



KURUMAN TUITION CENTRE

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EARLY CHILDHOOD DEVELOPMENT

2025



Annexure A

MISSION & VISION

Our mission at Kuruman Tuition Centre is to see a child's potential and to improve it. To focus and enhance their strong points and equip them for life. We love to see a child achieve success in whatever his or her talent may be.

It is our privilege to instil the values of Christ in our learners, so that they can one day be responsible adults. These values include Love and respect to all humans and animals, no matter what the background, race or circumstances may be.

We incorporate both aforementioned goals into our educational style, and combined with a high standard of academic excellence, we strive to lift the level of awareness of each child that is enrolled in our school.

1. School Times:

School begins at 07:30 – 13:15 Monday to Friday; Aftercare ends at 15:30 daily. School to be vacant at 17:00

2. Appearance

- No make-up will be allowed.
- The learners will be expected to be neat, clean and well-mannered at ALL times.
- PLEASE mark all clothing.

3. Behaviour

- No fighting, bullying or misbehaviour is acceptable.
- Your appearance must portray the Christian character of the school.
- Be honest.
- Have respect for your classroom, teacher and other children.
- Show proper care and regard for school property and of others.
- Gum is not allowed on school property.
- Marked or defaced or broken property will be replaced at student's expense.
- Children of this school are expected to refrain from cheating and swearing, and keep hands off of other children and their property
- Respect authority.
- Not be in possession of any weapon.
- May not use any object to threaten somebody or cause any harm or injury to someone.
- Come to school prepared, on time and ready to learn.
- Have all the necessary stationary, so that you do not need to borrow.
- No Walkman's, iPod, CD player, radio or cell phones allowed. **None**

4. Consequences may include:

- Caution by educator
- Temporary removal from class
- Problem solving service:
- Loss of privileges
- Community/school service
- Detention
- Restitution
- Suspension
- Expulsion

5. OFF LIMITS

- Other learner's bags, property
- Teacher's desk
- Computer and other related equipment
- Classroom when staff is not attended

6. Safety

- ALL learners are to be dropped off and picked up in the designated parking area in front of the entrance gate.
- ALL parents, guardians and taxi drivers are subject to the instructions given by the appointed taxi marshals who are present in the parking area during drop off times.
- Learners are not allowed to be dropped off across the street from the school.
- Security cameras are in place at the drop off points.

7. Discipline

- Discipline is of utmost importance to Kuruman Tuition Centre and our mission statement.
- You will receive an incident report if your child has made himself/herself guilty of misconduct.
- If your child has received more than three incident report per term, we will arrange a meeting with you, the parents, to solve the problem.
- If the problem does persist, more radical steps will be taken.

8. Re-enrolment admissions policy (scoring system)

- 01 January every parent starts with enrolment points of 100.
- For every incident form received it is minus 5 points.
- For every warning form issued minus 20 points.
- For every late payment minus 10 points.
- For prompt payment every month plus 10 points.
- Full payment for whole year, plus 30 points.
- Payment for 3 or more months in advance plus 15 points.
- Missing an annual parent meeting minus 10 points, attending the meeting plus 10 points.
- For parents' involvement (attending meetings etc.) plus 10 points.
- Once the child's status has reached below 50 points, then the managing directors of Kuruman Tuition Centre can re-evaluate your child's enrolment in our school. (Expulsion)

9. School policies

- Admissions Policy – Available at Kuruman Tuition Centre Facebook Page (Policies)
- Disciplinary Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- General and Practices Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- Safety, Security and Health Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- Complaints and suggestions Policy - Available at Kuruman Tuition Centre Facebook Page (Policies)
- Covid-19 Policy – Available at Kuruman Tuition Centre Facebook Page (Policies)
- Protection of personal Information Act - Available upon request.

