and rules.
- My child may take part in any activity at school, whether conducted on the school premises or extramurally, including, but not limited to, games; athletics; concerts; tours and excursions of general; vocational; educational; historical or

Initial _____

scientific interest. I fully understand and accept that all such activities shall be undertaken at my child's own risk, and I indemnify Mini-Me Academy, the Principal and staff against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid child in the course of such activities.

- I accept that the school will take no responsibility for children in the care of their parents/guardians whilst on school premises, i.e. prior to arrival or after collection.
- The school cannot be held responsible for any loss or damage to parent's or children's property. Every reasonable effort will be made by the school staff to ensure the children's belongings are not lost or damaged. Please mark all belongings, clothes, bottles, shoes, socks etc.
- To use some of the photos taken at school (during class, events etc.) on our website and on Facebook.

Parent

Payment agreement with Mini-Me Academy

SCHOOL FEES

- ✓ Monthly school fees will increase every January, parents will receive a new fee structure in advance. A R750 registration fee is payable with your school fees. This fee is not refundable. This fee must be paid with every enrolment and will increase annually.
- ✓ School fees are strictly payable monthly, in advance, on or before the 2nd working day of each month.
- ✓ No payments are to be made to the teachers or assistants and will only be accepted by EFT or direct payment at the administrative office of the school. Mini-Me Academy does not take any responsibility for any fees that are lost through teachers, assistants, taxi drivers or nannies.
- ✓ No discount will be given in case of illness or holidays.
- ✓ No need to provide proof of payment provided you have used your Child's NAME AND SURNAME or Account code as reflected on your statement as reference number.
- ✓ With regards to monthly fees not paid in time or not at all, you will receive a sms reminder and thereafter a final notice. After the final notice, your account will be handed over for blacklisting.
- ✓ The school reserves the right to refuse entry to your child if school fees are not paid. In the case of outstanding fees you will be held liable for any cost incurred, should your outstanding account be handed over for collection. This includes collection fees, legal costs on an attorney/client scale and interest on the outstanding amount.
- ✓ No Notice of termination will be accepted later than 01 October of each year and you will be held liable for school fees up and until 31 December even when your child does not attend school. Please note that the school fees are calculated over a 12 month period . DECEMBER IS SEEN AS A FULL MONTH. We do not take November as a notice month; therefore the full fee is payable, due to fixed expenses that must be paid monthly.
- ✓ Mini-Me Academy will be closed from *approximately* 15 Dec to 10 Jan. If I wish to give notice that your child will be leaving the school, you are liable to give a full calendar month's written notice, **which must be handed in at the office**. If not, you will be held responsible for a full month's school fees.
- ✓ Late fines for children who stay after 17:30 are R20.00 for the first 15 min, R50 for the second 15 min and after 18:00, R100 per 15 min. This will be added to your account the following month and must be paid with your school fees.

I, _____ parent/guardian of _____ have read the above information in the admission form and I understand all the implications thereof. I understand that if I do not abide by the rules and regulations that I will be held responsible by Mini-Me Academy and its representatives for all cost and outstanding money owing and the payment thereof. I will inform Mini-Me Academy on any change in information or particulars.

Parent

FEESTRUCTURE

2020

Registration	R750 per family	
	18months + Toddlers	Babies
Full day	R 3490	R3590
Half day	R 3200	R3450
Day fee	R 270	R 290

Please make sure you use a clear and correct reference when for paying for excursions, uniforms, and mattress covers etc. Use the word together with your child's, name and surname.

Discount of R300 per second and R300 per third child (2020)

Initial _____

BANKING DETAILS

ABSA

Acc 4060418122

Code 630193

Ref Child's name and surname

I, _____ ID nr. _____ Parent of _____ is
the person responsible for paying the school account.

My payment to Mini-me Academy will be as follow (underline your option)

- 12 month once off payment – 10% discount before the end of January
- 6 months upfront – 8% discount
- 3 months upfront – 5% discount
- Upfront monthly payment

- I understand and agree upon all the items set out under SCHOOL FEES
- If I get behind with the payment of the school fees, I will be liable for the payment of all collection costs on a lawyer and client scale
- I understand that the fact that my child cannot attend school does not relieve me of my liability for fees.
- Mini-Me Academy has the right to suspend my child if school fees are not paid by the 10th day of the month.
- Interest of 5% per month will be added to your account if it is in arrears.
- The address given here is my domicilium citandi et executandi for the delivery of legal notices.

Address _____

1. I, the parent/guardian of the above mentioned learner named in this document, agree to keep the agreement set out in this document.

Agreed up on and signed at _____ on the _____ day of _____ 20_____

Father

Mother

Guardian

Mini-Me Academy

Date

Initial _____