



Address: 79 Gosforth Crescent, Kyalami Estates, 1684

Tel: (011) 702 1201

Cell: 083 280 3079

Email: info@kepp.co.za

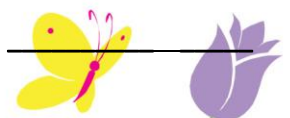
Website: www.kepp.co.za

Conditions of Enrolment 2019

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, reserves the right to amend these conditions of enrolment upon one term’s 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. These changes will take place from the next billing period.
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 billed for a 5 (five) day week.
7. No person/s will be permitted to collect a child without prior written arrangement/notice on any given day; 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, impairing/hindering the education of another child and/or harming children or adults on the school premises. In this event a pro-rata portion of any fees paid in advance shall be refunded.



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 1:30 and aftercare children are to be collected no later than either 3pm, 5pm or 6pm. School opens at 6:30am where a waiting class teacher will be on duty. All teachers will be present in their classrooms at 7:15.
2. A late collection fee will be levied on each 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 6pm will be levied with a penalty of R5.00 for every minute until such time that the child is collected.
3. Although children may be dropped off from 6:30am at the school premises, from 7:15 they will be supervised by their respective teachers, all children must be dropped off by 8:30am as activities begin at this time.
4. No responsibility will be taken for any child outside school hours (6:30am to 6pm).
5. 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.
6. Breakfast and Mid-Morning snacks are available on request. Breakfast is served at 8am. Any child having an ad-hoc breakfast / mid-morning snack is to alert the administrative office by 7:30am. Alternatively, each child should bring a healthy snack to school every day for their mid-morning snack and breakfast should be served at home. A hot lunch will be provided by the school for the 1:30pm, 3pm, 5pm and 6pm children.
7. When your child attends an educational outing, please pack a lunch for them in a disposable packet.
8. All children should have all the required inoculations prior to attending the school.
9. 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 administrative office so that your child's teacher may be informed.



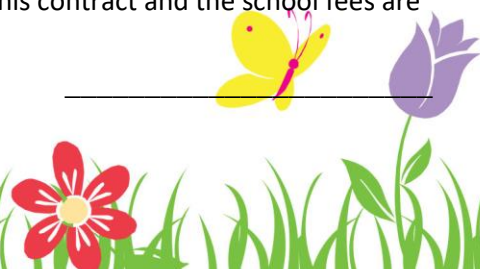
10. If your child has been vomiting, running a high fever or has a runny tummy, he/she should not attend school.
11. Should your child have a contagious illness or a temperature of 38 °C or higher, you will be contacted to collect your child from the school.
12. Your child is required to bring a clean 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.
13. 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 or in the administrative office.
14. If your child becomes ill within his/her school day and medication needs to be administered, the parent/s will be required to send written confirmation to the school, in the form of a text message or an email, to the principal.
15. In the event of emergencies, the school reserves the right to obtain medical assistance from any private medical doctor or hospital available and the resulting costs will be the responsibility of the parent/s and/or legal guardian of the child.
16. The parent/s or legal guardian allow the principal and any other staff member to take and use any photographs taken, within school hours, irrespective of location, for advertising purposes. This may include but not limited to social media, web advertising and promotional campaigning.

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

Your child's place will only be confirmed once the enrolment fees are paid in full. The enrolment fee consists of R2000 as acceptance and a R2000 refundable deposit. The refundable amount will be reimbursed when a full term's notice, in writing, has been given to the school notifying of the termination of this contract and the school fees are up to date.



