



6 Rhodes Avenue  
 Howick  
 3290

PO Box 351  
 Howick  
 3290

Tel/Fax: 033 330 3605  
[www.howickpreprimary.co.za](http://www.howickpreprimary.co.za)  
 Email: [admin@howickpreprimary.co.za](mailto:admin@howickpreprimary.co.za)

**ENROLMENT FORM**

**INTENDED DATE OF ADMISSION:** \_\_\_\_\_

**CHILD'S DETAILS:**

**Child's Name and Surname:** ..... **Boy /**

**Girl**

**Date of birth:** .....

**Home language:** .....

**Current/previous school attended:** .....

**FATHERS DETAILS:**

Full Name and Surname: .....

Father's Identity Number: .....

Residential address: ..... Postal Address:.....  
 .....  
 Code ..... Code .....

Name of Employer:

.....

Occupation:.....

Work Address: .....  
 ..... Code .....

Telephone: Home: ..... Work: .....  
 Cell: .....

Email address: .....

**MOTHERS DETAILS:**

Full Name and Surname: .....

Mother's Identity Number: .....

Residential address: ..... Postal Address:.....  
 .....  
 Code ..... Code .....

Name of Employer:.....

Occupation:.....

Work Address: .....  
 ..... Code .....

Telephone: Home: ..... Work: .....

**ACCOUNT DETAILS:**

Full Name and Surname of person responsible for paying the school fees:

.....

Email address to which the school fees account must be sent:

.....

**PLEASE NOTE THE FOLLOWING:**

1. We are an independent school and are **NOT AFFILIATED** to Howick Preparatory School in any way; therefore **admittance to Grade 1 at Howick Preparatory School is in NOT guaranteed**. We highly recommend that you make application to at least three (3) Primary Schools in case the school of your choice is full.
2. **4 x School Terms:** School terms coincide with those of the KZN Government School terms
3. **No holiday care available**
4. **School times:** 07h00 to 12h15 daily
5. **Aftercare times:** 13h00 to 17h00 daily (charged per hour or part thereof)
6. **Admission fee:** Payment of a R650 non-refundable admission fee to secure your place

I the undersigned as parent / legal guardian / acting in loco parentis of the child named above do hereby apply to be a member of the Howick Pre-Primary School Association and agree that both myself and the above mentioned child shall be bound by the provision of the School Constitution which I acknowledge I have read in full.

I/We certify that the above information is true and correct and that I/We fully understand and accept that I/We have voluntarily enrolled my/our child into Howick Pre-Primary School and do hereby, take full responsibility for the payment of all school fees as levied by the School's Governing Body. In the event of breach of this agreement I/We accept full responsibility for any/all unpaid fees, debt collection charges and/or attorneys costs involved in the recovery of any/all of my/our unpaid fees incurred. I/We hereby agree to give the school at least four (4) school weeks written notice in the event of my/our decision to end this agreement with the school or to pay a further four (4) weeks fees, taken from the last day of attendance, in lieu of such notice given.

I/we acknowledge that by signing this document that I/we have given Howick Pre-Primary School permission to use and store my/our personal information for the purposes intended and that I/we am/are duly authorized to furnish the relevant personal information from the above listed person to Howick Pre-Primary School.

I hereby grant my consent that my personal information hereby provided by myself (parent/guardian) may be used and processed as is necessary to carry out actions and functions for the conclusion or performance of the agreement entered into between myself and Howick Pre-Primary School.

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

**CONSENT AND INDEMNITY FORM**

I, \_\_\_\_\_, parent/legal guardian of (learner's name) \_\_\_\_\_, hereby give my consent for my child to take part in the full school programme at Howick Pre-Primary School including outings, fundraising activities or any other activity that has been approved by the School Governing Body or School Principal, either on or outside the school grounds, for the full period that my child is enrolled at Howick Pre-Primary School.

I acknowledge that my child's participation in the above mentioned activities shall be at his/her own risk and I undertake on behalf of myself, my executors, my spouse and my child aforesaid to indemnify, hold harmless and absolve the Provincial Administration, the School Governing Body, the School Principal and Staff and Parents assisting, against and from any or all claims whatsoever that may arise from any loss of or damage to the property or injury of my aforesaid child as a result of participation in the above mentioned activities.

