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Dear Parents/Guardians,

Welcome to Kim Field Academy Private Primary Education and thank you for taking the time to consider enrolling your child with us.

Here at Kim Field Academy your child will not only have the opportunity to participate in a rigorous academic curriculum but will also benefit from partaking in a full complement of the Arts.

Our world class facility allows pupils to explore a myriad of passions within the Arts and Academics. Our goal is to draw pupils into a world of unlimited possibilities and our success is measured in seeing our pupils sharing sound values and living their life from the heart, sure in the knowledge they will not only be making history but also changing it.

We are committed to developing your child's talents and strengths whilst overcoming any weaknesses through dedicated attention to detail in an environment that still focuses on the child as an individual.

By enrolling your child with us you are making the decision to put quality over quantity. You are ensuring your child will reach his/ her full potential regardless of what they choose to become in life. A first-class education is after all the greatest gift you can bestow upon your most precious asset. At Kim Field Academy you get a structured CAPS curriculum which has been updated, modified and enhanced to ensure maximum academic exposure and practice. Your child is guaranteed individual attention in a small-class environment from dedicated teachers and staff.

Apply today and see your child blossom into a well-rounded, impeccably educated individual. We are committed to sending children out into the world who are confident and able to meet life's challenges and obstacles head-on.

If you have any further questions or enquiries, please do not hesitate to contact us. We are always available to assist you in any way we can.

Yours Sincerely,
Ms Kim Field

Founder of Kim Field Academy Private Primary Education



Kim Field Academy
46 Kingfisher Drive
Fourways, 2191

admin@kidsinternational.co.za
(011) 465 1801
083 626 0392

DBE EMIS Registration Number 700401204
Field Further Education CC Registration No. 2004/103242/23

A private primary school with fully qualified SACE registered teachers in the heart of Fourways

Fee Schedule 2024

Administrative Levy <i>Payable annually for all new and existing pupils</i>	
New Students	R2000
Returning Students	R500
Textbooks	
A list of <i>compulsory</i> CAPS-aligned textbooks will be provided upon registration. Please make sure all books are purchased well in advance and that these books are sent to school on the first day of the academic year.	
The Kim Field Academy diary is a compulsory purchase and can be bought directly from the school for R150.	
Aftercare	
Ad Hoc Daily Fee	R150 per day
Monthly Fee	R3000 per term
<i>One month's notice is required when cancelling aftercare</i>	

School Fees	
Annual School Fees (Grade R only)	R48 000
Paid in full upfront before January 1st	(10% Discount) R43 200
Quarterly Payment (1 January, 1 April, 1 July, 1 October)	(5% Discount) R11 400 per quarter
Monthly Payment by debit order only (12 instalments)	R4000 per month
Annual School Fees (Grade 1-7)	R56 400
Paid in full upfront before January 1st	(10% Discount) R50 760
Quarterly Payment (1 January, 1 April, 1 July, 1 October)	(5% Discount) R13 395 per quarter
Monthly Payment by debit order only (12 instalments)	R4700 per month
<i>3 months' notice is required if your child is leaving the school</i>	

Monthly payments are payable via **debit order only** and require a confirmation letter from your bank. Monthly school fees of R4700 is due on the first of every month for the full period of 12 months January - December.

To qualify for upfront payment discounts the full amount due must be paid before the relevant deadlines.

Parent/Guardian Initials: _____

Code of Conduct

Kim Field Academy Private Primary Education believes in protecting the rights and dignity of each individual pupil. In keeping with this ethos, it is important for both pupil and parent to be aware of the rules and regulations that control the way in which pupils may conduct themselves both in and outside of our environment.

School Hours:

School Start Time: 07:30 (all Grades)

Children are expected to be on time and settled into their classrooms by 07:30 daily. Should you arrive late you will need to accompany your child to the office and sign them in personally.

