



October 18th, 2023

School Fees Structure and Policy

General Information

Fees collected at Oponganda Pre-Primary & Day Care are used for the following purposes which are aligned to the Vision and Mission of the school to:

- Provide motivated and trained teaching,
- Provide essential resources, materials, facilities, and equipment.
- Provide a well-run administration School building program
- Maintain the buildings, grounds, and other facilities
- Provide parents support where needed

This means that parents will no longer be prompted to provide consumables like toilet paper and cleaning materials. All stationery including crayons, coloured pencils, scissors etc. will also be provided by the school as of 2020.

Important Rules and Regulations

- The school fees are charged yearly divided by 11 instalments during the year Please find more details in the school fee schedule below.
- Fees are due to be paid during the first 3 (three) days of each month. The school does not send out invoices, and it is your responsibility to familiarize yourself with the payment schedule and always adhere to it.
- Payments may only be done through EFT.
- Direct payments to individual teachers are prohibited. Any non-compliance will result in the immediate exclusion of the child from our school.
- Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, the school administrator must be informed prior to the due date.
- If an extension is required, the late payment must be done at the latest one month after due date.
- No school reports will be provided if school fees are outstanding.
- Once the child has been accepted at the school, a registration fee of N\$ 300,00 (three hundred) is payable and becomes non-refundable
- The registration fee will be deducted from the final school fee payment, provided the child stays a minimum of 1 (one) school year at the school.



THE CHILDRENS' HOUSE TRUST
OPONGANDA PRE-PRIMARY & DAYCARE

- If you remove your child from the school programme part way through a school year you must give 1 month notice or payment in lieu.
- School fees must be paid even when the child is absent for a longer period, e.g., family visits during holidays, in order to secure the child's place.
- **Extended care/Late Fees**
The earliest possible drop-off time is 6:30 in the morning and the latest possible pick-up time is 17.30 hours in the afternoon. All parents are kindly requested to adhere to this timeframe.
- A late fee of N\$ 85,00 is applicable outside the described timeframe.

Payment Option

- Payments can be made by EFT only:

Oponganda Pre-primary and Day Care

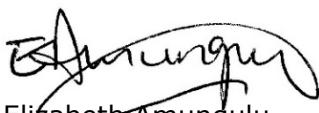
Bank Windhoek

Main Branch code 481-972

Account Number 8015 236 506

Description your child's name and reference number

School Fee Schedule 2024	Baby & Toddler	3-6 Years	enrolling of children 5 years and older	Grade 0 to 5
Monthly Fees	N\$ 900,00	N\$ 820,00	N\$ 900,00	
Individual Day Fees	N\$ 100,00	N\$ 100,00	N\$ 100,00	
Afternoon Care				N\$ 595,00
Late Fees	N\$ 85,00	N\$ 85,00	N\$ 85,00	N\$ 85,00


Elizabeth Amungulu
School Administrator


Eckart von Oehsen