



21 February 2022

LITTLE ASHFORD PRESCHOOL

2022 OPERATING POLICIES, PAYMENT OPTIONS AND FEES

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 fee.

Operating Hours

The school will operate from 5 January to 30 November 2022, with no school holidays closure (except for the day prior to the beginning of a new school term - our preparation day). Holiday Club fees are included in your fees, except for December Club. Programme details in this regard will be announced in late 2022.

An academic year planner will be availed to you on our website soon. Check from time to time.

Our closing time is 17:30. A late collection fee is levied for every 15 minutes late after 17:30. This fee is charged within the first minute of the 15 minute window and will NOT be *pro rata*. Our staff need to get home safely.

Absenteeism and Lockdowns

No fee rebate will be granted if the child is absent for any part of any term owing to illness, lockdowns or otherwise.

Payment Options

There are three payment options (all further explained in *step 2* [here](#) and all require a [debit order mandate](#) on file):

- **Annually:**
 - If paid on or before 30 September 2021, a 9% discount will apply;
 - If paid on or before 30 November 2021, a 7% discount will apply; and
 - if paid on or before 31 December 2021, a 5.5 % discount will apply.
 - Payment may only be made via EFT (no cash/credit cards).
- **Termly:** 3 times a year, 2 months before our invoicing terms starting on 1 January (due by 1 November of the previous year, includes annual stationery levy); 1 May (due by 1 March) and 1 September 2022 (due by 1 July). This option offers a discount if settled in full via lump sum using EFT (no cash/credit cards are accepted). The discount will be reversed if the full term fee is NOT settled in full before the above respective dates - this is not negotiable.
- **Monthly:** fees are payable 2 months in advance, over 11 months (from November to September) by way of [debit order](#) ONLY. EFT is NOT acceptable for monthly payments. Please ensure your completed [debit order mandate](#) is submitted, using our highly secure and industry-leading Netchash 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 discount will be applied to the tuition fee of the second and subsequent siblings only.

The Annual Stationery Levy is included in your first invoice upon enrolment. Every subsequent January invoice issued, for each year your child is enrolled with us will include this levy. Further detail about this critical levy is included in our Fees Schedule table shared in this communication.

2022 Fees Schedule

Little Ashford Buccleuch						
	Per annum	Per annum (includes 9% Sept'11 rebate)	Per annum (includes 7% early discount)	Per annum (includes 5.5% discount)	Per term (includes 4% discount - lump sum: fee per month)	Monthly (11 months) from Nov'21 to Oct'22)
Full Day Fees	R36,300	R33,033	R33,759	R34,304	R3,168	R3,300
Aftercare Only	-	-	-	-	R1,632	R1,700
Annual Stationery Levy	R1,050, this fee is payable every year with our January fees for as long as your child is enrolled with us. This levy is used to purchase stationery supplies and critical classroom instructional materials including, but not limited to, learning tools and supporting education software					
Late Collection	R135, if your child is collected between 17.45 and 18.15. Thereafter, R135 per 15 minutes late					
December Holiday Club	R150 per day, for enrolled children. Daily rate for a non-enrolled children is R175					
Other Fees						
Online School	Visit https://onlineschool.littleashford.com for pricing for our programmes					
MERGED Schooling, incl. Online Access	We recognise that learning takes place in various ways. Little Ashford offers you the ability to tailor your child's learning experience by merging school attendance, where social and physical interactions take place with online learning when away from school					
Fees, including online school	Invoiced Monthly	1 Day Per Week + Online	2 Days Per Week + Online	3 Days Per Week + Online	4 Days Per Week + Online	
		R1,509	R2,202	R2,928	R3,522	
Application Fee	R265 (not payable by any family with a child currently enrolled at Little Ashford)					
Enrollment Fee	R1,500 - this is a once-off fee, payable in order to confirm your child's place					
Meals & Snacks	Included in your child's school fees, so no additional fee					
Access Card	No access card is currently required at the school					
Short notice Cancellation Fee	Equivalent to 2x monthly fee charged for your programme, as shared above (4 months notice is required in order to meet the requirements of our Conditions of Admission)					

Our banking details for term and annual payments are below:

Bank: First National Bank (FNB)
 Account name: Little Ashford
 Account number: 62678940703
 Branch code: 250455
 Reference: BUCXXXXX

Outstanding Fees

Children will not be allowed to attend school in the new year, until such time all current year fees are paid up in full. Furthermore, we encourage parents to apply their minds carefully in the selection of their payment method as this is not changeable until the start of a new term.

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