



2025

Enrolment Contract

Kim Field Academy Private Pre-Primary

Initials Mother/Guardian _____ Initials Father/Guardian _____



KimField Academy Pre-Primary

46 Kingfisher Drive,
Fourways,
2055

admin@kidsinternational.co.za
(011) 465-1801/ 083 626 0392
www.kimfield.co.za

DBE EMIS Registration Number 700902189
Field Further Education CC Registration No. 2004/103242/23

Private pre-primary school in the heart of Fourways with fully qualified SACE registered teachers

Dear Parents/Guardians,

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

Here at Kim Field your child will have the opportunity to grow holistically in a safe and nurturing environment. The early years are crucial in establishing a strong foundation in preparation for formal schooling.

We strive to make sure each and every child develops to their full potential, meets their milestones and discovers their special talents. Nurturing capable and confident children is our main purpose. With world-class facilities and caring teachers Kim Field is the ideal environment for your most valued asset – your precious child.

Apply today to start your child's educational journey at our school.

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 C.L Field

Founder of Kim Field Academy Private Pre-Primary Education

Initials Mother/Guardian _____ Initials Father/Guardian _____

Fee Schedule 2025

Administrative Levy	
Payable annually for all new and existing pupils	R1000 non-refundable

Pre-Primary School Fees (excluding Grade R)	
Half Day	07:00 – 13:00
Annual Fees	R42 600
Monthly Fees (over 12 months)	R3550
Full Day	07:00 – 17:30
Annual Fees	R48 000
Monthly Fees (over 12 months)	R4000
School Fees Grade R	
Half Day	07:00 – 13:00
Annual Fees	R48 000
Monthly Fees (over 12 months)	R4000
Full Day	07:00 – 17:30
Annual Fees	R54 600
Monthly Fees (over 12 months)	R4550

Discounts available for upfront payments	
Year paid in full upfront before January 1st	10% Discount
Quarterly Payment (1 January, 1 April, 1 July, 1 October)	5% Discount
<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 are 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.

Initials Mother/Guardian _____ Initials Father/Guardian _____

Application for Enrolment

Admission Process:

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

1. The application must be completed in full. No incomplete applications will be processed.
2. If you are not a South African citizen your application along with all relevant documentation will need to be reviewed before a decision regarding placement is made.
3. Remember to initial each and every page in the space provided and sign clearly where indicated.
4. Certified copies of the following must be provided:
 - Child's birth certificate
 - ID document for both parents
 - 3 months bank statements
 - Child's immunization card
 - Proof of residence (Utility Bill)
 - Most recent school report
5. Once we have received your completed enrolment form, all mandatory documents and your administrative levy your application will be processed by the admissions department.

The admin fee is non-refundable except in the case where your child's application isn't approved due to a lack of space.

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.

Initials Mother/Guardian _____ Initials Father/Guardian _____

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			

Initials Mother/Guardian _____ Initials Father/Guardian _____

Personal Details of Parents/Guardians

<i>If not parent please state relationship</i>	
------------------------------------------------	--

Mother's Full Name & Surname		
ID Number		
Full Physical Address		
Contact Number	Cell:	Home:
Email Address		
Occupation		
Employer Full Name		
Full Work Address		
Work Number		

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

Marital Status	
Child lives with	

Alternate Emergency Contact

Name	
Relationship	
Contact Number	
Alternate Number	
Address	

Initials Mother/Guardian _____ Initials Father/Guardian _____

Person responsible for Payment of Account

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

Policy regarding Payment of Fees

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.

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

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.

Initials Mother/Guardian _____ Initials Father/Guardian _____

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 Pre Primary 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 legal notice to either remedy or find an alternative school for the pupil.

Key Areas	
Annual Payments	<ul style="list-style-type: none"> A 10% discount is offered for fees paid up front, in full, for the entire year before 1 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 of 10% 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

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)

<h2 style="text-align: center;">Bank Details</h2> <p>First National Bank</p> <p>Account Holder: Charlotte Field Account Number: 62929974956 Reference: Child's Name</p>

Initials Mother/Guardian _____ Initials Father/Guardian _____

Authority & Mandate for Payment Instruction

Authority Given by: _____ (Name of Account Holder)

Account Details:

Bank Name: _____

Account Type: _____

Account Number:

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

Branch Code:

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

TO: Field Further Education cc
 46 Kingfisher Drive, Fourways, 2055

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 for 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: _____

Initials Mother/Guardian _____ Initials Father/Guardian _____

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 intention, 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 regarding school fees, however;
 - 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”, “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 1 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, and end at 13h00. In the event that the parent is unable to fetch the child by 13h30 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 (17h30), 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 17:30 unless specifically agreed upon. Any parents coming at 17h31 will be charged R150.00, and for every 10minutes thereafter an additional R150.00**
4. 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.
5. Notwithstanding paragraph 4 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.

Initials Mother/Guardian _____ Initials Father/Guardian _____

6. 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 9 and 10 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.
7. 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 through a Newsletter, which shall be sent out in the child's book.
8. Notwithstanding the provisions of paragraph 7 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.
9. 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.
10. 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.
11. 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.
12. The parent specifically acknowledges that neither Kim Field Academy nor any of its members, employees, servants 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 servants.
13. 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.
14. 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.
15. 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.

Initials Mother/Guardian _____ Initials Father/Guardian _____

16. 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.
17. 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 shall be responsible for the loss of or damage to any such item.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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:-
 - 22.1 THE KIM FIELD ACADEMY, 46 Kingfisher Drive Fourways Tel: 011 4651801
 - 22.1.1 Physical address of parent/s

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.

23. Any notice given in terms of this Agreement shall be in writing and shall:-
 - 23.1.1 If delivered by hand be deemed to have been duly received by the addressee on the date of delivery.
 - 23.1.2 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;
 - 23.1.3 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;
 - 23.1.4 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.
24. 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.
25. 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.

Initials Mother/Guardian _____ Initials Father/Guardian _____

26. 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.
27. 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.
28. 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.
29. 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.
30. 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.

_____	_____	_____
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

Initials Mother/Guardian _____ Initials Father/Guardian _____