School Close Times: 12:30 Grade R
13:30 Grade 1-3
14:30 Grade 4-7

Appearance:

All pupils are expected to be of neat appearance while in school uniform regardless of whether they are on school property or outside the school grounds. A uniform list will be provided along with your enrolment forms please make sure this is adhered to at all times.

- Correct uniform must be worn year-round. Term 1 and 4 Summer uniform. Term 2 and 3 Winter uniform.
- Black school shoes only, no sneakers or sandals.
- Hair neat and tidy, out of the face and eyes.
- Girls' hair must be tied back, and boys' hair must be cut neat and short.
- Nails are to be kept short, neat and clean.
- No make-up or accessories may be worn.
- Please note hats are compulsory every day.

Behaviour:

All pupils enrolled at Kim Field Academy are expected to adhere to the highest possible standards of behaviour. Failure to uphold these standards and actions that bring the reputation of the school into question will result in disciplinary action. We do not under any circumstances accept the following behaviour from any pupil at the academy...

- Foul language
- Bullying of any kind
- Disrespect towards teaching staff, grounds men, office staff or other parents.
- Disruption of any class activity.
- Any unacceptable behaviour whilst dressed in their uniform.

Illegal Substances and Activities:

- No pupil of Kim Field Academy may partake in any form of illegal activity. Should a child be found in contravention of any of the below rules they will be immediately suspended pending a full investigation and possible expulsion.
- Vandalism of school property.
- Theft
- Alcohol, tobacco, and any other substance abuse.
- Carrying of weapons of any description.

Classroom Etiquette:

Kim Field Academy is a learning environment and as such the needs and best interests of every pupil must be respected. Behaviour that prevents other children from learning or teachers from conducting lessons will not be tolerated. Children are expected to follow all classroom rules as communicated by the teacher. Repeated transgressions will result in a meeting being called with parents, the School Management Team and the pupil in question.

Other Rules & Regulations:

Kim Field Academy Private Primary Education may from time to time publish new or amended rules and regulations concerning the conduct of the pupils in attendance. It remains the child and parent's responsibility to ensure they are aware of what is permitted within the rules of Kim Field Academy. If at any time a child becomes unsure about how the rules apply to a particular situation, they should approach their teacher for clarity and guidance.

Application for Enrolment

Admission Process:

Please adhere to the following guidelines for completion of the enrolment form

1. The application form must be completed in full. No incomplete applications will be processed.
2. Remember to initial each and every page in the space provided and sign clearly where indicated.
3. Certified copies of the following must be provided:
 - Child's birth certificate
 - ID document for both parents
 - Child's immunization card
 - Proof of residence (Utility Bill)
 - Most recent school report
4. Once we have received your completed enrolment form and all mandatory documents your application will be processed by the admissions department. Upon acceptance the registration fee becomes payable. This is paid separately to school fees.
5. Once your registration fees have been paid you will receive written confirmation of space being allocated to your child.

Below you will find the enrolment contract. This form will include a debit order instruction form which must be completed if you will be paying on a monthly basis.

Personal Details of Prospective Student

Full Name		Surname	
Date of Birth		Sex	
ID Number		Current Age	
Home Language		Nationality	

Academic Details of Prospective Student

Current School		Current Grade	
Previous Schools			
Year of entry into SA School system			
School Name		Year	
School Name		Year	
School Name		Year	
Does child have siblings at KFA?			
Any special educational needs the school should be aware of...			