I take note that my child will be under the supervision of the Staff of the school, or a person appointed by the school, which person(s) shall act with the necessary caution to ensure my child's safety.

As parent/legal guardian, I hereby agree that the responsible Staff of the school, or a person appointed by the school, may obtain urgent medical assistance for my child should it become necessary during his/her involvement in activities to which this indemnity form pertains.

I take note that advance notice will be given by the school of any outings to be undertaken, together with a permission slip to be signed by the parent/legal guardian.

To the best of my knowledge my child is in good health. Those responsible are however requested to note the following: (Mention below any disability, health risk, disorder or impediment from which your child suffers and/or any special activities from which your child must refrain.)

.....  
.....  
.....  
.....

Father's full name: .....

Father's signature: .....

Mothers full name: .....

Mother's signature: .....

Date: .....

## MEDICAL INSTRUCTION AND INFORMATION FORM

In order for us to help your child with immediate First Aid Treatment at school, kindly complete and sign the following Medical Instruction and Information form.

Child's Full Name: .....

Date of Birth: .....

Allergies: .....

Treatment in case of allergic reaction: .....

.....

**NOTE:** If your child requires medicine to be given in the event of an allergic reaction, please provide the school with the medication along with exact instructions on how to administer the medication. This medication will be kept in the School Administration office.

Name of medical aid fund: .....

Name of main member: .....

Medical aid number: .....

Medical aid option/scheme: .....

**Please provide the school with a copy of your medical aid card:**

Employer's name and address of main member: .....

.....

### Contact Numbers:

Home: .....

Father (work): .....

Father (cell): .....

Mother (work): .....

Mother (cell): .....

Alternative contact:

Name: .....

Relationship to child: .....

Contact number: .....

General practitioner: (name and telephone number): .....

.....

I, ....., confirm that I am duly authorised to furnish the relevant personal information from the above listed reliable person not living with me (in case of emergency) to Howick Pre-Primary School.

The above parent/guardian shall immediately notify Howick Pre-Primary School in writing of any changes to the above information.

**FAMILY BACKGROUND AND MEDICAL INFORMATION**

Name & Ages of other children in the family:

.....  
 .....

Family History & Dynamics: (single parent, divorced, widowed)

.....  
 .....

Who does the child live with? (If divorce/ single parent/widowed)

.....  
 .....

Has the child attended school before? **YES / NO**

Has the child been separated from parents before? **YES / NO**

Home Language: ..... Use of English? **GOOD / AVERAGE / BAD**

**HEALTH RECORD:**

Milestones within norms? (sitting/crawling/walking) **YES / NO**

If no please explain

.....  
 .....

Toilet Training: Is he/she independent regarding toilet routine? **YES / NO**

If no please explain

.....  
 .....

Any health problems we should know about? (But not limited to asthma, epileptic fits, etc.)

**YES / NO** If Yes what?

.....  
 .....

Is the child on any medication? **YES / NO** If yes what?

.....  
 .....

Sleep routine? **GOOD / AVERAGE / BAD**

Appetite? **GOOD / AVERAGE / BAD**

Any Allergies? **YES / NO** If yes what?

.....  
 .....

Any Disabilities? **YES / NO** If yes explain

.....  
 .....

Any Operations? **YES / NO** If yes what?

.....  
 .....

Speech development: **ADVANCED / AVERAGE / POOR**

Has the child received any therapy for poor speech? **YES / NO** If yes please give details

.....  
 .....

Vision: **NORMAL / ABNORMAL**

Has his/her vision been checked? **YES / NO**

Hearing: **NORMAL / ABNORMAL**

Has his/her hearing been checked? **YES / NO**

Has the child received any other therapy? (O.T., Physio, Psychologist etc) **YES / NO** If yes please give details

.....  
 .....

.....  
 .....

**CONSENT FOR LEARNER TRANSPORT**

I, \_\_\_\_\_ (Full names) as the Parent/Legal Guardian of \_\_\_\_\_ (Child's full name) hereby consent to my child's participation in school activities outside the school premises.

