



# School Agreement 2024

## Terms and Conditions

### 1. Agreement Overview

These terms and conditions form the basis of a legally binding contract between the Parents of the Learner and Genesis Academy ("the School") and are intended to promote the education and welfare of the child.

### 2. Enrolment

Before the enrolment, we do the pre-enrollment process, where a learner write an entry assessment, to evaluate the capabilities of the learner, once done, the parents must attend a compulsory parents interview.

Upon signature of these terms and conditions, and payment of the registration fee as well as the first month`s fee in advance, the child shall be enrolled at the school for an indefinite period of time until terminated as provided for herein

### 3. School Operating Hours

For any administrative queries the office shall be open from 08:00 to 16:00 Monday to Thursday and until 12:00 on Fridays. School starts at 08:00 every weekday and children are to be dropped off at the School, at the designated drop-off between 07:00 and 08:00. All children are to be collected not later than 17:00 for both tutoring & aftercare. Should the Parents collect the child(ren) after these times, they shall be liable for payment of a late collection fee of R 50.00 (fifty rand) per every 30 minutes in cash and this cannot be added to the monthly school fees. Aftercare holiday program will be charged at R60 per day per schooler, from 8oclock to 16h00

### 4. Public Holidays

The School is closed on all South African public holidays. Parents may absent their children from School on religious holidays upon prior notification to the school, but shall nonetheless remain liable for payment of fees on absent days.

### 5. Sickness and Administering Medication

- The administrative office must be informed before 9:00 if the child will not be attending the school that day.
- A doctor`s note must be provided on return of child after an illness.
- In the case of contagious diseases – a child with a contagious disease will not be allowed to attend the school , in order to limit exposure of virus or bacteria of other children and adults and can only return with a note from the doctor or clinic indicating that the child is free from the contagious disease
- In the case of a child becoming ill at the school, the parents will be notified and expected to pick up the children within 60 minutes and/or the ill child will be isolated from the rest of the children to prevent the spread of a disease

### 6. Absenteeism

- The administrative office must be informed before 9:00 if the child will not be attending the school that day.
- Children may not be absent without a reason or without informing the school. When vacation days or off days are taken, please inform the office of the days in writing, e-mail, Whatsapp or letter.

- In a case where the child has been absent for longer than two weeks without informing the school, the child will be deregistered and will have to reregister upon his/her return. No refund will be given.

#### 7. Payment of School Fees

- A registration fee is payable to cover administration costs and is not refundable
- The registration fee and the first month's fees are payable when submitting the enrolment form
- School fees are payable monthly in advance for 12 (twelve) months and they are not refundable. If any payment is made in advance, please note that we do not do refunds.
- Every learner's lessons is on month to month basis for the learners that have signed for monthly payment plan. At the end of the commitment date the learner should first pay fees and she/he will be granted the next month lessons. A fine of R100 will be charged for late payment. This applies to virtual and in-contact learners.
- Methods of payment of school fees: EFT (Preferable) Cash and Debit Order. No cheques will be accepted.
- A discount of the total amount will be offered when fees are paid in full for the year by the end of February.
- School fees are payable by the 5th of each month or as per commitment date
- Non- payment of school fees: The school accountant will follow this up with the parent or guardian by the 6<sup>th</sup> of the month.
- Should the fees not be paid within 30 calendar days after first contact is made by the school accountant the child will be deregistered.
- In the case of unemployed parents (only parents who were retrenched or lost their employment other than their own cause), grace period of two months can be considered but needs to be discussed with management.
- In the case of a national state of emergency where students are unable to physically attend school, school fees are still payable as classes will resume online through a virtual classroom.

#### 8. Rights and obligations of parents

- In relation to attending school, the parents must ensure that children attend school
- Parents must pay school fees – before the 5<sup>th</sup> of the month
- Parents must drop off and collect children on time in the morning and afternoon
- They must attend and support school functions, parents meetings and fundraisers regularly
- Parents must check the child's communication book daily.
- All clothes and shoes of all children must be marked clearly. The school will not be held responsible for any belonging that can possibly get lost

#### 9. Notices and Chosen Address

All notices between the school and the parents are to be in writing and communicated by email or whatsapp only, using the email addresses and whatsapp numbers specified by the school and the parents respectively in this agreement.

#### 10. Termination

Either the school or the parents may terminate this agreement by 2 (two) full months written notice to the other, in which event, the parents shall remain liable for payment of all fees during such term and the school shall remain liable to provide the service. In severe cases of bullying, vandalism and ill-discipline, a child will be requested to be removed from the school immediately. Termination of the school agreement may not take place during the months of October, November or December of any year

#### 11. Non Variation

This agreement constitutes the only and entire agreement between the parties and no variation or consensual cancellation hereof shall be of any force or effect unless reduced to writing and signed by both parties.

12. Relaxation and condonation

Any condonation, relaxation, indulgence or grace on the part of the School shall not in any way be construed as a waiver of its rights in terms of this agreement.

13. Reservation of right to make rules

The School reserves the right to make, change, alter or amend its rules, within reason, from time to time and the Parent agreed to abide by any such rule.

14. Severability

Each clause herein is severable from the other, in the event that any clause is invalid or unenforceable, same shall be capable of severability, the balance of these clauses to remain in full force and effect.