



BAKEN AKADEMIE PRESCHOOL AND DAYCARE

Parent Contract and Terms of Enrolment

Version 2

Agreement entered into between	
The School	Baken Akademie Preschool and Daycare
Hereinafter referred to as	"the School"
The Parent(s) / Guardian(s) / Account Holder(s)	As recorded on the Learner Enrolment Form and signature section of this agreement
Hereinafter referred to as	"the Parent(s)"

This agreement governs the enrolment of the learner at Baken Akademie Preschool and Daycare.

1. GENERAL

- 1.1 The School provides private Christian early childhood education and daycare services.
- 1.2 By signing this agreement, the Parent(s) confirm that they support and respect the ethos, values, policies, procedures, rules and code of conduct of the School.
- 1.3 Together with the Learner Enrolment Form, the current Fee Structure and Financial Policy, and the Parent Handbook, this agreement forms the basis of the learner's enrolment at the School.
- 1.4 In the event of any inconsistency between this agreement and any other school document, this agreement shall take precedence, unless otherwise required by law.
- 1.5 The School reserves the right to amend policies, procedures, fee structures, operational requirements and school rules when necessary. Reasonable notice will be given where changes materially affect parents or learners.
- 1.6 Enrolment is subject to acceptance by the School and remains subject to the terms of this agreement and compliance with school policies and financial obligations.

2. CAMPUSES

- 2.1 The School currently operates the following campuses:

- Elephant Campus - 372B Boundary Road, Northriding, Randburg.
- Giraffe Campus - 437 Aureole Drive, Northriding, Randburg.

2.2 The School reserves the right to transfer operational activities between campuses where necessary.

2.3 Campus placement is subject to availability, operational capacity, developmental stage, staffing and the best interests of the learner and School community.

3. ADMISSION AND DISCLOSURE

3.1 The Parent(s) must provide accurate, complete and current information on the Learner Enrolment Form and in all communication with the School.

3.2 The Parent(s) must disclose all relevant medical, developmental, toileting, feeding, behavioural, emotional, educational, custody, collection, financial or support needs that may affect the learner's care, supervision, safety, placement or continued enrolment.

3.3 The School may request supporting documentation where information is relevant to the learner's health, safety, placement, collection, learning support or financial clearance.

3.4 The School may decline enrolment, suspend services or terminate enrolment where material information is inaccurate, incomplete, withheld or not disclosed.

4. FEES AND PAYMENT

4.1 Fees are payable in accordance with the current Fee Structure and Financial Policy issued by the School.

4.2 School fees are payable monthly in advance over 12 months, unless otherwise agreed in writing.

4.3 Monthly payments must reflect in the School's nominated bank account by the payment date stated in the current Fee Structure and Financial Policy.

4.4 Annual registration/development levies or fees are non-refundable and are required in accordance with the current Fee Structure and Financial Policy.

4.5 The Parent(s) accept joint and several liability for all school fees, levies, late collection fees, cancellation fees, charges and related costs due to the School.

4.6 Failure to pay fees on time may result in reminder notices, interest charges, suspension of services, refusal of attendance, withholding of reports, developmental feedback or school documentation, refusal of re-enrolment and/or legal recovery processes.

4.7 Interest may be charged on overdue accounts, calculated daily from the due date until payment is received, at a rate equal to the prime lending rate + 2%, to compensate for disruptions and collection costs.

4.8 Any legal, tracing, collection or administrative costs incurred due to non-payment shall be payable by the Parent(s).

4.9 The School may request financial clearance or relevant financial information before confirming enrolment or re-enrolment. The School may decline or terminate enrolment where material financial information is inaccurate, incomplete or not disclosed.

- 4.10** Discounts, including any sibling discount, are discretionary and are governed by the current Fee Structure and Financial Policy or written confirmation from the School.

5. NOTICE PERIOD AND WITHDRAWAL

- 5.1** One full school term's written notice is required when withdrawing a learner from the School.
- 5.2** Notice must be submitted in writing to both the Principal and the Accounts Department before the first day of the applicable term.
- 5.3** Failure to provide the required notice may result in a cancellation fee equal to one term's fees.
- 5.4** Outstanding fees, charges and costs remain payable regardless of withdrawal, suspension or termination of enrolment.