I, further understand and acknowledge that in the event of Howick Pre-Primary School as well as any of the School's Employees or person/s appointed by the School will exercise the necessary diligence and care and take all reasonable precautions for the safety and welfare of my child and will not be liable for any claim for damages, loss, injury, death and/or illness of any nature which may be suffered by my child whilst being conveyed to and from such activities where such damage, loss, injury, death and/or illness is not as a result of Howick Pre-Primary School as well as any of the Schools Employees or person/s appointed by the School's recklessness or negligence and where such injury or harm could not be reasonably have been foreseen by Howick Pre-Primary School as well as any of the Schools Employees or person/s appointed by the School.

I take note that I will be notified in advance of activities undertaken by the school outside of the school property and that this notification must be signed by me as parent/legal guardian of the above mentioned child.

I declare that I understand the meaning and implications of this indemnity.

Father's full name: .....

Father's signature: .....

Mothers full name: .....

Mother's signature: .....

Date: .....

**PLEASE NOTE THAT THIS INDEMNITY WILL ONLY BE USED IN CASE OF EMERGENCY.**

## FINANCIAL AGREEMENT

Your child is admitted to Howick Pre-Primary School with the agreement from you the Parent/Legal Guardian that you have voluntarily enrolled him/her and do acknowledge to pay the non-negotiable school fees as follows:

1. **Non-Refundable Admission fee of R650.00** as set by the School Governing Body
2. School fees **2023** as set by the School Governing Body are found **attached in School Fees Document**

Our all-inclusive School Fees are invoiced year up front, and payable on a monthly basis.

Year up-front fees are payable no later than the last school day of February, in order to benefit from the 5% discount offered, failing which, fees will revert to the undiscounted year fees or monthly payment.

Monthly fees are payable on presentation of the statement.

### **BASIC CONDITIONS OF THIS AGREEMENT:**

1. Your child's continued education at this private school is dependent on how you maintain your account with us.
2. We are unable to offer any reductions to fees.
3. All accounts must be paid regularly and in full to avoid escalating debt and possible temporary suspension or at worst de-registration of your child.
4. Should your account reach **91 days overdue** your child's attendance will be temporarily suspended until payment is brought up-to-date.
5. After a further four (4) school weeks of no real improvement the account will be frozen in order to help you, the Parent/Legal Guardian from incurring further debt. Pupil de-registration will be implemented and the account will be handed over to the School's Debt Collectors which will attract debt collection charges to your account.
6. **YOUR voluntary termination of enrolment:**  
Should you wish to voluntarily remove your child from Howick Pre-Primary School, we require four (4) school weeks written notice. In lieu of this notice period, four (4) school weeks fees will be incurred from the last school day attended.
7. **Bank charges.** EFT PAYMENT IS PREFERABLE, however should you wish to pay cash, please pay it at the school office for bulk depositing.

### **PLEASE NOTE:**

We are an independent school and are **NOT AFFILIATED** to Howick Preparatory School in any way; therefore **admittance to Grade 1 at Howick Preparatory School is in NOT guaranteed.** We highly recommend that you make application to at least three (3) Primary Schools in case the school of your choice is full.

We anticipate a long, happy and constructive association with you and your family.

I/ we have read, understood and accept the above conditions and information.

.....  
Father's Signature

.....  
Mother's Signature

.....  
Date

## FINANCIAL POLICY

Please read through our financial policy carefully in order to avoid any misunderstandings.

Please take note of the following:

1. We request that you read and understand its contents, sign to acknowledge same and return it to the school.
2. Should you be in anyway unsure as to our policy or would like to make a special request, please make an appointment to meet with us. We are open to reaching amicable solutions in the interest of all parties concerned.
3. Temporary suspension of learners and handing accounts over to debt collectors are a last resort to recover overdue fees.
4. We are a private school, offering a service to the community.
5. We receive NO financial aid from the Government.
6. It is your personal choice to voluntarily enrol your child at our school.
7. Our terms and conditions apply.

### Our fees policy outlined:

1. On acceptance we ask for a non-refundable enrolment fee.
2. School fees for the year are carefully and considerately set by the School Governing Body.
3. In January of each year, parents receive a Fees Breakdown in the notebook for that year. You are given a choice:
  - a. To pay the full year upfront by the last school day of February and enjoy a 5% discount or
  - b. To pay 10 equal monthly payments. These fees are payable on the 1<sup>st</sup> of each month, on receipt of statement Jan - Oct.
4. Where there is genuine need for review we are quite approachable in coming to a suitable solution, providing that our fees are fully covered.

