



Building a Community of Happy, Healthy & Successful kids

**Telephone:** 082 955 4323  
**Email:** principal@littlewonderland.co.za  
**Website:** www.littlewonderland.co.za  
**Address:** 9 Ridge Road, Glen Austin, Midrand

## Contract of Enrolment to Little Wonderland Nursery School

1. This contract of enrolment to Little Wonderland Nursery School sets out the rights and duties of the parents and legal guardians of children who enrol their children at our school.
2. In this contract the words:
  - a. "We", "Our", and "The school" refer to Little Wonderland Nursery School
  - b. "You" and "your" refer to the parents or legal guardians and the payer of the child named below
3. When you sign this contract, you confirm that you understand and agree to the rights and duties imposed on you in this contract which include below:
  - a. Paying fees on time
  - b. Being responsible for the behaviour of your child
  - c. Ensuring that you and your child comply with the policies of the school

## Fee Structure for 2025

School Fees are due no later than the 1st of each month regardless of your child's attendance. One month's written notice is compulsory if you terminate your child's enrolment from the school. If any fees have not been paid your child may be denied access to the school by the 3<sup>rd</sup> day of the month, unless proof of payment or an arrangement has been made with the principal beforehand.

The school fee is collected over a 12 month period from January to December.

## Registration fee

For all new enrolments, a non-refundable registration fee of R2,000 per child is required to secure your child's place. This fee includes a welcome pack with a Year Plan, Menu, School Rules, 1 School Shirt and a Floppy cap.

1<sup>st</sup> child

Age group	Full day	Half day
4 months – 24 months (Ducklings)	R3,500	R3,000
2 years (Caterpillars)	R3,450	R3,000
3 years – 4 years (Squirrels, HedgeHogs)	R3,400	R3,000
5 Years – Busy Bees	R3,450	R3,000
Grade R (Owls)	R3,650	-

2<sup>nd</sup> child

Age group	Full day	Half day
4 months – 24 months (Ducklings)	R3,300	R3,000
2 years (Caterpillars)	R3,200	R3,000
3 years – 4 years (Squirrels, HedgeHogs)	R3,200	R3,000
5 Years – Busy Bees	R3,200	R3,000
Grade R (Owls)	R3,300	-

**5% discount for fees paid in full for the year when settled before 31 March**

**10% discount for fees paid in full for the year when settled before 31 January**

**NB:** In instances where 2 or more children from the same family are enrolled at the school, then older child will be considered the 1st child.

The casual rate is R300 per child per day.



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## Banking details

Little Wonderland cc  
ABSA – Midrand (632 005)  
Account – 4066 7222 60  
Reference on payments – Child's name & surname

**Parents/Guardians remain liable for the full payment of monthly school fees even if they choose to withdraw the child for a given period which may include absence from school during school holidays.**

***Note:** All payments must be paid via bank transfer and to reflect no later than the 1<sup>st</sup> of each month in advance. Your child's name and surname must be used as reference for the deposit and monthly school fees.*

## The monthly fee includes

All Nutritious meals and snacks (excludes Infants still on Purity and baby formula)  
Full Curriculum & All Stationery

## Supportive documents when enrolling

Child's birth certificate & Clinic card  
Parents ID's

## Meal times

08h00 – Breakfast  
10h00 - Mid-morning snack  
12h00 – Lunch  
15h00 - Mid-afternoon snack

## Extra-mural activities

All extra-mural activities offered at the school are by external service providers and at an additional cost. Communication and account related enquiries must be done between the parent/guardian and the service provider.



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## Collection of children

Children will usually arrive and depart school with their parents or school transporter. In the event of a new person collecting your child from school, then the details of such person must be communicated in writing to the school principal.

## Notice of withdrawal

One month's written notice is required if a child leaves the school. No withdrawal notices will be accepted for end November for children leaving the school at the end of November.

## Nursery School Hours

The school is open from Monday to Friday except on public holidays.

Full Day – 06h30 to 17h30

Half Day – 06h30 to 13h00

Children are to be collected from school on or before the school closing time. A late pick-up fee of R50 per half hour will be charged from 13:00 for half day and 17:35 for the children registered for full day.

## School holidays and Long weekends

When a public holiday falls either on a Thursday or a Tuesday, the school will be closed on the Friday or Monday, resulting in a long weekend.

The school closes annually on the 15<sup>th</sup> of December for 3 weeks.

