



## AFTERCARE CENTRE 2019

SIGN EACH PAGE AT THE BOTTOM, IN UNDERSTANDING OF THE CONTENT PLEASE.

Please retain a copy for your file.

THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORMS – please tick if attached:

2 recent passport/ID photos of the learner(s)	
Copy of the identity document of the parent	
Copy of the identity document of the person/s fetching the learner)	

### 1) RIGHT OF ADMISSION

- a) It is accepted, that notwithstanding any clause in the conditions of enrolment, that the Amberfield College Aftercare Centre (“the Centre”), in terms of letters and certificates issued, is registered and operates under the conditions laid down by the Department of Health and Welfare and the Tshwane City Council.
- b) Right of Admission is strictly reserved.
- c) Only Pre–Primary, Primary School and grade 8 learners will be considered for enrolment.
- d) Application for enrolment to the aftercare centre must be submitted on the prescribed form.
- e) The Centre will not provide service until:
  - a. The prescribed application forms have been completed.
  - b. All fees as prescribed have been **paid in advance**, per month over 11 months.

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## **2) PERIODS AND TIMES OF THE AFTERCARE CENTRE:**

- a) The After Care centre operates only during school terms, Monday to Friday
- b) Times:
  - Pre and Primary school: 14h15 – 18h00 SHARP.
  - High school: 14h45 pm – 18h00 SHARP.
  - The Centre will be open during school holidays except in December where the Centre will close on the 15<sup>th</sup> December of the current year. The Centre will also not operate on public holidays.
  - A fine of R50 will be levied for every 15 minutes that a learner is collected after 18h00

## **3) FEES PAYABLE:**

- a) All fees prescribed should be **paid monthly in advance** in accordance with the ruling tariff of fees, together with any other charges that may be levied in terms of the conditions of enrolment.
- b) No reduction in fees due or paid will be granted in respect of days on which a learner does not attend the Centre for any reason whatsoever.
- c) In the event of the Centre presenting certain fun activities at school, parents will be liable for the additional fees (for example jumping castle, water slides etc). This must be paid before the day of the activity.

## **4) DISCIPLINE:**

- Learners should attend the aftercare centre regularly and are required to adhere to the Centre's rules and regulations. Failure to do so may result in disciplinary action being taken.

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## 5) RULES AND REGULATIONS

- a) The aftercare centre does not provide stationery.
- b) Learners may only attend the aftercare centre as from the opening time listed above.
- c) The learners should line up outside the designated class neatly and quietly. The supervisor may leave the area to search for a learner.
- d) Homework books must be brought into the Centre.
- e) Should the learner not have homework, he/she will practise reading, spelling and maths done on that day in school.
- f) The teacher on duty / supervisor will sign off all homework / revision done on the day.
- g) Learners should pack up all their belongings at the end of the day.
- h) Learners are required to behave respectably towards:
  - o The supervisor/teacher on duty
  - o Their peers at all times
- i) Learners may not break or destroy:
  - The school's property
  - Their peer's property.
- j) Parents / guardians will be charged for all damages to property and disciplinary action will be taken.
- k) Insolence and bullying will not be tolerated.
- l) If recurring discipline problems are experienced, the Centre has the right to cancel the contract with immediate effect without any refund.

## 6) ABSENTEEISM:

- a) It is incumbent on the parent / guardian to notify the school in the event of the learner being absent for whatever reason.
- b) The Centre will not accept verbal messages via learners and will only react on written instruction from the parent / guardian.

## 7) RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:

- a) A minimum of **one calendar month's written notice** of an intention to withdraw a learner from the Centre is required.
- b) In exceptional cases, and at the discretion of the principal, the Centre reserves the right to dismiss any child without notice. **No refund or waiver of monthly fees or due fees will be made.**
- c) Should payment not be received by the **7<sup>th</sup> of the month** the Centre may suspend the service immediately.

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## **8) CHANGE OF ADDRESSES AND TELEPHONE NUMBERS:**

The Centre **must be notified within 24 hours** of any change of address or telephone numbers especially where parents need to be contacted in cases of emergency.

