



PALMERSTON PRE-PRIMARY

Registration Number: C4761

Email: info@palmerstonpreprimary.com

Phone: 021 715 5576

ACCEPTANCE AND TUITION AGREEMENT

LITTLE PALMERSTON

I, (full name) _____
(hereinafter referred to as the "Parent/Guardian")

of (address) _____

do hereby accept the offer of the School in respect of the education of

Name of Child: _____

Whereofore I note and agree as follows:

1. Application

I agree that I have fully completed and signed the application/enrolment form, that the medical information is true and up to date and that I am responsible for any and all payments regarding school fees.

2. Fees

- 2.1. I undertake to pay the school such fees and charges for the education of and for the supply of goods and services as shall be fixed by the school management from time to time.
- 2.2. I agree that I shall be liable for payment of the fees and charges in respect of the first term whether, or not, my child attends school.
- 2.3. Fees are payable in advance (i.e., by the 5th of the current month) and due as per signed undertaking. In case where agreement is not kept a 10% admin fee will be incurred and added to the fee, at owner's discretion and your child could be suspended until outstanding fee is settled.
- 2.4. Parents are jointly and severally liable for the payment of school fees irrespective of their marital status.
- 2.5. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of compulsory fees.
- 2.6. The school may transmit the details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purposes of making any credit risk management related decisions.
- 2.7. Should I fail to meet the school fee obligations; the school may record the non-performance with the Credit Information Bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk related decisions.
- 2.8. Fees are payable via stop order, direct debit or EFT. **No cash will be accepted.**
- 2.9. There is an annual fee increase which occurs at the beginning of each new school year. Fees are increased between 5-7% p/a.

3. Payment options

3.1. Option 1 - Full days

Over 12 months; R3,560.00
Per term: R10,680.00
Once off for the year: R42,220.00

3.2. Option 2 - 2 full days a week

Over 12 months; R1,620.00
Per term: R4,860.00
Once off for the year: R18,940.00

3.3. Option 3 - 3 full days a week

Over 12 months; R2,411.00
Per term: R7,233.00
Once off for the year: R28,432.00





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3.4. Option 4 - 5 half days a week

Over 12 months; R2,390.00

Per term: R7,170.00

Once off for the year: R28,180.00

This is for the school day and includes early morning drop off, breakfast and lunch.

PS: We do have other options available, please enquire / liaise with the office.

I agree to the following option in terms of school fees: **Option 1 / Option 2 / Option 3 / Option 4**

Full name: _____

Signed: _____

Date: _____

4. Child's withdrawal from the school

- 4.1. Should I wish to withdraw my child from the school, I undertake to give at least one calendar month notice. But should I wish to withdraw my child during the 4th term, I understand that I am liable for the full 4th term fees. A waiver on this will be at the owner's discretion.
- 4.2. Should notice of intention to leave the school be inadequate, as determined by the owner of the school, the parent will be held liable for the full term's fees whether you child attends the school or not.

5. Rules and Regulations

- 5.1. The principal and her authorised and delegated agents, is authorised and empowered to perform any act in *loco parentis* when my specific authority cannot responsibility be sought or obtained in time.
- 5.2. The school shall have rights in its sole discretion to amend and/or alter any of the rules.

6. Indemnity

- 6.1. The school, members of staff and officials will not incur any liability in respect of any loss or theft or damage to my child's personal belongings or in respect of any injuries suffered or disease contracted by my child, during or after school hours and whether within the grounds of the school, in transit or elsewhere.
- 6.2. I waive any right to claim compensation from the school in respect of such loss, theft, damage, injury, disease and hereby indemnify the school from such claims.
- 6.3. I bring to your attention that my child has the following disabilities and/or medical problems:

- 6.4. Name and telephone number of child's doctor: _____
- 6.5. In case of medical treatment being necessary, I consent to the school management using their discretion in arranging this and I further consent to the management acting in *loco parentis*.
- 6.6. I further indemnify and hold the school, school management, staff and officials harmless against any loss, damage or expense which may incur or suffer arising from any claim or action which may be brought against the school as consequence of any act or omission on my part or on the part of my child whether or not the same may arise from any violation of the rules or any other cause of action whatsoever during or after hours and whether on the school's premises, in transit or elsewhere.

7. School hours

- 7.1. Little Palmerston & Pre-Primary: 07h00 - 18h00
- 7.2. Palmerston Pre-Primary is closed on Public Holidays, certain school holidays and approximately 10 days over Christmas and New Year.
- 7.3. For those children who are collected after 18h00 parents will incur a R5.00 per minute levy for staff overtime. This is Enforced, but R5.00 per minute is enough.





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8. Clothing and items brought to school

8.1. Please mark your child's clothing clearly: jerseys, jackets, shoes and socks. Blankets and other personal property including snack boxes, water bottles and juice bottles. Please check your child's bag for clothes daily. Whilst every effort is made to assist in tracking lost property, we cannot be held responsible for missing items. Items/clothing not belonging to your child should be returned to us, should they find their way into the wrong bag. Only comfortable, practical and old clothes should be worn to school.

9. Rest time

9.1. This is between 12h30 and 14h30

10. Extra Murals

10.1. We offer a variety of extra murals at Palmerston. Please enquire at the office as to what is available and the respective costs thereof. The payment and administration thereof have nothing to do with the school, school management or staff. The extra mural program is finalised at the start of the official school term.

11. Toys

11.1. No toys or games of any sort are to be brought to school from home please, unless your class teacher has written a message in your child's message book, requesting a toy. The staff cannot be responsible for loss or damage of these items, and we ask for your co-operation in this matter.

12. Birthday parties and birthday books

12.1. A birthday is a special day and we will celebrate your child's birthday with a special birthday ring. You are more than welcome to send a cake or cupcakes. Should you wish to have a party at school for your child - this will need to be arranged in the afternoon. Please chat to us / your child's teacher about your requirements. Once regulations around covid protocols allow, we will make the school available over weekends for children's parties.

13. Illness or disease

13.1. Children with a fever, are vomiting or have a contagious disease/condition need to be kept at home. We would appreciate a call from the parents when a child is absent.

14. Medicine

14.1. Should your child require medicine to be administered at school, please ensure the medication is **handed to the teacher**. No medicine is to be put in school cases. You will also be required to fill in a form stating dosage, times and duration medicine needs to be administered.

Please see that medicine bottles are tightly shut and clearly labelled with instructions for dosages. No medication will be given unless the completed form and medication is handed to the teacher.

15. Change of address or telephone numbers

15.1. Please notify us immediately of any change of address or telephone numbers

16. Communication

16.1. Each child is required to bring their message book to school daily in his/her bag to facilitate communication. Please check the message book daily for information sent home by the school and/or class teacher.

We use D6 Communicator, an online communication portal, that you can download onto your phone, tablet, desktop or laptop - this is also used as a form of communication.

Both are equally used and important.





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I acknowledge that Palmerston Pre-Primary is a fee-paying school and that payment of school fees is compulsory in terms of SASA. I acknowledge further that I will pay the fees according to the option chosen above in point 3 (School Fees) and that the annual increase from December to January is in accordance with the school managing body budgetary process.

I further acknowledge that I have read and understood the contents of this agreement.

Date: _____ Signature: _____
(Parent 1 / Guardian)

Date: _____ Signature: _____
(Parent 2 / Guardian)

Date: _____ Signature: _____
(School)

