

Contacts: 072 781 4707

082 654 9911

e-mail: registration@kdpa.org.za

website: www.kdpa.org.za



Preparatory Academy
"Grooming Your Child's Intellect"

105 Winze Drive, Fleurhof, 1709

Operational Hours

6:00 – 18:00

Mon – Fri

2026 REGISTRATION FORM

Services offered by KhayDee Preparatory Academy

Choose one option below, mark with an X:

Full-Time Child Day Care

After-School Care

School-Holiday Care

Date of Application: _____

Date on which admission is required: _____

Name and Surname of Child: _____

Date of Birth: Year: _____ / Month: _____ / Day: _____ Age: _____

Gender: Male Female

Race (Statistical Purpose): _____

Religion: _____

Are there other children in the family? If yes, how many: _____ Ages: _____

Mother Contact Details

Mother or Guardian Name & Surname: _____

Home Address: _____

Employer's Name: _____

Employer's Address: _____

Work Tel: _____ Cell: _____ Email: _____

Father Contact Details

Father or Guardian Name & Surname: _____

Home Address: _____

Employer's Name: _____

Employer's Address: _____

Work Tel: _____ Cell: _____ Email: _____

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Other people authorized to drop and pick up your child

Name: _____ Surname: _____ Cell: _____

Name: _____ Surname: _____ Cell: _____

People to contact in case of emergency (please list two people other than the parents of the child)

Name: _____ Surname: _____ Relationship: _____

Address _____ Cell: _____

Name: _____ Surname: _____ Relationship: _____

Address _____ Cell: _____

Family Doctor

Initials: _____ Surname: _____ Cell: _____

Address: _____ Tel: _____

Emergency Hospital of Preference

Hospital Name: _____ Tel: _____

Address: _____

Medical Aid Main Member and Scheme Details (Medical Aid Scheme members only)

Name: _____ Surname: _____ Cell: _____

Address: _____

Scheme Name: _____ Membership Number: _____

Medical Aid Plan \ Option: _____

Details of the person responsible for medical bills (Non-Medical Aid Scheme members only)

Name: _____ Surname: _____ Cell: _____

ID Number: _____ Address: _____

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REGISTRATION REQUIREMENT

1. Registration Requirements

- A fully completed KhayDee Preparatory Academy registration form.
- **A Non-Refundable Annual Registration Fee of R 700.00 per child.**
- A Certified copy of the birth certificate of the child.
- A Certified copy of your child's immunization card.
- A Certified copy of the parents/guardian's identity documents.
- A Certified copy of identity documents of any other person authorised to pick up the child.

SCHOOL FEES

2. School fees

- A Minimum monthly fee of **R 2 250.00** is payable before the **7th of each month**.
- If fees are not paid before the 7th of each month, you will be requested to remove your child from KhayDee Preparatory Academy until fees are paid in full.
- If your child is registered at KhayDee Preparatory Academy but not present for a month without a formal 3-month notice of service termination letter, full fees must be paid for the next coming 3-months.
- No refund on any fee paid to KhayDee Preparatory Academy.
- All fees for the year will reflect on the account statement of your child.

REGISTRATION FEE

3. Registration fee

All parents must pay a compulsory registration fee at the beginning of each year the amount to be paid is stipulated in the registration requirement section.

DAY CARE FEES

4. Day Care Fees

- KhayDee Preparatory Academy fees for **3 Months – Grade R** is **R 2 250.00 per month, per child**.
- KhayDee Preparatory Academy's **one-day care** fee is **R150.00 per day, per child**.
- **Day Care fees are payable every month from day of admission to the last month of the year including school recesses.**

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EXTRACURRICULAR ACTIVITIES

5. Extracurricular Activities Fees

- Extracurricular activities participation and fees are compulsory for all KhayDee Preparatory Academy Day Care attendees and Day visit children.
- Extracurricular activities fees are billed for the entire academic year in your child's account statement.
- Extracurricular activities fees planned for the coming month should be paid together with the monthly fees of the coming month.
- Extracurricular activities calendar will be shared in the parent's WhatsApp group on monthly basis.

AFTER-SCHOOL CARE AND SCHOOL HOLIDAY CARE FEES

6. After-School Care and School Holiday Care Fee

- KhayDee Preparatory Academy fees for **after-school care or School holiday care** is **R 1 200.00 per month, per child.**
- KhayDee Preparatory Academy **one day after-school care or School holiday care** fee is **R 150.00 per day, per child.**
- **After-school Care fees are payable every month from day of admission to the last month of the year including school recesses.**

TRANSPORT SERVICE

7. Transport services

- Our transport service is free for all Fleurhof residents and all parents utilising our transport service should abide to times communicated for pick-ups and drop-offs.
- Should there be delays due to unforeseen circumstance, kindly expect delays of 5 – 10 minutes if there is further delay you will receive communication. Failure to comply with communicated times frequently may lead to termination of the pick-up and drop-off service.

LATE COLLECTION FEES

8. Late collection Fees

- Our complimentary late collection time is from 18:00 – 18:30.
- **A fee of R 150.00 is payable** immediately in cash to the teachers upon late collection which is **from 18:31 – 19:00**. After 19:00 an additional fee of **R 70.00** is applicable **every 30 minutes** of being late.

