



## **BAKEN AKADEMIE PRE-SCHOOL & DAYCARE**

### **Fee Structure & Financial Policy 2026**

#### **Elephant Campus & Giraffe Campus**

##### **Introduction**

Baken Akademie Pre-School & Daycare is committed to providing a safe structured nurturing and high-quality Christian educational environment for young children.

As an independent private institution the school is fully responsible for:

- staff salaries
- educational resources
- security
- maintenance
- facilities
- utilities
- daily operational expenses

School fees enable the school to maintain high standards of care, education, supervision and safety for all learners.

Parents are kindly requested to familiarise themselves with the financial policies and procedures outlined below.

##### **Campus Information**

Elephant Campus

372B Boundary Road  
Northriding Randburg

Giraffe Campus

437 Aureole Drive

Northriding Randburg

### Development Stages

<b>Age Group</b>	<b>Development Stage</b>
3 Months – 1 Year	Blue Beginners A gentle, loving introduction to daycare and early routine for babies and toddlers.
1-2 Years	Dream Discoverers Encouraging curiosity, confidence, language, and early social interaction through play.
2-3 Years	Emerald Explorers Active learning, imagination, creativity, and hands-on discovery for growing young minds.
3-4 Years	Golden Growers Developing independence, communication, structure, and school readiness.
Grade RR (4-5 Years)	Red Readers Preparing children confidently for Grade R and formal learning foundations.

## Monthly Fee Structure 2026

Development Stage	Full Day	Half Day	Meals	Total Full Day	Total Half Day
Blue Beginners 3 Months- 1 Year	R3 800	R3 550	Own Meals	R3 800	R3 550
Dream Discoverers 1-2 Years	R3 800	R3 550	Own Meals	R3 820	R3 570
Emerald Explorers 2-3 Years	R3 200	R2 950	R620	R3 820	R3 570
Golden Growers 3-4 Years	R3 200	R2 950	R620	R3 820	R3 570
Red Readers 4-5 Years	R3 200	R2 950	R620	R3 820	R3 570

### Included in School Fees

School fees include:

- structured educational programme
- supervised care
- outdoor play
- music appreciation
- worship
- drama activities
- holiday care
- swimming during summer where applicable
- age-appropriate developmental activities

## **Meals**

Children aged 2 years and older will receive:

- breakfast
- snacks
- lunch

Children younger than 2 years are required to bring their own meals, formula, bottles and feeding items depending on developmental stage and feeding requirements.

Parents must inform the school of:

- allergies
- dietary restrictions
- intolerances
- medical conditions

## **Registration & Development Levy**

An annual Registration / Development Levy is payable for each learner.

Annual Registration / Development Levy:

R1 500 per learner per year

This fee contributes toward:

- educational resources
- maintenance
- classroom development
- equipment
- operational improvements

This fee is:

- payable annually
- non-refundable
- required to secure enrolment

## **Payment Terms**

Fees are calculated on an annual basis but payments can be made on a monthly basis.

## **Monthly Payments:**

School fees are payable monthly over 12 months of the year.

Payments are due:

- from January to December
- payable in advance
- must reflect on or before the 5th day of date each month

## **Accepted Payment Methods**

Payments may be made via:

- EFT into the nominated account using the learner's name and first letter of surname as reference
- direct deposit
- approved debit order arrangements

Cash payments are discouraged where possible.

## **Sibling Discounts**

A sibling discount may apply for second and subsequent children enrolled at the school simultaneously.

Parents may contact the Finance Department for details regarding applicable discounts.

## **Late Payments**

Failure to pay fees on time may result in:

- reminder notices
- interest charges
- suspension of services
- withholding of reports
- refusal of re-enrolment
- legal recovery procedures

The school reserves the right to charge interest on overdue accounts, calculated daily from the due date until payment is received at a rate equal to prime lending rate + 2% to compensate for disruptions and collection costs.

Parents remain liable for:

- legal costs
- tracing fees
- collection charges
- administration costs related to recovery of outstanding accounts

## **Financial Clearance**

Financial clearance from previous schools may be requested where applicable.

The school reserves the right to decline enrolment where:

- significant outstanding fees exist at another institution
- financial information supplied is inaccurate or incomplete

## **Notice Period**

One full school term written notice is required when withdrawing a learner from the school.

Notice must be submitted:

- in writing
- to both the Principal and Accounts Department
- before the first day of the applicable term

Failure to provide the required notice may result in a cancellation fee equivalent to one term's fees.

## **Absenteeism**

There will be no fee reduction for:

- absenteeism
- illness
- holidays
- temporary absence
- extended leave

Fees remain payable to maintain the learner's placement within the school.

## **Late Collection Fees**

Children should be collected before closing time at 17:30.

Late collection fees:

- 17:30 – 18:00: R50 per incident
- After 18:00: R150 per incident

Repeated late collections may result in further administrative action.

## **Holiday Care**

Holiday care is available for enrolled learners during school holidays unless otherwise communicated. Holiday care is included in the normal school fees.

Operational hours during holiday periods:

06:00 am – 17:30 pm

## **Banking Details**

### **Elephant Campus banking details**

#### Banking Details

Bank Name: Capitec Business Account

Account type: Current Account

Account number: 1051321930

### **Giraffe Campus banking details**

#### Banking Details

Bank Name: FNB

Account type: Business Account

Account number: 63213985493

## **Communication**

Parents are requested to:

- keep contact details updated
- monitor WhatsApp and email communication
- ensure prompt communication regarding financial matters

## **General Financial Conditions**

By enrolling a learner at Baken Akademie Pre-School & Daycare the Parent(s)/Guardian(s):

- accept responsibility for all fees and related charges
- agree to comply with the financial policies of the school
- acknowledge that continued enrolment remains subject to compliance with school policies and financial obligations

## **Contact Information**

Elephant Campus

Telephone:

010 016 9377 (Office Hours)

Nita 084 025 2878

Maronique 072 165 6612

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Giraffe Campus

Telephone:

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**Baken Akademie Pre-School & Daycare**

**Building Strong Foundations for the Future.**