Medical Particulars of Prospective Student

Medical Aid		Medical Aid Number	
Doctor's Name		Doctor's Number	
Person to contact in case of emergency			
Emergency person's contact number			
Allergies			
Important past medical history			
Any other health issues			

Personal Details of Parents/Guardians

<i>If not parent please state relationship</i>	
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Mother's Name	
ID Number	
Contact Number	
Email Address	
Occupation	
Employer	
Work Address	
Work Number	

Father's Name	
ID Number	
Contact Number	
Email Address	
Occupation	
Employer	
Work Address	
Work Number	

Marital Status	
Child lives with	

Alternate Emergency Contact

Name	
Relationship	
Contact Number	
Alternate Number	
Address	

Person responsible for Payment of Account

Full Name	
ID Number	
Contact Number	
Email Address	
Domicilium/Residential Address	

Policy regarding Payment of Fees

Please ensure you can afford the school fees before signing the contract. As a private education facility we rely solely on timeous payment of fees to remain operational. There are many excellent government subsidized primary schools in and around our area. Please **DO NOT** enrol your child with us if you cannot comfortably afford the required payments. We do not like having to chase after outstanding fees any more than you as parent like receiving phone calls or being stopped at the entrance.

To ensure the long-term viability of the Academy it is necessary to act with financial prudence and place certain procedures in place with regard to payments, collection of fees, arrear accounts and the recovery of debt. The purpose of this policy is to standardize the procedure for the collection of outstanding fees. The policy is in line with the enrolment contract as well as the provisions of the Consumer Protection Act (CPA) Act 68 of 2008 and will apply to all Parents/ Guardians/ Trusts/ Benefactors of a child/children who are students at Kim Field Academy at or from the date of implementation of this policy. All outstanding fees, including fees outstanding prior to this policy being implemented by the Board of Governors, will be covered by this policy.

The school offers three payment options:

1. Annual Fee Payment

The full payment of annual fees on or before 1 January attracts a 10% discount applied to the annual fee charge. The 10% discount will only apply to payments that reflect in the Academy's bank account by this date. No exceptions will be made to this rule. The discount also applies to aftercare fees paid in advance.

2. Termly Fee Payment

Termly fees are due on or before the first day of each term. The term dates will be communicated in advance at the start of the academic year. A 5% annual discount is applied to termly fee payments made upfront.

3. Monthly Fee Payment

All parents choosing this option must please complete a debit order form. Monthly fees are due for payment in advance by the first day of the month. The debit order deductions take place on the first working day of the month or on the day that you indicated on your debit form/contract. Monthly fees are calculated based on the annual fee over 12 months covering the period January to December.

In the event of the party responsible for payment not being able to comply, they must make an acceptable arrangement with the Business Manager indicating when fees will be paid. Should they fail to meet the arrangement, the account will be deemed to be in arrears, and the Academy will take the necessary steps to recover the outstanding amount. The Academy will deactivate your fingerprint/ access card access by the gate. We will hand you over for blacklisting with Accountability.

Should a debit order instruction be returned as unpaid for two consecutive months the account will be flagged as high risk and a security deposit equal to one month's tuition fees will become payable in addition to the arrears amount before the account will be reinstated.

Please note that the contract entered into with Kim Field Academy is conditional upon the financial obligations agreed to within this contract. **Non-payment of fees will be regarded as a breach of contract** and result in a 30 day notice period to either remedy or find an alternative school for the pupil.

4. Account Statement

An account statement is available upon request and will be emailed to the address provided for the Academy's database. The onus is on the account holder to ensure they receive a monthly account or request such from the administrator admin@kidsinternational.co.za

I, _____ (full name of person responsible for fees), have read and fully understand the above regarding payment of fees, the financial obligation I am taking on and the consequences of not meeting these obligations.

Please sign next to your preferred payment option

Option 1: Annual Payment _____

Option 2: Termly Payment _____

Option 3: Monthly Payment _____ (debit order only)

A statement will upon request be generated and emailed to the email address provided on the academy database. The onus is on the account holder to ensure they receive the monthly account or request a copy from the administrative office admin@kidsinternational.co.za

