



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 is brought to your attention:

1. Glenashley Preparatory School provides the Aftercare/Homework Centre facility for the school community.
2. The Aftercare/Homework Centre staff are 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 and 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 criteria.
6. Only Glenashley Preparatory School learners 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 seventh (7th) day of every month.
9. Parents who do not meet the above deadlines will have their child's/children's membership at the Aftercare/Homework Centre terminated.
10. To alleviate cash handling costs, and due to security measures, it would be preferable for parents to pay via electronic 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 learner

To confirm your payment for Aftercare/Homework Centre, please forward your proof of payment to Mrs Fouche at dfouche@glenashleyprep.co.za

FEES

1. Fees for Aftercare are R10 620 per annum, R2 655 per term or R885 per month x 12 months, (being 3 months per term). There is a Registration fee of R80 per pupil per annum.
2. Aftercare closes at 17:00. Parents who have been delayed, due to unforeseen circumstances, may contact Mrs Fouche on her cell phone and arrange for a 10-minute extension i.e. to 17h10. However, this should be the exception rather than the rule and parents are reminded that the Aftercare staff have their own commitments. Parents are required to walk down to Aftercare and collect their child. Parents must **sign their child out at Aftercare**, to go home. This security measure is vital, and is in the interest of all parties. No hooting for children will be tolerated, or abusive behaviour towards our staff. The Security guard – radio system in place since Covid, will no longer apply. Security staff may not call your child or leave his post to fetch your child.
3. In emergencies, parents who would like their children to be accommodated on a casual basis in the Aftercare Centre may contact Mrs Fouche on 083-3252685. The cost for casuals is R50 per hour and must be paid to Mrs Fouche when the child is collected that day. The R80 registration fee per pupil per annum will apply.
4. Parents who have enrolled their children at the Aftercare Centre (on a permanent basis) are expected to honour all applicable payments for Aftercare Centre fees.
5. Kindly ensure that Mrs Fouche of the Aftercare Centre is kept up to date should any personal information related to this contract change.



Mr N Jaffar
PRINCIPAL



PERMANENT APPLICATIONS ONLY - AFTERCARE/HOMEWORK CENTRE

ACKNOWLEDGEMENT/ REGISTRATION / INDEMNITY FORM

Name and Surname of learner: _____

Grade: _____

Address of Parent/Guardian: _____

With whom does the learner reside? _____

| FATHER/ GUARDIAN | | MOTHER/ GUARDIAN | |
|--------------------------|--|--------------------------|--|
| Title: (e.g. Mr, Mrs) | | Title: | |
| 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 cell phone number/address/es contained in this document as my/our chosen legal domicile for service of al/ 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 Aftercare fees:

Contact No (w) _____ Cell: _____

Email address: _____

Does the pupil suffer from: Asthma: _____

Epileptic Fits: _____

Allergies: _____

Other: _____

Name of Doctor: _____ Phone 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: _____

Date: _____



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Acknowledgement of fee structure for 2024 - Please tick the relevant box to indicate your payment preference.

2024 FEES FOR GRADES 4, 5, 6 & 7

| | | |
|------------|------------------|--------------------------|
| Per Annum: | R10 620 | <input type="checkbox"/> |
| Per Term: | R2 655 | <input type="checkbox"/> |
| Per Month: | R885 x 12 months | <input type="checkbox"/> |

Please note there is a R80.00 registration fee per pupil per annum.

PARENT NAME: _____

SIGNATURE: _____

DATE: _____