



 Enrolment Pack – 2026

1. Welcome

Welcome to Snippie Snuitertjie Kleuterskool! We are honoured that you have chosen us for your child's early learning journey. This Enrolment Pack contains all the required information, forms, policies, and consents for 2026. Please complete all sections carefully and attach the necessary supporting documents.

2. Admission Form (Part A)

Child's Details

Surname: _____

Forenames: _____

Date of Birth: _____

ID Number: _____

Age at Entry: _____

Allocated Class: _____

Language preference: ☐ English ☐ Afrikaans

Gender: ☐ Male ☐ Female

Mother / Guardian Details

Full Name: _____

Date of Birth: _____

ID Number: _____

Occupation: _____

Employer: _____

Home Address: _____

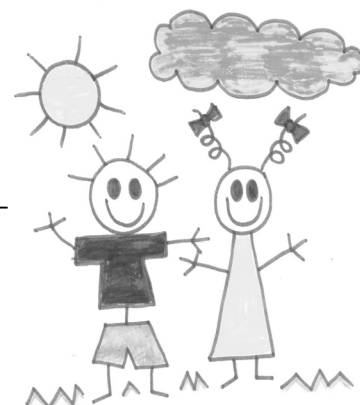
Postal Address: _____

Telephone (Home): _____

Telephone (Work): _____

Cell Number: _____

Email Address: _____



Father / Guardian Details

Full Name: _____

Date of Birth: _____

ID Number: _____

Occupation: _____

Employer: _____

Home Address: _____

Postal Address: _____

Telephone (Home): _____

Telephone (Work): _____

Cell Number: _____

Email Address: _____

Emergency Contacts (not parents)

1. Name: _____ Relationship: _____

Tel: _____

2. Name: _____ Relationship: _____

Tel: _____

Family Doctor

Doctor's Name: _____

Telephone: _____

Address: _____

Security Information

Who will bring the child to school? _____

Who will collect the child from school? _____

Billing Information

Name Responsible for Payment: _____

ID Number: _____

Postal Address: _____

Residential Address: _____

Cell Number: _____

Landline (Home): _____

Landline (Work): _____

Next of Kin (not living with you)

Name: _____

Tel: _____

Social Media Consent

☐ I give consent ☐ I do not give consent for my child's photos to appear on social media

Parent/Guardian Name: _____

Signature: _____ Date: _____

3. Medical & Development Information (Part B)

Has your child been to the dentist? ☐ Yes ☐ No If yes, specify:

Does your child take regular medication? ☐ Yes ☐ No Specify:

Has your child's vision been tested? ☐ Yes ☐ No

Has your child's hearing been tested? ☐ Yes ☐ No

Has your child ever broken a limb? ☐ Yes ☐ No

Does your child wear corrective shoes? ☐ Yes ☐ No

Does your child have specific fears? ☐ Yes ☐ No Specify:

Family history of dyslexia/ADHD/learning barriers? ☐ Yes ☐ No

Special medical, physical, or emotional needs? ☐ Yes ☐ No Specify:

Illnesses

Asthma: ☐ Yes ☐ No

Chicken Pox: ☐ Yes ☐ No

Colds (frequent): ☐ Yes ☐ No

Diabetes: ☐ Yes ☐ No

Epilepsy: ☐ Yes ☐ No

Hepatitis: ☐ Yes ☐ No

Heart Disease: ☐ Yes ☐ No

Kidney Disease: ☐ Yes ☐ No

Meningitis: ☐ Yes ☐ No

Mumps: ☐ Yes ☐ No

Measles: ☐ Yes ☐ No

Pneumonia: ☐ Yes ☐ No

Rubella: ☐ Yes ☐ No

Scarlet Fever: ☐ Yes ☐ No

Tonsillitis: ☐ Yes ☐ No

Allergies

Bee Stings: ☐ Yes ☐ No Specify if applicable: _____

Dust: ☐ Yes ☐ No Specify if applicable: _____

Fish: ☐ Yes ☐ No Specify if applicable: _____

Gluten: ☐ Yes ☐ No Specify if applicable: _____

Lactose: ☐ Yes ☐ No Specify if applicable: _____

Peanuts: ☐ Yes ☐ No Specify if applicable: _____

Child Development

Is your child potty trained? ☐ Yes ☐ No

What terms does your child use for toilet needs? _____

Milestones (walking, talking, crawling, etc):

