



Little Star Educare Centre

Our Lady Star of the Sea Catholic Church 24 Riverside Road Amanzimtoti 4126 - Tel: 0319036160

INTRODUCTORY LETTER 2021

Thank you for your enquiry into Little Star. Little Star turns 26 in May this year!

We open at 07:00 in the morning and close at 17:30 in the evening. We offer breakfast, a mid-morning snack and a cooked lunch every day. See the menu overleaf. The morning staff follow an established ECD educational programme and the ethos at the school is to create a loving, caring and stimulating environment for children.

We offer several privately run extra-mural activities, depending on the time of the year and numbers enrolled. The grounds and gardens at Little Star are spacious and secure. The school closes on public holidays and for about three weeks at Christmas time, and we run a holiday programme during the school holidays.

The issue of school fees is often a contentious one. Here are the nuts-and-bolts:

1. School fees have not increased in 2021! They will remain **the same as last year**.
2. Monthly school fees: **R2495 full-day / R2035 half-day**. Once-off registration fee: R300.
3. There is a 10% discount for siblings, and for an annual payment. Other discounts may apply.
4. School fees must be paid in advance, on or before the 7th of each month.
5. If you do not pay your fees in advance on or before the 7th, your child's place at Little Star may be taken by a child on the waiting list. Your child will then go on the waiting list.
6. School fees are paid January to November PLUS a 25% fee in December.
7. An additional *pro-rata* fee is levied in December if you register after January.
8. Fee payment by EFT is mandated and completely FREE!
9. If you pay by bank deposit, or by cash deposit, or at an ATM, a bank-fee levy of R50,00 will be added to your invoice each time. Please pay by EFT – it's free!

Please study the fee-commitment form and your invoice carefully.

Please feel free to contact me if you have any other questions. My door is always open. We really look forward to hearing from you! You can also email: admin@littlestareducare.co.za


Anne L. King
Principal

PLEASE FOLLOW THESE TWO INSTRUCTIONS:

1. **COMPLETE & RETURN THE LOOSE PAGES (the fee-commitment form, the photograph release (optional), the enrolment form, and the indemnity).**
2. **THE STAPLED PAGES ARE FOR YOUR RECORDS. PLEASE KEEP THEM SAFE.**



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FEE STRUCTURE 2021

There is the option of paying either monthly payments or one non-refundable annual payment discounted by 10%. There is a discount of 10% for siblings. Our fees are in line with most other local schools.

Fees must be paid EFT only. **If you pay by non-EFT, a bank-fee levy of R50 will be added to your invoice.**

Please use the **FIRST FIVE LETTERS of your child's SURNAME and FIRSTNAME** as the payment reference!

E.g., if your child's name is Simnikiwe Ntshangase, the reference must be **NTSHA SIMNI**

Note:

1. The calculations below have been rounded for convenience, at our discretion.
2. There is an additional 25% fee for everyone for December, including those in 3 below.
3. Enrolments after January attract a *pro-rata* December fee calculated at approx. 8% per month, there-after up to 50% of the monthly fee. This calculation is tabularised fully in the fee-commitment form.
4. Fees include term workbooks, as well as breakfast, two snacks and a cooked lunch for your child.
5. If you receive a 'helping hand' from the school you are required to pay full fees in December.
6. If you pay by non-EFT, a bank-fee levy of R50 will be added to your invoice each time.
7. There is a once-off registration fee of R300 payable on acceptance of a place at Little Star.
8. There is a twice-per-year cash payment required per child for stationery packs.
9. Use the **correct payment reference** or your payments will go to another child! **See example above.**

PAYMENT OPTION:		FULL-DAY	HALF-DAY
<u>ONE PAYMENT</u> (incl. 10% discount) Paid on or before 28 February 25% December payment is not required	First child:	R 24 700,00	R 20 145,00
	Per sibling:	R 22 230,00	R 18 130,00
or			
<u>ELEVEN PAYMENTS</u> (11 x MONTHLY) January to November inclusive (PLUS 25% for December not shown here)	First child:	R 2 495,00	R 2 035,00
	Per sibling:	R 2 245,00	R 1 830,00

GREEN GROUP CHILDREN REQUIREMENTS:

two face cloths; a hand towel; wet wipes; nappies; a change of clothes; panties/underpants if the child is being potty-trained. Stationery pack (see 'Every Child Requires' below).

RED GROUP & BLUE GROUP & YELLOW GROUP REQUIREMENTS:

a face cloth; a change of clothes. Stationery pack (see 'Every Child Requires' below).

