

1. Privacy Policy

Effective Date: 1 January 2025

Introduction:

At Ausome Learning Minds, we value your privacy and are committed to protecting your personal information. This policy explains how we collect, use, and safeguard your data.

Information We Collect:

Personal Information: Name, contact details, and other details provided during enrollment or inquiry.

Non-Personal Information: Browsing behavior, website usage, and analytics data.

How We Use Your Information:

To process inquiries and applications.

To provide updates and communication about our services.

For internal analytics to improve our offerings.

Data Protection:

We implement robust security measures to protect your data from unauthorized access.

Sharing Information:

We do not share your personal data with third parties, except for:

Legal compliance.

Service providers assisting with operations (e.g., payment processing).

Your Rights:

You can request access, correction, or deletion of your personal data at any time by contacting us at info@ausomelearningminds.co.za.

2. Terms and Conditions

Effective Date: 1 January 2025

Introduction:

These terms govern the use of our website and services. By using our website, you agree to these terms.

Website Usage:

You agree not to use the website for any unlawful activities.

Content on the website is for informational purposes only and may not be reproduced without permission.

Service Enrollment:

Enrollment is subject to availability and adherence to our admission policies.

Parents/guardians are responsible for providing accurate information during enrollment.

Payment Terms:

Fees are payable monthly in advance by the 1st of every month.

Late payments may result in additional fees or suspension of services.

Changes to Policies:

We reserve the right to update these terms at any time. Updates will be posted on this page.

3. Refund Policy

Effective Date: 1 January 2025

Enrollment and Fees:

Enrollment fees are non-refundable.

Monthly tuition is due on the first day of each month.

Refund Conditions:

No refunds will be issued for partial attendance or mid-month withdrawals.

If the school is unable to provide services due to unforeseen circumstances, a prorated refund may be considered.

Withdrawal Notice:

Parents must provide a [Insert Notice Period, e.g., one-month] written notice before withdrawing a child. Failure to do so may result in additional charges.

4. Code of Conduct Policy

Effective Date: 1 January 2025

Student Expectations:

Respectful behavior towards peers, staff, and school property is mandatory.

Adherence to school rules and participation in activities is required.

Parent Expectations:

Engage with staff respectfully and collaboratively.

Ensure timely payments and provide necessary documentation for your child.

Disciplinary Action:

Minor infractions will result in verbal warnings.

Serious or repeated violations may lead to suspension or termination of enrollment.

5. Health and Safety Policy

Effective Date: 1 January 2025

Health Requirements:

Parents must inform the school of any medical conditions or special care requirements for their child.

Children showing symptoms of illness should stay home until recovered.

Emergency Procedures:

First aid will be administered for minor injuries. Parents will be notified immediately in case of emergencies.

Emergency contact details must be kept up to date.

Safety Measures:

Regular fire drills and safety inspections will be conducted.

Staff are trained to handle emergencies and ensure student safety.

6. Anti-Discrimination and Inclusion Policy

Effective Date: 1 January 2025

Commitment to Inclusion:

Ausome Learning Minds is committed to providing a safe and inclusive environment where every child, regardless of their background or abilities, can thrive.

Zero-Tolerance Policy:

We do not tolerate discrimination or bullying based on race, religion, gender, ability, or any other factor.

Complaint Procedure:

Parents can report incidents confidentially to info@ausomelearningminds.co.za . All complaints will be addressed promptly and fairly.

7. Attendance Policy

Effective Date: 1 January 2025

Attendance Expectations:

Learners are expected to attend all scheduled classes unless excused for illness or emergencies.

Parents should notify the school in advance for planned absences.

Tardiness:

Repeated tardiness disrupts learning and may require a meeting with the parents to address the issue.

Leave Policy:

Extended leaves must be requested in writing and approved by the administration.

8. Media and Photo Release Policy

Effective Date: 1 January 2025

Permission to Use Images:

The use of images for promotionals is restricted. The parents will be consulted to grant permission for the use of images for promotional materials, including the website, social media, and brochures.

Opt-Out Option:

Parents who wish to opt out must submit a written request to info@ausomelearningminds.co.za. These policies not only establish professionalism but also build trust with parents. Ensure they are easily accessible on your website and are regularly reviewed and updated.