BANKING DETAILS

9. Banking Details

Bank	: Nedbank	Account Name: KhayDee Preparatory Academy
Account Number	: 127 956 3028	Branch Code : 98765

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Child Questionnaire

HEALTH HISTORY

Does your child have a history of?

High fevers _____ Ear infections _____ Colds _____

Chicken Pox _____ Scarlet Fever _____ Diabetes _____

Hepatitis _____ Mumps _____ Measles _____

Is your child on any medication daily? _____ If yes, please explain.

Has your child ever been hospitalized? _____ If yes, please explain.

Has your child had any serious accidents? _____ If yes, please explain.

Does your child have any medical conditions such as chronic/physical illnesses, allergies, pertinent developmental information, or intolerance to foods? _____ If yes, please explain.

Has your child had any previous experience with a childcare centre? If yes, please indicate When, where, as well as how the experience was.

What are some of your child's favourite toys/games/activities/etc.?

How does your child express anger/frustration?

Does your child have any fears? (Dogs, vacuums, sirens, etc.)

When your child is upset, what helps to comfort him/her?

How do you discipline your child?

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Are there any special family situations that we should be made aware of?

What is the dominant language at home?

Please explain your child's personality or any other information that will help us better understand your child.

Name the primary school of preference for your child.

What are your expectations from KhayDee Preparatory Academy?

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TERMS & CONDITIONS OF PAYMENT OF SCHOOL FEES AND EXTRACURRICULAR ACTIVITIES 2026

In terms of the provisions of Section 40 of the South African Schools Act 84 of 1996, Parents are obliged to pay school fees set by the school, unless they have been granted an exemption.

1. PREAMBLE

1.1 School fees are payable in advance as stipulated in the school fees section.

1.2 KhayDee Preparatory Academy is prepared to accept payments of school fees and extracurricular activities in accordance with this agreement and as per account statement issued for your child. No indulgence or latitude will be construed as a waiver or novation of any rights the KhayDee Preparatory Academy Management might have.

2. UNDERTAKING

2.1 I/We, the undersigned, hereby acknowledge liability for the registration fee, annual school fees and all compulsory extracurricular activities.

I/we undertake to pay the registration fee, annual school fees and all compulsory extracurricular activities as stipulated in the account statement.

2.2 I/We further undertake:

2.2.1 To pay the school fees punctually in accordance with the provisions of this agreement:

2.2.2 To give KhayDee Preparatory Academy at least a 3-month school term's notice in the event of learner(s)

leaving the school, and in the event of my failure to give notice as provided

for in this agreement, I/we agree to pay pro rata school fees for a period of 90

(NINETY) days after the learner(s) has/have left the school including all planned extracurricular activities during the 90 (Ninety) days period.

2.3 I/We undertake:

2.3.1 To pay registration fees annually as stipulated above in the registration fees section.

2.3.2 To pay all extra curriculum activities as stipulated in the account statement.

2.3.3 That this contract agreement will remain active up until my child graduates as a grade R learner unless terminated with a formal written 3-month termination notice letter by myself/us.

2.3.4 12 monthly payments of R 2 250.00 with effect from 5 January 2026 or monthly payments of remaining months of the year from first day of registration.

3. DEFAULT

3.1 Should I/we fail to make payments in accordance with this agreement, the balance of the year's school fees immediately become due and payable.

3.2 Should I/we fail to make payments in accordance with this agreement, KhayDee Preparatory Academy may institute legal action against me/us for collection of the arrear school fees, in which event i/we will be liable for costs on the scale as between attorney and client, including collection commission and tracing fees.

3.3 An account statement issued and signed by the Principal or the School Fee Secretary shall be prima facie proof of any amount outstanding in terms of this agreement.

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3.4 I/We hereby authorise the KhayDee Preparatory Academy, or its duly authorised representative, to conduct a full credit investigation in and to my/our affairs and to report me/us to any Credit Bureau upon non-payment or late payment of any amount due and payable.

4. GENERAL

4.1 Parents/Guardians are jointly and severally liable for payment of school fees.

4.2 No variation, amendment or cancellation of this agreement will be of any force or effect, unless it is reduced to writing and signed by the parents/guardians and the school.

4.3 I/We nominate the abovementioned address as my/our domicilia citandi et executandi.

CONSENT AND INDEMNITY FORM

I/We, the undersigned _____ being Parent/Legal Guardian of (Name of Child) _____ do hereby give consent to my child:

- Taking part in the day-to-day activities of KhayDee Preparatory Academy.
- Participating in supervised outings if and when they form part of the KhayDee Preparatory Academy programme.
- Participating in vision, medical, hearing, and dental examinations arranged by the school.
- Being photographed or videotaped for the promotion of the work of KhayDee Preparatory Academy while involved in the activities connected with the programme at KhayDee Preparatory Academy.
- Being administered emergency medical treatment in my absence if it is deemed to be in the best interest of my child.

I/We understand that every precaution will be taken regarding the care of my child. I hereby indemnify and hold harmless KhayDee Preparatory Academy, teachers, staff or other employees against all or any claims, which may be made against or arising out of injury to the child.

I/We also acknowledge and accept terms & conditions of payment of school fees, payment of extracurricular activities 2026, registration requirement, transport services and late collection fees.

Signed at: _____ on _____ 202__

Signatures of Parents or Guardians