

# St Theresa's Convent School

## Aftercare Centre Terms & Conditions 2023

**1. All fees are payable in advance and are due on the first day of the month.**

### **2. FEE STRUCTURE:**

The Aftercare Centre will be open during school terms only.

After Care Fees for 2022: **R500.00 per child per month.**

Fees are payable on the 1st day of each month.

One (1) calendar month's written notice will be required if you are leaving the Aftercare. Alternatively full payment of one month's fees in lieu of notice is required.

**Casual rates: Casual rate for 2023 is R50.00 per child per day.**

Children who attend Aftercare more than 3 times per week will be considered full time.

Aftercare charges are reflected on the School Fees statement, and take precedent over school fees.

That means that any outstanding amount reflecting on your statement will be taken as unpaid fees and may result in your child being asked to stay home until all outstanding amounts are paid.

The Terms and Conditions for payment of fees, the Financial Agreement and the Consent Form that were signed by yourselves on the School Application Forms are all applicable to Aftercare as well.

### **3. HOURS**

The Aftercare is open from 13h30 – 17h30 Monday to Friday.

Junior Primary: 13h30-17:30. Senior Primary: 14:15-17:30.

**ALL** primary school children on the premises after 15h00 must report to Aftercare unless they are attending an Extra- Mural Activity. Once the activity has finished they must either be collected from school or they must report to Aftercare. A casual rate will be applied to all children in aftercare after 3pm.

**17:30 is the FINAL COLLECTION time** and anyone arriving late will be eligible for a fine – R50.00 per 15 minutes or part thereof-billed to your account. We have to be strict about this as we have been kept waiting so often and we have personal commitments after 17:30pm. **We ask that prompt collection of children be a priority to all.** The late fine is applicable to both full time and casual children. We reserve the right to drop a child at the nearest Police Station after 18:00pm.

Parents who regularly collect children after 17:30 will be asked to remove their child from Aftercare.

Should a child be absent during school hours, he/she will not be allowed to attend Aftercare.

Please send written instruction if your child is being collected by someone other than yourself.

Children **may not** be collected from Aftercare and returned later the same day for any reason.

### **4. RIGHT OF ADMISSION**

The Aftercare centre reserves the right to ask for the removal of any child due to behavioural/discipline problems as well as for non-payment of Aftercare fees.

Any child who has been excluded from Aftercare for whatever reason must leave the school premises by 15:00.

All placements at the Aftercare are subject to availability of space.

### **6. ACTIVITIES**

Homework is encouraged and supervised and educators on duty will assist learners wherever possible. However, the onus still remains with the parents to see that all homework is completed.

The above rules have arisen out of concern for the wellbeing of our children and the smooth running of our facility. We ask you to please take note of all the above for future reference. We look forward to getting to know the little ones in our care and spending many happy hours together.

**St Theresa's Convent School  
AFTERCARE CENTRE REGISTRATION FORM – 2023**

**CHILD'S SURNAME:** \_\_\_\_\_ **CHILD'S NAME:** \_\_\_\_\_  
**GRADE in 2023:** \_\_\_\_\_ **CHILD'S DATE OF BIRTH:** \_\_\_\_\_  
**TELEPHONE NUMBERS:** (These numbers must be kept up to date at all times by the  
parents)  
**MOTHER (home):** \_\_\_\_\_ **MOTHE R (work):** \_\_\_\_\_  
**MOTHER'S CELL:** \_\_\_\_\_  
**FATHER (home):** \_\_\_\_\_ **FATHER (work):** \_\_\_\_\_  
**FATHER'S CELL:** \_\_\_\_\_

**EMERGENCY CONTACT PERSON** (In case parents are unable to be reached- **Please  
inform the person that they have been nominated as an emergency contact).**  
**NAME AND SURNAME:** \_\_\_\_\_

**TEL. NO:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**RELATION TO CHILD (EG: Aunt, cousin, family friend, etc.):**  
\_\_\_\_\_

**MEDICAL INFORMATION:**

**NAME OF MEDICAL AID:** \_\_\_\_\_

**MEDICAL AID NO.:** \_\_\_\_\_

**NAME OF MAIN MEMBER:** \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

**NOMINATED PERSONS WHO WILL ON OCCASION COLLECT MY CHILD FROM  
AFTERCARE**

**NAME:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

*I, we the undersigned parent(s)/guardian(s) of*

\_\_\_\_\_ *do hereby agree to the Terms and  
Conditions relating to the St. Theresa's Convent School. As parents we support the  
Aftercare's efforts to provide a disciplined and safe environment for our children.*

**Father's/Guardian's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Identity No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mother's/Guardian's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Identity No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**St Theresa's Convent School**  
**AFTERCARE CENTRE CONSENT FORM & FINANCIAL AGREEMENT**

1. I/we, (full name(s) & Surname

\_\_\_\_\_ ,  
Guardian of

\_\_\_\_\_ (full name

& surname of learner),  
**HEREBY GIVE PERMISSION FOR HIM/HER TO PARTICIPATE IN St Theresa's  
Convent AFTER CARE CENTRE ACTIVITIES:**

2. I/we accept that all reasonable precautions will be taken to ensure the safety and welfare of my/our child and I/we shall be held responsible for the payment of medical and/or hospital accounts, where applicable, should an injury be sustained which cannot be ascribed to negligence on the part of the staff responsible.
3. I/we give permission to the Principal of the school or her representative to act in loco-parentis should medical treatment/surgery be deemed necessary for my/our child.
4. Please attach a certified copy of your Medical Aid Membership Card (both sides), plus a certified copy of the Identity Document of the main member.
5. Should there not be a Medical Aid, your child will be taken to a Provincial Hospital.
6. I/we give permission for my/our child to be transported to a hospital if it should be necessary. I/we accept that the Aftercare staff cannot be held responsible for any injury sustained from an accident related to the above.
7. I/we understand and accept that the Aftercare has the right to ask me/us to remove my/our child due to behavioural/discipline problems as well as non-payment of fees.
8. I/we undertake to pay the Aftercare fees of R500p.m. at the beginning of each month as set in the Terms & Condition.
9. I/we understand and accept that no reduction in fees due or paid will be allowed in respect of days on which a child does not attend the Aftercare for any reason whatsoever.
10. I/we understand that I/we have to give ONE CALENDAR MONTH'S WRITTEN NOTICE to remove my/our child from the Aftercare.
11. I/we understand and accept that should I/we default in my/our payments, my/our account will be handed over to Debt Collectors for the collection thereof.
12. I/we am/are aware that the Aftercare Centre closes at 17h30.
13. I/we am/are aware that a late fine of R50 per 15min or part thereof is issued until 18:30pm. Thereafter I/we understand and accept that I/we might have to collect my/our child at the nearest Police Station.

**MOTHER/GUARDIAN'S NAME & SURNAME:**

\_\_\_\_\_  
**IDENTITY NUMBER:**

\_\_\_\_\_  
**SIGNATURE:**

\_\_\_\_\_  
**DATE:**

**FATHER/GUARDIAN'S NAME & SURNAME:**

\_\_\_\_\_  
**IDENTITY NUMBER:**

\_\_\_\_\_  
**SIGNATURE:**

\_\_\_\_\_  
**DATE:**