6. ATTENDANCE AND ABSENTEEISM

- 6.1** The Parent(s) are encouraged to ensure regular attendance and to notify the School if a learner will be absent.
- 6.2** Fees remain payable during absenteeism, illness, holidays, temporary absence or extended leave.
- 6.3** There will be no fee reduction for absenteeism, illness, holidays, temporary absence or extended leave.
- 6.4** The School reserves the right to refuse attendance where fees are significantly overdue or where attendance would compromise the health, safety or well-being of the learner or School community.

7. SCHOOL HOURS, COLLECTION AND LATE COLLECTION

- 7.1** Parents must comply with the School's operational hours, drop-off arrangements and collection times as communicated by the School.
- 7.2** Learners must be collected by the applicable collection time. Late collection may result in late collection fees as set out in the current Fee Structure and Financial Policy.
- 7.3** Repeated late collection may result in further administrative action, including a meeting with management, additional charges or review of enrolment.
- 7.4** Children may not be left unattended at drop-off or collection.

8. MEALS AND NUTRITION

- 8.1** Meals and nutrition arrangements are determined by the learner's age, developmental stage and the current Fee Structure and Financial Policy.
- 8.2** Children aged 2 years and older may receive meals as provided by the School, while children younger than 2 years are required to bring their own meals, formula, bottles and feeding items, unless otherwise agreed in writing.
- 8.3** The Parent(s) must inform the School in writing of allergies, dietary restrictions, intolerances, medical conditions and any special feeding requirements.
- 8.4** The Parent(s) remain responsible for ensuring that food, bottles, formula, feeding items and personal items supplied from home are suitable, clearly labelled and safe for the learner.

9. HOLIDAY CARE

- 9.1** Holiday care may be offered to enrolled learners during school holidays, subject to the School's operational arrangements and unless otherwise communicated.
- 9.2** Holiday care arrangements, dates, times and availability may be amended by the School when necessary.
- 9.3** Holiday care fees and inclusions are governed by the current Fee Structure and Financial Policy or by written communication from the School.

10. HEALTH, ILLNESS AND MEDICAL TREATMENT

- 10.1** The Parent(s) must disclose all medical conditions, allergies, medication requirements, developmental concerns and any changes affecting the learner's health or safety.
- 10.2** The School must immediately be informed of any changes affecting the learner's health, safety, medication, allergies, developmental needs or care requirements.
- 10.3** Sick children may not attend school until sufficiently recovered. The School may require that a learner be collected where the learner is unwell or medically unfit to remain at school.
- 10.4** Medication may only be administered if clearly labelled and accompanied by written instructions from the Parent(s), and where the School is reasonably able to administer such medication.
- 10.5** In the event of an emergency, the School may seek urgent medical assistance or treatment for the learner where the Parent(s) cannot be reached immediately or where urgent action is reasonably required.
- 10.6** The Parent(s) remain responsible for all medical, ambulance, hospital, doctor, treatment and related costs incurred.

11. SAFETY, LIABILITY AND INDEMNITY

- 11.1** While all reasonable care and supervision will be exercised, the School shall not be liable for loss, theft, damage, injury or accidents except in cases of gross negligence by the School.
- 11.2** The Parent(s) indemnify the School, its management, staff members and representatives against claims arising from normal school activities and supervised participation, except where such claim arises from gross negligence by the School.
- 11.3** The School reserves the right to implement safety and security procedures at all times, including controlled access, visitor verification, collection authorisation and supervision protocols.
- 11.4** Where outings or transport are arranged, the School may require additional written consent or operational arrangements.

12. COLLECTION, CUSTODY AND LEGAL RESTRICTIONS

- 12.1** Learners may only be collected by persons authorised in writing by the Parent(s).
- 12.2** The Parent(s) must inform the School in writing if another authorised person will collect the learner.

- 12.3** The School reserves the right to request identification before releasing a learner to any authorised person.
- 12.4** The School may refuse to release a learner where identification cannot be confirmed, where the person is not authorised, or where release may reasonably compromise the learner's safety.
- 12.5** The Parent(s) must inform the School in writing of any custody arrangements, court orders, legal restrictions or family circumstances that may affect the collection, care, supervision or release of the learner. Supporting documentation must be provided where applicable.

