

Linden Pre-Primary & Baby Centre



Re: Linden Pre-Primary Registration

Dear Parents

Thank you for your interest in our school, should you require any further information please feel free to e-mail any questions you may have.

In order to secure your place at Linden Pre-Primary School please deposit the registration fee of R700.00 into the following bank account, and please e-mail your proof of payment.

Account name: Linden Pre-Primary

Bank: FNB

Account number: 62061562495

Branch: Cresta 254905

(Ref. Your child's name and Surname)

Please forward proof of payment to lindenpp@telkomsa.net

We are looking forward to meeting you and your loved one.

Kind regards

Gill

Administrator

Linden Pre-Primary & Baby Centre



LINDEN PRE-PRIMARY REGISTRATION

Every parent wants what is best for his or her child; both in the short, and long term.

For this reason the provision of a quality education for their child is of the utmost importance and concerned parents go to great lengths to secure the best possible schooling, often at great sacrifice to themselves.

Schools, for their part, are acutely aware of the aspirations of parents for their children and strive, each in their own way, to provide the best education affordable.

IMPORTANT NOTICES

This document is a summary and indicative guide in respect of the annual fees and additional amounts (both compulsory and discretionary) for a Learners' attendance at Linden Pre-Primary and additional goods and/or services to be provided.

FUNDING OPERATING EXPENSES AND CAPITAL PROJECTS AT LPP

School Fees: These charges are kept at the lowest possible level. The annual Fee increase covers the anticipated increase in operational and salary costs, as well as the capital requirements for the year.

ACCOUNT STATEMENTS

All monthly statements for school fees and additional amounts are e-mailed to Guardians at the beginning of each preceding month. School fees are payable for 12 months of the year. Please ensure that fees are paid by the 3rd of each month.

School fees are inclusive of holiday care as we are open during all school holidays. Meals, we serve cooked breakfast and lunch meals daily. We do have our annual shut down from +- 15 December (this is determined by which day the Public holiday falls on) until schools open the following year. During this time the staff are given their annual leave as stipulated by the Labour department.

Annual Registration

All Guardians are required to complete the Annual Learner Registration form. This will ensure that all information is up to date and will be used to ensure the correct operational and legal requirements are met.

NOTICE REQUIREMENTS

Parents are reminded that in terms of the agreement signed by them at the time of enrolment, they are required to give a calendar month's written notice. Alternatively they are required to pay a month's fees in lieu of notice.

No notice is accepted for the month November and December.

A full term's notice is required for the 4th term.

FEE PAYMENT OPTIONS

- The annual upfront payment (payable by 3 January)
- The quarterly upfront payment (payable by 3rd of the month for the term)
- The 11 monthly payments (Jan – Nov) Dec fees is incorporated over the 11 months.
- The 12 monthly payments (Jan – Dec)

SCHOOL FEES 2023

<u>Times</u>	<u>Annually</u>	<u>Quarterly</u>	<u>Over 12 months</u>	<u>Over 11 months</u>
Full day 6:30 – 5:30	44400-00	11100-00	3700-00	4020-00
Half Day 6:30 – 2:00	42600-00	10650-00	3550-00	3859-00
Mornings only (no lunch) 6:30-12:30	29400-00	7350-00	2450-00	2660-00
Daily Casual	-	-	250-00 per day	-
Family discounts	none	none	6%	6%
Discounts	4%	3%	none	None
3 days a week Pro-rata	-	-	R2200-00	-
4 days a week Pro-rata	-	-	R2960-00	-

REGISTRATION AND LEVY FEE

- A R700-00 non-refundable registration fee is payable upon application.
- Annual levies are R300-00 per year. Levy fees will cover the general administration and photocopying.
- Annual show R300.00
- Termly Class fund R100.00

CASUAL / DAILY RATE: R250 per day includes breakfast and lunch for visiting learners.

PART TIME LEARNERS:

R250-00 per day a minimum of 12 days per month. There is no discount for absence or holidays during the year. Payable over the 12 month period.

METHODS OF PAYMENT:

- Cash
- Direct deposit (proof of payment must be sent or brought to school).

School Times:

- Half Day 6:30am – 2.00 pm
- Mornings only 6:30am – 12:30pm (excluding lunch)
- Full Day 6:30am – 5.30 pm
- Arrangement options available should you need to deviate from these times staff are available from 6:30am until 5:30 pm

BREAKFAST: Porridge is served between 8:00 and 8:30.

Extra Mural Activities offered: All children participate in demonstration lessons at the beginning of each year. The amount of interest shown in the activity determines which extra mural LPP will offer. We do try to ensure that the activities offered do cover all the various areas of growth and developmental skills. All fees are payable directly to the activity concerned.

Termly Requirements: Each child is required to bring termly requirements for their class. This is kept in each class and may vary depending on stock left over.

PERSONAL BELONGINGS: Please ensure that your child's clothing and snack boxes and bottles are clearly marked. No toys may be brought to school unless by arrangement. Linden pre-primary will not be held responsible for broken or lost toys or clothing that is not labelled.

MARKETING

Linden Pre-Primary does have a website and facebook page we will use pictures and video shorts of the children doing an activity. This will be for marketing purposes only.

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We would like to thank you for your interest in our wonderful school. There is an exciting year awaiting, designed to promote and enhance your child's growth and development. This very important Pre-school experience will be filled with discovery and joy as your child works and plays in an environment that is warm, safe and challenging; whilst encouraging confidence and social skills through interactive experiences.

GOOGLE REGISTRATION FORM

<https://forms.gle/bgX1WotXffX2W3nXA>

Contact Details:

Tel: 011 888 2875

lindenpp@telkomsa.net

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"Putting Children First"

REGISTRATION FORM

A. PUPIL INFORMATION

FIRST CHILD'S FULL NAME: _____

ID NUMBER: _____ AGE: _____ DOB: _____

☐ BOY ☐ GIRL

ALLERGIES: _____

SECOND CHILD'S FULL NAME: _____

ID NUMBER: _____ AGE: _____ DOB: _____

☐ BOY ☐ GIRL

ALLERGIES: _____

HOME LANGUAGE: _____

B: PARENT INFORMATION

MOTHER'S NAME : _____

ID NUMBER _____

MOTHER'S CONTACT NUMBER: _____

E-MAIL _____

FATHER'S NAME : _____

ID NUMBER _____

FATHER'S CONTACT NUMBER: _____

E-MAIL _____

EMERGENCY CONTACT OTHER THAN PARENT: _____

E-MAIL ADDRESS (Of person responsible for payment of fees) _____

METHOD OF PAYMENT: _____ ☐ 12 months ☐ 11 months ☐ quarterly ☐ annually

Please tick options: ☐ FULL DAY ☐ HALF DAY ☐ MORNINGS ONLY ☐ CASUAL

How did you hear about LPP:

☐ FB ☐ Website ☐ Parent ☐ Other _____

I hereby consent that all above information is true and correct, should there be any changes, I will inform the school. I hereby give permission for the information provided to be used for the necessary care of my child, to be shared with staff or others when necessary either for medical attention needed, collection of outstanding fees or marketing. I have read the Rules and Regulations as set out by Linden Pre-Primary upon registration.

I _____ (parents/ guarding) of _____
have read, understood and agree to the above information.

Name: _____ Date: _____ Signature: _____