



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.

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.

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

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

Campus Information

Elephant Campus

372B Boundary Road
Northriding Randburg

Giraffe Campus

437 Aureole Drive
Northriding Randburg

Development Stages

Age Group	Development Stage
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 800	R3 550
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

Parents must inform the school of:

- allergies
- dietary restrictions
- intolerances
- medical conditions

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

Registration & Development Levy

Annual Registration / Development Levy:

R1 500 per learner per year

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

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 each month

Accepted Payment Methods

Payments may be made via:

- EFT into the nominated account, using the learner's name and first letter of the surname as the payment 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 the 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's 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 – 17:30

Banking Details

Elephant Campus Banking Details

Bank Name: Capitec Business Account

Account type: Current Account

Account number: 1051321930

Giraffe Campus 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)

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Giraffe Campus

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Baken Akademie Pre-School & Daycare

Building Strong Foundations for the Future.