SCHOOL FEES 2019

The fees are calculated as follows:

Payment Method	12h30	13h30	15h00	17h00	18h00
Annual x 1 payment	R43 380	R50 880	R56 460	R62 040	R68 640
Termly x 3 payments	R14 840	R17 400	R19 320	R21 240	R23 480
Monthly x 12 payments	R3 805	R4 465	R4 955	R5 445	R6 020

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. Payment options for the school fees are as follows: Annually, payable before school begins in Term 1; termly, payable before the first day of each new term; monthly, over 12 months, payable on or before the 7th day of each month. Payments received after the payable dates will be charged interest.
3. All bank charges pertaining to your child/children's school fees will be invoiced.
4. 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.
5. If your child is re-enrolled and does not return to KEPP or no notice period is given (4 months/1 term), you are still liable to pay for the term (4 months).
6. If school fees are not paid in full, school reports will be held back until school fees are paid in full.
7. A 3% 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 that 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 attorney's 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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TERMINATION OF CONTRACT

Written termination must be received by the school on or before the first day of a term. No late notices will be accepted. If no notice is given, you shall forfeit your deposit of R2000 and the next term’s tuition (4 months) will be invoiced.

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 R485.
3. Each term a levy is requested for entertainment, toiletries, stationery. Approximately R500 per term.

HOLIDAY CARE (OPTIONAL)

A charge of R135.00 will be levied daily per child, with the child being collected at the latest by 5pm for holiday care. Children enrolled until 5pm/6pm during the term will not be charged for holiday care.

AFTERCARE (OPTIONAL)

Aftercare is available at the school with four possible collection times available: 1:30pm / 3:00pm / 5:00pm / 6:00pm.

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 and 6pm.

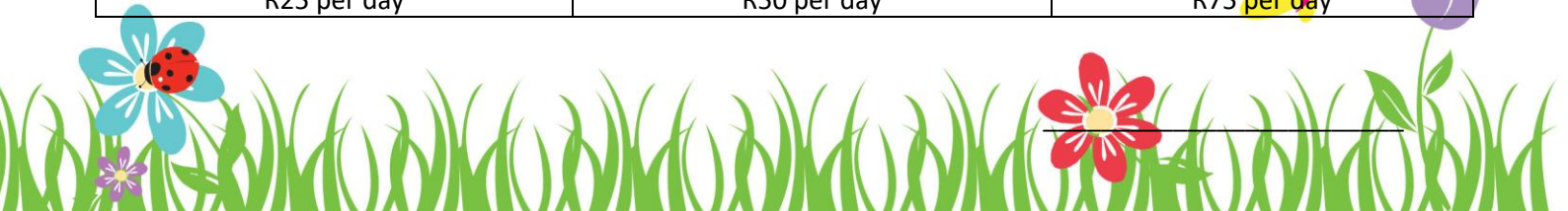
A lunch menu is available on request from the administrative office.

Please see fee structure below for ad-hoc Aftercare if you pay for the 12:30 collection time:

AFTERCARE 1:30 pm	AFTERCARE 3pm	AFTERCARE 5pm	AFTERCARE 6pm
R35 per day	R55 per day	R80 per day	R105 per day

Please see fee structure below for ad-hoc Aftercare if you pay for the 1:30pm collection time:

AFTERCARE 3pm	AFTERCARE 5pm	AFTERCARE 6pm
R25 per day	R50 per day	R75 per day





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Please see fee structure below for ad-hoc Aftercare if you pay for the 3pm collection time:

AFTERCARE 5pm	AFTERCARE 6pm
R30 per day	R55 per day

Please see fee structure below for ad-hoc Aftercare if you pay for the 5pm collection time

AFTERCARE 6pm
R30 per day

BREAKFAST / MID-MORNING SNACK

We provide breakfast and mid-morning snack as an additional service. Should you wish to make use of this option on an ad-hoc basis, please contact the administrative office, during morning drop off. Breakfast is served at 8am.

BREAKFAST	SNACK
R35 per meal	R35 per meal

Should you choose to utilise this service monthly, the cost would be R550 for breakfast and R550 for mid-morning snack. If you choose both these options monthly, the cost will be R1000.

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

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

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

SIGNED AT ON THIS THE DAY OF 20.....

.....

FATHER/ LEGAL GUARDIAN

MOTHER/ LEGAL GUARDIAN



PLEASE INITIAL ALL PAGES ON THE LINE PROVIDED AT THE END OF EACH PAGE

