



## AFTERCARE FORM 2021

PLEASE SIGN EACH PAGE AT THE BOTTOM, IN UNDERSTANDING OF THE CONTENT.  
Please make a copy for your own records.

### THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORM:

- 2 recent passport/ID photos of the learner/s
- Copy of the identity document of the parents
- Copy of the identity document of the person/s fetching the learner

### 1. RIGHT OF ADMISSION

---

- Right of Admission is strictly reserved.
- Only Pre Primary, Primary School and Grade 8 learners will be considered for enrolment.
- Application for enrolment to the Aftercare Centre must be submitted on the Centre's prescribed form.
- The Centre will not provide service until such time that:
  - The prescribed application form has been completed.
  - All fees as prescribed have been paid in advance (monthly over 11 months).

### 2. PERIODS AND TIMES OF THE AFTERCARE CENTRE:

---

- During school terms: Monday – Friday
- Times:
  - Pre and Primary school: 14h15 – 18h00
  - High school: 14h45 - 18h00
- The Centre will be open during school holidays from 06h30-18h00 except in December where the Centre will close on the 15th 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:

---

- All fees prescribed should be paid monthly in advance by the 1<sup>st</sup> in accordance with the ruling tariff of fees, together with any other charges that may be levied in terms of conditions of enrolment. Services will be suspended on the 7<sup>th</sup> of each month if fees are not settled.
- No reduction in fees due or paid will be allowed in respect of days on which a learner does not attend the Centre for any reason whatsoever.
- In the event of the Centre presenting fun activities at school, parents will be liable for the additional fees. (eg: Jumping Castle, Water slide etc.). This must be paid before the day of the activity.

### 4. DISCIPLINE:

---

Children should attend the Aftercare Centre regularly and are required to adhere to the rules and regulations. Failure to do so may result in disciplinary action being taken.

Sign here: \_\_\_\_\_



**AMBERFIELD**  
COLLEGE

## 5. RULES AND REGULATIONS

---

- Learners may only attend the Aftercare Centre during the opening times listed above.
- Learners should line up outside the designated class neatly and quietly.
- Homework books must be brought to the Centre.
- Should the learner not have homework, he/she will practise reading, spelling and maths done during school on that day.
- The supervisor will sign off all homework/revision done on the day. Homework will be supervised. Any homework not completed during the stipulated homework session will have to be completed at home.
- Learners should pack up all their belongings at the end of the day.
- Learners are required to behave respectfully towards the centre's staff and their peers at all times.
- Insolence and bullying WILL NOT be TOLERATED.
- Learners may not vandalise the school's or their peers' property.
- Parents will be charged for all damages to school property and assets and disciplinary action will be taken against the learner.
- If recurring discipline problems are experienced, the Centre has the right to cancel the contract with immediate effect without refund.
- All issues must be addressed directly with the Centre or manager.

## 6. ABSENTEEISM:

---

- It is incumbent on the Parent/Guardian to notify the Centre in the event of the learner being absent for whatever reason.
- 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 minimum of **ONE CALENDAR MONTH'S WRITTEN NOTICE** of the intention to withdraw a learner from the Centre is required. This notice must be emailed and addressed to the aftercare manager.
- In exceptional cases and at the discretion of the Principal, the Centre reserves the right to dismiss any learner without notice. No refund or waiver of monthly fees or due fees will be made.
- If no payment is recorded by the 7th of the month the Centre will suspend services to the learner immediately.

## 8. CHANGE OF ADDRESSES AND TELEPHONE NUMBERS:

---

The Centre must be notified within 24 hours of any change of address or telephone numbers of the Parent/Guardian.

Sign here: \_\_\_\_\_



## 9. RESTRICTIONS

---

- The Centre, while keeping a rigid time-table, will not interfere with the school's extra lessons, sport or cultural activities.
- The Centre will not accept responsibility for the academic progress of the learners in its care. No guarantee is given that any child will complete ALL homework assigned by the teachers.
- The Centre will not assist learners with the building of school projects.

