



## Fee Policy

1. **Payment Method:**
  - Fees must be paid via EFT only. No cash payments are accepted.
2. **Monthly Payments:**
  - Fees shall be paid monthly in advance, no later than the 3rd of each month.
3. **Quarterly Payments:**
  - Fees shall be paid no later than the 3rd of the following months: January (First Quarter), April (Second Quarter), July (Third Quarter), October (Fourth Quarter).
4. **Annual Payments:**
  - Fees shall be paid no later than the 3rd of January.
5. **Discounts:**
  - Discounts are available for quarterly and annual payments. The early payment discount of R40 will be discontinued; however, this discount is not lost to parents as the school fees will increase using the discounted school fee as a base.
6. **Contract Duration:**
  - Enrollment is for a yearly fixed period from the date of enrollment until the end of December. Our annual fee increase takes effect from March 1 each year. We will contact the Parent/Guardian at least 40 days prior to and no more than 80 days before the end of the school year to determine if you wish to continue the agreement, including any material changes to the agreement. One calendar month's notice is required if you do not plan to continue enrollment in the next year.
7. **Absence/School Holidays:**
  - Should your child not attend due to illness or for any reason, the full fee is still payable.
    - Kids Cove closes for a period in December and opens in the second week of January. We are also closed on public holidays and the days following a Thursday public holiday or before a Tuesday public holiday (maximum of 2 per year).
    - The full fee will be payable over all 12 months (see fee structure).
8. **Late Payments:**
  - Payments that do not reflect in the school's Absa account by the 7th of each month will incur a late payment penalty of 1.5% of the outstanding fees.
    - Accrual of late payment fees: Late payment charges will accrue monthly from the due date until the outstanding fees are fully paid.
    - Kids Cove will send out statements prior to the due date and reminders after the 3rd of the month to ensure parents are aware of their financial obligations.
9. **Right to Withhold Services:**
  - Kids Cove reserves the right to withhold certain services, including but not limited to class attendance and access to extra-mural activities, if school fees remain unpaid and late payment charges accrue.
10. **Collection and Legal Action:**
  - In the event that fees and late payment charges remain unpaid for an extended period, the school reserves the right to take appropriate legal action to recover the outstanding debt.
    - The parent/guardian agrees to pay all charges, including legal fees, which may result if legal or other action is taken by Kids Cove to recover fees or amounts due, including, but not limited to, collection commission, whether action is commenced or not, as on the Attorney and Own Client scale.

**11. Address of Legal Service:**

- The parent/legal guardian chooses as his/her domicilium citandi et executandi (address of legal service) the address cited on the enrollment form. The parent/guardian is obliged to immediately advise any change of address and contact numbers. Should it become necessary for the instructor to trace the parent's/guardian's whereabouts, the parent/guardian agrees to be responsible for all costs involved in such tracing.

**12. Late Pick-Ups:**

- A late fee of R20 per 10 minutes for the first half-hour will be payable directly to the teacher on duty if your child is not fetched by closing time. After the first half-hour, a fee of R40 per 10 minutes will be charged. After an hour, R80 per 10 minutes is charged.

**13. Damage to Property:**

- The parent/guardian is liable to pay Kids Cove on demand for damage done to Kids Cove's property in any manner by the parent/guardian, child, or any other person brought onto the premises at 29 Disa Road, Gordon's Bay, 7140.

**14. Cancellation:**

- If the Parent/Guardian or responsible person wishes to cancel the agreement within the period of the agreement, he/she may do so after providing 20 working days' written notice. We will only charge a reasonable cancellation fee with regard to the remainder of the agreement. The Parent/Guardian or responsible person will still be liable for the fees currently outstanding. The determination will be based on the following criteria:
  - The amount which the Parent/Guardian or Responsible Person is still liable for up to the date of cancellation.
  - The duration of the agreement as initially agreed.
  - Losses suffered or benefits accrued by the Parent/Guardian or Responsible Person as a result of entering into the agreement.
  - The length of notice of cancellation provided by the Parent/Guardian or Responsible Person.
  - A 50% fee for December will be charged for cancellations at the end of November.
- If payment of the due fees is not made or any other breach of this agreement is not rectified within 20 working days after receiving a notice to request such payment/rectify such breach, then we may cancel this agreement immediately.

**15. No Waiver:**

- No relaxation of any terms by Kids Cove for any reason whatsoever will be construed as a waiver of the rights contained herein, nor will it constitute a variation of these terms.

By enrolling your child in Kids Cove, parents or guardians acknowledge their understanding and acceptance of the fee policy outlined above.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_

(Child(ren)) understand and accept the fee policy outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please indicate your preferred payment option below**

	<b><u>Please mark with 'X'</u></b>
<b><u>Monthly</u></b> fees shall be paid monthly in advance no later than the 3rd of each month.	
<b><u>Quarterly</u></b> fees shall be paid no later than the 3 <sup>rd</sup> of the following months; January (First Quarter), April (Second Quarter), July (Third Quarter), October (Fourth Quarter).	
<b><u>Annual</u></b> fees shall be paid no later than the 3 <sup>rd</sup> of January.	