



PERMANENT APPLICATIONS ONLY - AFTERCARE/HOMEWORK CENTRE

ACKNOWLEDGEMENT/ REGISTRATION / INDEMNITY FORM

Name and Surname of Pupil: _____

Grade: _____

Address of Parent/Guardian: _____

Who is the pupil living with?

FATHER / GUARDIAN		MOTHER / GUARDIAN	
To be addressed as: Mr/Mrs/Prof		To be addressed as: Mr/Mrs/Prof	
Surname:		Surname:	
First Name(s)		First Name(s)	
Contact Tel No: Cell:		Contact Tel No: Cell:	
Work		Work	
Business Address:		Business Address:	

I/We chose the address/es specified as our residential and/or electronic (email and/or cellphone number) address/es contained in this document as my/our chosen legal domicile for service of all legal notices and processes until I/we advise the school in writing of my/our new address, which will then become our new legal domicile.

Name and Surname of person responsible for paying the After Care Fees:

Contact No (w) _____ Cell: _____

Email address: _____

Has the pupil had a Tetanus Inoculation? _____

Date: _____

Does the pupil suffer from: Asthma: _____

Epileptic Fits: _____

Allergies: _____

Other: _____

Name of Doctor: _____ Phone No: _____

Medical Aid Scheme: _____

Membership No: _____

Who will collect the pupil from the Aftercare/Homework centre every day?

In case of an emergency, and should the Supervisor be unable to contact the Parent/Guardian/Doctor, I agree that she may use her discretion in this regard. I also agree to be responsible for any necessary medical expenses/charges incurred, i.e. Taxi fare, Ambulance fees, medical charges etc. and to indemnify Glenashley Preparatory School Aftercare/Homework Centre or their representative from any claim which may arise as a result of this action. I further agree that Glenashley Preparatory School Aftercare/Homework Centre shall not be held responsible for any injury sustained, nor for any loss of property that my child may incur. I hereby apply for the admission of the above mentioned pupil and agree to abide by the Conditions of Enrolment which I have read and accept without reserve.

I/We have perused the Admission Policy/Contract and I/we fully accept and agree to the Conditions listed within this document.

Signature of Parent/Guardian: _____

Witness: _____



GLENASHLEY PREPARATORY SCHOOL AFTERCARE/HOMEWORK CENTRE
ADMISSION POLICY/CONTRACT

To ensure an efficient and effective Aftercare/Homework Centre, it is imperative that the following information be brought to the parent's attention.

1. The Glenashley Preparatory School provides the Aftercare/Homework Centre facility for the school community.
2. The Aftercare/Homework Centre staff is employed by the school. The co-ordinator (Mrs Fouche) liaises closely with the School's Principal and responds expeditiously to queries/requests.
3. The school Governing Body have initiated certain terms of conditions in relation to the running of the Aftercare/Homework Centre and the well-being and safety of the pupils.
4. The fees of the Aftercare/Homework Centre are determined by the School Governing Body, all such fees are paid directly into the School Account. One of the initial recommendations by the School Governing Body was that the Aftercare/Homework Centre be kept as affordable as possible to parents.
5. A prerequisite for membership of the Aftercare/Homework Centre is that the school fees of the particular child be paid timeously. In the event of school fees not being up to date (at any stage of the year), your child/children will unfortunately not be accommodated in the Aftercare/Homework Centre. Parents who wish to enrol their children in the Aftercare/Homework Centre must **fully recognize** this membership criterion.
6. Only Glenashley Preparatory pupils will be permitted to attend the Aftercare/Homework Centre.
7. The school reserves the Right of Admission to the Aftercare/Homework Centre. Any party failing to co-operate and /or observe the School's value system shall have his/her subscription limited or terminated.
8. The Aftercare/Homework Centre Fees are due no later than the first day of every month. Parents who do not meet the above deadlines will have their child's/children's membership at the Aftercare/Homework Centre terminated.
9. To alleviate cash handling costs, and due to security measures, it would be preferable for parents to do direct banking.

Banking details as follows:

Account:	Glenashley Preparatory School
Bank:	First National Bank
Branch:	Durban North
Branch code:	220426
Account Number:	50790529977
Reference:	Full names and of grade of pupil

N.B. To confirm any payment made for Aftercare/Homework Centre, it is important that you forward a copy of the deposit slip to Mr Henderson at thenderson@glenashleyprep.co.za, thus confirming your timeous payment.

FEES (PERMANENT MEMBERS)

<u>GRADES 4 -7</u>	<u>PACKAGE 1 (17:00)</u>	<u>PACKAGE 2 (17:30)</u>	<u>ANNUAL TOTAL</u>	<u>INCENTIVE</u>
5 days a week	R650.00 pm	R750.00 pm	R6 500.00/R7 500.00	LESS 10% if fees paid in full for the year by 1 Feb 2020
2 days a week	R290.00 pm	R390.00 pm	R2 900.00/R3 900.00	
3 days a week	R410.00 pm	R510.00 pm	R4 100.00/R5 100.00	

1. Kindly note that there are two alternative packages offered to each family. Where parents are regularly not able to pick up their child by 17:00, Package 2 at an increase of R100 per month will take the pressure off parents and enable them to pick up their child by the latest 17:30.
2. Aftercare/Homework Centre business hours – as 17:00 is the official closing time, parents who have due to unforeseen circumstances, been delayed, may contact Mrs Fouche on her cell phone and arrange for a 10 minute extension i.e. to 17:10. However, this should be the exception rather than the rule and parents are reminded that the Aftercare/Homework Centre staff proceed home where they obviously have to meet their own commitments. Parents collecting their children as normal from the Aftercare/Homework centre are reminded to proceed to the Aftercare/Homework Centre Supervisor in question and **sign out their child** in the respective book concerned. This security measure is of a vital nature and is in the interest of all parties. No hooting for children will be tolerated, or abusive behaviour because parents do not want to walk in to the school.
3. Kindly note that parents who have enrolled their child in Package 1 (until 17:00) and who for unforeseen reasons fetch their children between 17:15 and 17:30 will be charged an additional R20 for that particular day. The school's 17:15 and 17:30 siren will serve as the sole time indicator, thereby eliminating any disputes related to time. These additional monies are to be paid at the end of the month i.e. with the following month's fees. Failure to do so will unfortunately result in the child being excluded from the Aftercare/Homework Centre.
4. Fees are payable over ten months starting 31 January and ending 30 November. There is no charge for January or December, as the days in these months are included in the June/July holiday period fee structure. Thirty (30) days written notice is required for termination of this contract when a child leaves Glenashley Preparatory, Or the Aftercare/Homework Centre facility.
5. In emergencies, parents who would like their children to be accommodated on a casual basis in the Aftercare/Homework Centre may contact Mrs Fouche on cell 0833252685 in this regard. The cost for casuals is R20 per hour and must be paid to Mrs Fouche when the child is collected later that day.
6. Parents who have enrolled their child/children at the Aftercare/Homework Centre (on a permanent basis) are expected to honour all applicable payments for Aftercare/Homework Centre fees.
7. Kindly ensure that Mrs Fouche of the Aftercare/Homework Centre is kept up to date should any of their personal information related to this contract change.