



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 as 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 (2021) 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

- 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.

SCHOOL HOURS

Monday to Friday	Full day 6:45 – 17:15	Half day	6:45 – 12:30
Office hours	07:00 – 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.



Initial _____

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 or virus.

NOTICE

Serving NOTICE PERIOD

- 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.

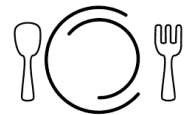
Breakfast is served between 7:30 – 08:00

Morning refreshments at 10:00

Lunch at 12:00

Afternoon refreshments at 15:00 / 17:00

Menu will be available on the class groups



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.
- Any communication must go through the class teacher. Any unresolved situations will then be directed to the office.
- Money for excursions/shows etc., may be placed in a marked envelope, and handed to the teacher on duty.
- You will also receive the newsletter and information via WhatsApp class groups 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 **Manners4Minors**

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 or privileges will be taken away.
- Parents will be notified
- 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.

BULLYING

We take bullying very seriously. Bullying involves the persistent physical or verbal abuse of another child or children. It is characterized 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 do not label children who bully as 'bullies';

- 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 and to recognize 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 make sure the child is helped to adopt more acceptable ways of behaving.
- 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.

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 (37.5 °C and above)
- If there is discharge coming out of the eyes or 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 dis 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 communicated to the class Teacher and it will be written in the medicine register in class every day, indicating dosage and time. All medicine must be placed in a container or zip-lock bag. It is the parent's responsibility to make sure the medicine is in the bag before leaving the premises. It is also the Parent's responsibility to ensure the necessary medication is with the child in case of an allergic reaction.

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/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 an informed decision. Parents will be liable for all medical and ambulance costs. An incident/accident report with be filled in.

DISABILITY

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

Initial _____



PRECAUTIONS FOR THE HANDLING OF BLOOD

Universal Precautions have been implemented at Mini-Me Academy to eliminate the risk of transmission of blood-borne pathogens. These precautions are consistently applied with extreme caution and include the following:

- All blood, open wounds, sores, breaks in the skin, grazes and open skin lesions, as well as all body fluids and excretions which could be stained or contaminated with blood are treated as potentially infectious and are cleaned immediately with running water and antiseptics. Then they are covered completely and securely with a non-porous or waterproof dressing or plaster so that there is no risk of exposure to blood.
- Skin exposed accidentally to blood is washed immediately with soap and running water.
- If there is a biting or scratching incident where the skin is broken, the wound is washed and cleansed under running water, dried, treated with antiseptic and covered with a waterproof dressing.
- Disposing of blood contaminated materials are done appropriately.
- The staff attending to blood spills, open wounds, sores, breaks in the skin, grazes, open skin lesions, body fluids and excretions are required wear protective latex gloves over their hands to eliminate the risk of transmission.
- Bleeding can be managed by compression with material that will absorb the blood, e.g. a towel.
- Blood-stained clothes must be changed and stored.
- Our Practitioners are trained in first aid and each classroom has a first aid kit.
- Expired or depleted items are replaced immediately.
- The Universal Precautions are taught to the children age appropriately. **Revised National Curriculum Statement (CAPS):** HIV and AIDS issues cut across all learning areas and, therefore, they are incorporated in all our lesson plans.

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 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.

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 routines 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.

During the month of January, demo lessons will be presented to the children. Thereafter, info pamphlets will be supplied to parents to enroll.

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

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

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.

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, Lucky, will open the main gates at 15:00 for afternoon collection. 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:*

NAPTIME



Children are provided with mattresses to be used during nap 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.

Initial _____

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

Mattress covers: R320 per set will be invoice with your registration. (bought from the Mini-Me office)

