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PORT ELIZABETH

WWW.CITYMONTESSORI.CO.ZA

## Tuition and Enrolment Agreement for Academic Year 2024

Full Name of Learner: \_\_\_\_\_

GRADE: Pre-school

### 1. Tuition Policies

- (a) Sending a learner to City Montessori School represents a significant financial investment for the average family. At the same time, running a School like ours, with all of our classes, excellent staff/learner ratios and facilities, is a costly exercise. Our families are very special people who recognise and appreciate that an investment in education truly does pay the best dividends.
- (b) We have found that the most reasonable solution is to keep the basic tuition as low as possible by assigning only those costs directly related to teaching and education in the establishment of Annual Tuition Fees. All extra services, such as After Care and Extra Mural Activities (excluding those specified in addendum 2) are optional extras and shall be charged accordingly.
- (c) A once-off stationery levy and equipment levy is payable at the beginning of January (details set out in Addendum 1). This covers the cost of all supplies and equipment used for and by the learner during the year including, but not limited to, stationery and other supplies such as tissues, toilet paper, black bags, etc.

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- (d) Please keep in mind that enrolment in the School is for the full School year 2024 subject to what is set out hereunder. All independent schools have countless expenses of a continuing nature that must be met, such as maintenance, salaries and supplies. To keep tuition as reasonable as possible, we have to operate on a carefully prepared budget. City Montessori School's tuition fees are calculated as one learner's share of the annual operating expenses; therefore it is essential that our annual income from tuition be assured.
- (e) As the parent(s) or guardian(s) of the above named learner (hereinafter referred to as the "Learner"), I/We hereby enrol the Learner at City Montessori School (hereinafter referred to as the "School") for the full 2024 School year.

## 2. Period of Enrolment

- (a) I/We understand and agree that the period of enrolment shall be for the entire School year, or in the case of a Learner entering the School after the School year has begun from the date of admission to the last day of School in that year.

## 3. New Learners

- (a) The primary aim of the School is to ensure an ideal match between School, Learner and Parents/Guardians. All new learners shall be enrolled, subject to a one month "settling in" period, during which time the School and the Parents/Guardians may mutually agree to terminate this contract with immediate effect should either the Learner, the School or the Parents/Guardians show legitimate reasons to do so.

## 4. Notice of Cancellation

I/We understand and agree to assume full liability for tuition fees in respect of the learner for the 2024 academic year (or portion of such in the event of the learner entering the School after the School year has begun), subject to the following conditions:

- (a) In the event of the learner, for whatever reason, not being able to complete the year's Schooling, I/We shall be liable for the fees owing to the School for the remainder of the year, subject to the following:
- (i) I/We shall immediately give written notice to the School upon circumstances arising which occasions me/us to withdraw the learner from the School;
  - (ii) The balance of the fees for the year shall immediately become due and payable;
  - (iii) The School, in the discretion of the Principal, shall endeavour to replace the learner so withdrawn and, if such learner is replaced, the School may consider refunding the portion of the fees paid by me/us, commensurate with the fees paid by the substituted learner.

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- (b) In the event of no written notice being given, and/or the School being obliged to institute legal proceedings against the parent/guardian, such parent/guardian shall be liable for the fees for the full outstanding balance of the year regardless of whether or not the School is able to mitigate the loss.
- (c) In the event of the School having to institute legal proceedings for the recovery of fees, the full outstanding balance of the fees for the remainder of that year shall immediately become due and payable, and the parent/guardian shall be liable for costs on the scale as between attorney and client.
- (d) In the event of a learner being withdrawn from the School at the end of an academic year, the parent/guardian of such learner shall give notice to the School on or before the last day of the second term of the year 2021, which notice shall be in writing, and the failure to furnish such notice timeously shall render the parent/guardian liable for the fees for the first quarter of the following year. Such payment shall become due and payable immediately upon written notice being submitted.
- (e) Verbal notice is not acceptable under any circumstances.

#### **5. Exclusion of Learner from Attendance at the School**

The School shall have the right to exclude, with immediate effect, any learner from attendance, temporarily or permanently, under any circumstances deemed in the sole and exclusive discretion of the School to be interfering with the health, safety, or educational development of the Learner, or any other learner/s in the School. Any such exclusion, whether temporarily or permanently, shall only be valid if in writing and signed by the Principal. In the event of this, any prepaid tuition will be refunded on a pro-rata basis, less the enrolment and registration which shall remain non-refundable.