Key Areas	
Annual Payments	<ul style="list-style-type: none"> A 10% discount is offered for fees paid upfront, in full, for the entire year before 31 January.
Monthly Fees	<ul style="list-style-type: none"> Fees are payable in advance over 12 months January - December
Debit Orders	<ul style="list-style-type: none"> Debit orders must run on the closest day after your salary date. Options available include the 25th, 28th, 1st of the month or the 16th of each month
Penalties	<ul style="list-style-type: none"> A R250 returned debit order fee will be charged where applicable. Should a debit order return unpaid twice over the course of a year your account will be marked as “high risk” and one month’s fees will be required as a security deposit. Any late payments will incur interest on top of outstanding fees
Invoices	<ul style="list-style-type: none"> Invoices will be sent via email on the 25th of each month or the closest business day thereafter. Statements are available upon request admin@kidsinternational.co.za The account holder is responsible for ensuring their contact details are correct and updated when required
Notice Period	<ul style="list-style-type: none"> A termination letter must be submitted in writing 3 months before the student’s last day
New Parents	<ul style="list-style-type: none"> All new parents must attend an interview with the finance department prior to confirmation of enrolment. Parents/Account Holder will be required to sign the following documents. <ol style="list-style-type: none"> 1. Payment policy and procedures document 2. Undertaking to pay school fees 3. Debit order instruction

Non-Payment	
Arrears Accounts	<ul style="list-style-type: none"> Accounts more than 14 days in arrears will initiate suspension processes.
Initiation of suspension	<ul style="list-style-type: none"> Email and SMS notification sent to account holder/parents informing them of immediate suspension along with statement of fees payable. Accounts department will attempt a telephonic notification. Student may not return to school until due process below has been followed
Parent Response 1	<p>Arrears settled in full, proof of payment sent to Accounts department.</p> <ul style="list-style-type: none"> Account flagged as “High Risk”. One month security deposit required. Account reinstated and student readmitted.
Parent Response 2	<p>Meeting with school board requested via call/email within 2 business days.</p> <ul style="list-style-type: none"> Proposed payment plan and appeal submitted in writing including evidence of changed financial situation/ reason for breach of contract. Appeal is reviewed by the board and feedback provided within 48 hours. Approved appeals will require the signing of an acknowledgement of debt letter (AOD) and a payment plan as well as a new debit order instruction. If the appeal is denied parents/account holder will be notified in writing and the suspension will remain in place pending possible termination.
Parent Response 3	<p>No response received within prescribed period.</p> <ul style="list-style-type: none"> Email, SMS and phone call made to inform parent/account holder that if no attempt has been made to remedy account suspension will be converted to a termination. Termination letter sent via email, SMS and registered post. Statement of account and legal letter informing of debt collection process being instituted sent to parents/account holder

Parent/Guardian Initials: _____

Terminated Accounts	
Termination Letter	Termination letter sent due to <ul style="list-style-type: none"> • No response from parents/account holder • Payment plan rejected by school board. • Default on payment plan
Termination Procedure	<ul style="list-style-type: none"> • Termination letter sent via registered post. • Information passed to Admissions department and student's seat automatically becomes available to new intakes. • Accounts not settled within 7 days will be handed over to the school's attorneys. • Parents/Account holder will become liable for all outstanding fees, interest charges, penalties and full costs of debt collection proceedings
High Risk Accounts	
Reasons	<ul style="list-style-type: none"> • All suspended accounts • Accounts with a history of late or irregular payments • Accounts with 4 or more penalties in a calendar year
Payment Terms	<ul style="list-style-type: none"> • Security deposit equal to one month's fees payable immediately • Security deposit to remain in effect for the full calendar year

Credit checks

The Academy reserves the right to do a credit check on the person responsible for the fee payment on application or at any time while the student is attending the school.

Default Payments

- The Academy is entitled, without prejudice to any other rights, to terminate a student's enrolment if the school fee account remains in arrears for 14 days after written notice calling for payment.
- The academy also reserves the right to suspend a student until the financial issues have been resolved.
- Any cost to administer and collect the debt will be added to the outstanding debt for collection.
- Students will not be allowed to go on trips or tours, whether local or international, if the account is in arrears.
- Any outstanding fees from the previous year must be settled before the start of the next academic year.
- If there are any outstanding fees at the start of an academic year relating to prior year fees, the Academy will deem this as breach of contract, and the student will not be allowed to attend the academy for the new academic year.

