



Address: 79 Gosforth Crescent, Kyalami Estates, 1684  
Tel: (011) 702 1201 / (011) 468 4355  
Fax: (011) 468 1930  
Email: info@kepp.co.za  
Website: www.kepp.co.za

## Conditions of Enrolment 2017

Kyalami Estates Pre-Primary (hereinafter referred to as “the school”)

### IRREVOCABLE CONDITIONS PERTAINING TO ENROLMENT

1. A child’s enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the school and/or Principal at the time of enrolment.
2. The school, at its sole and absolute discretion, reserve the right to amend these conditions of enrolment upon one terms written notice.
3. The parent/s agree to be bound by the rules, regulations, policies and procedures of the school as determined by the school and/or the Principal.
4. The enrolment of every child is subject to the discretion of the Principal.
5. Notice of any changes from half day to full day children (or *vice versa*) must be in writing and handed to the administration office.
6. Children are required to attend the school 5 (five) days per week. Should a child not attend the school every day of the week, the parent/s will be liable and be billed for a 5 (five) day week.
7. No person/s will be permitted to collect a child without prior written arrangements/notice on any given day, which written notice must be handed to your child’s teacher or to the administrative office.
8. It remains the responsibility of the parent/s of the child enrolled at the school to relay all school rules to any persons collecting the child on any particular occasion.
9. The Principal, in his/her sole and absolute discretion, shall be entitled to terminate the enrolment of any child with immediate effect if the Principal believes that the child is guilty of any misconduct. In this event a pro-rata portion of any fees paid in advance shall be refunded.





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## **GENERAL SCHOOL RULES AND REGULATIONS**

1. The school hours are 8:30am to 12:30pm for half day children. Children including lunch into their daily programme are to be collected by 13:30 and aftercare children are to be collected no later than either 3pm or 5pm. School opens at 7:15am.
2. A late collection fee will be levied on each and every child who is collected after their stipulated collection time. The next payment bracket will be invoiced for every late day. The parent/s of any child who is collected after 5pm will be levied with a penalty of R2.00 for every minute until such time that the child is collected.
3. All bank charges pertaining to your child/children's school fees will be invoiced.
4. Although children may be dropped off from 7:15am at the school premises, from which time they will be supervised by their respective teachers, all children must be dropped off by 8:30am as activities begin at this time.
5. No responsibility will be taken for any child outside school hours (7:15 to 17h00)
6. Should there be any changes to your personal details – postal/physical address, telephone numbers, legal guardianship of your child or any other details provided by yourself on the enrolment form or of which is of a material nature, the school must be notified in writing immediately.
7. Morning snacks are not provided by the school. Each child should bring a healthy snack to school every day. A hot lunch will be provided by the school for the 1:30pm, 3pm and 5pm children.
8. When your child attends an educational outing, please pack a lunch for them in a disposable packet.
9. All children should have all the required inoculations prior to attending the school.
10. If your child has been ill during the night or has contracted an infection or contagious disease of any kind, it is your duty to notify the school. If your child will not be attending school on a particular day, it is the responsibility of the parent/s to contact the administration office so that your child's teacher may be informed.





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11. If your child has been vomiting, running a high fever or has a runny tummy, he/she should not attend the school.
12. Should your child have a contagious illness or a temperature of 38 °C or higher, you will be contacted to collect your child from the school.
13. Your child is required to bring a clean change of clothes which are clearly marked everyday in his/her bag. The school will not take responsibility for items of clothes that are not marked and are lost, damaged or the like.
14. The school does not accept medicines and medical instructions from children. If your child requires medication it is the responsibility of the parent/s to speak to the teacher, hand the medicines over to her and enter the dispensing instructions into the class medicine journal. All medicines will be kept in the medical boxes in the class bathroom.
15. In the event of emergencies, the school reserves the right to obtain medical assistance from any medical doctor available and the resulting costs will be the responsibility of the parent/s and/or legal guardian of the child.

**APPLICATION FOR ADMISSION FEES**

A payment of R400.00 (four hundred rand), which is non-refundable, is required on completion of the Application for admission form. Admission is not guaranteed.

**ENROLMENT FEES**

A payment of R4,000.00 (four thousand rand) is payable on your child’s acceptance to the school. Only once this deposit is received by the school will your child’s place be confirmed. 50% of the deposit is refundable when a full terms notice, in writing, is given. The balance will remain as a school development levy.