10. Financial

- All fees are payable in advance every month, before the arranged payment date.
- Debit orders are mandated by Kuruman Tuition Centre.
- After 30 days of an unpaid invoice, you child will be put on financial suspension until account is settled in full including the advance payment of that current month. After 60 days non-payment, the contract will be forwarded to the lawyers and will be terminated.

CRÈCHE

Payment options	Debit Order (from available on request)		Cash		Remarks
	Yearly	Monthly	Yearly	Monthly	
Half Day (07:30 - 13:15):	R 20,640.00	R 1,720.00	R22,980.00	R1,915.00	Supply own lunch
Full Day (07:30 -17:00):	R 25,560.00	R 2,130.00	R28,440.00	R2,370.00	Supply own lunch
Per day:	R 150.00 per day				Supply own lunch
Registration Fees:	R 1200.00 per child once off NON-REFUNDABLE				
Workbooks	R 780.00 per year				

THE FOLLOWING DISCOUNTS APPLY:

12 MONTHS UPFRONT – 10% DISCOUNT ON CASH PRICE

6 MONTHS UPFRONT – 5% DISCOUNT ON CASH PRICE

3 MONTHS UPFRONT – 2.5% DISCOUNT ON CASH PRICE

5% ADDITIONAL DISCOUNT IF 3 OR MORE CHILDREN OF THE SAME PARENTS ARE ENROLLED

PLEASE NOTE:

PLEASE TAKE NOTE THE FOLLOWING DISCOUNTS APPLY:

- FEES ARE PAID ON AGREED DATE OF PAYMENT OR IN ADVANCE.
- There will be a penalty fee for late collection of R 50.00 per half hour for late collection of learners.
- Debit Orders returned unpaid will lead to a R150 .00 penalty fee for each transaction, and after two months you will be moved to cash prices.
- Debit Orders are mandated by Kuruman Tuition Centre, and a form is available on request.

If there are any enquiries regarding finances, the please send us an email at finances@ktcschool.com.

Banking Details
Kuruman Tuition Centre
FNB
Account Number: 62777641484
Branch: 230302
Current Account
 Reference: Your Child’s Name and Surname

FEES

11. QUERIES & COMPLAINTS

- Parents if you feel unhappy with anything regarding the school or your child, even if it is minor, PLEASE contact the school to resolve the issue. If you are still not satisfied, we will arrange a meeting in order to discuss everything in detail.

12. TRANSPORT

- Transport of children is an extra service offered by Groenewald Shuttle Services (our sister company) and is therefore not included in the monthly school fees. See Transport Contract attached should you wish to make use of the transport services.
- **TRANSPORT INDEMNITY: During school trips/outings, we will make use of school transport/school vehicles(busses) to transport learners. As the parent, upon signing of this contract, you agree to this and confirm that you understand that you have no claim for compensation of any kind against our company in any case where an accident may occur. We herewith confirm that our staff/drivers will not act with negligence and will adhere to Road Laws.**

13. ILLNESS OR ABSENCE

- If children are sick or are going to be absent – please notify us.
- Meals and activities are planned in advance, and it creates problems if we are not notified.
- Children with contagious illnesses are to be kept at home please.
- If any medicine is sent to school, please make sure that the following is clearly marked on the container: name of your child, dosage that needs to be given and how many times the medicine must be given to your child.
- Teachers and Kuruman Tuition Centre staff are not allowed to give any ‘over the counter’ medication, so please don’t send it to school.
- Only if the parent filled in the medication information register (prescription only) will the child receive the medication.

14. Political:

- Kuruman Tuition Centre is A-Political. This means that no political views are enforced or followed. The school is not affiliated to any political party, and as such we do not allow any of our learners or staff to wear clothing items that represent any political party while being on the school premises. No political propaganda is allowed at our school.

15. POPIA ACT 4 OF 2013:

- Kuruman Tuition Centre acts in accordance with the Protection of Personal Information Act (POPIA) and reserves the right to withhold any form of information regarding staff, learners and parents.