EVERY CHILD REQUIRES:

one ream of A4 paper; an A5 notebook. Please note: some stationery items will need to be replaced every term. Twice-per-year cash payment of R300 for stationery packs.

EVERY CHILD EACH TERM:

One box of tissues; one bar of toilet soap; one roll of toilet paper and one packet of biscuits.

Please sign the fee-commitment form and return it to the school as soon as possible, with the enrolment form if required, to book your child's place at Little Star. Please feel free to contact us if you have any concerns.



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Children's Menu – WEEK 1

	Breakfast	Morning Snack	Lunch	Afternoon Snack
MONDAY	Jungle oats with milk & sugar	Sandwiches & juice	Savoury mince on rice, Veg du jour Fruit & juice	Sandwiches & juice
TUESDAY	Mealie meal with milk & sugar	Sandwiches & juice	Macaroni cheese Biscuits & juice	Sandwiches & juice
WEDNESDAY	Mealie meal with milk & sugar	Sandwiches & juice Tuckshop	Hot dogs. Jelly, yoghurt & juice	Sandwiches & juice
THURSDAY	Puffed wheat with milk & sugar	Sandwiches & juice	Spaghetti Bolognaise Fruit & juice	Sandwiches & juice
FRIDAY	Jungle oats with milk & sugar	Sandwiches & juice. Tuckshop	Pizza Jelly & juice	Sandwiches & juice

NOTE: There is a choice of two spreads per day: cheese spread, peanut butter, jam, fish paste, marmite, or syrup.

Little Star operates on a not-for-gain basis as part of the Catholic community in Amanzimtoti
We accept children from 18 months to 6 years. We are Grade R registered with DBE & DSD, and we are CP & POPI compliant
www.littlestareducare.co.za | admin@littlestareducare.co.za



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Rules and Regulations

1. All children from 18 months (discretionary) to 6 years of age can enrol. A copy of your child's birth certificate shall be produced at registration and kept on file at the school.
2. Termination of a contract shall be in writing and shall require one full calendar month notice. Said notice shall be served no later than on the first school day of any month. If notice is served after the close of school on the first school day of the month, then it shall be deemed to have been served from the first school day of the following month. Fees for the current month and for the notice month shall be payable, per Regulation 5.
3. The school shall remain open only between 07:00 to 17:30 each weekday. Only in exceptional circumstances, and with the prior and full consent of a member of the management committee, shall children be accommodated at the school outside these times. Special service fee(s) may be levied, as detailed elsewhere.
4. The school shall close for over the Christmas / New Year holiday period. The dates of closure shall be announced to parents in writing, in good time.
5. All school fees shall be paid on time, in full and **in advance**, even if the child is temporarily absent, e.g., during illness or during school holidays. All school fees shall be paid by EFT. The payment reference is **THE FIRST FIVE LETTERS OF YOUR CHILD'S SURNAME AND FIRST NAME**. An additional fee will be levied if school fees are paid by non-EFT. Monthly fees shall be paid on or before the 7th of each month. Payment of special fees shall be made in accordance with prior arrangements. A non-refundable once-off registration fee per child shall be paid on acceptance of a place at the school. Refunds shall be at the sole discretion of the school. Your account may be credited.
6. Parents shall be required to notify the school if their child is to be absent.
7. Written permission from the parent(s) must be forwarded to the school if persons other than the nominated persons are to collect the child from school.
8. If parents cannot be contacted when a child requires urgent medical attention, arrangements to take the child to a family general practitioner will be made.
9. No child with a contagious disease or infection or illness of any kind shall be admitted to the school. A doctor's certificate shall be produced by the parent before a child who has contracted a contagious disease or infection or illness is re-admitted to the school. The school may not administer any medicine to children, under any circumstances even if they are deemed well enough to be at school by a medical practitioner.
10. Since meals and snacks are provided by the school as part of the child's dietary provision, the parent shall ensure that no unhealthy foodstuffs (sweets, chips, biscuits, cakes, confectionery, etc.) are brought to the school with the child. Healthy snacks, however, may be permitted.
11. A set of clean clothes from home shall be packed daily for each child. A face cloth, towel, and light blanket (pillow, optional) must also be provided for each child.
12. For each child under the age of two years, at least eight nappies and two sets of clothing, and wet-wipes, shall be packed daily.
13. All items of clothing & linen shall be clearly and indelibly marked with the family name.
14. All milk formula, milk substitutes or preparations, or other dietary requirements shall be provided by the parent.
15. Each child shall have a hardcover notebook (A4 or A5 size) for correspondence between the school and the parent.
16. Personal toys, books or other items shall not be brought to the school. The school shall accept such items as gifts, with gratitude.
17. The following items shall be provided by the parent at the beginning of each term, for each child attending the school:
1 toilet roll, 1 box of tissues, 1 cake of soap, 1 packet of biscuits.
18. Children may be required to bring or pay for other items as determined by the school.