### Overdue Accounts:

1. 1<sup>st</sup> of the month, statements are generated and sent home via email and in the notebooks. These are current fees and are payable on the 1<sup>st</sup> of the month. PLEASE NOTE: Your first invoice for 2024 will be generated at the end of December 2023.
2. At 7 days you will get a reminder that fees are due.
3. At 31 days you will get a formal, written reminder and a request for urgent payment with a warning of possible temporary suspension and hand over once reaching 61 days.
4. At 91 days a formal letter of immediate, temporary suspension of the child from school until ALL overdue fees are paid up.
5. Suspension: Should you pay ALL the overdue fees, we will happily lift the temporary suspension of your child. Should your account reach >91 days again, a further temporary suspension will be given. Should your account reach >91 for a third time, your account will be stopped and your child will be de-registered from Howick Pre-Primary School. You will receive official notification of this final step.
6. After suspension: If after a further four (4) school weeks, should we have no response and no fees are received, the account will be closed, the child de-registered and the place given to a child from our waiting list. You will be formally notified of this action. Should this account remain in arrears, the account will be handed over to our debt collectors for collection.
7. Voluntary Termination: Should you wish to voluntarily remove your child from the school, we request that you give four (4) school weeks written notice in lieu of which, you will be liable for a further four (4) weeks fee.



**2024**  
**ALL INCLUSIVE SCHOOL FEES**

**PRE-PRIMARY SCHOOL**

**BUSY BEES, TURTLES, BUTTERFLIES, OWLS, DRAGONFLIES, PARROTS, LADYBIRDS**

**OPTION 1**

Year in advance payable in full by Thursday 29<sup>th</sup> February 2024

Discounted Rate: R32 000.00 - 5% = R30 400.00

**OPTION 2**

10 equal payments JANUARY – OCTOBER 2024

Monthly Fees: R3 200.00 per month

**AFTERCARE**

R15.50 per hour or part thereof starting at 1pm till 5pm daily

**BABY MONKEYS ONLY**

**OPTION 1 – HALF DAY (07h00 to 13h00)**

Year in advance payable in full by Thursday 29<sup>th</sup> February 2024

Discounted Rate: R32 000.00 - 5% = R30 400.00

**OPTION 2 - HALF DAY (07h00 to 13h00)**

10 equal payments JANUARY – OCTOBER 2024

Monthly Fees: R3 200.00 per month

**OPTION 3 - FULL DAY (07h00 to 17h00)**

10 equal payments JANUARY – OCTOBER 2024

Monthly Fees: R4 480.00 per month

**OPTION 4 - 3 DAYS PER WEEK - HALF DAY (07h00 to 13h00)**

3 days per week option

10 equal payments JANUARY – OCTOBER 2024

Monthly Fees: R2 320.00 per month

Casual rate is R200.00 per day attending

**BANK DETAILS:**

Howick Pre Primary School

FNB Howick, Account number: 620 343 540 19

**Ref:** HPPS Account number or child's name and surname

**ACKNOWLEDGEMENT OF SCHOOL FEES POLICY OF HOWICK PRE-PRIMARY SCHOOL**

**PLEASE COMPLETE, SIGN AND RETURN**

I/We .....and .....

Parents/Legal Guardian of .....

(Child's name) have read, and understand the above FINANCIAL AGREEMENT and FINANCIAL POLICY of the Howick Pre-Primary School.

I/We, hereby sign acceptance of these Terms and Conditions and take full responsibility jointly or severally in this regard.

Father's full name: .....

Father's signature: .....

Mothers full name: .....

Mother's signature: .....

Date: .....