#### **6. Commitment of Support for the School's Program and Activities**

- (a) I/We understand and agree that the educational model at City Montessori School is based on a two-way partnership, between the School and the Family. It requires an investment of trust, cooperation, time and energy in support of each learner's education both at home and at School.
- (b) Further, as a Montessori School, I/We understand and agree that I/We will be expected to actively participate in the life of the School, including scheduled, individual parent meetings, meetings of the families of the learner's class and community meetings.

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- (c) I/We agree to support and promote the School's general approach, policies and values as set forth by the School from time to time.

## 7. School Hours and Terms

- (a) City Montessori School shall, wherever practical, follow terms and holidays of the Department of Education. The academic year will consist of four terms.
- (b) We reserve the right to change the dates issued by the Department, with notice, and agree to ensure the equal number of School days are attained.
- (c) The classes run from 8 am to 12 noon. The learners MUST be at School by 8:00 am. The learners may be dropped off from 07:00 am and must be collected by 12:30. Any learner not collected on time shall be charged an additional aftercare fee of R50 per hour or part thereof.
- (d) An aftercare facility will operate from 13:00 until 17:30 Monday to Friday. Enrolment in aftercare requires adherence to the Terms and Conditions of Aftercare (addendum 3).

## 8. Security and Safety

- (a) Everyone's assistance is required in ensuring the gates are securely closed upon entry and exit. Please close the gate.
- (b) The class directress must be notified of any changes to the person collecting/dropping off the learner at School. If necessary, please provide the School with a list of people who may/may not collect the learner/learners.

## 9. Changes in Emergency and Contact Details

- (a) Parents/guardians shall notify the School, IN WRITING, of changes to telephone and postal detail changes. Please give these by letter or by email. Do NOT SMS these changes, as they do not provide permanent record.
- (b) Parents/guardians shall notify the School of changes to people collecting/dropping off the learner/learners at School.
- (c) Parents/guardians shall notify the School of any changes to the learner's health, especially in respect of new illnesses and allergies.

## 10. Illness/absence from School

- (a) Please inform the School if the learner is sick and will not be at School. For the benefit of everyone, please keep the learner at home until he/she is fully recovered. This will prevent a vicious circle of infection and re-infection.
- (b) A STRICT POLICY OF NOT ALLOWING SICK LEARNERS AT SCHOOL WILL APPLY. Please consider the needs of the learner, staff and other learners during these times.

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- (c) We shall adhere to the Guidelines issued by the Department of Health, regarding regulations for contagious diseases.
- (d) The School reserves the right to request a medical certificate before a learner may return to School after a reported contagious illness.
- (e) It is important that the learners maintain a routine in coming to School. However, should it be unavoidable that the learner misses School for a family holiday or similar, please notify the School in advance.

#### **11. Reports and Communication**

- (a) Comprehensive reports shall be written at the end of the second and fourth terms in the Pre-School. In addition to this, there will be the opportunity for a parent/directress conference once a year to provide verbal feedback on the learner's progress for pre-schoolers.
- (b) The directresses are always available to meet with parents/guardians should there be any problems.
- (c) Attendance at annual parent/teacher conferences is compulsory.

#### **12. Personal Belongings/Toys / Clothing / Uniforms**

- (a) Please ensure all personal belongings are clearly marked. The School accepts no responsibility for lost articles.
- (b) No toys are allowed at School. The School accepts no responsibility for lost/misplaced or broken toys.
- (c) The pre-school and toddler learners need to be dressed in clothes that encourage freedom of movement, independence in going to the toilet and comfort.

#### **13. Enrolment**

Enrolment in the School is only confirmed after an individual interview, payment of non-refundable, non-deductible Enrolment Fee of R600 (Six Hundred Rand) and acceptance of the above Terms and Conditions of Enrolment and Indemnity Form. Acceptance into the School shall be made at the School's discretion, in accordance with the School's Admissions Policy. This enrolment fee is payable on acceptance of the place in the School.

#### **14. Tuition, Fees and Fundraising**

I/We, jointly and severally, hereby unconditionally agree to pay tuition fees in the amount specified in this agreement to the School in consideration for reserving a place for the Learner for the School year 2024. I/We understand and agree that our active participation in one annual fundraising event shall be expected.