Withdrawal of a Student

A full term's notice, in writing, is required when withdrawing a student from the Academy. This is 3 months' notice give as per full term instruction mentioned within this section.

Conditions of Enrolment

1. APPLICATION: I/ we the undersigned understand Kim Field Academy Private Primary Education reserves the right to refuse an application and is not required to give reasons for such a refusal.
2. PAYMENT: I/ We the undersigned understand the right of Kim Field Academy Private Primary Education to refuse my/ our child admittance to the facility in the event I/we fail to adhere to the agreed upon payment schedule.
3. CONDUCT: I/ we the undersigned understand that my/ our child will conform to the Policy and all relevant codes of Kim Field Academy Private Primary Education both whilst attending classes and activities inside the property as well as with any activity undertaken outside of the property and that failure to uphold the good name of Kim Field Academy Private Primary Education at all times may result in disciplinary action being taken against my child.
4. CREDIT CHECK: As per the National Credit Act, I/We hereby authorize Field Further Education CC to do consumer credit vetting on me/us personally.

This done and signed at _____ (place) on _____ (date).

Mother's Full Name: _____

Signature: _____

Father's Full Name: _____

Signature: _____

Parent/Guardian Initials: _____

Authority & Mandate for Payment Instruction

Authority Given by: _____ (Name of Account Holder)

Account Details:

Bank Name: _____

Account Type: _____

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch Code:

--	--	--	--	--	--	--	--	--	--

Date: _____

TO: Field Further Education cc
(ADDRESS) 46 Kingfisher Drive, Fourways, 2191

Refer to our contract dated _____ (“The Agreement”)

1. I/We hereby authorize you to issue and deliver payment instructions to your banker for collection against my/our abovementioned account at my/our abovementioned bank on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement.
2. The individual payment instructions authorized to be issued must be issued and delivered monthly/three-monthly/six-monthly/annually/ (interval) on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due.
3. The payment instructions so authorized to be issued must carry a number, which number must be included in the said payment instructions and if provided to you should enable you to identify the Agreement. The said number should be added to this form in section E before the issuing of any payment instruction and communicated to me directly after having been completed by you.
4. I/we agree that the first payment instruction will be issued and delivered on or after _____ (date). Subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the Agreement have been paid or until this authority is cancelled by me/us by giving you notice in writing of not less than the 3 months.
5. MANDATE
I/we acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.
6. CANCELLATION
I/we agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/we also understand that I/we cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to you.
7. ASSIGNMENT
I/We acknowledge that the party hereby authorized to affect the drawing(s) against my/our account may not cede or assign any of its rights to any third party without my/our prior written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorized party.

NOTE: The NAEDO and/or EFT user may add to the above minimum requirements.

Signed at _____ (place) on _____ (date)

Signature as used for operating on account.

Assisted by: _____

Agreement Reference Number: _____

Parent/Guardian Initials: _____

SECTION 2

CONTRACT OF ENROLMENT

Made and entered into by and between: Field Further Education cc.
(Hereinafter referred to as “THE KIM FIELD ACADEMY”)

and

and

- 1 Unless the context clearly indicates a contrary expression, an expression which denotes:
 - 1.1 Any gender shall include the other genders.
 - 1.2 A natural person shall include an artificial person and vice versa; and
 - 1.3 The singular shall include the plural and vice versa.
 - 1.4 When any number of days is prescribed in this Agreement, same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a Saturday, Sunday, or Public Holiday in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or Public Holiday. Fees must be paid in accordance with the schedule as outlined under the section MONEY MATTERS.
 - 1.5 Where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail.
 - 1.6 Schedules or annexures to this Agreement shall be deemed to be incorporated in and form part of this Agreement.

