



**BAKEN AKADEMIE PRE-SCHOOL & DAYCARE
Parent Contract & Terms of Enrolment 2026**

This agreement is entered into between:

BAKEN AKADEMIE PRE-SCHOOL & DAYCARE

(Hereinafter referred to as “the School”)

AND

The Parent(s)/Guardian(s)/Account Holder(s)

(Hereinafter referred to as “the Parent(s)”)

This agreement governs the enrolment of the learner at Baken Akademie Pre-School & 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 and code of conduct of the School.

1.3 The School reserves the right to amend policies procedures, fee structures, operational requirements and school rules when necessary.

1.4 Enrolment is subject to acceptance by the School.

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.

3. FEES & PAYMENT

3.1 School fees are payable in advance.

3.2 School fees are payable over 12 months unless otherwise agreed in writing.

3.3 Annual registration/development fees are non-refundable.

3.4 Failure to pay fees on time may result in:

- suspension of services
- withholding of reports
- refusal of re-enrolment
- legal recovery processes

3.5 The Parent(s) accept joint and several liability for all outstanding fees and related costs.

3.6 Interest may be charged 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.

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

4. NOTICE PERIOD

4.1 One full school term written notice is required for withdrawal of a learner.

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

4.3 Notice must be submitted in writing to both the Principal and Accounts Department.

5. ATTENDANCE & ABSENTEEISM

5.1 Parents are encouraged to ensure regular attendance.

5.2 Fees remain payable during absenteeism, illness, holidays or temporary absence.

5.3 The School reserves the right to refuse attendance where fees are significantly overdue.

6. HEALTH & MEDICAL

6.1 Parents must disclose all medical conditions, allergies, medication requirements and developmental concerns.

6.2 The School must immediately be informed of any changes affecting the learner's health or safety.

6.3 In the event of an emergency the School may seek urgent medical treatment for the learner.

6.4 Parents remain responsible for all medical costs incurred.

6.5 Sick children may not attend school until sufficiently recovered.

7. SAFETY & LIABILITY

7.1 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.

7.2 Parents indemnify the School management staff members and representatives against claims arising from normal school activities, outings, transport or participation in supervised activities.

7.3 The School reserves the right to implement safety and security procedures at all times.

8. DISCIPLINE & BEHAVIOUR

8.1 The School maintains a structured environment built on respect, responsibility, discipline and Christian values.

8.2 Parents and learners are expected to comply with the School's code of conduct and behavioural expectations.

8.3 The School reserves the right to suspend or terminate enrolment where:

- behaviour negatively affects other learners
- parents behave aggressively or unreasonably
- continued enrolment is no longer in the best interests of the School community

9. PARENT COMMUNICATION

9.1 Parents agree to maintain respectful and professional communication with staff members.

9.2 The School may communicate via:

- WhatsApp
- email
- newsletters
- phone calls
- written notices

9.3 Parents are responsible for ensuring that contact details remain updated.

10. MEDIA & POPIA CONSENT

10.1 The School may take photographs or videos during normal school activities events and functions.

10.2 Parents' consent to the use of photographs for:

- newsletters
- school communication
- social media
- websites
- promotional material

Unless a written objection is submitted.

10.3 The School undertakes to process personal information responsibly in accordance with POPIA requirements.

11. COLLECTION OF LEARNERS

11.1 Learners may only be collected by authorised persons.

11.2 Parents must inform the School in writing if another person will collect the learner.

11.3 The School reserves the right to request identification before releasing a learner.

12. SCHOOL POLICIES

12.1 Parents acknowledge that they may receive additional policies, procedures or operational guidelines from time to time.

12.2 These policies form part of the enrollment agreement.

13. TERMINATION OF ENROLMENT

13.1 The School reserves the right to terminate enrolment:

- due to non-payment
- behavioural concerns of learners
- non-disclosure of relevant information
- breach of policies
- where the School can no longer reasonably accommodate the learner's needs

13.2 Outstanding fees remain payable upon termination.

14. DECLARATION

We the undersigned confirm that:

- the information supplied to the School is accurate and complete
- we understand and accept the terms of this agreement
- we support the Christian ethos and values of the School
- we agree to comply with the policies and procedures of Baken Akademie Pre-School & Daycare

Signed at: _____

Parent/Guardian 1 Signature	Date
_____	_____

Parent/Guardian 2 Signature	Date
_____	_____

Authorised School Representative	Date
_____	_____

Witness	Date
_____	_____