

School Fees Structure and Policy

General Information

Fees collected at The Oponganda Pre-Primary & DayCare 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.

Important Rules and Regulations

- The school fees are charged yearly divided by 10 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.
- 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 latest possible **pick-up time is 17.30 hours**, and all parents are kindly requested to adhere to this time. Should you arrive later than 17.30 hours we will charge you with a late fee of N\$ 75,00. This amount must be paid in cash to the school administrator at the latest the next day.

- **Payments can be made per 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 2022

Enrollment of:	Yearly Fees			Monthly Fees			Day Fees	Late Fees
Baby & Toddler	N\$ 8.580	US\$ 580	€ 500	N\$ 858	US\$ 58	€ 50		
Children 3 - 6 Years	N\$ 7.722	US\$ 550	€ 450	N\$ 772	US\$ 55	€ 45		
Children - external 5 - 6 Years	N\$ 8.580	US\$ 580	€ 500	N\$ 858	US\$ 58	€ 50		
Grade 1 to 5 - Afternoon Classes	N\$ 5.400	US\$ 355	€ 305	N\$ 540	US\$ 35	€ 31		
Individual Day Fees							N\$ 90	
Late Fees								N\$ 75