2. In this Agreement, unless the contrary appears from the context, the following expressions shall bear the meanings assigned to them below: -
 - 2.1 “Agreement” shall mean the Agreement as set out in this document, also referred to as the ‘Enrolment Form’, the ‘Enrolment Application Form’, and/or the ‘Contract of Enrolment’.
 - 2.2 “Kim Field Academy Private Primary Education”, “Field Further Education”, and “The Kim Field Academy” shall mean CC Registration no. 2004/103242/23, the unit serving the interests of children from Grade R to Grade 7 respectively.
 - 2.3 “Child” shall mean the minor child enrolled at Kim Field Academy as appears on the Enrolment Form.
 - 2.4 “Enrolment Form” shall mean this whole registration form for Kim Field Academy, completed by the parent/s, for the enrolment of the child at Kim Field Academy Private Primary Education.
 - 2.5 “Parent” shall mean the biological parent/s and/or legal guardian of the child, who are jointly and severally liable for all financial implications arising through this contract and enrolment.

3. The Kim Field Academy will open at 06h00 to receive learners, however, school will start promptly at 07h30.
4. Please take note of school close times for respective grades. In the event that the parent is unable to fetch the child within 30 minutes after the close of school the parent will be billed the prevailing daily rate for aftercare. In the event of the disregard by the parent for the absolute closing time of The Kim Field Academy (18h00), Field Further Education reserves the right to terminate this contract with immediate effect, and recover fees in lieu of notice as outlined in paragraphs below. **At no time will staff be encumbered with the care or supervision of children left at the school after 18h00 unless specifically agreed upon in which case the parent will pay the staff member on duty R10 for every 5 minutes or part thereof the child stays at the school after 18h00.**

5. The Kim Field Academy shall close for public holidays and December school holidays as outlined in our Calendar. The Annual Fee is payable irrespective of holidays, sickness, and/or closing. See our calendar for school holidays and terms.

6. Notwithstanding paragraph 5 above, and subject to the provision of 30 days’ advance notice, Kim Field Academy reserves the right, without refund, to close for additional days throughout the year, and without notice or refund, Kim Field Academy reserves the right to close the facility at times of civil unrest and/or strike action, and/or should the school feel it necessary to do so.

