



Little Ashford Preschool

2020 OPERATING POLICIES, PAYMENT OPTIONS AND FEES

Operating Policies

Notice period

Before withdrawing the child from the school, a parent is required to give a term's notice in writing to the Principal and the Accounts department, before the first day of the term at the end of which such withdrawal is to take place.

If the parent fails to give such notice, the parent shall be liable for a cancellation fee equivalent to two (2) months' tuition fees.

Operating Hours

Based on parent's needs the school will operate from 8 January to 30 November 2020 with no school holidays closure (except for the day prior to the beginning of a new term - our preparation day). Holiday Club fees are not payable throughout the year, except for December. Programme details in this regard will be announced in late 2020.

An academic year planner will be circulated in October 2019.

Our strict closing time is 17:30. A late collection fee of R95 for every 15 minutes after 17:30 is applicable for any child collected after 17:30. This fee is charged within the first minute of the 15 minute window and will NOT be *pro rata*.

Absenteeism

No rebate of fees will be granted if the child is absent for any portion of any term owing to illness or any other cause.

Payment Options

There are three payment options:

- **Annually:** If paid on or before 30 November 2019, a 9% discount will apply. Otherwise, a 7.5% discount will apply if paid on or before 31 December 2019. Payment may only be made via EFT (no cash/credit cards).
- **Termly:** 3 times a year, before the 1st day of a calendar term: 1 January; 1 May and a final payment by 1 September 2020. This option offers a 5% discount. Payment may only be made via EFT (no cash/credit cards).
- **Monthly:** fees are payable 2 months in advance, over 11 months (from December to October) by way of a debit order ONLY. EFT is no longer acceptable for monthly payments. Please ensure your completed debit order mandate is submitted, using our highly secure and industry leading Sage Pay collection platform. Our Accounts team will be able to assist you with this requirement.

For as long as two or more siblings attend Little Ashford, a 5% discount will be applied to the tuition fee of the second and subsequent siblings only.

The Annual Equipment Levy is payable with the first invoice issued for the year. This levy is used to purchase elementary school attire and classroom instructional materials including, but not limited to, stationery; learning tools; supporting education software.

To ensure we contain ongoing fees collection challenges we experience from a small number of parents, our collection efforts, which currently include the sending of reminder emails and telephone calls, has been gradually expanded to include blacklisting of defaulting parents. Regrettably, in such circumstances, your child will not be able to attend school until such time outstanding fees are settled.

2020 Fees

Little Ashford Woodmead					
	Per annum	Per annum (inclusive of 9% early discount)	Per annum (inclusive of 7.5% discount)	Per term (inclusive of 5% discount)	Monthly (11 months) from Nov'19 to Oct'20)
Annual Equipment Levy	R1,750 this fee is payable every year in January for as long as your child is enroled				
Full Day Only	R52,250	R47,025	R48,331	R16,546	R4,750
Late Collection Fee	R95, if child is collected between 17.45 and 18.15. Thereafter R95 per 15 minutes late				
December Holiday Club	R165 per day, per enroled child. Daily rate for a non-enroled child is R200				
Other fees					
Application Fee	R300 (not payable by any family with a child currently enroled at Little Ashford)				
Enrolment Fee	R2,250 - this is a once-off fee, payable in order to confirm your child's place				
Breakfast & Morning Snack	Additional R400 per month (no PRO RATA of this fee)				
Access Card	R150 per card, per family (limited to 4 cards per family)				

Our banking details for term and annual payments are below:

Bank: FNB
 Account name: Little Ashford
 Account number: 62678940703
 Branch code: 250455
 Reference: Your 8-digit unique child number for correct allocation

Outstanding Fees

Late-payment interest is levied on balances not settled in accordance with the payment options offered.

Children will not be allowed to attend school in 2020, until such time all 2019 fees are paid up in full.

LITTLE ASHFORD PRESCHOOL

OUR DAILY FOCUS – ATTRIBUTES ESSENTIAL TO YOUR CHILD’S DEVELOPMENT

We never forget that these attributes are important to you, your child and our reputation:

- The Little Ashford **Team**: we strive to attract and develop competent caring team members who consistently pursue excellence, by operating collectively under a pledge of imagination, innovation, integrity, intellect, integration and influence.
- The Little Ashford **Curriculum**: the continual development and effective implementation of our curriculum is led by a senior academic and training professional, who is an expert in the education of young children and dedicated to the training and development of the team members who serve and care for our children. We measure the effectiveness of our curriculum through: a proprietary school assessment platform; the use of suitable technologies; an alignment to ISASA; and a history of enrolment in leading schools.
- The Little Ashford **Skooly App**: this bespoke app connects you directly and regularly with your child’s progress, keeping you informed throughout the day and providing continuity for you to support and collaborate with the school, as you interact with your child at home.
- Little Ashford **Food**: led by a qualified and experienced professional chef, our Central Kitchen delivers consistency in food preparation, with ongoing menu improvements. Nutritional, high quality, interesting meals enable your child to have sufficient energy to learn and play throughout a busy day.
- Little Ashford **Hygiene and Health**: team members are obliged to maintain hygiene, health and cleanliness standards in our schooling environment at all times. We reinforce this discipline with zero tolerance and all our facilities are subjected to regular internal and external inspections, the latter by local authorities.
- Little Ashford **Facilities**: we maintain, improve and freshen up our learning environments annually as necessary, to ensure that they remain equipped with relevant and suitable apparatus that is child-centric, safe, secure and clean.
- Little Ashford **Safety and Security**: the protection of our children and families is of paramount concern to us. This is a joint responsibility with our parents. We are committed to high standards in the people, systems and processes that create a barrier of safety and security in a challenging climate of crime and wrongful acts against women and children. Our very alert security officers remain a cornerstone in this endeavour and all staff are subjected to checks against police records and various offenders registries. Panic buttons, security fencing and camera systems are in place to reduce the possibility of unwanted persons accessing our facilities.
- Little Ashford **Governance**: although we strive at all times to maintain a very personal relationship between parents and the principal and teachers of their child’s school, Little Ashford functions as highly professional company, fully committed to and compliant with all relevant laws and regulations at all times. Oversight and control is exercised by a highly qualified and experienced board of directors who provide guidance and support to suitably qualified managers, teachers and team members.