First word:

Stutter/stammer? ☐ Yes ☐ No

Lisp? ☐ Yes ☐ No

4. School Fees & Billing (Part C)

Registration Fee: R500 (once-off)

Morning (06h15 – 11h45): R2 850

Half Day (06h15 – 14h00): R3 050

Late Afternoon (06h15 – 15h00): R3 300

Full Day (06h15 – 17h45): R3 600

Two Children (Full Day): R6 800

Stationery per year: Green & Pink – R300 | Purple, Yellow, Red – R450

Toiletries per year: Green & Pink – R450 | Purple, Yellow, Red – R550

Banking Details:

FNB – Acc: 62296627379 | Branch: 251245 | Snippie Snuitertjie Kleuterskool

Reference: Child's Name & Surname

5. Internal Rules & Policies (Part D)

This handbook contains the full set of internal rules, regulations, and policies for parents, updated for 2026. Please read carefully and keep for your records.

1. Fees:

1.1 School fees are paid in advance and no later than the 3de day of the month.

If payment reflects later than the 6th of the month on the bank statement, then a R50 fine will be charged per day for each day thereafter.

1.2 Payments can be made as follows:

Cash (Place cash in a marked envelope with the child's name on and what the payment is for and the amount and place the envelope in the safe.

EFT. Please use your child's name and surname as a reference.

No cheques are accepted.

1.3 All school fees must be paid in full including the December/January holidays.

2. Application form:

The application form must be completed fully by parents or legal guardian and signed.

Please be aware of the undertaking that you have signed.

Return supporting documents, copy of the following:

ID/Passport document for both parents

Child's birth certificate/passport

Child's immunisation certificate/Road to Health Booklet

Proof of Residence

3. Any changes to personal information:

If there are any changes to your personal information i.e., Address, phone number or medical aid fund please inform us immediately as it is imperative that we can contact you in case of an illness or emergency.

4. Playschool hours:

School opens at 06h15 Mornings till 11h45, Half day till 14h00, late afternoon till 15h00 and Full day till 17:45, we do give you grace till 18:00.

Please bring your child before 8h30 as the class programme will start then.

No porridge will be served after 8h25.

Children who are collected late will be fined R50 for the first 10 minutes, R100 thereafter. This is paid immediately.

School is closed on Saturdays, Sundays and All public holidays.

Playschool will be closed for the December/January holidays from 15 December 2026 at 17:45 and it will re-open 6 January 2027.

Additional Days that Snippie will be closed:

15 June 2026

25 September 2026

5. Notice Period:

If for any reason your child is leaving the school, please note that this must be done in

Writing and 1 CALENDAR MONTH MUST BE GIVEN. If notice is not given you will be responsible for the full payment of a calendar month. November and December are not considered as notice months.

6. School Rules

Teachers provide children with opportunities to develop in the classroom community through participation in decision making about classroom rules, plans and activities. Examples include:

- Hygiene: We must wash our hands regularly, especially after using the toilet and before meals

- To be safe, all four legs of the chair must be on the floor
- We use inside voices inside school
- We use kind words in school
- We sit on our bottoms on the floor and on our chairs
- We walk in school
- We use our words - no pushing , hitting or biting

7. Clothing

Children should dress in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, water and other sensory activities. Please dress your child in clothes that allow for full participation in all classroom activities and outdoor play. Our classroom staff take precautionary measures to protect your child's clothing; however, if your child's clothing is damaged or lost, Snippie will not be held responsible. Each child should have a minimum of one change of clothing, labelled with the child's name at school.

8. Toys

Snippie does not allow your child to bring toys, unless requested by your child's teacher. Snippie will not be responsible for lost or broken items.

