



Plot No. 1872/M 3rd Street
 Ibex Hill
 Lusaka Zambia
 Cell: 0955810580/0777190130/0211356486
 Email: totallykids.daycare.nursery@gmail.com

A. 2024 FEE SCHEDULE

SN	DESCRIPTION	AMOUNT(K)
1	ONCE OFF FEES (FIRST TIME STUDENTS ONLY)	
	Assessment	300
	Enrollment	3000
	Development fees	3000
2	NURSERY SECTION TUITION FEES PER TERM	
	Baby Class	
	• Fully potty/toilet trained)	8975
	• Not/partially potty/toilet trained	10125
	Middle Class	8975
	Reception Class	8975
3	PRIMARY SECTION FEES PER TERM	11650
4	PTA FEES PER TERM	100
5	Meals(Optional) - Lunch Only per term	2000
6	Music (Optional) per term -Nursery Section	900
7	Ballet (Optional) per term - All classes	600
8	ECA FOR NON-ENROLLED STUDENTS	
	Ballet per month	1200
	Chinese & Other Languages per month	1200
	Music per month	1200
	Swimming per 1 hour session	150
	Ball Games per 1 hour session	100
9	MONTHLY NURSERY SECTION RATES	
	Tuition	3300
	Meals (Lunch only)	1000
	Daily Rates (8-15:30 hrs)	500

Note:

- a) Placement in the various classes shall be based on the child attaining the developmental milestones prescribed for each class.
- b) Music, Ballet and Chinese activities , one hour session twice a week



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B. FEE PAYMENT POLICY

1. All fees become due once the child has been offered a place.
2. All fees must be paid in full before commencement of the term and note that fees not paid by the due date will attract a penalty. Only students that will have paid all the school fees before commencement of the term shall be allowed in class. Students whose fees shall remain unpaid at the commencement of the term shall be deregistered and their school space shall be considered vacant and offered to the other children on the waiting list.
3. Children that will be enrolled after the midterm break will pay prorated fees otherwise full fees will apply.
4. **No cash payments** will be received by the school, all payments must be deposited into the following account;

Bank: First National Bank
Branch: Cairo Road
Branch Code: 260050
Account Name: Totally Kids Daycare and Nursery
Account No.: 62828483024

All Mobile Money transactions should be transferred into the FNB school account:
62828483024 with the child's name as reference.

5. All proof of payment should be sent to **0777190130/totallykids.daycare.nursery@gmail.com** or physically delivered to **Totally Kids office for issuance of receipts.**
6. The **child's name** should be used as **reference** for all payments.
7. A full term/month's written notice will be required when withdrawing a child from the school, if such notice is not received, the school will charge a term/month's fees in lieu of notice.
8. Children with school fees owing from the previous term will not be allowed to report for school in the subsequent term and their school place shall be forfeited to the other children on the waiting list.
9. Only annual advance payment of school fees will receive a 5% discount on the third term fees.
10. A once off introductory sibling discount of 5% will be applied on the new sibling's fees on term one fees only on condition that the fees are paid in full.
11. The school shall provide stationery (books, pencils, erasers, sharpeners, and crayons) for the child to use at school. However, children in Reception Classes and Primary Section will be required to come

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with their own crayons, pencils, erasers, sharpeners and pencil cases. When a child loses/damages their homework book/worksheet/reading book at home, the same shall be replaced by the parents.

12. All lost/soiled books or damaged property will accrue to the child’s account.
13. These fees shall apply to all the children that will be enrolled at Totally Kids Preparatory School for the year 2024. These fees are reviewed annually however, management reserves the right to adjust the fees as and when the situation dictates.

C. **REFUND POLICY**

1. Assessment and enrollment fees are once off and are non-refundable.
2. All other fees shall only be refunded in an event that a family is met with extenuating circumstances which must have been brought to the attention of the school management.
3. In the case of refund, the school fees will be calculated as follows:
 - a) Tuition fees paid in advance and prior to the beginning of the academic year are refundable on condition that the child did not report to school for that term, however, the application and enrollment fees will be deducted. However if the child reported to school the following shall apply;
 - i If the child was enrolled in the school for two weeks or less, a month's fees will be deducted.
 - ii If the child was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted.
 - iii If the child was enrolled in the school for more than a month, the full terms fees will be deducted.
 - b) The refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not the date when the student was absent. Being on the school register counts as days in school.

I have read and understood the school fee and refund policies.

SIGN..... **DATE**:.....

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