



## LLAMALAND KLEUTERSKOOOL / PRE SCHOOL

[info@llamaland.co.za](mailto:info@llamaland.co.za) | Natasha: 082 734 6877 | 32B Murray street, Vierlanden  
Durbanville, 7550

### REGISTRATION AND INDEMNITY FORM

Starting date: ..... month ..... year

#### **INFORMATION OF CHILD:**

Full names: ..... Gender: .....

Surname: ..... Date of birth: .....

Name known as: .....

Email Mother: .....

Email Father: .....

Residential Address:

.....

.....

Telephone numbers:..... (home)

Mother cell: ..... Father cell: .....

Doctor name and telephone number: .....

Medical conditions and allergies: .....

Chronic medication: .....

**(please note that no medication will be given unless noted in medicine book in class)**

Brothers and sisters, ages: .....

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Medical Aid information:

Name of Medical Aid.....

Membership number.....

Main member.....

Main member ID.....

Preferred E.R, tel.....

Preferred Hospital, tel.....

**PLEASE PROVIDE DOCUMENTATION TOGETHER WITH YOUR REGISTRATION FORM**

Copy of Birth Certificate	YES	NO
Copy of Immunization Card	YES	NO
Recent photograph	YES	NO
Copy of Mother ID	YES	NO
Copy of Father ID	YES	NO
Proof of address of Parent/Guardian	YES	NO

**Information of Father (Guardian)**

Full names .....

Surname .....

Occupation .....

Employer .....

Work address .....

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Work tel: .....

**Information of Mother (Guardian)**

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Marital Status: .....

(It is helpful to furnish a copy of divorce decree or custody agreement which will be kept in your child's file and all information will be confidential. Without a copy of the official document we may not be able to prevent your child from being collected by non-custodial parent/person). Children will only be allowed to be collected by authorized Pick-Up Persons as per your advice.

**AUTHORISED EMERGENCY PERSONS:**

- 1. Name and Surname .....  
Relationship to child .....  
Telephone number(s) .....  
Residential address .....
  
- 2. Name and Surname .....  
Relationship to child .....  
Telephone number(s) .....  
Residential address .....

**AUTHORISED "PICK UP" PERSONS:**

- 1. Name and Surname .....  
Relationship to child .....  
Telephone number(s) .....  
Residential address .....
  
- 2. Name and Surname .....  
Relationship to child .....  
Telephone number(s) .....  
Residential address .....
  
- 3. Name and Surname .....  
Relationship to child .....  
Telephone number(s) .....  
Residential address .....

**Your child will only be released to an authorized person listed on this form. A valid ID copy will be requested when someone not listed above is required to pick up your child.**

**FEES:** \_\_\_\_\_ **2026**

Registration Fee: **R1000** (once off – non-refundable)

Payable upon registration of your Child. This fee secures your spot at Llamaland. The fee is NON-REFUNDABLE. It is only payable once and not yearly.

Developmental Fee: **R800** (payable yearly) 2026

This fee is payable together with your January Fee and is paid annually.. The Money is used to purchase stationary, administration costs as well as necessities, like: new puzzles, educational toys, and books. Parents are not expected to purchase stationary or any items needed for activities throughout the year.

Monthly options and fees:

<b>FULL DAY: R4400 per month</b>	
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07:00 – 18:00 (includes breakfast and lunch)

<b>HALF DAY: R3750 per month</b>	
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07:00 – 13:00 (includes breakfast and lunch)

<b>3 DAYS A WEEK: R3000 per month</b>	
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Monday – Wednesday OR Wednesday - Friday

07:00 – 18:00 (includes breakfast and lunch)

Notice of termination of contract: **ONE CALENDAR MONTH’S WRITTEN NOTICE**

You will be held responsible for all outstanding fees, which are subject to collection commission, including attorney/client and tracing fees.

**TIME:** **07h00 to 18h00 please be on time collecting your child (a penalty of R50 is payable immediately on late collection of your child)**

Fees are payable before or on the 1st of each month.