Parent/Guardian Initials: _____

7. In consideration for Kim Field Academy's undertaking contained herein, The Kim Field Academy and parent agree to act in good faith in all matters howsoever relating to the facility. The Kim Field Academy reserves the right to suspend the child from all future activities at Kim Field Academy pending the settlement of any outstanding account. In Kim Field Academy's sole discretion, and without notice, in the event of; disregard by the parent for the general rules; improper conduct on behalf of either parent, or the child; disregard of the rules pertaining to fees, uniforms, or other policies; a disregard for our closing times, Kim Field Academy reserves the right to terminate this contract with immediate effect, and recover fees in lieu of notice consistent with paragraphs 10 and 11 below, and/or; without notice or refund, and at The Kim Field Academy's sole discretion, to suspend the child from The Kim Field Academy altogether until such time as The Kim Field Academy deems it appropriate for the child to return to the facility.
8. Tuition fees and levies shall be subject to an annual increase not exceeding the national inflation rate plus 8%, which increase shall generally be affected in January of each and every year. Should The Kim Field Academy find it necessary to increase fees by a margin greater than 8 percentage points above the national inflation rate, one Calendar Term's notice shall be given by The Kim Field Academy.
9. Notwithstanding the provisions of paragraph 8 above, The Kim Field Academy may increase fees and levies, individually or severally, for any particular period, provided that it shall give notice of such increase in fees to the parent not later than 7 (seven) days prior to the commencement of the period in question for which the fees are to be increased. The standard calendar term's notice shall still apply should the parent wish to terminate this agreement, and the new rate, as per the notice, shall remain applicable.
10. The parent may terminate the child's enrolment at The Kim Field Academy on giving one full calendar term's notice to that effect in writing and securing a written acknowledgement from Kim Field Academy. The calendar shall be made available upon request and may change within each year. The parent shall continue to be liable for the full fees due to Kim Field Academy until the conclusion of the notice period. Said notice must be congruent with the school terms.
11. If a parent removes or gives cause to remove a child from The Kim Field Academy without having given the required notice to that effect, that parent shall immediately be liable for the full amount of the current term's fees, as well as the balance of the following term's fees. Levies (stationary etc.) are not refundable.
12. Should The Kim Field Academy, at its sole discretion, deem it necessary to institute legal proceedings and/or engage the services of any 3rd party or parties against any parent for the recovery of any fees owing to it, that parent shall be liable for all costs incurred by The Kim Field Academy on the attorney and own client scale, and/or the full collection fee set by the third party in the case of that third party not being an attorney, as well as a R5 000.00 administration fee (to cover the cost of phone calls and correspondence, meetings, faxes, and the cost of losing focus on our core business, etc.) which shall become immediately due and payable to The Kim Field Academy.
13. The parent specifically acknowledges that neither Kim Field Academy nor any of its members, employees, private service providers or agents shall in any manner whatsoever be responsible for any loss or injury howsoever sustained by the child and/or parent, arising from any cause whatsoever, including negligence of The Kim Field Academy or any of its employees, agents, invitees, or private service providers.
14. The Kim Field Academy reserves the right to decide whether a child may or may not attend The Kim Field Academy for health reasons. According to current health regulations, a sick child may not remain at The Kim Field Academy and has to be isolated at home or at another suitable venue. The Kim Field Academy must be notified of any cases of infectious diseases immediately. No child may attend The Kim Field Academy suffering from a temperature, a bad cough, vomiting, infection, worms, ringworm, diarrhoea, head lice or any other complaint. In the case of a child returning to The Kim Field Academy after an infectious illness, a medical certificate clearing the child of the illness shall be required.
15. Medication and nebulizers may not be sent with the child to be administered by the staff of The Kim Field Academy to that child. Under no circumstances may medications be put into children's bags.
16. Every child's bag, clothing, including but not limited to under clothing, socks and shoes, stationery and equipment, must be clearly marked. The Kim Field Academy shall not be responsible for the loss or damage of any items. Bags are to be clearly labelled with your child's name on the outside. Unmarked bags and clothing items will be labelled with black marker pen by the staff to assist with ready identification.
17. Parents are to ensure that their children are neatly dressed and that they are equipped with all items and equipment as required. Children are encouraged to be independent and are required to manage their own belongings. Each child shall, on a daily basis, bring a school bag, or satchel, to hold the required books and stationery items.
18. No child shall be allowed to bring any sweets, bubble gum or toys with them onto the premises of The Kim Field Academy. Any such item brought by any child onto the premises of The Kim Field Academy shall be removed from the child by the staff of Kim Field Academy and only returned to the child at the end of the day when the child is collected. Neither the Kim Field Academy nor any of its employees, agents, invitees, or servants shall be responsible for the loss of or damage to any such item.
19. NB! Parents are to ensure that all gates and doors are closed behind them on entering and exiting the premises of The Kim Field Academy. Parents may not disrupt lessons and classes.
20. Anyone who enters the premises of The Kim Field Academy, makes use of the driveway, parking area, toys, equipment, and facilities, at their own risk, and should any damage to Kim Field Academy premises or equipment arise as a result of any use of said facilities, the sum of the repairs or replacement (determined solely by The Kim Field Academy management) shall immediately become due from the parent.
21. Save as otherwise provided for in this agreement, should any party commit a breach of any provision of this agreement and fail to remedy such breach within 7 (seven) days after receiving written notice from the other party aggrieved thereby requiring the defaulting party to remedy such breach, then the aggrieved party shall be entitled, without prejudice to the aggrieved party's other rights in law, to claim immediate specific performance of all the defaulting party's obligations, whether or not due for performance without prejudice to the aggrieved party's rights to claim damages.
22. This agreement including its validity, existence and implementation, the interpretation and application of its provisions, the respective rights and obligations of the parties in terms of and arising out of the conclusion, breach and termination of the provisions of this agreement, shall be interpreted and governed in all respects by the laws of the Republic of South Africa.