**SCHOOL FEES 2017**

The fees are calculated as follows:

Payment Method	12h30	13h30	15h00	17h00
Annual x 1 payment	R36 720	R43 080	R47 880	R52 560
Termly x 3 payments	R12 640	R14 840	R16 480	R18 080
Monthly x 12 payments	R3 290	R3 860	R4 290	R4 710





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1. All school fees are payable in advance and are payable, as usual notwithstanding that your child is absent from the school whether due to illness, away on holiday or any other reason.
2. The school fees quoted are payable over 12 months. January school fees are payable on the first day of the term. February through to December fees are payable on or before the 7<sup>th</sup> day of each month. Payments received after the payable date will be charged interest.
3. The Principal shall be given one terms written notice of the termination of enrolment of your child, failing which the 50% of the deposit (being R2, 000.00) will no longer be refundable. Written notice is due on or before the first day of the term, with no exceptions.
4. If you pay the deposit/application fee for your child to join KEPP and your circumstances change, resulting in your child not attending KEPP, the above rules apply by giving one term's notice in order to receive your 50% deposit back.
5. If your child/children exit from the school during the term, school fees are still payable until the end of the term. For example, if exiting in November, December school fees will still be invoiced and are payable.
6. If school fees are not paid in full, school reports will be held back until school fees are paid in full.
7. A 5% discount on fees will be granted in respect of each additional sibling enrolled at the school.
8. Both parent/s and/or legal guardians will be liable to pay any amounts due to the school. In the event any action is instituted by the school against the parent/s and or legal guardian/s for any reason whatsoever, and being successful with such action the parent/s and/or legal guardian/s hereby agree to pay the school's attorneys legal fees on the scale as between attorney and one's own client, including collection commission, tracing fees and the like.
9. Fees are not all-inclusive and the school shall be reimbursed by the parent/s and/or legal guardian/s for all expenditure incurred by the school on behalf of the enrolled child.
10. If the admission of your child is delayed, the deposit will be made available for one school term before being forfeited.





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**MYSCHOOL FUNDRAISING PROGRAMME**

We encourage each family to participate in this programme as it is a worthy cause to raise money, not only for our school, but for charities and animal welfare organisations. All it entails from you, the parent, is to fill in a form and swipe your card at any of the partner outlets every time you shop there. The form and card are available at the school office.

**COMMUNICATION**

At Kyalami Estates Pre-Primary, our main form of communication will be via the d6 Communicator. This is an app that can be downloaded onto your mobile or computer. It is an easy and efficient form of communication where the parents are kept informed and updated with calendar events, class activities, staff contacts and policy documents.

**ADDITIONAL COSTS**

1. An administrative fee of R480 per child, per annum is payable in advance to the school.
2. Enrolment pack which consists of an apron, school T-shirt and hat R360
3. Each term a levy is requested for entertainment, toiletries, stationery. Approximately R450 per term.

**HOLIDAY CARE (OPTIONAL)**

A charge of R125.00 will be levied daily per child, with the child being collected at the latest by 5pm. Children enrolled until 5pm during the term will not be charged for holiday care.

**AFTERCARE (OPTIONAL)**

Aftercare is available at the school with three possible collection times available: 1:30pm / 3:00pm / 5:00pm. Lunch and juice will be provided for the children being collected at 1:30pm and 3pm. Lunch, juice and an afternoon snack will be made available for children being collected at 5pm. A lunch menu is available on request from the administrative office.

AFTERCARE 1:30 pm	AFTERCARE 3pm	AFTERCARE 5pm
R30 per day	R50. 00 per day	R70. 00 per day

**TRANSPORT**

KEPP cannot be held responsible for loss or damage whilst in the care of any transport company. The transport companies are independent companies and indemnities should be signed with these individual companies.  
 TLC – Tama: 082 780 7335  
 Rainbow Transport: 061 364 2893





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**PAYMENT**

The school accepts cash payments or internet transfer into the school’s nominated bank account, which details are:

KEPP SCHOOL CC  
Standard Bank  
Account Number: 402233166  
Branch Code: 001255

**CANCELLATION**

It is the responsibility of the parent/s and/or legal guardians/s to give the Principal one terms written notice of termination of enrolment, failing which the 50% of the deposit (R2000.00) will no longer be refundable.

I/We accept and understand the following conditions of enrolment.

SIGNED AT ..... ON THIS THE ..... DAY OF ..... 2014.

.....

FATHER/ LEGAL GUARDIAN

MOTHER/ LEGAL GUARDIAN

Please initial all pages

