
SHARP KIDS PRE-SCHOOL
415 Kirkness Street, Clydesdale, Pretoria.

Fee Structure 2025

Registration Fee:

R950 (non-refundable and payable upon application).

Full Day: 7:15-17:00

R5200

(Morning snack must be provided by parents. Lunch and afternoon snack are included.)

Half Day: 7:15-13:15

R4000

(No snacks included. Morning snack must be provided by parents.)

If parents wish for their children to attend aftercare only on certain days, this must be arranged a calendar month in advance with the office. The following fee structure will apply:

- One afternoon per week: R600 /month
- Two afternoons per week: R800 /month
- Three or more afternoons per week: Full fee of R1200 /month.

Payment of School Fees:

Invoices and/or statements will be e-mailed to the provided e-mail address at the end of each month for the following month. School fees are payable in advance, before the 3rd of the month. Please indicate on your registration form the name and address of the person or institution responsible for payment.

Note: Both parents or legal guardians will be held responsible for outstanding fees, even if an embassy or organization has promised to pay.

Banking Details:

Account Name: The Sharp Brain Hub (Pty) Ltd.

Bank: RMB/FNB

Branch Code: 222026

Account Number: 62837222918

Reference: **Child's Name and Surname**

- School fees are payable from January for 12 months, regardless of whether the month includes a holiday. There will be no refunds or reductions for missed days, including sick days, public holidays, or parents' holidays. This includes payments for December and January.

- Sharp Kids Pre-school follows normal government school terms. Although there will be no formal classes during the holidays, Sharp Kids will remain open during holidays **except for one week during the June/July holidays** when we will be closed. An extra fee of R75/day will be charged for children attending holiday school. During the December holidays, the school will close on the last school day as determined by the Department of Education and reopen in January as specified by them.
- For the safety of our children and staff, we request that parents pay by debit orders or EFT. Cash deposits incur extra banking fees, which will be added to the invoice for the next month.
- **Discount for siblings attending full-day:** A discount will be available for **South African** siblings attending full-day. The discount will be forfeited if payments are not made before the 4th of the month.
- **Food:** If there are any dietary concerns such as allergies, medical conditions, or religious reasons, parents must inform the administration. Should this result in extra costs, parents will be required to supply their own food. Unfortunately, no discount will be applied if a child attending aftercare brings his or her own food.
- Please notify the school **two calendar months in advance** in writing should your child need to leave Sharp Kids for any reason. Fees remain payable if a parent withdraws their child without notice or during the notice period.
- An annual increase in fees may apply.
- Parents may discuss any problems regarding the payment of school fees with Karen Prinsloo. Teachers are not responsible for handling money matters. Interest and collection fees will be charged on overdue accounts. **Late payments will incur a penalty of R200/month.**

The following documentation is required with each application:

1. A valid copy of the identification documents of **both parents**. In the case of a single parent, the ID of another family member who can stand in as a guardian must be submitted.
2. **Non-South African parents** must provide letters confirming their home and work addresses, along with a valid work permit.
3. All applicants will undergo a clearance check. By signing this letter, the parent gives Sharp Kids the right to conduct a financial clearance through a dedicated firm.
4. The child's ID and health or inoculation certificate.
5. A letter from the previous school explaining why the child left or a school rapport, along with feedback on financial commitments for school fees.
6. A deposit of R2000, which will be refunded when the child leaves Sharp Kids, provided the agreed notice is given. This fee will not earn any interest and is only applicable for NEW applications.
7. Children whose school fees are not paid by the 10th of the month, and whose accounts are in arrears, will not be allowed to attend school until the account is paid in full. In such cases, parents are still responsible for the two-month notice period fees.
8. Parents must inform the school of any changes to their home address, work address, cell phone number, or email address, and provide the school with the updated information.

If you have any questions regarding the above, please contact Karen Prinsloo by email: karen@zakka.co.za.

I, (Full name of responsible parent), have read and fully understand the contents of this letter and agree to abide by the rules as specified. Should any legal or other costs arise due to my negligence, I undertake to pay these costs along with the two-month notification fees, if applicable.

NAME OF PARENT 1: _____ ID: _____

SIGNED AT: _____ DATE: _____

SIGNATURE: _____ CELL: _____

NAME OF PARENT 2 / GUARDIAN: _____ ID: _____

SIGNED AT: _____ DATE: _____

SIGNATURE: _____ CELL: _____

NAME OF WITNESS: _____

SIGNATURE: _____

ATTACHED: Please tick which of the following documents have been attached:

- ID of both parents or 1 parent and guardian
- Non -SA parents:**
 - Letter to confirm address
 - Letter to confirm work address or work permit
- ID of child
- Inoculation certificate
- Letter and rapport from previous school

ADMIN: CHECKED BY: _____ DATE: _____