



Parent Handbook (Fees & Dates) 2026

PLEASE READ AND KEEP THIS DOCUMENT HANDY. IT CONTAINS IMPORTANT INFORMATION YOU WILL NEED FOR THE YEAR REGARDING DATES AND FEES.

FOR ANY ENQUIRIES

CALL: SAM KIRSTEN 0785266715

EMAIL: infohgacademy@gmail.com

WEBSITE: www.hgchildrensacademy.co.za

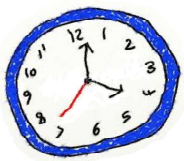


Welcome to Our School...

At Hilton Gardens Childrens Academy, we offer our children not only a fun, exciting day of arts, crafts and activities, we also provide a beautiful, calm, safe environment for our children to learn and explore freely. At our school your child will have the opportunity to stimulate their first plane of development with the competent guidance of our caring, nurturing staff.

Hilton Gardens Childrens Academy is owned by Jarryd and Samantha Kirsten. Together with their trained staff and the support of the HGCA families, which includes being involved in parent programs, attendance of meetings, outings and events. We do encourage parents to be actively involved in the interests of the school as having strong, healthy communication between both teacher and parent offers the most favourable situation for the holistic development of your child.

Our Year Calendar



PLEASE BE AWARE OF THESE DATES

SCHOOL HOURS AND TIMES

Please Note: Terms and holidays are the same as the KZN Semi-Private Schools on the whole.

Hours:

Half Day	7:00am - 12:30pm
Full Day	7:00am – 5.30pm

TERM DATES (SUBJECT TO CHANGE)

First Term:	15 January	-	19 March
Second Term:	08 April	-	27 June
Third Term:	22 July	-	03 October
Fourth Term:	13 October	-	12 December

***NB: TERM DATES SUBJECT TO CHANGE DEPENDING ON DEPARTMENT OF EDUCATION CHANGES**

*Holiday Club will run during most holidays at a small extra cost

- R90 half day,
- R120 full day.

For external children that don't attend HGCA:

- R100 half day,
- R130 full day

Note: parents will be notified of holiday club dates closer to the relevant holiday.

PUBLIC HOLIDAYS - 2025




1st January	New Year's Day
21st March	Human Rights Day
18th April	Good Friday
21st April	Family Day
27th April	Freedom Day
28th April	Public Holiday
29th April	School Holiday
30th April	School Holiday
1st May	Workers' Day
2nd May	School Holiday
16th June	Youth Day
9th August	National Woman's Day
24th September	Heritage Day
16th December	Day of Reconciliation
25th December	Christmas Day
26th Decemebr	Boxing Day

ENVIRONMENTAL CALENDAR AND CULTURAL CALENDARS ARE SHARED AT THE BEGINNING OF EACH TERM.

School Fees and Enrolment - 2025

TO BE ADJUSTED ANNUALLY

	3 DAYS PER WEEK	4 DAYS PER WEEK	5 DAYS PER WEEK
<u>HALF DAY (7:30am – 12:00pm)</u>			
MONTHLY: (7am - 12:30pm)	R1 750.00	R2 060.00	R2 350.00
TERMLY:	R5 250.00	R6 180.00	R7 050.00
ANNUALY:	R21 000.00	R24 720.00	R28 200.00
<u>AFTERCARE</u>			
MONTHLY (aftercare): (12:30pm –5.30pm)	R600.00	R1 010.00	R1 200.00
TERMLY:	R1 800.00	R3 030.00	R3 600.00
<u>FULL DAY SUMMARY (7:30am – 5:30pm)</u>			
MONTHLY (full day): (7am -5.30pm)	R2 350.00	R3 070.00	R3 550.00
TERMLY:	R7 050.00	R9 210.00	R10 650.00
ANNUALY:	R28 200.00	R36 840.00	R42 600.00