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THIS PAGE IS FOR YOUR RECORDS

Bank: First National Bank, Branch no.: 25-06-55
Account Name: Little Star Educare Centre A/c. No.: 509 200 442 82
The FIRST 5 LETTERS OF YOUR CHILD'S SURNAME AND FORENAME, as the payment reference!
 Pay only by **EFT** or bank fees will be added to your invoice each time!

IMPORTANT

MY PAYMENT REFERENCE IS: _____ I WILL USE THIS FOR PAYMENTS.
(First 5 letters of child's surname then first 5 letters of child's forename)

- There is a once-off registration fee of R300 per child which I must pay on acceptance of my child.
- DROP OFF AND PICK-UP:**
 I will drop off my child between 06:45 – 07:00 YES add R250 per month Early-Bird Service to my invoice.
 I will pick up my half-day child from 12:30 – 14:00 YES add R250 per month Nap-Time Service to my invoice.
 If I pick up my child **after 17:30**, I may not drop-off my child at the school unless the late pick-up levy has been paid: **R60 per 15 minutes** after 17:30. After 18:00 my child will be left at the Amanzimtoti Police Station.
- Fees must be paid on or before the **7th** day of the month even if my child is not in school for whatever reason.
 My child will attend the school: Half Day Full Day
 I pay my fees on or before (hint: **7th**): of the month
 My monthly fees are (R2495 or R2035): R _____ + 25% for Dec.
- I understand and accept that if school fees are not paid on or before the due date, my child will not be allowed to attend Little Star until all fees are paid in full. R50 will be added to my invoice each time I pay my fees by non-EFT methods. I also understand and accept that if I receive a 'helping hand' from the school I may have to make a payment **in December** and I will be required to sign the "Special Fee Commitment" form.
- I understand and accept that if I have paid school fees annually and then leave during the year: (a) There shall be no re-fund of school fees; (b) I may leave Little Star without giving one month notice; (c) My account may be credited for the following year under certain circumstances, at Little Star's sole discretion.
- If my child leaves Little Star, I will pay one month school fees in lieu of notice unless my school fees are paid up in full.
- I understand that fees for extra-mural activities are to be paid separately from school fees and there are no refunds.
- I undertake (a) to not leave any cash in my child's bag, (b) to hand cash to a teacher or assistant, (c) to write this down in my child's message book and (d) I accept that Little Star will not be held responsible for any loss.
- I have read, and I fully understand, and I accept ALL of the conditions set out in the '**Rules & Regulations of Little Star Educare Centre**' (please read page 4 of this document carefully), and I agree to abide by all of them.

OFFICE USE ONLY

Other amount: R _____

Other date: _____

Signed: _____

THIS PART IS ONLY FOR YOU IF YOUR FIRST PAYMENT MONTH IS NOT JANUARY:

- If my first payment at the school is not in January, I accept that I will pay the following additional December fee calculated *pro-rata* as follows. *(NOTE: This might not apply if you receive a 'helping hand' from the school).*

First Payment Month: % of Monthly Fee (approx.):	Feb 8.3%	Mar 16.7%	Apr 25%	May 33.3%	June 41.7%	Jul-Nov 50%
Dec. Fee (Full Day):	R205	R415	R625	R830	R1040	R1250
Dec. Fee (Half Day):	R170	R340	R510	R680	R850	R1020

Please complete the block below

First Payment Month:	
My Dec. Amount:	R _____



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FEE-PAYMENT COMMITMENT FORM 2021

MAKE SURE YOU COMPLETE THESE ITEMS: 2, 3 and 6 (and 11, if applicable)

I, (print your name): _____

the parent/guardian of (print child's name): _____

hereby understand and accept and make a commitment to ALL of the following:

- There is a once-off non-refundable registration fee of R300 per child to be paid on presentation of these forms.
- I will drop off my child between 06:45 – 07:00 **YES add R250 per month** Early-Bird Service to my invoice.
I will pick up my half-day child from 12:30 – 14:00 **YES add R250 per month** Nap-Time Service to my invoice.
If I pick up my child **after 17:30**, I may not drop-off my child at the school unless the late pick-up levy has been paid: **R60 per 15 minutes** after 17:30. After 18:00 my child will be left at the Amanzimtoti Police Station.
- Fees must be paid on or before the 7th day of the month, even if my child is not in school for whatever reason.
My child will attend the school: Half Day Full Day
I pay my fees on or before (hint: 7th): of the month
My monthly fees are (R2495 or R2035): R _____ + 25% for Dec.
- I understand and accept that if school fees are not paid on or before the due date, my child will not be allowed to attend Little Star until all fees are paid in full; also, R50 will be added to my invoice each time I pay my fees by non-EFT methods. Furthermore, I understand and accept that if I receive a 'helping hand' from the school I may have to make a payment **in December** and I will be required to sign the "Special Fee Commitment" form.
- I understand and accept that if I have paid school fees annually and then leave during the year: (a) There shall be no refund of school fees; (b) I may leave Little Star without giving one month notice; (c) My account may be credited for the following year under certain circumstances, at Little Star's sole discretion.
- I will use the **first 5 letters of my child's surname then forename:** _____ as the payment reference, and send the receipt to the school. Failure to do so will be considered non-payment of school fees.
- If my child leaves Little Star, I will pay one month school fees in lieu of notice unless my school fees are paid up.
- I understand that fees for extra-mural activities are paid separately from school fees. There will be no refunds.
- I undertake (a) to not leave any cash in my child's bag, (b) to hand cash to a teacher or assistant, (c) to write this down in my child's message book and (d) I accept that Little Star will not be held responsible for any loss.
- I have read, and I fully understand, and I accept **ALL** of the conditions set out in the '**Rules & Regulations of Little Star Educare Centre**' (please read page 4 of this document carefully), and I agree to abide by all of them.

OFFICE USE ONLY	
Other amount: R	_____
Other date:	_____
Signed:	_____

THIS PART IS ONLY FOR YOU IF YOUR FIRST PAYMENT MONTH IS NOT JANUARY:

- If my first payment at the school is not in January, I accept that I will pay the following additional December fee calculated *pro-rata* as follows. (**NOTE: This might not apply to you if you receive a 'helping hand' from the school**).

First Payment Month: % of Monthly Fee (approx.):	Feb 8.3%	Mar 16.7%	Apr 25%	May 33.3%	June 41.7%	Jul-Nov 50%
Dec. Fee (Full Day):	R205	R415	R625	R830	R1040	R1250
Dec. Fee (Half Day):	R170	R340	R510	R680	R850	R1020

Please complete the block below

First Payment Month:	_____
My Dec. Amount:	R _____

Signed: _____

Date: _____

PLEASE RETURN THIS FORM AND THE ENROLMENT FORM TO THE SCHOOL ONCE YOU HAVE SIGNED IT

(Ver. 2020/11/09)



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PHOTOGRAPH RELEASE

PHOTOGRAPHS TAKEN AT SCHOOL OF YOUR CHILD AND THEIR WORK, INCLUDING ARTWORK, MATERIALS & OTHER ITEMS

We are embarking on a project to significantly upgrade our social media platforms, e.g., our website (littlestareducare.co.za), and our Facebook page (@LittleStarEducare), as a method of advertising. This upgrade will necessitate the frequent uploading of photographs taken at school, which may include photographs of your child and their work.

Little Star Educare Centre fully respects your right to privacy and your child's right to security, dignity and respect, and we proactively adhere to all relevant laws pertaining to your rights. Nonetheless, **we encourage you to sign this release** – and we stress that we will do nothing to jeopardise or compromise your rights.

It is well known that social media platforms offer not only an easy and cost-effective method of advertising (which we now need to fully exploit), they are also a delightful and simple way for you, the parent, to stay in touch with your child's progress at school, almost on a day-to-day basis. Little Star Educare Centre would very much like to make use of this approach. In order to do so, however, the law mandates that we acquire your free and informed consent.

