



SERVICE AGREEMENT AND TERMS OF ENROLMENT

Please read and sign the last page and send it back to the centre, as the acknowledgement of the understanding of the agreement

2026 Academic year

1. Registration, Acceptance, and Registration Fee

- a. Admission will be subject to the availability of a place and the Child and Parents satisfying the admission requirements at the time. An offer of a place for your child at the Centre is accepted by a parent completing the Application Form and paying the Registration Fee.
- b. Upon acceptance of the learner's application, parents will be notified and will be required to pay a non-refundable **Registration fee of R550** for the learner.
- c. The Registration fee **is not refundable** if your child does not take up the place at the Centre. However, if for whatever reason, the offer of a place is withdrawn by the centre, the Registration Fee will be refunded, and you will not be liable for the first terms fee
- d. All learners returning to M & N are to pay a RE- REGISTRATION FEE OF R150 TOGETHER WITH JANUARY FEES.
- e. The undersigned Parent/ Guardian also understands that a positive and constructive working relationship between the centres mission and agrees that the centre may terminate enrolment or decline to re-enrol a student if the centre concludes that the student's parents or guardian have engaged in conduct which is detrimental to the centre or who do not abide by centres policies.
- f. Application form must be accompanied by copies of **BIRTH CERTIFICATE, CLINIC CARD, PARENTS IDENTITY AND PROVE OF ADDRESS /WORK ADDRESS**
- g. All parents of learners attending M & N are to receive the service agreement for every year, read and sign to send back to the centre

2. Termination / Withdrawal Policies

- a. Once registered as an M & N Day Care Centre student registration will be valid until the student graduates as an **M & N GRADE R GRADUATE** or until their parents terminates the service agreement.
- b. If you wish to withdraw your child from the Centre (other than at the normal leaving date), you are to give **written notice (BY LETTER)**

addressed to and received by the Centres Director personally. It is expected that parents will consult with the centre's director before giving notice to withdraw the student. Notice is valid only for the term in which it is given and only when written and accepted in writing by the Centres director personally.

- c. If you wish to withdraw your child from the centre at least one month's written notice is required. Failure to provide withdrawal notice on time will result in parents being charged with the following months fees payment

3. Centres Tuition Fees

1. All fees are payable in full and in advance from **JANUARY TO DECEMBER**, irrespective of whether the student for whatever reason was absent.
2. Fees are payable on or before **the 10th of every month** directly to the centre's BANK ACCOUNT, or in accordance with the payment method agreed on the application form.
 - Parents are advised **NOT** to send fees with student in their bags because M & N will not be held responsible for any loss or theft of fees sent in that manner.
3. The tuition fees are non-refundable and are as follows:
 - I. Full programme 0-18 months = R820.00 per month
 - II. Full programme 19- 36 months (3 years) =R720.00 per month
 - III. Full programme 37 – 6 years = R 620 per month

ONE MONTH TUITION FEE WILL BE GRANTED TO PARENTS WHO PAY THE FEES IN FULL BEFORE MARCH 1

4. Late payment charge will apply from 2026 academic year for late payments, from the
5. Parents who bring two or more children living in the same household will receive discount on the monthly tuition fee of R200. (**NOT THE REGISTRATION fees**)
6. In the undesirable circumstances where debt must be handed over to attorneys or debt collectors, parents will be liable for all legal costs including fee collection, commission and incurred interest.
7. The parent /guardian further agrees and understands that the tuition fee shall not be reduced as a result of **absence to illness, dismissal, centres closure due to inclement weather or pandemic outbreak, acts of God, government actions, terrorism, epidemics, or other reasons. If your child stays at home following public examinations or any other, no reduction of fees will be made in respect of such periods spent at home.**
 - **TUITION FEE SHOULD BE PAID IN FULL EVEN IF THE LEARNER DOES NOT ATTEND DUE TO ILLNESS OR OTHER REASONS.**
8. In case of withdrawals, any remaining balance on the students account becomes due and payable

BANK ACCOUNT TO ALWAYS REMEMBER

WHEN MAKING PAYMENTS FOR TUITION FEES AND ACTIVITIES

Bank : FNB

Account number: 63161202288

Refence: childs name and surname

Section A: Generic inclusions

Operational Hours:

- M & N core operational hours are from 06:30 AM to 18:00, Monday to Thursday, and from 06:30 AM to 17:00 on Fridays
- **Students fetched after the core operational hours will be levied a fee of R50 for every 30 minutes after the operational hours (PAYABLE IMMEDIATELY)**

Dress code:

Please ensure that students are always adequately and appropriately dressed in a clean, casual and comfortable attire. Please also provided additional clothing for contingencies.

