



# Fees and Financial Policy

Date Policy Written: 12/12/2020

Date of current revision: 27/01/2026

Date of next revision: 12/01/2030

Person responsible: ELSIE DE BEER

## Purpose

The purpose of this policy is to ensure clarity, fairness, consistency, and financial sustainability in the management of school fees at Eldy Day Care and After Care Centre.

## 2. Policy Statement

Eldy Day Care and After Care Centre is a *private Early Childhood Development (ECD) centre* operating on a *12-month fee model*. School fees are structured over the full year and are *not calculated based on daily attendance*.

This policy applies *equally and consistently to all families* enrolled at the centre.

## 3. 12-Month Fee Structure

Eldy operates on a 12-month fee model. When a child is enrolled, a *dedicated space is reserved* for that child for the entire year.

Whether a child attends every day, attends occasionally, or is absent, that space remains unavailable to another family. Fees therefore cover:

- Reservation of the child's place
- Continuity of care and education
- Sustainability and ongoing operation of the school

Fees remain payable *regardless of attendance, illness, holidays, or absenteeism*.

## 4. December Closure

Eldy operates as an Early Childhood Development centre and cannot function on a reduced-staff model. *Child safety, staff-to-child ratios, labour law, and compliance requirements* require full staffing at all times.

The annual December closure allows staff to take their *legally required leave* and enables the school to complete *maintenance, deep cleaning, planning, and compliance preparation* for the new academic year.

December attendance is optional; however, *school fees remain payable*.

## 5. Additional Annual Closure Periods

In addition to the annual December closure, Eldy Day Care and After Care Centre closes for a *short period of approximately three (3) days during April*.

The exact dates vary from year to year and are *communicated early in the year* via the school calendar and official communication channels.

As with all scheduled closures:

- Fees remain payable
- The child's place remains reserved
- The school continues to carry staffing and operational obligations

These closure periods apply *consistently to all families*.

## 6. Payment of Fees

- All school fees must be paid in full on or before the 3rd day of each month, as per the signed contract.
- Parents remain fully responsible for outstanding balances, regardless of attendance.
- Fees are payable during public holidays, school holidays, and periods of absence.

## 7. Statements and Records

From *1 March*, parents will receive:

- A full annual fee statement, and
- Thereafter, a monthly statement once payment has been made.

## 8. Payment References and Proof of Payment

- Payment references must be the child's full name, not the parent's name.
- A Proof of Payment (POP) must be submitted after every payment.
- Weekend or public holiday payments must reflect immediately, and a POP must still be submitted.

Failure to follow payment reference instructions may result in allocation delays.

## 9. Non-Payment of Fees

- Accounts with no payment and no communication will be handed over to TPN (ITC) for listing.
- A formal demand letter will be issued.
- This may affect the parent's credit record.

## 10. Financial Difficulties

Financial matters are handled *professionally and privately*.

Parents experiencing genuine financial difficulty are encouraged to *communicate directly with management in advance* so that the matter may be discussed before escalation.

Failure to communicate does not exempt parents from financial responsibility.

## 11. Consistency and Fair Application

As a private school, Eldy operates according to *clearly defined contracts and policies*. These are applied *consistently to all families* and are *not negotiated on an individual basis*.

## 12. Policy Review

This policy will be:

- Reviewed annually, or
- Updated as required to ensure ongoing compliance and sustainability.

## 13. Legislative Framework and Regulatory Compliance

Eldy Day Care and After Care Centre operates as a *private Early Childhood Development (ECD) centre* and complies with all applicable *South African legislation, regulations, and departmental requirements* governing early learning, child care, labour, and financial management.



This policy is aligned with the following legislation and frameworks:

### 13.1 National Legislation

- Children's Act, No. 38 of 2005
- National Early Childhood Development Policy (2015)
- South African Schools Act, No. 84 of 1996 (as applicable to private institutions)
- Basic Conditions of Employment Act, No. 75 of 1997
- Labour Relations Act, No. 66 of 1995
- Occupational Health and Safety Act, No. 85 of 1993
- Consumer Protection Act, No. 68 of 2008

### 13.2 Departmental Oversight

- Department of Basic Education (DBE)
- Department of Social Development (DSD)
- Local Municipal Health and Environmental Services

### 13.3 Financial and Contractual Compliance

School fees are governed by *legally binding enrolment contracts*.

Non-payment procedures, including credit listing, are carried out in accordance with applicable legislation.

### 13.4 Enforcement

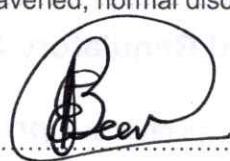
This policy is applied *fairly, consistently, and without discrimination* to all families.

## 14. Policy Approval

This Fees and Financial Policy has been approved and adopted by *Eldy Day Care and After Care Centre*.

This policy was adopted on 26<sup>TH</sup> JANUARY 2026. At NEWLANDS JOHANNESBURG and is in full force and effect at **ELDY DAY CARE AND AFTER CARE CENTRE**. Where necessary all the parents have been informed of this policy. All our employees have a good understanding of the contents of this policy and if at any time any of the clauses in this policy are contravened, normal disciplinary sanctions, as per the Basic Conditions of Employment Act, will be taken.

Name and Signature 1: ELSIE DE BEER



Name and Signature 2: SANDRA GREYVENSTEIN