Therefore, you need to be aware of the following:

1. We guarantee that the pictures and materials used for this project will not be sold or given to others by us, and that they will not be used for any other purpose than those outlined above.
2. The photographs and materials remain the property of Little Star Educare Centre, under copyright law.
3. Little Star Educare Centre may benefit indirectly from photographs of your child, e.g., increased enrolments at the school. By signing this release you relinquish any claim you might have over any commercial gain made by Little Star Educare Centre from the use of photographs and materials of your child.
4. Little Star Educare Centre will make every effort to protect your child's identity. We will, among other things, not disclose your child's name or any details beyond a general description: e.g., "Grade R children doing letter formation"; To this end, we reserve the right to blur images or use false names, where necessary, and at our sole discretion.
5. **Despite our best efforts, we cannot guarantee that the pictures and materials will not be copied from our social media platforms by others. We have no control over this. Therefore, by signing this release you relinquish any claim of liability you might have against Little Star Educare Centre relating to the use of the photographs and materials.**

CONSENT OF PARENT OR CAREGIVER

I, *(your name)*: _____

hereby give my free and informed consent to the use of photographs of my child(ren), their artwork and their materials, produced at Little Star Educare Centre, in the manner outlined above.

Child(ren)'s name(s): _____

Signed: _____ Date: _____



No. _____ Date: _____ Amt: _____

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ENROLMENT FORM FOR NEW REGISTRATIONS IN 2021

If your child is ALREADY REGISTERED at Little Star, please complete this year's DETAILS UPDATE FORM
Please write X in the CORRECT box, e.g., Yes[] No[] means 'Yes'. Please answer ALL questions.

Child's surname then one forename: _____

IMPORTANT Payment reference (first 5 letters of surname then forename) _____

Date of birth: _____/_____/____ Today's date: _____/_____/____ Start date: _____/____/____

Group: Yellow[] Blue[] Red[] Green[] Full day[] or Half day[] No. of siblings here: _____

Add-On Services (R250 per month each): Early-Bird from 06:45-07:00 [] Nap-Time from 12:30-14:00 []

Is your child in good health? Yes[] No[]: _____

Allergies / disabilities / illnesses: _____

Immunisations: **Please provide us with a copy of child's birth certificate and clinic card.**

BCG & Polio: Yes[] No[] DWT: Yes[] No[] Polio: Yes[] No[] Measles: Yes[] No[]

If 'No' give details: _____

Doctor's name: _____ Phone: _____

Mother's full name: _____

Mother's ID number: _____ Occupation: _____

Cell phone number: _____ Work phone: _____

Mother's email address: _____

Mother's religion (e.g., Christian, Hindu): _____ Denomination (e.g., Catholic): _____

Father's full name: _____

Father's ID number: _____ Occupation: _____

Cell phone number: _____ Work phone: _____

Father's email address: _____

Father's religion (e.g., Christian, Hindu): _____ Denomination (e.g., Catholic): _____

Marital status: Married[] Co-habiting[] Common Law[] Single[] Separated[] Divorced[]

Home Address: _____

Home language, or mother-tongue, or the first language of your child: _____

Who else may bring OR collect your child from school? (You **must** provide their ID number):

Name two OTHER people whom we can contact in the case of an emergency:

Name: _____ Tel. No.: _____

Name: _____ Tel. No.: _____

I, *(your full name)*: _____

hereby request that my child(ren) be enrolled at Little Star Educare Centre.

- I acknowledge that I have read and understood and accept ALL of the school's '**Rules & Regulations**'.
- I agree to abide by ALL of the terms and conditions in the '**Fee-Payment Commitment Form**'.
- I accept that if my account falls into arrears my child's place at Little Star will be forfeited.

Signed: _____ Date: _____

Please be aware that your child will only be allowed into designated areas of our facility and we will only be allowed to handle any play equipment under our direct supervision. Whilst we undertake to treat your child with the necessary care, skill and diligence and safeguard any dangerous or hazardous areas during your child's visit to our facility we must inform you as follows:

Little Star Educare Centre will not be held liable where your child deviates from the programme and injures himself on our premises. As a requirement all children must have the following indemnity signed by their parent or guardian in order for them to attend Little Star Educare Centre.

INDEMNITY

I, the undersigned, *(your full name)*: _____,

the parent or legal guardian of *(your child's name)*: _____

having regard to the nature of the classes that my child will attend do hereby agree to indemnify and hold Little Star Educare Centre, their members, officers, agents and employees harmless from any liability, loss or damage my child may suffer as a result of the activities to be carried out pursuant to the obligations of this agreement, including, but not limited to, preschool education and all matters related to the aforementioned provided, however, that any such liability, loss or damage resulting from the following subsections (a) or (b) is excluded from this agreement to indemnify and hold harmless: (a) the negligent failure of the organisation to substantially comply with an applicable standard or other governmental requirements; or (b) the negligence or wilful malfeasance of any members, officer, agent or employee of the organisation.

Signed: _____ Date: _____

Witness name: _____

Witness signature: _____