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**PLEASE INDICATE, BY CIRCLING AND SIGNING ALONGSIDE WHICH PAYMENT PLAN IS AGREED TO FOR THE SCHOOL YEAR 2024. FOR A DETAILED BREAKDOWN OF FEE STRUCTURES SEE ADDENDUM ONE:**

**Annual Payment Plan:**

Due on or before 1<sup>st</sup> February

Electronic Transfer

**Quarterly Payment Plan:**

Electronic Transfer payable by the 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October

**Monthly Plan:**

**Stop Order over 12 months**, starting 1<sup>st</sup> January to 1<sup>st</sup> December, inclusive and to reflect in the School's bank account no later than the 5<sup>th</sup> of the month.

**Electronic Transfer** to be reflected in the School's bank account no later than 5<sup>th</sup> of the month, starting 1<sup>st</sup> January to 1<sup>st</sup> December, inclusive.

**Bank details as follows:**

Account holder: CITY MONTESSORI SCHOOL (PTY) LTD

ID/Reg Number: 2015/108988/07

Account type: CURRENT

Account number: 08 009 484 8

Branch: PORT ELIZABETH

Branch code: 17

SWIFT code: SBZAJJ

***Please use your child's name and surname as reference when making a payment.***

**Proof of payment must be emailed to the school – [littlecitymontessori@gmail.com](mailto:littlecitymontessori@gmail.com)**

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**15. Non-Payment**

- (a) All monies due under this agreement are due and payable as stated herein. No extensions or delays in payment will be recognised unless in writing and signed by the Principal and the undersigned. In the event of any payment being more than 7 days late, the School shall have the right to withhold any and all services to the Learner and/or the undersigned and I/We shall be liable for all fees during the suspension.
- (b) If fees are paid late, without a reasonable explanation, the full balance of the fees for the remainder of the year shall immediately become due and payable.
- (c) In the event it shall be necessary to place this contract or any other debt due to the School by the undersigned with an attorney, I/We agree to bear all costs incurred by The School, on the scale as between attorney and client.
- (d) It must be noted that whilst tuition and aftercare fee payment is offered in annual, quarterly and monthly options this does not constitute a fractional agreement.

**16. After Care Facility and Special Activities**

- (a) I/We understand and agree that the School may from time to time offer special outings/trips at an extra cost. These costs shall be kept to a minimal amount and parents/guardians given sufficient notice of these activities.
- (b) I/We understand and agree that After Care is available at an additional cost, and requires a separate agreement (addendum 3).
- (c) Aftercare is not available on a casual or once-off basis.

**17. Parent Handbook and Education**

- (a) I/We understand and agree to comply with the rules and regulations of the School. These rules and regulations may be modified from time to time and as such hereby agree that these rules and regulations are hereby incorporated into this contract.
- (b) I/We agree to and understand the importance of Parent Education and agree to attend at least one of the cycles of Parent Education.

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**NO INDULGENCE, WAIVER OR RELAXATION OF THE TERMS AND CONDITIONS OF THIS TUITION AND ENROLMENT AGREEMENT, OR ANY VARIATION THEREOF, SHALL BE VALID UNLESS IN WRITING AND SIGNED BY BONITA POTGIETER, ON THE AUTHORITY AND INSTRUCTION OF THE SCHOOL MANAGEMENT.**

**Please read and sign this agreement, and return it to the School within seven (7) days of receipt. Each page must be initialled and this page signed in full where applicable. Please make your own copy of this agreement for reference.**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
**FATHER/GUARDIAN**

\_\_\_\_\_  
**MOTHER/GUARDIAN**

\_\_\_\_\_  
**BONITA POTGIETER**  
**CITY MONTESSORI SCHOOL**

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**ADDENDUM ONE:  
FEE STRUCTURE 2024**

**ANNUAL PAYMENT PLAN**

(Payable on or before 1<sup>st</sup> February)

R 26 015.00

(One month discount)

**QUARTERLY PAYMENT PLAN**

R 7 260.00

**TWELVE EQUAL PAYMENTS**

(1<sup>st</sup> of each month from and including January to December)

R2 420.00

**EQUIPMENT LEVY**

(Once-off fee payable on or before 1<sup>st</sup> January of the year)

R550

**STATIONERY LEVY**

(Once-off fee payable on or before 1<sup>st</sup> January of the year)

R550

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## **ADDENDUM TWO:**

### **SPECIFIC EXTRAMURAL ACTIVITIES**

#### **3 – 6 year olds (included in fees)**

- Art
- Baking
- Gardening
- Music

#### **OPTIONAL EXTRAS (NOT INCLUDED)**

- Drama & Dance (Joy 4 Kidz)

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