9. Biting

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Snippie will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

10. Child behaviour guidance

Young children develop optimally through close, affectionate relationships with other people. By nature, people who enter the childcare profession often bond with the children in their care, which encourages developmentally appropriate independence in those children. This independence is important and develops gradually with successful practice.

Rules and Standards for Child Behaviour Guidance

Our staff makes use of positive techniques for guidance. Limits are set for all children and are accompanied by rational explanations of expectations, which help the child acquire a positive self-image and good self-regulation. Such guidance will always be constructive and appropriate to the age of the child.

The following rules and standards apply.

Preventative Measures

When unacceptable behaviour occurs or is about to occur, staff will use:

Redirection—substitute a positive activity for a negative one.

Distraction—change the focus of the activity or behaviour.

Active listening to determine what caused the behaviour.

Holding and rocking a child will be done when a child needs it.

Time-out (separation from the group) - for children aged three years and older.

Used as a last resort and only when all the less intrusive methods have been tried and/or the child's behaviour is dangerous to him/herself and others.

In the event a time out is used, a child will be separated from the group, but close to the Practitioner or assistant, 1 minute away for each year of life.

We Do...

Communicate with children in a calm, reasoning, manner, using age-appropriate language, bending down to their height to make eye contact, and making positive statements.

Encourage the children to use their words during disagreements.

Explain unacceptable behaviour to children after an event.

Include Respect, Differences, Feelings, Sharing, Good Manners, etc, as themes that we explore in the curriculum.

Redirect the child's attention if possible.

Counsel children individually about their behaviour and help them talk out problems and think of solutions.

Make parents aware of behavioural concerns (Incident Report) if needed.

Praise and encourage the children's efforts and good behaviour a lot using descriptive, encouraging words.

Establish clear rules and set boundaries the children which we apply consistently.

Listen to children and respect their needs, desires and feelings.

Always provide comfort to all the children involved, those who were hurt by the behaviour, and those who did the hurting.

11. Injuries:

If your child becomes injured while in our care, you will receive a written accident report. If medical attention is required, the family will be notified immediately and if necessary, we will transport your child by ambulance.

Your child(ren) are in the care of our teachers, but Snippie Snuitertjie cannot be held responsible for any injuries that may occur on the premises.

12. Illnesses:

It is helpful to keep a routine and bring your child regularly to school. However, absence through illness is normal. If a child is unwell, he/she should be kept at home. Please do not let your child tell you when he/she wants to come to school. No child should come to school with a temperature.

If your child has been ill during the night prior to a school day, please allow them 24 hours recovery before sending them to school as illness can spread very quickly.

Parents are responsible, by law, to keep their children at home if they have an infection and need to inform the school of the nature of the infection, so that the school can inform the other parents and make careful observations of any child who seems unwell.

Coughs and colds are a constant problem. A general guide is that a "Green Nose" is infectious and needs treatment before attending school.

Gastric upsets need 48 hours for recovery after the last bout of diarrhoea or sickness. If they return too early, not only do they bring infection to other children, but their resistance is also low too.

All children on Antibiotics must be kept at home for the first two days. They can return on the third day, provided they are well and free from infection.

Please notify us of any Infectious Illness so we may inform other parents.

These include:

Conjunctivitis is extremely contagious. If your child is having a course of treatment, this must be completed and the child clear from infection before returning to school. Because of the difficulty in preventing cross-infection we have found it necessary to implement a 4 – day policy as a minimum before a child can return to school. One week is advised.

German measles particularly as this can be very harmful to expectant mothers.

Hand, foot and mouth is contagious. Therefore, any child who has been diagnosed with having this ailment should not return until blisters have cleared.

Impetigo is highly infectious. Your child should not return until scabs have cleared from the infected area.

Lice, an infestation of hair with lice spreads quickly amongst school children, it is the duty of the parent to be aware of this problem and to examine children's hair regularly to prevent contamination.

