



TERMS & CONDITIONS

- A non-refundable deposit of R350-00 is payable on registration
- All fees are payable in advance, no later than the 3rd of each month and no monies are refundable. A penalty fee of R50-00 per day will be charged on late payments (i.e. after the 3rd). An incentive discount of 8% will be given on payments received before the 1st of every month.
- I / We the undersigned agree that should my child be absent from school due to illness, holiday or any other reason, I / We the undersigned are still liable to pay the school fees until a notice letter of cancellation for one calendar month in advance is received by the school.
- **One month's notice in writing (on the first day of the month) is required for termination of enrolment. If this is not adhered to, one full month's fees in lieu of notice, at the present rate, must be paid.**
- **I / We the undersigned agree that full fees are due for December, should I/We not take benefit of the December payments over 11 months. I/We understand that I/We will be liable for November and December fees as notice of termination of enrolment will not be accepted after October.**
- **I /We undertake to pay all legal expenses incurred in connection with the recovery of any account due by me/us, including all collection charges as levied by a Collection Agency as nominated by Academy for kidz at a rate of 25% calculated against the amount handed over and/or legal fees as charged between Attorney and Client which may be payable in respect of collection of such account.**
- **Re-registration starts September of every year. R500 registration fee is payable to secure enrolment for each year. This fee is then deducted from the January fee for the relevant year.**
- Fees are increased annually by 10 – 15% due to increase in salaries, food prices, fuel, etc.
- Academy for Kidz Craighall Park is open daily from **06h30 to 18h00 (Full day facility)** and from **06h30 to 13h00 (Half day facility)** Mondays to Fridays throughout the year, except for public holidays and approx. 10 working days in December / January. Please adhere to the hours as stipulated, as an overtime rate of R50-00 will be charged for every 15 minutes or part thereof that the parents come late.



- No child will be released to anyone other than yourselves, unless prior arrangements have been made with the school and/or noted in the child's communication book and a copy of the persons ID attached.
- It is the responsibility of parents to inform the school when there are any changes in circumstances relating to the people authorized to collect the child / children.
- Please mark all personal belongings (including all clothing items, shoes, etc.), as Academy for Kidz Craighall Park cannot be held responsible for any losses. Please note that we do not encourage lunch boxes or juice bottles brought to school, as these can get lost or get mixed up with that of other children. All babies' bottles / drinking cups **MUST** be clearly marked.
- Except where lack of supervision / willful negligence can be proven, the owner and staff of Academy for Kidz Craighall Park, indemnify themselves against any liability for any loss or damage to any property, or to any injury or accident to children during the whole period of attendance. A separate indemnity form is required when children are transported to outings.
- **Please do not bring sick children or children with contagious illnesses to school as it is unfair to both the sick child and the other children and staff.**
- All extra-mural activities are optional and at an additional cost. One month's notice of cancellation is required to discontinue the service.
- Parents are strictly required to hand the child/children over to a Caregiver on duty and **NOT** drop the child/children at the gate and leave.
- Academy for Kidz Craighall Park is only responsible to the persons who sign the enrolment form concerning any matters relating to your child. In the event of conflicting or controversial instructions, Academy for Kidz Craighall Park will use its discretion and is not responsible for any consequences.