16. NOTICE

- **ONE month’s written notice** must be given in any circumstances if you want to remove your child from Kuruman Tuition Centre (excluding Decembers). If your child is here for the full year, you are liable to pay fees in December)
- Parents will be responsible for 1 month’s school fees if no arrangements were made.

17. FOOD

- We provide porridge, bread and a drink for your child, please provide their own lunch.
- Food like 2 min noodles, or even cooked food is allowed. We have the ability to warm it up for them.

18. NOTEBOOK

- Please pack in an A4 notebook (72 pages) where we can paste important letters and notes to parents.
- Parents must please sign each note for us to see that you have received it and that you do have knowledge of the written matter.

Stationery

- Please note that this is just an estimate of what your child might need for the year.
- The teacher will notify you if there is more needed during the year.

Junior Class

4 x Pack Turn out crayons
4 x Large Pritt
2 x Craft glue (wood glue)
2 x 192pg Feint margin books (hard cover)
2 x Plastic envelopes
2 x Quotation File
6 x HB Pencils (Steadler)
2 x Erasers
1 x Scissor
1 x Colouring book
4 x Whiteboard Markers Colours
4 x Boxes of tissues
1 x Empty 2L ice-cream container
1 x Tub Vaseline
2 x Ream A4 printing paper
3 x Wipes
1 x Reading book
1 x 4–6-piece puzzle
2 x Packs of colour paper
1 x 20 Flip file
1 x Play dough

Grade Pre-R Stationery

4 x Pack Turn out crayons
4 x Large Pritt
2 x Craft glue (wood glue)
2 x 192pg Feint margin books (hard cover)
2 x Plastic envelopes
2 x Quotation File
6 x HB Pencils (Steadler)
2 x Erasers
1 x Scissor
1 x Colouring book
4 x Whiteboard Markers Colours
4 x Boxes of tissues
1 x Empty 2L ice-cream container
1 x Tub Vaseline
2 x Ream A4 printing paper
3 x Wipes
1 x Reading book
1 x 4–6-piece puzzle
2 x Packs of colour paper
1 x 20 Flip file
1 x Play dough
1 x Colour water paints

Annexure B

Please complete and send back to school.

CHILD'S INFORMATION

Surname						
First name						
Nickname						
ID number						
Date of birth						
Gender						
Residential address						
Postal code						
Home language		ENGLISH		AFRIKAANS		SETSWANA
Previous school name and address						
Dexterity of learner (left or right)						
Immunization up to date?						
Medical history						
Allergies						
Medication						

Medication must be given to the teacher in the morning for safe keeping in the refrigerator

Documents to be submitted with admission

- Copy of both parent's identity documents (Certified)
- Copy of the child's birth certificate (Certified)
- Copy of the child's clinic (immunization) chart
- Proof of residence
- Latest school report
- Bank confirmation letter

Mother	Title		Initials		Surname	
	Full name					
	ID number					
	Cell number					
	Email					
	Residential address					
	Postal address					
	City					
	Postal code					
	Occupation					
	Employer					
	Work Address					
	Work number					
Father	Title		Initials		Surname	
	First name					
	ID number					
	Cell number					
	Email					
	Residential address					
	Postal address					
	City					
	Postal code					
	Occupation					
	Employer					
	Work Address					
	Work number					

Please mark the service required: Full day Half Day

I hereby acknowledge that all the information above is filled in correctly and to my best ability.

Signature: _____

Date: _____

PERSON RESPONSIBLE FOR PAYMENTS

Name:			
Address:			
Email:			
Cell number:			
Work Number:			
Payment options:	Cash <input type="checkbox"/>	Debit Order <input type="checkbox"/>	Please fill in attached debit order form if debit order option was selected.

The party signing supra, herewith choose as their domicilia et executandi the addresses mentioned hereinabove, but such domicilium of either party may be changed by written notice from such party to the other party with effect from the date of receipt or deemed receipt by the latter of such notice.