## **9) RESTRICTIONS**

- a) The Centre, while keeping a rigid time-table, will not interfere with the school's extra lessons or sports activities.
- b) The Centre will not accept responsibility for the academic progress of the learner in its care. No guarantee is given that any child will complete all homework assigned by the teachers.

## **10) GENERAL**

- a) A learner may only leave the premises with the legal parent / guardian unless the Centre has received written instruction from the parent / guardian informing the Centre of the name and identity document number of the person who will collect the learner.
- b) Where a person other than the legal parent / guardian collects the learner they will be required to submit a copy of their identity document.
- c) In the event of an accident the Centre reserves the right to transport the learner to a registered medical facility if the legal parent / guardian cannot be contacted. The Centre will act "IN LOCO PARENTIS". The parent/s or legal guardian will be held responsible for the account from the medical facility.
- d) Parents / guardians will not be admitted to the Centre unless accompanied by a member of the aftercare staff.
- e) The Centre will not be held responsible for the loss or damage of articles brought by the learner to the Centre.
- f) All learners are to be collected from the designated play area or class (in the case of wet weather) at 18h00. The learners are to be signed out and their identity card as supplied by the Centre must be left at the exit gate.
- g) These conditions of enrolment may be amended from time to time at the discretion of the School. Written notification will be communicated to the parent/s or guardian.

## **11) FEES: (Subject to any change on a month's written notice)**

- R800-00 for 11 months – January 2019 to 30 November 2019.
- Entertainment and outings = on written request.

SIGN HERE: \_\_\_\_\_



**AFTERCARE CENTRE 2019  
REGISTRATION FORM**

**PLEASE PRINT**

**NAME AND GRADE OF LEARNER(S) ATTENDING THE AFTERCARE CENTRE:**

<b>NAME AND SURNAME</b>	<b>GRADE</b>	<b>REGISTER TEACHER</b>	<b>HOME ADDRESS</b>
1.			
2.			
3.			
4.			

<b>IS THERE ANYTHING THAT WE SHOULD BE AWARE OF?</b> (Allergies, medicines to be taken)	
<b>WHAT TIME WILL YOUR CHILD BE FETCHED FROM SCHOOL?</b>  <b>NO LATER THAN 18h00 PLEASE</b>	

SIGN HERE: \_\_\_\_\_

**PARENT/S OR LEGAL GUARDIAN**

MOTHER'S/GUARDIAN NAME AND SURNAME:	
MOTHER'S IDENTITY DOCUMENT NUMBER	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
FATHER'S NAME AND SURNAME:	
FATHER'S IDENTITY DOCUMENT NUMBER	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	

**PLEASE SIGN THE DECLARATION BELOW:**

I, (full name)..... am aware that my child will be under constant supervision and that the Management of the Centre will not be held responsible for any loss of property, injury or loss of life.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian signature

\_\_\_\_\_  
Learner(s) name

SIGN HERE: \_\_\_\_\_

**AFTERCARE CENTRE**  
**FORM OF WAIVER AND ACKNOWLEDGEMENT**

Whilst every care is constantly and diligently taken for the safety and welfare of learners entrusted to us, it is a condition of enrolment and admission to the Centre that we are not responsible for any injury to, death of, or the loss of any of the possessions of any learner admitted to our Centre. Accordingly, acceptance by us of any learner is on the strict understanding that by your signature hereunder, you waive any claims of whatsoever kind and howsoever arising, in respect of any injury to, death of, or loss of any of the possessions of any learner whilst he/she is under our care.

You further acknowledge by your signature hereunder, that you have received a copy of the Centre's conditions of enrolment which you have read, fully understand and agree as being, together with the above waiver, the basis upon which we shall provide our service.

<b>LEARNER'S NAME</b>	
<b>SIGNATURE OF THE PARENT/ LEGAL GUARDIAN</b>	
<b>PARENT'S FULL NAME AND SURNAME IN BLOCK LETTERS</b>	
<b>DATE</b>	

SIGN HERE: \_\_\_\_\_