AFTERCARE FORM 2027

Parent name	
Learner name	
Grade applying for	

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 Primary School learners will be considered for enrolment. **(Pre-Primary School learners are automatically enrolled for aftercare and NOT have to pay additionally for this service).**
- 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).

• PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- During school terms: Monday – Friday
- Times:
  - Primary school: 13h15 – 17h30
- The Centre will be open during school holidays from 07h00-17h30 except in December when 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 the first 10 minutes that a learner is collected after 17:30 and an additional R50 for every 5 minutes thereafter.

3. FEES PAYABLE:

- All fees prescribed should be paid monthly in advance by the 1st 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 7th 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.

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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.

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 practice 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 respectably towards the Centre's staff and their peers at all times.
- Insolence and bullying WILL NOT be tolerated.
- Learners may not vandalize 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 manager
- The After-Care Centre has a zero-tolerance policy towards drugs.

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.

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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 or completion of assignments.

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 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 17h30. 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 the first 10 minutes that a learner is collected after 17:30 and an additional R50 for every 5 minutes thereafter.
- 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/s.

11. FEES (Subject to any change on a month's written notice)

- Fees are payable from January 2027 to 30 November 2027 (over 11 months)

  Full month including meals: R1700

  Full month excluding meals: R1000

  Daily rate (24 hours' notice): R240 (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: Amberfield College
BANK: ABSA
ACCOUNT NUMBER: 4113850140
BRANCH CODE: 632005
REFERENCE: Name, Surname and Grade

AFTERCARE CONTACT DETAILS

CENTRE TELEPHONE NUMBER: 012 534 3344
EMAIL: mvseabi@amberfieldcollege.co.za
AFTERCARE MANAGER: Miss V Seabi
CELL NUMBER: 071 652 6323

Sign here: _____

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PLEASE COMPLETE THE FOLLOWING FORM LEGIBLY

NAME AND GRADE OF LEARNER/S ATTENDING THE AFTERCARE CENTRE:

NAME AND SURNAME	GRADE	REGISTER TEACHER	HOME ADDRESS
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 17h30 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:	
EMAIL ADDRESS:	
FATHER'S/GUARDIAN'S NAME AND SURNAME:	
FATHER'S/GUARDIAN'S ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
EMAIL ADDRESS:	

PLEASE SELECT APPLICABLE AFTERCARE OPTION

☐	**FULL MONTH INCLUDING MEALS: R1700**
☐	**FULL MONTH EXCLUDING MEALS: R**1000
☐	**DAILY RATE (24 HOURS NOTICE): R240 (PAYALBLE 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.

LEARNER'S NAME:	
SIGNATURE OF PARENT OR LEGAL GUARDIAN:	
PARENT'S FULL NAME AND SURNAME IN BLOCK LETTERS:	
DATE:	

Sign here: _____