

## SCHOOL FEE STRUCTURE

School Hours	Excluding School Holidays & starting at 08:30am for 2 days per week plus one month's non refundable deposit & R250 registration fee.	<b>OR</b>	Early start 7am & parti holiday care plus one month's non refundable deposit & R250 registration fee.
Add on Lunch & breakfast fee	R550 pm x 12		R850 pm x 12
Half day until 12:00	R2750 pm x 12		R3250 pm x 12
¾ day until 3pm 15:00	R2950pm x 12		R3450 pm x 12
Full day until 16:30/17:30	R3250 pm x 12		R3850 pm x 12

**Please Note: Late Collections**

Fines will be charged for any late collections will be charged at R5 per min( R30 per half hpur/ R60 per hour)

### PAYMENT OPTIONS

(Please Tick)	Up front per year – Full amount of year to be paid by 31 January (5% discount will apply) <b>plus one month's non refundable deposit &amp; R250 Non refundable registration fee.</b>
(Please Tick)	Per Month – 12 months (Jan – Dec) <b>plus one month's non refundable deposit &amp; R250 non refundable registration fee.</b>

**Monthly Fees:**

Payment is due in advance by the 1<sup>st</sup> of every month. Late payment penalties will apply for payments after the due date.

I accept that should my child leave Teddy Bear's Montessori without the required full 3 months' notice, I shall be liable for the fees in lieu of notice. Furthermore, I accept that I will be liable for all debt collecting costs incurred.

**N.B.: December is not classed as a notice month. Three (3) FULL school months are required as notice.**

Any changes to any of the above, at any time, must be handed in to Teddy Bear's Montessori in writing for accounting purposes. Changes may not be made once the month has started. So, changes must be made before the 1<sup>st</sup> of the month. Should we ever go into lockdown & schools/ ECD are closed, school fees are still payable for that year as per normal, we will switch age appropriate online classes & home care packs if need be as was done in 2020.

**CHANGES MADE TO INCLUDE SCHOOL HOLIDAYS ANYTIME DURING THE YEAR, PLEASE NOTE THAT YOU WOULD NEED TO BACKPAY THE SHORTFALL FROM JANUARY AS THIS IS A MONTHLY FEE.**

## ***HOLIDAY CARE FEES***

Holiday care fees will be invoiced separately and must be paid in advance prior to the commencement of the holidays.

Non-Aftercare Children	R100.00 Until 14:30
	R150.00 Full Day - Everyday Until 17:30

## ***FEE CONDITIONS & PAYMENTS***

- We offer a 5% discount if the annual fee is paid in full by the 1st February
- Fees are payable monthly in advance, by the 1st January to 1st December or Jan to Nov ( over 11 months) or Feb to Dec( over 11 months) or x 4 termly fees or once annually before 1 Jan 2024. The School is dependent on a regular cash-flow to enable it to cover its costs. Parents must ensure payments of school fees are always paid on time, every month in advance.
- School Fees are payable via Debit order through the school. Should the payment fail, a fee of R300 will be added for transaction costs.
- If for any reason your child attends Teddy Bears Montessori Pre-Primary School for only part of a month, you will still be liable for the full month's fees.
- **THREE month's written notice (a Full Terms) is required if you wish to withdraw your child from the school.**
- Late payment of school fees will result in a R300 being added to your account after the 3<sup>rd</sup> of the month.
- Cash payments and cash deposits are discouraged for everyone's safety.
- A charge of R30.00 per half an hour or part thereof will be charged for late collection from school. (12:30 to 13:00; 15:00; 17:30 PM.)
- A charge of R60 per hour or part thereof will be charged for late collection after 17:30. After 18:00 an extra R120 will be added if the child has not been collected (R200). Repeated late collection within the same

month will be charged at double the cost (R400). Staff & children's safety is at risk if this continues.

### **EXTRA COSTS NOT INCLUDED IN FEES**

- PRE-SCHOOL – Provisions cost if not supplied termly, Concert Fee. Sports Day, Puppet shows, Drumming, Extra outings

### **POLICY ON DISMISSAL**

Teddy Bears Montessori has designated reasons children can be dismissed. Dismissal will occur when:

- Non- payment of fees after second notice. Re-admission when paid in full.
- Verbal abuse from parent or a child (5 yrs. & older) towards staff.