- NOTE: ALL students clothing must be marked with at least the students name and surname.
- Please note that on Fridays all students are required to wear their M & N attire. For students at M & N, it is against our policy to wear centres attire during non-school days.
- M & N attire must be worn with pride and therefore must always be warn clean and kept in good condition
- All students attending M & N must **OWN THE CENTRES UNIFORM.**

M &N UNIFORM PRICELIST

ALL WITH THEIR NAMES WRITTEN ON

PRICES TO BE GIVEN ON REQUEST

1. Designer original M & N t-shirt
2. GOLF TSHIRT
3. TRACKSUIT
4. BOYS PANTS & SHIRT
5. GIRLS PANTS & TOP

6.	Graduates t-shirt
7.	Graduates uniform
8.	Graduates winter jacket

Transport

Transport is available from Mohlakeng and surrounding areas of Randfontein contact details of drivers for different transports are given on request.

Safety and Security

- All students must be handed over and fetched at the HALL OF FLAGS AREA on arrival and departure. **Students MUST NOT left at the entrance gate.**
- In case the person designated to fetch the child has changed for any reason, M & N must be informed before collection time.
- No student will be allowed to leave the premises of the centre during and/ or after the core operating hours except if fetched by the designated person, parent, or guardian at the HALL OF FLAGS.
- All gates will be closed after learners' arrival until 15:30 (Monday to Thursday) and 15:00 (on Fridays)

Section B: Health and Medical Matters

Medical information: Parents are obliged to provide correct information guarding the student's health on the application form and to discuss with the director of the centre in writing if the student develops any known medical condition, health problems, allergies, or will be unable to take part in games or sporting activities or has been in contact with infectious diseases.

Medical care: no student application will be considered unless it is accompanied by the students **Clinic Card**.

Learners Health: sick students must be kept home until they are fully recovered to avoid transmission.

Emergency Medical Treatment: in the case where a student may require medical treatment while at the centre and the parent have given consent that the centre may send the student to hospital / doctor or clinic, parents will be responsible for the associated costs. Parents authorise the centre's director to consent on behalf of the parent to the students receiving emergency medical treatment including blood transfusion, general anaesthetic, and operations were certified by an appropriately qualified person necessary for the student's welfare and if the parents can't be reached at the time.

Health, safety, and security of our students at M & N is our priority. We need you to trust us with your little one, both management and staff will always endeavour to create and maintain an injury or accident – free environment for the student.

However, M & N management and staff will not be liable for any incidents, injuries, and/ or accidents sustained during PLAY on any of the facilities provided by the centre.

Section C: Education Matters

Toiletries and Stationery: upon acceptance of a student application and parents being informed thereof, a list of toiletries and stationaries required for each child will be given to parents to provide to the centre before the commencement of each Calendar year. To maintain M & N's quality standards, the centre reserves the right to prescribe quality of required toiletries and stationery.

Progress reports: The centre monitors each child's progress and reports regularly to parents using grades and written reports which will be given during the academic year.

Section D: Activity Matters

Fundraising & Field Trips: All M & N students shall partake in all fundraising efforts and field trips. All PARENTS are required to support all fundraising efforts whether financially and / or by offering up their time.

ALL TRIPS AND FUN ACTIVITIES ARE COMPULSORY FOR EVERY LEARNER, IF ITS IMPOSSIBLE TO ATTEND, PARENTS ARE OBLIGED TO PAY 50 % OF THE TOTAL OF THE ACTIVITY.

- EVERY STUDENT/ PARENT WILL RECEIVE THE CENTRES YEAR CALENDER AND THE YEAR PLAN WITH ACTIVITIES, DATES AND AN ESTIMATED AMOUNT REQUIRED.
- PARENTS ARE WELCOMED IF THEY DESIRE TO PAY UPFRONT SOME OF THE ACTIVITIES THAT M & N WILL PARTAKE ON.
- **NO CHILD WILL PARTICIPATE IN THE YEAR FUNCTION WITHOUT SETTLING THE DECEMBER FEES AND OUTSTANDING ACTIVITY MONEY.**

WE ARE A FAMILY ORIENTATED CENTRE
And we pride ourselves in giving your family the
best we can.
We capture every moment to give you most memories
for your little one



I

(Name and Surname)

Hereby confirm that I have read and understood the **SERVICE AGREEMENT AND TERMS OF ENROLMENT** for Academic Year of 2026 and understand to abide, thereby should my child's application be accepted by M & N Day Care Centre.

I promise to pay my child/children fees by the _____ of every month.

Parents signature: _____

Date: _____

Witness Name and Surname: _____

Witness signature: _____

Date: _____

**PLEASE SIGN AND SEND THIS ONLY (LAST PAGE)
ATTACHED TO THE APPLICATION FORM , WITH THE
REQUIRED DOCUMENTS TO THE CENTRE**