Sign: _____

Date: _____

IN CASE OF EMERGENCY

Name:	
Address:	
Email:	
Cell number:	
Work Number:	

Indemnity

Hereby we as the undersigned parents/guardian of the child, declare that we will not hold the owner/s of the school/Tuition centre responsible for happenings, accidents or hurting of any kind that he/she may get while at the Tuition centre.

Sign: _____

Date: _____

Disciplinary steps

The following offences:

- disrespect toward teachers, other children and
- disturbance in class, will reserve the steps shown below.

Step one	Step two	Step three
Verbal warning FORM 1 Parents will be contacted	First formal written warning Meeting will be arranged with parents Form 2	Final formal written warning Suspension for a week Form 3

Any serious offence e.g.: stealing, damage of school property, violent behaviour in class and on the playground or sexual harassment may lead to immediately suspension or expulsion.

Any damage to school property will be added to his/her school bill.

I,

(Full name of learner,)

I hereby declare that I will abide to all rules and regulations. I also understand that in failing to submit to these rules, can lead to disciplinary action or suspension. I undertake to carry out all tasks expected from me promptly. I also understand that my parents will be held responsible if I am found guilty of misbehaviour or damage to any school property or equipment.

(Parent Signature)

FINANCIAL POLICY

Fees for the Tuition Centre are calculated on a yearly basis and payable over a 12-month period.

All fees are payable in **Advance**.

This contract is valid for **1 ONE YEAR** until **December 2025**.

Fees are payable before the arranged date of payment.

I choose the following date as my arranged date of payment:

25th 31st 3rd 15th

School fees not paid within 7 days of due date are liable of a late payment penalty fee of R 150.00.

Debit orders returned unpaid will lead to an R150.00 penalty fee for each transaction.

The following payment measures will be implemented:

First step – SMS as a reminder

Second step – Phone Call

Third step – A warning letter/Whatsapp message will be sent to you which will indicate that no payment has been made and your child will be put on financial suspension after **30 days of the invoice date** of failing to pay the school fees. This applies to accounts that are in arrears with a R 1 000.00 or more. If a payment was made, then a proof of payment needs to be submitted as the financial system takes 2 days to reflect a payment that was made.

Fourth step - Complete failure to pay after **60 days of the invoice date** will result in your account being handed over to our attorneys for collection. In the instance of default, the parent / guardian shall be liable to pay the outstanding balance plus interest payable to KTC. Should KTC incur costs in the collection of the outstanding balance, the parent / guardian shall pay such costs and disbursements on Attorney and client scale as well as collection commission calculated at 10 % plus VAT on each payment made in reduction of the outstanding balance to a maximum of R1 000-00 per payment.

Please take notice all parents making use of our Debit Order system, that after your debit order has returned unpaid twice you will automatically be cancelled and changed to the cash payment option and forfeit the benefit of the Debit Order price.

Please also note that if a parent makes a payment arrangement, which is both agreed upon by the school and the parent via Whatsapp/SMS or contract, and that if the agreement is not honoured, then the school reserves the right to place the learner on financial suspension sooner than the above clauses stated in the financial policy. If the school picks up that a parent is forming a consistent pattern of skipping payments or is trying to exploit the school’s system of not paying as per contract, then the school reserves the right to terminate the contract and hand it over to our attorneys.

I, (parent/guardian)

.....

Of Undertake and bind me to pay the monthly school fees to Kuruman Tuition Centre. Failure to pay the school fees will result in a legal action and the child will be put on financial suspension. You as parent/guardian will be liable for all fees for the month and legal fees. I also declare that I am familiar with all Kuruman Tuition Centre’s school policies and that I have read them. (Available on Facebook Page)

A month’s written notice prior to the child leaving the Tuition centre must be given **AND** you as parent/guardian will be liable for a notice fee which is a full month’s school fee.

_____ (Signature)

_____ (Date)