

Laerskool DE KUILEN Primary
Kerkstraat
KUILSRIVIER
7580



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✉ PO Box 50
fin@dkps.org.za

03 November 2022

Dear Parents/Guardians

SCHOOL FEES AND AFTERCARE FEES - 2023

The School Governing Body convened a budget meeting, in accordance with the South African Schools Act of 1996, on Tuesday, 18 October 2022, to determine the school fees for 2023. We need to inform you of the following:

By law, your school fees must be paid by 1 March of each year. However, we realize that this is a very large once-off expense, and therefore we allow the parents/ guardians the opportunity of paying these fees in eleven (11) equal monthly installments from January to November.

2023 FEES

	ANNUALLY	PER MONTH	PAY BEFORE 1 MARCH 2023
School Fees	R14,630.00	R1,330.00	R13,167.00
Pre-Primary	R16,390.00	R1,490.00	R14,751.00
Aftercare: School	R11,550.00	R1,050.00	R10,395.00
Aftercare: Pre-Primary	R10,450.00	R950.00	R9,405.00
Music: Piano (2 lessons)	R6,490.00	R590.00	R5,841.00
Piano Shared	R5,720.00	R520.00	R5,148.00
Recorder	R4,620.00	R420.00	R4,158.00
Music Care	R3,190.00	R290.00	R2,871.00
Guitar	R4,620.00	R420.00	R4,158.00
20% DISCOUNT 3RD CHILD R2,926.00 THUS ONLY PAY R11,704.00 IRO 3RD CHILD			

DEBIT ORDER SYSTEM: (for school, music, aftercare, and Pre-Primary fees.)

Parents/Guardians who are already paying their school, music, and aftercare fees by debit order must also sign a new debit order form **annually**. Please see attached our debit order form for next year (2023). Kindly note that debit orders that were cancelled during 2022 due to non-payment will not be reinstated.

The signed and completed debit order form must be handed in at the finance office no later than Wednesday, 30 November 2022. The first debit order deduction date will be 1 February 2023, please ensure that there are sufficient funds in your account for the debit order and that the debit order gets deducted correctly. The first month's school fee should be paid via EFT or Card transaction.

INTERNET/DIRECT TRANSFER (EFT)

If you make an EFT payment toward school and/or After Care fees, please ensure that the learner's family code is clearly shown as the reference number. **Example: Z100 SF.**

SF -School Fees
AC -Aftercare
PP -Pre-Primary
PPAC -Pre-Primary Aftercare

P -Piano
PS -Piano Shared
REC -Recorder
MC -Music Care

Much confusion is caused when the learner's information has not been completed or is not 100% accurate. Please email the finance department your proof of payment within two (2) days. If the payment is for various accounts, e.g., School Fees, Music Fees, and After Care, please make separate payments with the applicable reference (e.g., Music care, MS) as this will ensure that payments are allocated accurately.

Contact Details: 021-903-4160 (Option 2 for the Finance Department)

De Kuilen Primary/ Pre-Primary:

email: fin@dkps.org.za

Banking Details: ABSA Kuilsrivier
Cheque Account
Current Account No. **3010 146 525**
Branch Code: **523810**

CASH PAYMENTS

We recommend that, for security reasons, cash payments be made **DIRECTLY TO THE BANK (Either at ABSA ATM or Teller)**. If this proves to be impossible, please take note of the following:

Due to cash restrictions, we prefer EFT payments, debit orders, stop orders or cards to be swiped at De Kuilen Primary School (during office hours).

DEBIT/CREDIT CARD PAYMENTS

Card payment facilities are available at the school (during office hours).

OVERDUE ACCOUNTS

School fees are payable in advance. Overdue accounts are very costly for both the school and you as parents/guardians. We, therefore, urge you to keep your account up to date, making the necessary arrangements with Ms. C. Claassens (cc@dkps.org.za). Please adhere promptly to these payment arrangements. All overdue accounts will be handed over to our debt collectors, Meynhardt & Co Inc. If handed over, the relevant account will be administrated by said collectors for the remainder of that financial year, and is, therefore, **beyond the school's administrative competency**.

If you have any change of address or phone number(s) **please inform the admin office in writing or via email to admin@dkps.org.za** or update personally on the D6 communicator app.

APPLICATION FOR EXEMPTION OF COMPULSORY SCHOOL FEES

School fee exemption forms will be available at the school from Monday, 8 February 2023. Refer to the attached circular. (*Not applicable to the Pre-Primary or Aftercare fees*). Completed forms must be handed in at the finance office no later than Friday, 31 March 2023. **As parents/guardians, it is your responsibility** to complete and hand in the forms timeously. The outcome of the application will be communicated to parents/guardians no later than Monday, 08 May 2023.

We want to express the hope that all parents/ guardians will give their full cooperation to ensure the smooth running of our 2023 financial year.

Yours Sincerely
The Finance Office