



2020 OPERATING POLICIES, PAYMENT OPTIONS AND FEES

Operating Policies

Busybee Notice period

Before withdrawing the child from the school, a parent is required to give a month's calendar 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 one (1) months' tuition fees.

Busybee 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 November 2019.

Our strict closing time is 17:30. A late collection fee of R50 for the first 15 minutes after 17:30 is applicable for any child collected after 17:30. Thereafter it will be R100 payable for every 15 minutes. 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 (nocash/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 (nocash/credit cards).
- **Monthly:** fees are payable 2 months in advance, over 11 months (from December to October) by way of a debit order or EFT. Please ensure your completed debit order mandate is submitted. Our Admin team will be able to assist you with this requirement.

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

The Annual Busybee 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.

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.



2020 Fees

| Busy Bee Preschool Fee Schedule | | | | | |
|---------------------------------|--|--|--|-------------------------------------|--|
| | Per annum | Per annum (inclusive of 10% December early discount) | Per annum (inclusive of 7.5% discount) January | Per term (inclusive of 5% discount) | Monthly (11 months) from Dec'19 to Oct'20) |
| Annual Busybee Levy | R900 this fee is payable every year in January for as long as your child is enrolled | | | | |
| Full Day Only | R24,120 | R21,708 | R22,311 | R7,638 | R2,195 (11months) |
| Late Collection Fee | R50, if child is collected between 17.45 and 18.15. Thereafter R100 per 15 minutes late | | | | |
| December Holiday Club | R100 per day, per enrolled child. Daily rate for a non-enrolled child is R150 | | | | |
| Other fees | Music Instrument Fees per Term R1,600 (Guitar, Recorder, Drums) – Group lessons Music – Included in fees Chess – Included in fees , Computers Coding- TBA | | | | |
| Application Fee | R50 (not payable by any family with a child currently enrolled at Busybees) | | | | |
| Enrolment Fee | 650 - this is a once-off, non-refundable fee payable in order to confirm your child's place | | | | |
| Breakfast & Morning Snack | Included in your child's school fees | | | | |

Our banking details for term and annual payments are below:

Bank: FNB
 Account name: Busybees Nursery School
 Account number: 62823949633
 Branch code: 250455
 Reference: Your Child's Name and Surname



BUSYBEES PRE-SCHOOL

OUR DECLARATION TO YOU

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

- The Busybees Pre-school **Team**: Our team is a culturally diverse mix that strive to consistently pursue educational and childcare excellence. The team is child focused and pledges to provide imaginative and creative solutions to childcare and allow children to be children
- The Busybees Pre-school **Curriculum**: We utilise a child expert and various research methodologies allowing to combine world renowned curriculums. We have borrowed from a Montessori outline, Mother Goose and ISASA amongst others to create a unique curriculum that allows a child free-play to develop as an individual and traditional practices that allow a child to have a great academic foundation.
- The Busybees Pre-school **Himama App**: We will be implementing the Himama app that 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.
- Busybees Pre-school **Food**: led by our child friendly 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. We encourage a high vegetable and fruit diet to obtain the highest nutritional content and we avoid mass-produced food as much as possible.
- Busybees Pre-school **Hygiene and Health**: Our 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. We are conscious of our environment and strive to use environmentally friendly detergents.
- Busybees Pre-school **Facilities**: We continuously look to 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. We make use of Plum products and wooden products as far as possible to keep our facilities natural and child friendly.
- Busybees Pre-school **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 staff are subjected to checks against police records and various offenders registries. Panic buttons, security fencing and we will be installing camera systems to reduce the possibility of unwanted persons accessing our facilities.
- Busybees Pre-school **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, Busybees Pre-school functions as highly professional ethical organisation, 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.

BUSYBEES PRESCHOOL



GROW, LEARN, PLAY