13. DISCIPLINE, BEHAVIOUR AND PARENT CONDUCT

- 13.1** The School maintains a structured environment built on respect, responsibility, discipline and Christian values.
- 13.2** Parents and learners are expected to comply with the School's code of conduct, behavioural expectations, policies, procedures and operational requirements.
- 13.3** Positive discipline and guidance are used to encourage appropriate behaviour.
- 13.4** The School reserves the right to suspend or terminate enrolment where learner behaviour negatively affects other learners, staff members, the learning environment or the School community.
- 13.5** The School reserves the right to suspend or terminate enrolment where Parent conduct, including aggressive, threatening, abusive, defamatory or unreasonable behaviour, negatively affects staff, learners, other families or the School community.
- 13.6** Continued enrolment is subject to the School being able to maintain a safe, respectful and appropriate environment for the learner and the wider School community.

14. PARENT COMMUNICATION

- 14.1** The Parent(s) agree to maintain respectful, professional and constructive communication with staff members and School management.
- 14.2** The School may communicate via WhatsApp, email, newsletters, phone calls, written notices, meetings or any other reasonable communication method.
- 14.3** The Parent(s) are responsible for ensuring that contact details remain updated and that School communication is monitored regularly.
- 14.4** Concerns should be addressed directly with the relevant teacher or School management through appropriate communication channels.

15. MEDIA AND POPIA

- 15.1** The School may take photographs or videos during normal school activities, events and functions.
- 15.2** The use of photographs or videos for internal school communication or marketing/promotional purposes will be managed in accordance with the consent provided by the Parent(s) on the Learner Enrolment Form or any later written consent instruction submitted to the School.

15.3 The Parent(s) acknowledge that the School will collect, store and process personal information relating to the learner and Parent(s) for enrolment, administration, communication, safety, medical, financial and educational purposes.

15.4 The School will process personal information responsibly and in accordance with POPIA requirements.

16. SCHOOL POLICIES AND RELATED DOCUMENTS

16.1 The Parent(s) acknowledge that the School may issue policies, procedures, rules, operational guidelines, the Parent Handbook, the Learner Enrolment Form and the Fee Structure and Financial Policy from time to time.

16.2 These documents form part of the enrolment agreement, provided that this Parent Contract shall take precedence in the event of a conflict, unless otherwise required by law.

16.3 The Parent(s) are responsible for familiarising themselves with the School's policies, procedures, rules, operational guidelines, Parent Handbook and Fee Structure and Financial Policy.

17. TERMINATION OF ENROLMENT

17.1 The School reserves the right to suspend services or terminate enrolment due to non-payment, breach of policies, non-disclosure of relevant information, behavioural concerns, parent conduct concerns or where continued enrolment is no longer in the best interests of the learner or School community.

17.2 The School may terminate enrolment where the School can no longer reasonably accommodate the learner's needs. This may include cases where the learner requires specialised support, medical care, behavioural intervention or developmental support beyond what the School can reasonably provide.

17.3 Outstanding fees, levies, charges, cancellation fees, interest and recovery costs remain payable upon suspension, withdrawal or termination of enrolment.

17.4 Termination of enrolment does not affect the School's right to recover outstanding amounts due.

18. LEGAL EFFECT

18.1 This agreement is binding on the Parent(s), Guardian(s), Account Holder(s) and any person who signs or accepts financial responsibility for the learner.

18.2 No waiver, indulgence or failure by the School to enforce any term of this agreement shall prevent the School from enforcing that term at a later stage.

18.3 If any provision of this agreement is found to be invalid or unenforceable, the remaining provisions shall remain in force as far as legally permissible.

18.4 Any variation to this agreement must be recorded in writing by the School, unless the variation relates to policies, fee structures, operational requirements or rules amended by the School in accordance with this agreement.

19. DECLARATION

We, the undersigned, confirm that:

- the information supplied to the School is accurate and complete;
- we have disclosed all relevant medical, developmental, behavioural, educational, custody, collection and financial information;
- we understand and accept the terms of this agreement;
- we have received, read and accepted the Parent Handbook and current Fee Structure and Financial Policy;
- we support and respect the Christian ethos and values of the School;
- we agree to comply with the policies, procedures, rules and financial obligations of Baken Akademie Preschool and Daycare.

Signed at: _____

Role	Signature	Date
Parent / Guardian / Account Holder 1	_____	_____
Parent / Guardian / Account Holder 2	_____	_____
Authorised School Representative	_____	_____
Witness	_____	_____

Baken Akademie Preschool and Daycare
Building Strong Foundations for the Future.