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 1 soft cot toy 2 boxes tissue every month 1 packet of nappy bags every term 1 big plastic ball 1x Pritt glue stick 1x 20 Flip file sleeves	2 TO 3 YEARS 1 medium - large bag marked on the outside non- spill cup 1 water bottle (can be an empty oros bottle) 3 sets of clothing Plastic bag for dirty clothes 1 x sunblock (small) 5 nappies per day 1 fleece blanket (small) 2 mattress covers 4 packets Wet Wipes every term 2 boxes tissue every term 1 large paintbrush 1 large ball 2 bottles Ponal glue (white glue) 2x Pritt glue sticks 1 box thick crayons Puzzle 3 - 12 piece Story book, age appropriate 1 plastic safety scissor (round edges)	3 TO 4 YEARS (turning 4 years) 1 medium - large bag marked on the outside 1 water bottle (can be an empty oros bottle) 1 set of clothing Plastic bag for dirty clothes 1 x sun block (small) 1 blanket (small) 2 mattress covers 2 packets wet wipes every term 2 boxes tissue every term 1 medium paintbrush 1 large ball 2 bottle Ponal glue 2 Pritt sticks 1 box thick crayons Puzzle 9 - 24 piece Story book age appropriate 1 x safety scissors (round edges)
4 TO 5 YEARS (turning 5 years) 1 bag marked on the outside 1 water bottle (can be an empty oros bottle) 1 set of clothing Plastic bag for dirty clothes 1 x sun block (small) 1 fleece blanket (small) 2 mattress covers 2 packets wet wipes every term 1 box tissue every term 1 medium paintbrush (thumb thickness) 1 large ball 2 bottle Ponal glue 2 Pritt sticks 1 pack of medium crayons Puzzle 20 - 30 piece Story book age appropriate 1 x safety scissors (round edges stainless steel)	Gr R children: (turning 6 years) 1 bag marked on the outside 1 water bottle (can be an empty oros bottle) 1 set of clothing Plastic bag for dirty clothes 1 x sun block (small) 1 fleece blanket (small) 2 mattress covers 2 packets wet wipes every term 2 boxes tissue every term 1 medium paintbrush (thumb thickness) 1 large ball 2 bottle Ponal glue 4 Pritt sticks 1 packets of twist retractable crayons 1 x packet of triangular grip colouring pencils 1 x pack triangular grip grey pencils 4 x white board markers (mixed colours) Puzzle 24 - 50 piece Story book age appropriate Safety scissors (round edges) 1 x eraser 1 x sharpener	

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 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				Windbreaker jacket	R 290
Lime Green	R 120				Sun Hat	R 80
Purple	R 120				Beanie	R 60
Red	R 120				Mask	R 35
Orange long sleeve top	R 120				Hat shield	R 135
Lime long sleeve top	R 120				Mattress cover	R 320
Sapphire long sleeve top	R 120				School bag	R 150
					Name on school bag:	

TOTAL included _____

Cash

Account

Initial _____

2021



Office use:

Account number: _____

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:	

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

ID photo

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

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

Family information:

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

Siblings

	Name	Age
1		
2		
3		

Where have you heard about our school? _____

Initial _____

Who will be responsible for dropping your child of 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, permission must be given via WhatsApp class groups or by sending an email to the office in advance. 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 Parent/driver 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 apply the procedures for uncollected children by contacting 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. A full written report of the incident is recorded in the child's file.
- Under no circumstances does staff go seek parents, nor do they take the child home with them or transport them to their home.

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, serious illness, accident or injury, if I cannot be contacted, please contact:

Name		Relationship		Phone nr	
Name		Relationship		Phone nr	

If I cannot be reached in time,

- I 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.
- I give full permission to the doctor on duty at the hospital to perform an emergency procedure on my child or at the doctor's rooms,
- My child may be administered the required amount of suspension (Panado) if a fever is detected.

All precautionary measures will be taken to ensure the safety and well-being of your child.

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.
- The school will also not be held liable for and injuries on the playground, outside of school hours or when the child's parents are present.
- 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.

Initial _____

**PERMISSION
REQUIRED**

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 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.
- 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
F E E S**

- ✓ Monthly school fees will increase every January; parents will receive a new fee structure in advance. A 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 **OR** the closest Friday before the 15th and reopen the second week of January.
- ✓ If you 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

Initial _____

FEESTRUCTURE 2021 (School fees have not increased from the previous year)

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

BANKING DETAILS

ABSA
Acc 4060418122
Code 630193

Ref Child's name and surname

I, _____ ID . _____ 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 months 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 _____

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

Father

Mother

Guardian

Mini-Me Academy

Date

Financial clearance certificate

(To be completed by previous school)

Parent responsible to pay the school fee account	
ID number of Parent	
Name of Learner	
School where Learner is currently enrolled	
Fees paid up to date (yes/no)	
Fees outstanding (amount)	
Comment	

This is to certify that the above parent has paid school fees as indicated above.

Signature of Principal/ Chief financial officer

Name: _____

Date: _____

School stamp: