



14 October 2019

2020 Financial Information and Financial Policy

The Members and Directors of Daeraad Pre-primary School aim to provide quality education and the best learning environment for your child. We also remind you that Daeraad is a non-profit company. The school does not receive ANY funding from the Department of Education and our income is obtained from school fees and other fundraising projects. It is therefore critically important that the school ensures that all fees are received on time and allocated responsibly. Please take note of the financial information as set out below.

1. Classes:

In some of our younger class where the number of children in the class justify it, the Members and the Directors of Daeraad considered it necessary to appoint a third teacher. Unfortunately an additional expense will be incurred but it is however necessary to provide the best care for your child.

Babies and Toddlers
3 months to 3 Years

Pre-School and Grade R
4 Years to 6 Years

.....
Initial

2. School fees 2020:

- a) In determination of the school fees, the Members and Directors take into consideration all relevant information including but not limited to: the number of children, fundraisers, inflation, capital investment in buildings, maintenance of the premises, maintenance and purchase of equipment, staff expenses and training. We always attempt to have school fees as reasonable and affordable as possible. Daeraad is **not** profit-driven and all income received is reinvested in the school and your child.
- b) Please note that school fees are invoiced and payable in **advance**, over 11 months, January to November.
- c) All school fees must please reflect in our account by the 7th of each month.
- d) Your January 2020 school fees must please reflect in our account by 07 January 2020. The second payment will be due on or before 7 February and the last payment for 2020 is payable on or before 7 November 2020.
- e) All families who registered after 1 February 2020, must also pay half of December, before 07 December 2020.
- f) **NO child will be allowed to attend the school the following year should any fees for the previous year remain outstanding.**

School fees per child:	Half Day / Annually	Full Day / Annually	Third Child
Babies and Toddlers	R 1,890 / R 20,790	R 2,570 / R 28,270	Refer to 2 (h)
Pre-School and Grade R	R 1,750 / R 19,250	R 2,450 / R 26,950	Refer to 2 (h)

1/...

- g) You are welcome to pay the 2020 school fees (11 months) in full in advance, to qualify for a 10% discount.
- h) Where a parent has three or more children enrolled in the school they will receive a 10% discount for each child enrolled.

.....
Initial

3. Penalties:

To ensure that Daeraad functions properly, strict measures are in place in respect of the collection of school fees. Should we not have these measures in place; it will put Daeraad in an adverse situation as we may not be able to meet the payment of essential expenses (i.e. food, soft drinks, electricity, salaries etc.). Note Daeraad does not raise interest on arrears, but **penalties** will however be charged.

- a) In the event that your account is in arrears after the 7th of the month a penalty will be raised which will be the equivalent of 10% of the arrears.
- b) **Any payments received will first be allocated towards penalties, compulsory fees and thereafter school fees for the following amount.**
- c) **No exceptions will be made in respect of penalties due and payable.**
- d) If your account, on the 15th of the month, still reflects an arrear amount your child will no longer be allowed to attend Daeraad.
- e) Arrear accounts will be handed over for collection and further legal steps will be taken.
- f) You will be held liable for any additional costs, including legal fees incurred by Daeraad to collect the arrears.
- g) In certain instances the school may consider a payment plan to settle the arrears. The consideration and/or acceptance of a payment plan does not have the effect that penalties will be waived. All payment plans will be presented to the members and directors of the board for their consideration. Please note that if the payment plan is accepted, your child will be allowed to attend school, only if you adhere to the agreement.

.....
Initial

4. Compulsory Additional Fees:

We are aware what havoc an unforeseen expense can cause to a well-planned budget. Accordingly we wish to bring to your attention that the items listed below are not included in the school fees but they are however compulsory expenses pertaining to EACH child. Except for the registration fee, a monthly average of the total additional expenses will be calculated and added monthly to your account. We do not at this stage foresee any further compulsory expenses to be raised, but unfortunately cannot guarantee that these are the only compulsory expenses. We do however under take to advise you well in advance if there will be any further compulsory expenses.

<u>Compulsory Additional Fees per Child</u>	<u>Amount</u>	<u>Items to be provided per child</u>	
Art Supplies - ALL	150,00	1 x Ream A4 White Paper	Annually
Gr R - Medical Evaluation	100,00		
Edu Visit - 3-6 Years Term 1	70,00	1 x Roll Toilet Paper	Per Term
Event - Sport day (ALL)	100,00	1 x Box Tissues	Per Term
Edu Visit 3-6 Years Term 2	70,00		
Event - Fete (ALL)	150,00		
Edu Visit 3-6 Years Term 3	70,00		
Event - Concert (ALL)	150,00		2/...
Event - Mini Walk (ALL)	70,00		

Edu Visit 1-6 Years Term 4	70,00
Gr R - Graduation	250,00
Total 2020	1 250,00
Reg Fees 2020 - Non-refundable	R 400.00

A non-refundable registration fee of R400 will ensure your child's place in the 2020 school year. The registration fee will be raised in the month of November in the preceding school year.

Individual photographs, concert photographs, the concert DVD, scrapbook and other expenses for minor school fundraising events are not compulsory. Charges pertaining to these items will only be raised if you complete and sign an order form.

All screening tests such as ears, eyes, speech are not mandatory, and must be paid directly to the supplier. Place your payment in an envelope, with your child's name, surname and class written on the envelope, in the black box situated at the entrance to the admin block, behind the security gate. Teachers and Finance staff will NOT handle these payments.

.....
Initial

5. Aftercare:

A portion of the full day school fees include aftercare expenses. We request that parents collect their children from school on or before 17:45 pm. We request that you adhere strictly hereto. Our educators' working day already starts at 06:45 am. If you collect your child later than 17:45 pm it poses a security risk and furthermore has the effect that security employees and aftercare teachers have to work "overtime" which has cost implications for the school. Should you collect your child after 17:45 pm but before 18:00 pm, a penalty of R 50.00 will be raised on your account. If you collect your child after 18:00pm but before 18:15pm a penalty fee of R 100.00 will become payable, if you collect your child from school after 18:00pm a R 200.00 penalty will be raised and a further R 200.00 after the lapse of every succeeding 15 minutes. Regular breach and / or abuse of the aftercare arrangement may lead to reconsideration of your child's attendance of the after school.

.....
Initial

6. Bank Details:

To reduce the security risk and to assist our accounts department, we request that all payments be made electronically, directly into the school's FNB bank account. A card machine is available in the office for your convenience. The card machine will also be available during fundraising events. Please note that educators are not allowed to and will not accept any cash.

Bank	FNB
Account Number	62803311828
Branch code	
Reference	Account reference number as on statement and what you are paying for

7. General:

The School Rules, Ethical Code and Financial Policy have been reviewed and approved by the board of Daeraad. Please note that the members and directors of the board reserve the right to review and amended the School Rules, Financial Policy and Ethical Code as they deem necessary. Should the school rules not be adhered to, the school will be obliged to take further steps as the members and the directors of the board see fit.

3/...

- a) **One calendar month's written notice is required if your child leaves the school and/or after care. One calendar month's written notice is also required if you changes your child's attendance from full day to half day and *vice versa*.**
- b) **No credit will be granted if your child does not attend school while his/her parents are on leave, or go on a holiday during the school year, a child's extended sickness or when your child leaves the school or after care during the month.**
- c) School fees are still payable during the school holidays. The aftercare staff will provide aftercare services during school holidays and December aftercare will close on the **last Friday prior to 16 December**. No formal teaching takes place during the school holidays. If your child is registered as a "full day school attendee" the cost of the aftercare during school holidays is included in your school fees. Children registered to attend school half day may also attend the aftercare during school holidays but only half day.
- d) By signing this form you agree that Daeraad may attend to conduct a credit search to obtain your credit profile, which may influence Daeraad's decision whether or not to enrol your child at Daeraad.
- e) **No new applications will be considered or accepted before all enrolment fees as well as the first month's school fees have been paid in full. If applicable we require a letter from the previous school stating that all school fees have been settled. This letter needs to be attached to your enrolment application.**

.....
Initial

8. I hereby confirm that I did read all policies and will adhere to them:

- Birthday and Spikey Policy**
- WhatsApp Groups Policy**
- Sick Children Policy**
- Code of Conduct**
- Financial Policy**
- School and Aftercare Rules**

.....
Initial

9. Confirmation and Acceptance

I, hereby confirm _____ (name and surname) with ID number: _____ that I am the legal parent/guardian of _____ (child full names and surname).

I hereby confirm that I understand and accept to adhere to all the information contained herein.

Mother/Guardian Signature

Date

Father/Guardian Signature

Date