



Little Munchkins Cato

Address: 1 Drew Lane, Cato Ridge, 3680

Call: 076 197 2598

Email: catomunchkins@gmail.com

Facebook: Little Munchkins Cato

TikTok: @littlemunchkins25

APPLICATION FOR ADMISSION 2027

FOR OFFICE USE ONLY

APPLICATION STATUS:	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DECLINE	ADMISSION DATE:	_____
GRADE ALLOCATED:	_____	ADMISSION NO:	_____
OFFICE SIGNATURE:	_____		

1.1 LEARNER DETAILS

PRESENT GRADE (2026): _____ INTENDED 2027 GRADE: _____

Surname:	_____		
Full Names:	_____		
Identity Number:	_____		
Residential Address:	_____		
Gender:	_____	Citizenship:	_____
Race:	_____	Home Language:	_____
Religion:	_____	Grade(s) Repeated:	_____
Siblings at Munchkins:	_____		

1.2 LEARNER MEDICAL INFORMATION

Medical Aid Name:		Medical Aid Number:	
Main Member Name:			
Doctor's Name:		Doctor's Contact No:	
Doctor's Address:			
Medical Conditions / Disabilities:			
Social Grant Recipient?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

1.3 PREVIOUS/CURRENT SCHOOL DETAILS

School Name:			
School Address:			
Contact No:		Financial Clearance Provided?	<input type="checkbox"/> YES <input type="checkbox"/> NO

1.4 EMERGENCY CONTACTS

Emergency Contact (1)	Emergency Contact (2)
Name & Surname:	Name & Surname:
Relationship to Learner:	Relationship to Learner:
Physical Address:	Physical Address:
Contact Numbers:	Contact Numbers:

1.5 BIOLOGICAL PARENT / GUARDIAN DETAILS

Father / Guardian Details	Mother / Guardian Details
Title: [] Prof [] Dr [] Mr [] Other	Title: [] Prof [] Dr [] Mrs [] Ms [] Other
First Names:	First Names:
Surname:	Surname:
ID / Passport No:	ID / Passport No:
Marital Status:	Marital Status:
Residential Address:	Residential Address:
Cell Number:	Cell Number:
Work Number:	Work Number:
Email Address:	Email Address:

1.6 EMPLOYMENT DETAILS

Father Details	Mother Details
Occupation:	Occupation:
Employer Name:	Employer Name:
Employer Address:	Employer Address:
Employer Contact No:	Employer Contact No:
Gross Monthly Salary:	Gross Monthly Salary:

1.7 DOCUMENTS REQUIRED FOR ADMISSION

#	Document Description	Tick (✓)
1	Official Birth Certificate of Learner	[]
2	Immunization / Clinic Card of Learner	[]
3	Two Recent ID Photos of Learner	[]
4	Latest Progress School Report	[]
5	Identity Document / Passport of Father	[]
6	Identity Document / Passport of Mother	[]
7	Legal Proof of Guardianship (if applicable)	[]
8	Proof of Residence (Recent Utilities / Telephone Account)	[]
9	Latest Parent Payslips (Both Parents)	[]
10	3 Months Recent Official Bank Statements	[]
11	Financial Clearance Certificate (stamped & signed by previous school)	[]

ON ACCEPTANCE (ALL GRADES): Should your application be successful, a **NON-REFUNDABLE ADMINISTRATION FEE of R1 100.00** is required immediately to secure your child's place at Little Munchkins Cato.

2. ADMISSION CONSENT AND INDEMNITY TERMS

2.1 UNDERTAKINGS BY PARENT/GUARDIAN

I/We explicitly undertake and agree to the following:

- Ensure that my child/ward will always remain fully subject to Little Munchkins' Code of Conduct.
- In the event of my/our child/ward being expelled or suspended, no refund shall be payable for fees already paid or due.
- The Code of Conduct has been received, read, and thoroughly understood by the parents/guardians.
- Promptly inform the school administration in writing of any changes to residential address, telephone numbers, or domestic situations.
- Ensure that the child attends school regularly and punctually.
- Inform the school in writing immediately if my/our child will be absent, stating the precise reason(s) for the absenteeism.
- Pay all costs incurred for damage done or losses caused by my/our child/ward to school property (including books).
- Sign and submit all required compliance documents and indemnities as required by the school before the stated due dates.

2.2 INCIDENTAL EXPENSES

Parents understand and accept that in addition to the standard monthly school fees, the learner may incur further charges which are fully payable. Such charges may include (but are not limited to) the costs of leadership courses, excursions, specialized materials, and lost textbooks.