## CONSTITUTION OF THE HOWICK PRE-PRIMARY SCHOOL ASSOCIATION

- 1 TITLE:**  
The Association shall be called the HOWICK PRE-PRIMARY SCHOOL ASSOCIATION.
- 2 AIMS AND OBJECTIVES:**  
The main object for which the Association is established is to control and manage the affairs of the Howick Pre-Primary School and generally to promote the education and instruction of the pre-school children that attend the school.  
The Association shall apply its profits (if any) or other income only in the promotion of its said main object.  
The payment of any dividend to its members is expressly prohibited.  
The Association shall in all its dealings act as and hold itself out to be an Association formed not for gain.  
The further aims and objects of the Association shall be:
- a) To affiliate itself with any other Association or society having similar objects.
  - b) To raise money for the purpose of the Association through any lawful means.
  - c) To invest monies of the Association in securities to be approved by the Schools' Governing Body.
  - d) To acquire property both movable and immovable by way of purchase, donation, exchange or otherwise.
  - e) To lease, mortgage, sell or otherwise deal in movable or immovable property belonging to the Association.
  - f) To settle funds in a trust fund established for the purpose of advancing the Howick Pre-Primary School.
- 3 MEMBERSHIP:**  
Membership of the Association shall consist of all parents and persons in loco parentis and all legal guardians of children attending the school and all teachers teaching at the school and it shall be a pre-requisite for the attendance at the school of any child that the child's parents, and persons acting in loco parentis and legal guardians of the child sign the following application for membership in the following form:  
*"I the undersigned as parent and / or legal guardian and / or acting in loco parentis of the children named hereunder and / or as a teacher of the Howick Pre-Primary School, hereby apply to be enrolled as a member of the Howick Pre-Primary School Association and I agree that both myself and the under mentioned children shall be bound by the provisions of this constitution which I acknowledge I have read in full."*  
The applicant shall set out his or her full names and the full names of the children attending the school and shall specify an address that will be his or her residential address.  
All members of the Association shall be deemed to have read and acquainted themselves with the Constitution of the Association and as members of the Association is bound by all the terms, provisions, limitations and indemnities contained in the Constitution.
- 4 GENERAL MEETING:**
- a) The Association shall hold an Annual General Meeting not later than the end of March of each year for the purpose of receiving the Chairman's and Treasurer's report for the past year, election of office bearers and transmitting any other business.
  - b) Special General Meetings may be called whenever considered necessary by the Executive, or may be called upon receipt by the Secretary of a requisition signed by not less than seven (7) members of the Association.
  - c) Fourteen (14) days written notice shall be given to all members of any General Meeting, which notice shall specify the reason for which such meeting is called.
- 5 QUORUM:**  
The quorum of any General Meeting shall consist of 15 (fifteen) people of the members of the Association.  
Should there be no quorum present half an hour after the time for which any General Meeting is called; the Secretary shall convene a further Meeting on 14 days written notice. If there is no quorum present half an hour after the time for which such further meeting is called, the business of the Meeting shall proceed.
- 6 MEMBERSHIP SCHOOL'S GOVERNING BODY:**
- 6.1 The members of the governing body are as prescribed in the South African Schools Act, 1996 and the KwaZulu Natal School Education Act 3 / 1996 (Act no. 3 of 1996). In accordance with this Act, the School Governing Body will consist of the following members: 5 Parent Representatives, 2 Educator Representatives, 1 Non- Educator Representative and the School Principal.
  - 6.2 The election of members of the governing body will take place in accordance with the provisions of the South African Schools Act, 1996 and the KwaZulu Natal School Education Act 84 / 1996 (Act no. 3 of 1996) and the applicable regulations promulgated in terms thereof.
  - 6.3 The governing body is entitled to co-opt additional members.
  - 6.4 The term of office of members of the governing body is three (3) years
  - 6.5 At the first meeting of the governing body the members present must elect the following office bearers:
    - 6.5.1 Chairperson;
    - 6.5.2 Vice-chairperson;
    - 6.5.3 Treasurer;
    - 6.5.4 Secretary;
    - 6.5.5 any other office bearer who may be required in the discretion of the governing body.
- 7 QUORUM AT SGB MEETINGS:**  
A quorum shall consist of at least five (5) members of the School's Governing Body.
- 8 DUTIES OF THE SCHOOLS' GOVERNING BODY:**  
The School Governing Body shall have power to:
- a) Collect and receive funds for the Association.
  - b) Incur expenditure on behalf of the Association provided no amount in excess of R10 000.00 (ten thousand rand) shall be paid without the sanction of the SGB.
  - c) Engage and dismiss staff including teaching staff, set conditions of employment, remuneration and ensure the general welfare of all staff.