## Requirements from Parents

Parents / Guardians are to provide the following items for your child:

A labelled blanket

Sun-block

A water-bottle

An extra set of clothes and a sun-hat

Parents to provide nappies & wipes if children not yet potty trained

1 box of tissues a month

## Dress Code

Children should be dressed comfortably, neat and tidy. A spare set of clothes to be sent daily in their school bags, clearly marked with their names. Children are to wear their school shirts on Fridays, special days and school events. The school accepts no responsibility for the loss or damage of any personal items.

## Absenteeism and Attendance

Your child should be kept at home if he/she is unwell. Please ensure you contact the school if your child does not attend school for any reason. Grade R learners must be at school at 7:45am.



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## Communication

Please check communication books daily as there is often information regarding progress/updates about your child. Please sign in the book to acknowledge that you have read the notes.

Emails and phone calls are compulsory and a formal means of communication. All communication must be done via the administration office and Principal only. No personal attacks or unprofessional communication between Parent/Guardian and Staff of the School will be tolerated / accepted.

## School Transport

The School does not offer a transport service. However, the school staff who have their own cars may offer transport services. Kindly note that this is an arrangement between you and the specific teacher and the school in no way takes responsibility relating to the payment / collection of fees for any services relating to the transporting of your child, and neither does the school take responsibility for the safety of your child during such times they are being transported to and from the school.

## Immunisation

It is recommended that all children be fully immunised in accordance with the South African Standard Vaccination Schedule. You are required to provide proof of immunisation of your child to the School Principal. If there is a valid reason to why your child has not, cannot, or will not be immunised please provide a written statement confirming your child's non-immunised status. Unimmunised children may be excluded from being enrolled at Little Wonderland.

## Illness / Accidents

If your child is unwell and you still wish to send your child to school, you may bring your child's medication for the teacher to administer. Medication will only be administered once a written note is placed in your child's communication book. Ensure that there is clear instructions and permission for your child's teacher to administer medication to your child. However, Parents are advised that it is in the interest of the well-being of your child, as well as the other children in the nursery school that should your child be sick that arrangements be made for the child to be kept at home until he / she is well again. Children who are on antibiotics, especially where the illness could be infectious will not be permitted to attend school until such time the course of antibiotics is complete.

Parents will be contacted immediately in case of accidents or sickness. However, in emergency cases, the school takes the responsibility of rushing the child to the nearest hospital for immediate attention.



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<b>Date of Enrolment</b>	
<b>Previous school</b>	
<b>Child's details</b>	
Full Name & Surname	
Date of Birth	
Gender (Male / Female)	
Home Language	
Home Address	
Known Allergies	
Special Requirements	
<b>Parents/Guardians details</b>	
Full Name & Surname (Mum)	
ID number & Cell number	
Employed by & Work number	
Email address	
Full Name & Surname (Dad)	
ID Number & Cell number	
Employed by & Work number	
Email address	
<b>Doctors details</b>	
Name & Telephone number	
Medical aid & Number	
Next of kin (Name & Number)	



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**Consent Form and Payment Agreement:**

I / We agree to:

- Pay childcare fees as levied by Little Wonderland Nursery School.
- Pay fees as directed by the school's payment terms.
- My child's place being withdrawn if my fees are in arrears for more than 1 month and no arrangements have been made with the Principal.
- Fees being charged for days that my child does not attend due to illness, holiday or public holidays.
- Provide 1 month written notice prior to withdrawing my child from the school and agree to pay all outstanding fees prior to my child's departure.
- Be liable for all additional (legal) costs incurred by Little Wonderland Nursery School in collecting the outstanding fees should I fail to pay my child's fees.
- That right of admission is reserved by the school.

**Acceptance of Little Wonderland Nursery School Terms and Conditions:**

I,..... the Father/Mother/Guardian of ..... hereby agree to the above nursery school terms & conditions and would like my child to be enrolled at Little Wonderland Nursery School. I hereby waiver all claims I may have against the school, its owners or staff arising from injury, accident, illness or any other cause involving the above-mentioned child, and hereby indemnify the school against all such claims. I hereby authorize the school to take all steps, which it in its absolute discretion may deem necessary, to have the said child admitted to be treated by a doctor or other medical attendant in cases of emergency. I further understand that I shall be held responsible for the payment of medical and/or hospital accounts arising from such treatment.

Signed at: ..... Date: .....

Dad's name: ..... Sign: .....

Mum's name: ..... Sign: .....