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# Information pack

# 2024



# WELCOME

Welcome to Little Elite Kids Pre-school. We are beyond excited to start this journey with you.

Little Elite Kids was created out of pure love and care for our kids and through our passion to provide a safe, fun and loving learning environment.

At Little Elite Kids we understand that children comes first and you as parents want only the best for them. That's why we created a home away from home.

Little Elite Kids exists to provide a safe, developmentally inclusive environment where our focus is to provide a stimulating early learning centre which promotes each child's social/emotional, physical and cognitive development.

# GENERAL

- School Hours: Monday-Friday: 06h00-17h30. Aftercare can be arranged until 18h00 at an additional cost.
- The school will be closed on public holidays.
- The school closes during December holidays – these days will be given in advance.
- School fees are payable in full during December and January.
- Parents collecting their children after the school closes must contact Little Elite Kids informing us that you will be late.
- Please send a pillow and blanket to use at school during nap time (Pillow and blanket will be sent home every Friday to be cleaned).
- Please send a clearly marked water bottle to school daily to ensure our little one's drinks lots of water.
- Please let us know if your child has any allergies or diet preferences.
- Should you be late to collect your child (after closing hours) the centre will then arrange the child supervised by a Teacher/Assistant at an additional minimum fee of R50.00 for the first half hour or part thereof and R100.00 per hour or part thereof for any additional time.
- Breakfast is served between 08h00 and 08h30. Snack time will commence at 10h00. Lunch is served between 11h45 and 12h00.
- Food menu will be sent via our WhatsApp group weekly.
- Late snack time will commence at 15h00 – Parents must send snack to school.
- When applicable parents must fill out the medication chart stipulating dosages and the time when medication is to be administered, Medication containers are to be clearly labelled indicating the content and the name of your child. No medicine will be administered unless the medicine chart has been completed by the parent.
- All possible precautions will be taken to prevent any loss or damage to clothing. However, Little Elite Kids does not accept responsibility if loss or damage to clothing does occur.
- Clothing must be marked clearly.

- No toys are allowed to be sent to school. If they are sent to the school, the school will not take responsibility for damage or loss of toys.
- No siblings are allowed to pick up any learner from the school without the parent present, no child will be sent out of school without a parent or guardian present.
- Fees are based monthly from January to December.

### **Sick Policy:**

- ❖ Please do not send your child to school if they are sick. Sick learners must be kept at home to prevent the spread of bacteria and viruses.
- ❖ If your child had a temperature the night or in the morning before school, they must please be kept at home for observation.
- ❖ Medications for your child is allowed to be sent to school, but all medications that needs to be given at school MUST be written in the communication book (as well as class register) with clear instructions of when and what medications needs to be administered. No medication will be administered otherwise.
- ❖ No medication is allowed to be sent inside of the learner's bag, please keep medication in a separate bag that is clearly marked and give it to your class teacher.
- ❖ If your child is on antibiotics, they are not allowed to attend school for 48 hours after antibiotics are first administered.

# ACCOUNTS AND FEE PAYMENTS

## **Banking details:**

Bank:	FNB
Branch code:	250665
Account number:	62828370859
Account holder:	Little Elite Kids Pre-school
<b>Please use child's name as reference</b>	

## **School fees for 2024**

<b>Monthly school fees - Full day</b>	
Full day babies (3 Months – 18 Months)	R3100-00
Full day toddlers /kids (19 Months – 5 years)	R2900-00
<b>Monthly half day fees (till 13:00)</b>	
Half day babies (3 Months – 18 Months)	R2850-00
Half day toddlers /kids (19 Months – 5 years)	R2500-00
<b>Days per week half day/full day fees</b>	
Three days per week – Half day (till 13:00)	R2280-00
Three days per week – Full day (till 17:30)	R2400-00
<b>Daily rate – Only for children visiting the school</b>	
Full day	R200-00
<b>Yearly fee – Annual school fees are payable in the first week of January to be eligible for a 10% discount.</b>	
Full day babies (3 Months – 18 Months) R3100 x 12 = R37 200 -10%	R33 480-00
Full day toddlers /kids (19 Months – 5 years) R2900 x 12 = R34 800 – 10%	R31 320-00

### **Stationary fee:**

We have decided to remove the stationary list but implement a termly fee but that break down the normal costs. This will ensure that the school will be able to purchase the correct stationary as required by each class regularly.

This fee is payable over 4 x termly payments of R350 per term or one payment of R1000 once off.

Termly payment dates: 1 January, 31 March, 30 June and the 30<sup>th</sup> of September.

- Fees are to be paid in advance, before or on the 1<sup>st</sup> of every month.
- All fees are payable no later than the 4th working day of each month
- It is agreed between Little Elite Kids and yourself that a penalty of 5% of the monthly fee will become payable and be charged to your account for every month that the monthly fee is not received in full by the 4th working day.
- School fees are subjected to an annual increase in January.
- Monthly fees are payable in full even if your child is away on holiday or absent or for any other reason.

### **Registration fee for new learners: R900**

### **Annual Re-Registration fee**

- A yearly re-registration fee of R350 is payable by end of November each year for the following year.

### **Notice of leaving the school**

- Please note that one (1) calendar months' notice must be given, in writing on the first (1<sup>st</sup>) working day of the month.
- The parent/guardian can end enrolment with Little Elite kids by giving one calendar months' notice in writing, but the parent/guardian is still responsible to make payment for the month of notice or pay the full amount for the notice month.
- If your child should leave the school at the end of the school year you are still responsible to pay the December fee in full.
- Please note that no notice can be given in November for December.

# NECESSITIES PER CLASS




## 3 Months – 18 Months

- Bedding for crib
- Change of clothes x 2
- Baby formula (if needed)
- Meal's purity (if needed)
- Pacifier (if needed)
- Bottles
- Wet wipes (Monthly)
- Nappies and bum cream
- Hat
- Water bottle
- A5 Workbook (communication book)
- Sunscreen



## 19 Months – 2 years

- Sleeping bag/pillow and blanket
- Change of clothes x 2
- Bottles (if needed)
- Wet wipes (Monthly)
- Nappies and bum cream
- Hat
- Water bottle
- Lever Arch File
- A5 Workbook (communication book)
- Sunscreen



## 2 – 3 years

- Sleeping bag/pillow and blanket
- Change of clothes x 2
- Wet wipes (Monthly)
- Hat
- Water bottle
- Lever Arch File
- A5 Workbook (communication book)
- Sunscreen



## 3 - 4 years

## 4 – 5 years

- Sleeping bag/pillow and blanket
- Change of clothes
- Wet wipes (Monthly)
- Hat
- Water bottle
- Lever Arch File
- Flip file (50)
- A5 Workbook (communication book)
- Sunscreen