2.3 NOTICE OF WITHDRAWAL

Where the learner is removed before completing his/her final academic year, a **full term's notice** must be given to the school in writing. Should such notice not be received before the commencement of the learner's last term at school, the parents shall remain fully liable for the fees of the following term in lieu of proper notice.

2.4 SCHOOL ACTIVITIES

We understand that every pupil shall be expected to fully participate in the activities planned by Little Munchkins whether conducted on the school premises or extramurally, including but not limited to, physical education, sports, academic studies, excursions, and any other organized school event, unless explicit medical reasons prevent the learner from doing so. We fully agree and accept that participation in all such activities will be entirely at our own risk.

2.5 LIABILITY AND IN LOCO PARENTIS

We agree that the principal or their delegates may act *in loco parentis* in respect of any circumstances pertaining to any accident or illness arising from, during, or in connection with school activities in the manner that the school or its designates in its absolute discretion deem fit. We accept full financial liability for all expenses incurred thereby or in connection therewith.

We hereby undertake to indemnify, absolve, and hold harmless the school, its owners, and its designates against any loss in respect of all claims, proceedings, damages, costs, and expenses whatsoever that may arise in the course of or in

connection with such activities, however arising, whether as a result of negligence or otherwise. This indemnity operates as a continuing indemnity covering all periods of attendance at Little Munchkins Cato.

2.6 SCHOOL HOURS AND ACCIDENTS

We agree to adhere strictly to the official school times. Should my child/ward be left unsupervised on the school premises before or after the normal school hours, we will not hold the school responsible or liable for any claims, actions, or injuries.

2.7 FALSE INFORMATION

Any false information willfully supplied in this application will instantly disqualify the applicant, and the application will not be considered. Should it be ascertained after enrolment that false information was supplied, the learner will be eligible for immediate removal from the school.

3. FINANCIAL ENROLMENT AGREEMENT (2027 RATES)

3.1 APPLICATION FOR ENROLMENT

This enrolment agreement governs the relationship between the parents/guardians and the School Management Committee / Governing Body for as long as the learner attends the school. This agreement primarily governs the financial obligations of the parents.

3.2 SCHOOL FEES STRUCTURE & TERMS

- School fees are strictly payable **monthly in advance**, by the 1st day of every new month.
- School fees are calculated and payable over a continuous period of **12 months** as set out below:

Grade / Group	Standard Operational Hours	Monthly Fee (2027)
Babies	07h00 to 12h00	R1 980.00
Grade RRR	07h00 to 12h00	R1 650.00
Grade RR	07h00 to 12h00	R1 650.00
Grade R	07h00 to 13h00	R1 980.00
Grades 1, 2 and 3	07h00 to 13h00	R2 420.00
Aftercare Option	Extended until 17h00	+ R770.00
Future Life Breakfast (Compulsory)	All Learners (Monthly)	+ R132.00
Stationery Levy (Grades RRR & RR)	Annual Levy	R660.00 / year
Stationery (Grades R, 1, 2 & 3)	Department of Basic Education List	Parent to supply as per list

Discounts & Levies: Annual upfront payment of full school fees qualifies for a 5% discount. A 5% sibling discount is applicable under certain specific administrative conditions. Toiletries must be supplied strictly as per the grade list provided upon admission.

Legal Action & Credit Bureau Reporting: Should an attorney be instructed to collect any money due as a result of any breach of this agreement, the parents will be jointly and severally liable for all legal costs recovered on the attorney-and-client scale, including collection commission and tracing fees. I/We authorize the school representative to conduct a full credit investigation into our affairs and to report our account to any Credit Bureau upon non-payment or late payment of any amount due.

3.3 INTENDED ATTENDANCE SCHEDULE (Please Tick)

<input type="checkbox"/> 07h00 - 12h00 (Half Day - Babies/RRR/RR)	<input type="checkbox"/> 07h00 - 13h00 (Standard Day - R & Grades 1-3)	<input type="checkbox"/> 07h00 - 17h00 (Full Day including Aftercare)
-----------------------------------------------------------------------------	----------------------------------------------------------------------------------	---------------------------------------------------------------------------------

Parent Initial: []

