



Cell:074 033 2859
Email: Info@littleelitekids.co.za
Address: 89 14th Avenue
Northcliff, Randburg

Information pack

2025



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
Please use child's name as reference	

School fees for 2025

Monthly school fees - Full day	
Full day babies (3 Months – 18 Months)	R3600-00
Full day toddlers /kids (19 Months – 5 years)	R3300-00
Monthly half day fees (till 13:00)	
Half day babies (3 Months – 18 Months)	R3100-00
Half day toddlers /kids (19 Months – 5 years)	R2850-00
Days per week half day/full day fees	
Three days per week – Half day (till 13:00)	R2500-00
Three days per week – Full day (till 17:30)	R2700-00
Daily rate – Only for children visiting the school	
Full day	R250-00
Yearly fee – Annual school fees are payable in the first week of January to be eligible for a 10% discount.	
Full day babies (3 Months – 18 Months) R3600 x 12 = R43 200 -10%	R38 880-00
Full day toddlers /kids (19 Months – 5 years) R3300 x 12 = R39 600 – 10%	R35 640-00

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: 3 January, 7 April, 25 July and the 13th of October.

- Fees are to be paid in advance, before or on the 1st 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 (1st) 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

- 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
- 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
- Sunscreen



2 – 3 years

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



3 - 4 years & 4 – 5 years

- Sleeping bag/pillow and blanket
- Change of clothes
- Wet wipes (Monthly)
- Hat
- Water bottle
- Lever Arch File
- Sunscreen



Protection Of Personal Information Notice (POPI)

The personal information Protection Act (POPI) requires us to inform you how we process and disclose any personal information we obtain from you. We are committed to protecting your privacy and will ensure that your personal information is used appropriately, transparently and in accordance with applicable law. This privacy policy applies to all Little Elite Kids Preschool Media (including our website) and governs data collection, storage and use.

1. What information we collect:

Little Elite Kids collect personally identifiable information such as:

- Your identity number
- Information regarding your child enrolled with us
- Email address
- Name and surname
- Home or work address and cell phone number
- Medical history of your child
- Previous schools your child attended
- Logging in regarding your learners' siblings
- Medical aid information
- Age of your child as well as yours
- Gender of your child
- Home language
- Marriage status
- Alternative contact person
- It is to provide the best possible care and education to your child. Such logging with help the teacher assess and assists your child with the correct amount of compassion and insight.

2. How we use your information:

We will only use your personal information for the purpose for which it was collected and agreed with you. This may include the following:

- The processing of your documentation regarding the application for a position of your child at our school.
- Carrying our credit reference searches or verification
- Processing payments for school fees
- Confirm and verify your identity for security purposes
- Audit and record keeping requirements
- The provision of our services to you and your child
- Announcements of birthdays/date of birth and cell phone numbers for our staff members and establishment of class WhatsApp groups

3. Disclosure of your information:

We may disclose your personal information to our staff for educational purposes. We may also disclose your personal information where it is applicable legislation by the law or industry codes or where it may be necessary to protect our rights.

4. Security of your information:

The POPI Act that we adequately protect is the personal information we hold to prevent unauthorized access and use of personal information. We will constantly review our security controls and processes to ensure that your personal information is secure. If we need to transfer your personal information to anyone for any reason, being we will ensure that any part to whom we transfer your personal information is at the same level of protection of personal information as is required of us.

5. Your rights to access and correct your personal information:

You have the right to access all personal information that we have about you. You also have the right to ask us to update, correct or delete your personal information. We will take all reasonable steps to confirm your identity before providing details of your personal information or making changes to your personal information

Photo consent:

Little Elite Kids Preschool, allowed to share photos and videos on their social media pages (Instagram, facebook or class whatsapp groups.

Yes No

You can contact us at the number or email addresses listed below to request information.

Owner/Principal	Melissa Herbst
Telephone number	074 033 2859
Address	89 14 th Avenue Northcliff, Randburg
Email Address	Info@littleelitekids.co.za