Chickenpox appears as a very itchy rash that spreads from the torso to the neck, face and limbs. Lasting seven to ten days, the rash progresses from red bumps to fluid-filled blisters (vesicles) that drain and scab over. Vesicles may also appear in the mouth, on the scalp, around the eyes or on the genitals and can be very painful. The disease is contagious until all the spots have dried up.

Mumps The most common symptom of mumps is swollen salivary glands (parotid) glands in the neck, sometimes referred to as a 'hamster face' appearance. The swelling can be on one or both sides of the neck.

Strep throat infection with strep bacteria is contagious and can cause a variety of symptoms associated with inflammation of the throat and its nearby structures. Symptoms usually begin within a few days (1-4 days) after contracting the infection (incubation period) Typical signs of strep throat infection are: fever; swollen, tender lymph nodes on the sides of the neck; white patches seen on the tonsils and throat A child with Strep throat may return to school two days after antibiotics have been started.

If your child is sent home due to illness, we will endeavour to provide you with as much information as possible, and hope that you, in turn, will work with us in a partnership in the best interests of all the children who attend the school.

If your child has a temperature of 37.8 the school will notify you. We will monitor and if the temperature rise, we will ask you to collect your child. We would advise you to take your child to the doctor. If your child has been sick over the weekend, previous night or holiday period it is your duty to advise the school office /teacher on duty so they can be monitored.

If you do take your child to the doctor, please ask for a doctor's note that states that your child is healthy enough to return to school.

13. Medication:

NO medicine is allowed to be given at school.

14. POPIA Compliance

In accordance with the Protection of Personal Information Act (POPIA), Snippie Snuitertjie Kleuterskool is committed to protecting the personal information of our parents, guardians, and children. We will:

Collect personal information only for legitimate purposes.

Ensure that personal data is stored securely and accessed only by authorized personnel.

Provide parents with access to their personal information upon request.

Take necessary measures to prevent any data breaches.

15. What your child must please bring to school:

- Children still on nappies - 1 plastic container (30 litre)

On a Monday Babies must please also bring the following:

25 nappies

Wet wipes

Ointment for baby's bum if needed.

At least 4 sets of clothes what will stay in the container and used as necessary. Dirty clothes will be sent home and needs to be replaced please.

Nappies that are not used during the week will be sent home on a Friday.

Babies must please bring a Lunch Bag containing:

bottles (already filled with the right amount of boiled water)

formula for the day (already measured in separate containers for each bottle that must be made at school)

Older children must please bring the following every morning –

- Children of nappies Purple, Yellow and Red Class - a small backpack that will fit in the lockers

What must be in the backpack:

1 Juice Bottle and 1 Water Bottle

2 extra sets of clothes, unless if your child is potty training, please bring 5 pants and underwear extra.

Pair of slippers and Pair of water boots (to wear outside) – the child may also arrive every morning, wearing the boots (winter months)

A plastic shopping bag for wet clothes

Blanket

Every Monday send to school:

5 yogurts (for the week) and 3 fruits (for the week)

Matrass cover (Each child must have his own) Can order @R200.

1 Juice Bottle and 1 Water Bottle

Problems and Personal Appointments

Parents are kindly encouraged to discuss any concerns, challenges, or personal matters directly with either Elmaré Cook or Adri. We value open communication and believe that working together with families helps us provide the best care and support for every child. Should you wish to make an appointment, please contact us to arrange a suitable time so we can give you our full attention.

We kindly ask that all parents and guardians read and familiarize themselves with these policies, as they are designed to ensure the safety, happiness, and development of the children in our care. Your cooperation, understanding, and partnership are greatly appreciated. Thank you for trusting us with your children and for being an important part of our school family.

7. Signatures

Father/Guardian: _____ Date: _____

Mother/Guardian: _____ Date: _____

Witness 1: _____ Date: _____

Witness 2: _____ Date: _____

8. Documents Checklist (Annexure)

Please attach copies of:

- Child's Birth Certificate / Passport
- Child's Immunisation Record (Road to Health Booklet)
- ID/Passport of both parents
- Proof of Residence