**Late payments will be charged an additional R200, and no child will be allowed access if payment has not been received by 5th of each month.**

**FEEES ARE CALCULATED ON A TWELVE MONTH PERIOD – DECEMBER FEE IS FULLY PAYABLE – NO DAILY FEE IS APPLICABLE DURING DECEMBER.**

**NO CANCELLATION WILL BE ACCEPTED IN NOVEMBER FOR DECEMBER.**

**3/5 DAYS PER WEEK INCLUDING SCHOOL HOLIDAYS**

**(The school closes for approximately three weeks during December holiday)**

**ADDITIONAL COMMENTS AND/OR INFORMATION:**

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**EMERGENCY CONSENT:** It is the policy that we notify a parent/guardian when a child is ill or needs medical attention. Occasionally we cannot contact a parent and we need to get immediate help for the child. Our procedure is to take the child to the nearest emergency service. By signing this contract, the undersigned gives permission for their child, when injured or ill, to be taken to the nearest emergency center by the management and staff when the parent / guardian cannot be contacted or is too far away. Also that your child could be transported by ambulance if necessary. Consent is further given that all costs incurred for transport and or medical care will be payable by parent / guardian.

**Parent / Guardian signature: .....**

**Date: .....**

**Full Name: .....**

**Parent / Guardian signature: .....**

**Date: .....**

**Full Name: .....**

**PLEASE SEND ENROLLMENT FORM TOGETHER WITH PROOF OF PAYMENT BEFORE YOUR CHILD ATTENDS SCHOOL ON THE FIRST DAY.**

**POLICIES AND PROCEDURES :**  
**LLAMALAND KLEUTERSKOOL**  
**PLEASE KEEP FOR YOUR INFORMATION**



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**CONTACT INFORMATION:**

**Email:** [info@llamaland.co.za](mailto:info@llamaland.co.za)

**Cellphone:** 082 734 6877 (Natasha)

**HOURS:**

Hours are strictly to be adhered to 07h00 to 18h00.

Please phone in advance if you will be late – this will assist personnel to make personal arrangements and prepare the child emotionally.

**FEES:**

Calculated per year but may be paid in 12 equal installments by the 1<sup>st</sup> of each month.

No refunds if your child does not attend the school for any reason.

One calendar month's written notice, should you wish to terminate your child's attendance. (PLEASE NOTE: one month notice is from the 1<sup>st</sup> of the month to the last day of the month and not from half the month to make up 30/31 days).

NO CANCELLATION WILL BE ACCEPTED IN NOVEMBER FOR DECEMBER MONTH. Parents will still be liable to pay December fees as fees are calculated over a 12 month period.

Fees may increase yearly but we will notify you well in advance.

It is preferred that payments are made into school's account via EFT.

Confirmation of payment should include Toddler's name as a reference.

**BANK DETAILS:**

**Natasha Jansen van Rensburg - Llamaland Kleuterskool**

**FNB – First National Bank**

**Branch code – 250 655**

**Account number 6319 1565 565**

**Reference – Child Name and Surname**

## **TERM PACKAGES:**

Our Little Llamas will need the following items per term. Please bring these items within the first week of each term, in a clearly marked bag (with your child's name).

### **(18 months – 2 years)**

#### **TERM 1**

4 packs of wet wipes  
1 Large bottle Dettol (750ml)  
2 boxes tissues  
1 liquid hand wash  
1 bottle air freshener  
1 large bottle hand sanitizer  
2 rolls paper towels  
2 boxes nappy bags  
1 pack plasters without pictures

#### **TERM 2**

4 packs of wet wipes  
1 box tissues  
1 liquid hand wash  
1 bottle air freshener  
1 bottle hand sanitizer  
2 rolls paper towels  
1 box nappy bags

### **(3– 5 years)**

#### **TERM 1**

4 packs of wet wipes  
1 Large bottle Dettol (750ml)  
5 rolls toilet paper for potty trained friends  
2 boxes tissues  
1 liquid hand wash  
1 bottle air freshener  
1 large bottle hand sanitizer  
2 rolls paper towels  
1 boxes nappy bags for friends still on nappies  
1 pack plasters without pictures

#### **TERM 2**

4 packs of wet wipes  
1 box tissues  
5 rolls toilet paper for potty trained friends  
1 liquid hand wash  
bottle air freshener  
1 bottle hand sanitizer  
2 rolls paper towels  
1 box nappy bags for friends  
still on nappies

#### **TERM 3 and 4**

A list of what is needed for Term 3 and 4 will be sent out at the end of the previous term. It won't be all of the above, only the necessary items needed at school.