## 10. GENERAL

---

- 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 number of the person who will collect the learner.
- Where a person other than the Legal Parent/Guardian collects the learner, they will be required to submit a their original ID document.
- 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.
- Parents/Guardians will not be admitted to the Centre unless accompanied by a member of the Aftercare staff.
- The Centre will not be held responsible for the loss or damage of articles brought by the learner to the Centre.
- The Aftercare Centre does not provide stationery.
- 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.
- A fine of R50 will be levied for every 15 minutes that a learner is collected after 18h00.
- 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)

---

- Fees are payable from January 2021 to 30 November 2021 (over 11 months)
  - Full month including meals: R1200
  - Full month excluding meals: R700
  - Daily rate (24 hours notice): R150 (payable in cash immediately upon collection)
- Entertainment and outings = on written request
- All fees, except for the daily rate, are payable by debit order or quarterly in advance by EFT, cash or credit card.
- Centre fees paid in cash will bear an additional R50 levy.

### AFTERCARE BANKING DETAILS

ACCOUNT HOLDER: Building Blocks Aftercare  
BANK: Nedbank  
ACCOUNT NUMBER: 1198637412  
BRANCH CODE: 14974500  
TYPE OF ACCOUNT: Business PAYU  
REFERENCE: Child's name, surname and grade

Sign here: \_\_\_\_\_



**AMBERFIELD**  
COLLEGE

**PLEASE COMPLETE THE FOLLOWING FORM LEGIBLY**

**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.			

**IS THERE ANYTHING THAT WE SHOULD BE AWARE OF?**  
(Allergies, medication for allergies or chronic illnesses to be taken)

---

---

---

---

---

---

---

---

**WHAT TIME WILL YOUR CHILD BE FETCHED FROM SCHOOL?**  
**NO LATER THAN 18H00 PLEASE**

---

---

---

Sign here: \_\_\_\_\_

## DETAILS OF PARENTS/LEGAL GUARDIANS

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

## PLEASE SELECT APPLICABLE AFTERCARE OPTION

<input type="checkbox"/>	FULL MONTH INCLUDING MEALS: R1200
<input type="checkbox"/>	FULL MONTH EXCLUDING MEALS: R700
<input type="checkbox"/>	DAILY RATE (24 HOURS NOTICE): R150 (PAYABLE IN CASH IMMEDIATELY UPON COLLECTION)

## 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



## AFTERCARE FORM OF WAIVER AND ACKNOWLEDGEMENT

Whilst every care is constantly and diligently taken for the safety and welfare of children 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 child admitted to our Centre and 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 PARENT OR LEGAL GUARDIAN:</b>	
<b>PARENT'S FULL NAME AND SURNAME IN BLOCK LETTERS:</b>	
<b>DATE:</b>	

Sign here: \_\_\_\_\_

BUILDING BLOCKS AFTERCARE (PTY) LTD

4810 Amampondo Street,  
Rooihuiskraal Extension 46,  
Centurion

PO Box 4976  
Pretoria  
0001



AFTERCARE DEBIT ORDER FORM

Given by (name of Accountholder)	
Address	
Bank	
Branch and Code	
Account Number	
Type of Account	
Amount	
Date	

Abbreviated Name as Registered with the Bank: BB AFTERCARE

This signed Authority and Mandate refers to our contract dated ("the Agreement").  
I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on \_\_\_\_\_ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows: monthly, bi-monthly, three monthly, six monthly, annually, weekly, bi-weekly (~~delete that which is not applicable~~).

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the preceding ordinary business day.

Payment Instructions due in December may be debited against my account on \_\_\_\_\_

I / We understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction.

**Mandate**

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

**Cancellation**

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

**Assignment**

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature as used for operating on the account)

\_\_\_\_\_  
(Assisted by)

Agreement reference number is \_\_\_\_\_