

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 available 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, detailed in our [FEE EXPLAINER](#):

- **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 EFT (set up a scheduled/recurring payment to Little Ashford) or [YOCO secure payment link](#).

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 North Riding | | | | | | |
|---------------------------------------|--|--|--|------------------------------------|---|--|
| | 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) |
| School Fees | R39,600 | R36,036 | R36,828 | R37,422 | R3,456 | R3,600 |
| 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 | | | | | |
| | Invoiced Monthly | 1 Day Per Week + Online | 2 Days Per Week + Online | 3 Days Per Week + Online | 4 Days Per Week + Online | |
| Fees, including online school | | R1,578 | R2,334 | R3,126 | R3,774 | |
| 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 | R130 per card, per family (limited to 4 cards per family) | | | | | |
| 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 payments are below:

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

Pay securely using Yoco, use your **reference number**:



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.