4. PROTECTION OF PERSONAL INFORMATION POLICY (POPIA)

- 1. PURPOSE:** This policy ensures compliance with the Protection of Personal Information Act (Act 4 of 2013) and governs how personal information is collected, processed, stored, and protected by Little Munchkins.
- 2. COLLECTION OF PERSONAL INFORMATION:** Personal information will be collected directly from the parent/guardian for lawful school-related purposes including enrolment, communication, medical safety, financial administration, and regulatory compliance.
- 3. LAWFUL PROCESSING:** Information will be processed lawfully and minimally, only for specific and explicitly defined purposes. Consent will be obtained where required.
- 4. DATA SECURITY:** The school will implement appropriate technical and organisational measures to safeguard personal information against loss, damage, unauthorised access, or destruction.
- 5. DISCLOSURE OF INFORMATION:** Personal information will only be shared where legally required or with authorised third parties such as the Department of Education, medical providers, or service providers under strict confidentiality agreements.
- 6. DATA SUBJECT RIGHTS:** Parents/guardians have the right to formally apply in writing to have access to the information they require from Little Munchkins Cato (subject to principal's approval), request correction of inaccurate information, withdraw consent (subject to legal limitations), and lodge a complaint with the Information Regulator.
- 7. RETENTION OF RECORDS:** Records will be retained in accordance with applicable South African legislation and securely destroyed when no longer required.
- 8. INFORMATION OFFICER:** The School Principal shall serve as the designated Information Officer responsible for POPIA compliance.

5. SCHOOL CODE OF CONDUCT

- 1. PREAMBLE:** Little Munchkins Cato is committed to providing a safe, nurturing, and disciplined learning environment for all learners. This Code of Conduct establishes clear standards of behaviour and ensures compliance with all applicable South African legislation.
- 2. LEGAL FRAMEWORK:** This Code is developed in strict alignment with: The Constitution of the Republic of South Africa, 1996; The South African Schools Act, 1996; The Children's Act, 2005; POPIA, 2013; and Department of Education policies.
- 3. SCHOOL VALUES:** Little Munchkins promotes respect, integrity, safety, inclusion, responsibility, and Ubuntu.
- 4. LEARNER CONDUCT:** Learners are expected to respect teachers, staff, and fellow learners; follow classroom rules; refrain from bullying or aggressive behaviour; and treat school property with absolute care.
- 5. PARENT RESPONSIBILITIES:** Parents/Guardians agree to treat staff and other parents with dignity and respect; follow proper professional communication channels; pay school fees timeously as agreed; and provide completely accurate and updated records.
- 6. SOCIAL MEDIA AND CONFIDENTIALITY:** Parents and stakeholders may not publish images, videos, or personal information of learners, staff, or other parents on any digital platform without explicit, prior written consent from the management. Unauthorized sharing may result in disciplinary or legal action.

7. DISCIPLINE: Disciplinary measures will be fair, age-appropriate, and restorative. Corporal punishment is strictly prohibited.

8. SAFETY AND SECURITY: All visitors must report directly to reception. Learners will only be released to pre-authorized persons listed on this document. Medical conditions must be fully disclosed upon application.

9. BREACH OF CODE: Failure to comply with any section of this Code may result in official warnings, removal from the premises, termination of enrolment, or legal action where necessary.

FINAL PARENT/GUARDIAN DECLARATION & EXECUTION

I/We, the undersigned, hereby declare that to my/our best knowledge, the information contained throughout this entire Application Document is strictly accurate, truthful, and correct. By providing my/our signatures below, I/we explicitly acknowledge that I/we have read, completely understood, and agree to be bound legally by all the rules, financial terms, responsibilities, policies, and indemnities contained across all pages of this document, specifically including:

1. **Section 2: Admission Consent and Indemnity Terms** (Including notice periods and medical releases).
2. **Section 3: Financial Enrolment Agreement** (Including liability for the advanced 2027 school fees and credit vetting).
3. **Section 4: Protection of Personal Information Policy (POPIA)** (Consent to process lawful data).
4. **Section 5: School Code of Conduct** (Acceptance of school rules and values).

DATED at _____ on this _____ day of _____ 20_____.

FATHER / LEGAL GUARDIAN SIGNATURE

MOTHER /
LEGAL
GUARDIAN
SIGNATURE

ANNEXURE A: FINANCIAL CLEARANCE CERTIFICATE

Notice to Parent: This annexure must be completed, signed, and stamped by the administration of the current or previous school where your child is enrolled.

Name of Parent:	_____		
ID No. of Parent:	_____		
Name of Pupil:	_____		
Current Enrolled School:	_____		
Annual Fees (Current Year):	_____	Total Amount Paid:	_____
Annual Fees (Previous Year):	_____	Total Amount Paid:	_____
Fees Outstanding:	_____		
General Comments:	_____		

This is to certify that the above-named parent has settled their school financial obligations as indicated above.

(Please attach an official 3-month fee account statement from the current school)

OFFICIAL PREVIOUS SCHOOL STAMP HERE

PRINCIPAL / FINANCIAL OFFICER SIGNATURE

Date: _____