## **OTHER ITEMS TO BRING:**

Pillow with a pillowcase and a blanket for sleep time. It will stay at school during the week and be sent home every 2<sup>nd</sup> Friday to be washed. PLEASE send them back that following Monday. (PLEASE MARK EVERYTHING CLEARLY).

**HEALTH:** Ensure that all immunizations are up to date.

**Sick children and those with contagious illnesses must be kept home. The school is to be notified immediately if your child should have a contagious disease. A medical report from a Doctor stating that your child is fit to attend school must accompany child on return to the school.**

**MEDICATION:**

All medication must be written in the medication register. Teacher to be notified on entering. No medicine will be given unless written in the medicine file.

Make sure medicine is marked clearly.

For the children's safety NO medication may be left in bags and must be handed to the teacher / assistant upon arrival.

Please remember to collect medication at the end of the day.

We will only give Panado at school and will contact you before the time for consent.

**FOOD:** The school supplies the following:

08h00 to 08h30 breakfast

12h30 to 13h00 lunch

Drinks at all times (water / juice)

Parents supply healthy snack for 10h00 and 15h00

A weekly menu is put up in class, please supply own lunch if the menu does not suit your child's taste or allergies, etc.

**CLOTHES:** Please send your child to school in comfortable clothes – they might get wet or dirty. We give children access to paint, play dough, sand and water – all important ingredients for learning. It may affect their learning experiences if they are anxious about getting dirty / wet.

**ALL ITEMS MUST BE MARKED CLEARLY – EVEN SHOES PLEASE!!!!**

Please send a sun hat and sun screen (marked) which could be kept at school. TWO SETS of extra clothes in bag.

During winter please bring gum boots.

Potty training: Please send enough underwear.

Please supply own pillow and pillow case (marked)

**TOYS:** NO personal toys allowed at school.

**(We will take no responsibility for lost / broken toys)**

**DISCIPLINE:** Prevention is our main goal, but inappropriate behavior is corrected by:

- Only speaking once
- Taking away a privilege
- Time out
- Apologizing

THE ABOVE WILL ALWAYS BE AGE APPROPRIATE AND WILL ALWAYS BE DISCUSSED WITH PARENTS.

**HOLIDAYS:** We are open during school holidays and follow special holiday programs.

The school will be closed for approximately three weeks during Festive Season. (dates will be given well in advance)

We are closed on all public holidays.

## **THE PARENT'S RESPONSIBILITY:**

**Never leave a gate open.**

**Please keep the pin code safe.**

**Do NOT allow your child to open/close gates.**

Arrange with person on duty if someone else will pick up your child. Please apply sun block on your child every morning during summer time and also send along(marked) so that personnel can re-apply as needed.

## **BIRTHDAYS:**

We try to make every child's birthday special at school

If you would like to send a cake to school, you are welcome. Party packs are welcome, but please keep them small.

**You are welcome to give gifts for birthdays, but it is NOT a requirement.**

## **EXTRA MURAL ACTIVITIES:**

Parents will be notified in advance of all activities offered at school. Extra mural activities come at an extra cost to parents.

## **PROGRESS REPORTS:**

Children are evaluated throughout the year and Assessment Reports and your child's school file will be sent to parents two times per year. Once in July and again at the end of the year. At our year-end function, you will receive your child's file and final Progress Report.

## **TEACHERS AND ASSISTANTS:**

Our staff can handle basic first aid and are appropriately qualified and trained for their position.

## **PARENTS PLEASE SEND ALONG IN YOUR LITTLE ONES CARRY ON BAG(DAILY):**

10h00 and 15h00 healthy snack (NO SWEETS ALLOWED)

Diapers (at least 6 if toddler not potty-trained)

Bum creams

Wet wipes

Sun block and hat (marked) – SUMMER TIME

Water boots - WINTER

2 extra sets of clothes daily (marked)

**Where Learning is Fun and Friendship Begins!**