- c) Engage and dismiss staff including teaching staff, set conditions of employment, remuneration and ensure the general welfare of all staff.
- d) Co-opt any person to the Schools' Governing Body or Sub-Committees, who, in the opinion of the SGB may render useful service to the Association, and shall also have the power to fill any vacancy occurring during the year, by co-optation.
- e) Appoint Sub-Committees with power to co-opt, as the need may arise, provided that each sub-committee shall include at least one (1) member of the SGB.
- f) Invest any funds of the Association not required for any immediate purpose, in such securities as it may decide including any Trust Fund established in terms of paragraph 2 (f) hereof provided this is in conformance with the written undertaking furnished in terms of section 30 (4) of the Income Tax Act No. 58 of 1962 regarding public benefit organisations.
- g) To reduce or waive any school fee or any other charge payable in respect of any child attending the Howick Pre-Primary School where the financial circumstances of the parents warrant such action being taken.

**9 DUTIES OF THE SCHOOLS' GOVERNING BODY:**

- a) The role of the SGB shall be to ratify all proposals presented to it by the Schools' Governing Body.
- b) To hold meetings at least once a month or on such other occasions as it may deem necessary.
- c) To fix a scale of school fees based on an annual expenditure budget, and to administer the finances of the Association in accordance with the budget.
- d) To conduct fund-raising to the degree equal to the difference between actual income and budgeted needs.
- e) To open a bank account in the name of the Association.
- f) To take responsibility for and to maintain the school buildings, equipment and other assets of the Association in a good state of repair.
- g) To keep parents/members aware of the schools' needs and achievements, and to involve them in the on-going life and maintenance of the school.
- h) To act as a link and to aid in fostering good relationships between members of the Association and the teaching staff of the school and the headmistress in particular.
- i) To present a report of its activities at the Annual General Meeting.

**10 FINANCE:**

- a) The financial year of the Association shall be from the 1st day of January to the 31st day of December.
- b) The funds of the Association may be derived from subscriptions, school fees, government subsidies, and grants in aid, donations, bequests, investments and any other lawful method of fund-raising.
- c) The Honorary Treasurer shall keep such accounts thereof as may be deemed necessary by the Executive and provide a quarterly statement of income and expenditure.
- d) All cheques shall be signed by any two of the Chairman, Secretary, Treasurer or Principal.
- e) The Books of the Association shall be signed off by an accounting officer annually and a proper Balance Sheet and Profit and Loss Account shall be submitted to the Annual General Meeting.
- f) No member of the Association shall be personally liable in respect of any debts or obligations of the Association.

**11 INDEMNITY:**

Every member or employee of the Association shall be and is hereby indemnified against any claim made by the Association or any individual, body, company, institution or the like for any loss, injury, damages or any other cause arising out of or in the discharge of that member or employee's duties to the Association whether it be as a result of his negligence or not. However, provided always, that this clause shall not serve to indemnify any person from any claim arising out of that person's own dishonesty.

**12 PROPERTY:**

All movable and immovable property of the Association shall vest in the Chairman, Vice-Chairman and Treasurer for the time being as trustees for the Association, and shall be properly accounted for by an inventory and annual stocktaking.

**13 AGREEMENTS AND OTHER DOCUMENTS:**

All agreements, Powers of Attorney and other documents entered into by and on behalf of the Association shall on being authorised by a General Meeting, be signed by any two of the trustees.

**14 AMENDMENTS TO CONSTITUTION:**

The Constitution may be amended at any General Meeting on a simple majority vote provided that at least 14 days written notice of such proposed amendment is given to all members. The Chairman shall have a casting vote as well as a deliberative vote.

**15 DISSOLUTION:**

- a) The Association may be dissolved at a General Meeting called for such purpose on a majority vote of 2/3 (two thirds) of the members present at such meetings.
- b) If, upon winding up or dissolution of the Association, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institutions having objects similar to the objects of the Association, at or before the time of dissolution.

Revised edition as per Amendment agreed to at the Special General Meeting dated **21 JULY 2016**