Parent/Guardian Initials: _____

23. The parties choose as their domicilia citandi et executandi for all purposes under this Agreement, whether in respect of court proceedings, notices or other documents or communications of whatsoever nature, save as provided for in the paragraph relating to newsletters and rules, the following addresses: -

23.1 THE KIM FIELD ACADEMY, 46 Kingfisher Drive Fourways Tel: 011 4651801

23.2 Physical address of parent/s

24. Other documents or communications of whatsoever nature, save as provided for in the paragraph relating to newsletters and rules, the following addresses: -

24.1 THE KIM FIELD ACADEMY, 46 Kingfisher Drive Fourways Tel: 011 4651801

24.2 Physical address of parent/s

25. Or at such other address at which the parties concerned may notify the other/s in writing provided that no street address as mentioned in the subparagraph shall be changed to a post office box or poste restante.

26. Any notice given in terms of this Agreement shall be in writing and shall: -

26.1 If delivered by hand be deemed to have been duly received by the addressee on the date of delivery.

26.2 If posted by prepaid registered post, be deemed to have been received by the addressee on the 8th day following the date of such posting unless the contrary is proved.

26.3 If transmitted by facsimile be deemed to have been received by the addressee on the day following the date of dispatch unless the contrary is proved.

26.4 Notwithstanding anything to the contrary herein, all correspondence addressed to The Kim Field Academy may only be deemed as received by The Kim Field Academy upon receipt of written acknowledgement thereof from the school's management.

27. The Kim Field Academy may adjust the rules, providing 7 (seven) days' notice of effect of any and all such changes. The Kim Field Academy may provide all such notices by way of the (generally) monthly newsletter communications. The onus is on each parent to ensure that they receive and read the newsletters which shall be distributed via the child's book, with additional copies being made available upon request.

28. This agreement constitutes the whole agreement between the parties relating to the subject matter hereof, save as herein provided for. No party shall be bound by any express or implied terms, representation, warranty, promise, or in the like not recorded herein, or not recorded in our policies.

29. No amendment or consensual cancellation of this Agreement or any provision or term hereof, including this paragraph, no settlement of disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement shall be binding unless; it is communicated to the parent through the newsletters; or recorded in a separate written document and signed by both parties and such extension waiver or relaxation or suspension which is so-given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

30. No extension of time, waiver, or relaxation of any of the provisions or terms of this Agreement shall operate as an estoppel against any party in respect of its rights under this agreement, nor shall it operate so as to preclude such party thereafter from exercising its rights strictly in accordance with this Agreement.

31. I/We hereby hold myself/ourselves liable as co-principal debtors of Field Further Education for the contracted period, and for any amount arising out of this agreement.

32. As per the National Credit Act, I/We hereby authorize Field Further Education to do consumer credit vetting on me/us personally, the cost of R80 per individual checked shall be for the parents' account.

33. I/We hereby consent to; being blacklisted with the various credit bureaus if for any reason there is a default in payment or part thereof, and pay any charges related to credit vetting and blacklisting.

Thus done and signed at _____ (place) on _____ (date) by;

_____	_____	_____
Father/Guardian (Full Name)	Signature	Date
_____	_____	_____
Mother/Guardian (Full Name)	Signature	Date
_____	_____	_____
For Kim Field Academy (Full Name)	Signature	Date
_____	_____	_____
Witness (Full Name)	Signature	Date

Parent/Guardian Initials: _____