NB: 5% HAS BEEN DISCOUNTED FOR ANNUAL PAYMENTS – paid by 31 Jan

***SIBLINGS THAT ATTEND FULL DAY 5 DAYS A WEEK WILL GET AN ADDITIONAL
10% OFF SCHOOL FEES***

Pro-rata Aftercare Fee Per/hour	R25-00
ONCE OFF JOINING ADMIN FEE (Annual)	R150-00
REFUNDABLE DEPOSIT:	R2000-00 <i>(See information below)</i>

PLEASE NOTE THE FOLLOWING:

- All payments must be made before the 1st of each month, but no later than the 10th. If a parent misses this payment date an interest of 5% will be added to the outstanding months account.
- Fees will not be credited if your child is absent at school.
- An ad-hoc payment of R16-00 will be billed per hour after 12:30pm if your child is not enrolled in aftercare. This amount will be calculated and reflected on your next statement. If a child is in aftercare frequently, your child will need to enrol in the aftercare program.

BANKING DETAILS

ACC NAME: HILTON GARDENS
CHILDRENS ACADEMY
BANK: ABSA
ACC NUMBER: 4088068678
BRANCE NUMBER: 632005

Application & Enrolment

To enrol your child at Hilton Gardens Childrens Academy please be advised on the process that follows:

1. A **REGISTRATION FORM** will need to be completed and returned;
2. An **ADMIN FEE of R150-00** will need to be paid upon registration;
3. An acceptance email will be sent;
4. Upon acceptance, a **refundable entrance deposit of R2000-00** must be paid before the allocated start date. This is to secure his/her position at our school is finalised.

The deposit is required as we have a high demand for placements and need commitment from enrolled parents in order to guarantee children are not pulled out at the last minute when we have already turned others away.

A payment plan to pay the deposit in monthly instalments can be arranged for your convenience at a minimum of R500-00 per instalment. Please note that the deposit will be added to the school fee account and any payments made towards the account will be allocated as such.

For families that are enrolling siblings *full time* (full-day, 5-day week), we offer a 10% discount on the second siblings fees.

Outstanding Accounts:

Accounts that are in arrears will be handed over after the second payment is missed. Parents will unfortunately not receive their 2nd (second) and 4th (fourth) term reports until accounts are settled.

If an account is in arrears for more than two months without communication between the account holder and the school, a final demand letter will be sent. Failure to meet the requirements of that letter will result in legal action.

Refund Policy

In the event that your child must withdraw from Hilton Gardens Childrens Academy, we require one (1) term or three (3) full months written notice in order for your deposit to be refunded against final terms fee's.

If you do not wish to return to the school in the following new year, please be sure that you give us notice at the beginning of the fourth (4th) term to qualify for the refund of your deposit.

*Please note, for any account queries contact Sam at acc.hgcacademy@gmail.com .

Parent Guidelines

JUST A QUICK REMINDER FOR ALL PARENTS

Drop-off times are between 7:00am - 8:30am

- Any other times need to be specially arranged with the Principal.
- Before this the teacher on duty will be busy with the preparation of the classroom and won't be able to take care of children that come earlier than stipulated.



Half Day - Pick-up time is between 12:00pm - 12:30pm, anyone that stays longer will be billed aftercare rates.

Full Day - Please ensure that your child is picked up by 5:30pm sharp, anyone that stays longer will be billed R100 per extra 30min (this will reflect on your statement at the end of each month).

Documents required for Registration

1. Certified copies of parents ID;
2. Copy of child/rens inoculation charts (up-to-date);
3. Registration forms (signed);
4. Acknowledgement of Parent Handbook (Fees & Dates) (signed);
5. 1x ID Photo of your child;
6. Certified proof of address (i.e., Municipal bill).

What to Bring to School?

PLEASE MAKE SURE THAT EVERYTHING THAT BELONGS TO YOUR CHILD HAS HIS/HER NAME CLEARLY MARKED ON IT

Please see attached to your email for your stationary list.

For any further questions, please don't be shy to ask. We have an open-door policy at our school and would love to hear from you!

Kind Regards,

Hilton Gardens Childrens Academy
Senior Management Team

