



## Necessary Information

### A: Child's Personal Details

1. Child's First Name: .....Surname.....
2. Preferred name: ..... Position in the family (e.g. first born, last born).....
3. Child's ID/ Passport Number..... Nationality.....
4. Home language.....Preferred Language.....Gender.....
5. (Child's D.O.B)..... Month.....Year.....
6. Child's Admission Date..... (Date the child will attend school for the first time)
7. Age of the child during Admission: Years..... Months.....
8. Any sibling(s) at Aftercare Center or at Keurbosch School? Name: .....
9. Known Allergy.....
10. Known Permanent Condition (e.g. Asthma, diabetes, Autistic, Disability etc) .....
11. Any learning barriers experienced?  
If YES please describe  
.....  
.....  
.....  
.....

### B: PAYMENT OF AFTERCARE SCHOOL FEES

#### PERSON (S) RESPONSIBLE FOR PAYMENT OF AFTERCARE SCHOOL FEES

Name: .....

ID Number: .....

PLEASE NOTE: Date of payment is always on **1st** of **every** month

Payment method .....

## C: PARENTS ADDITIONAL INFO

Please TICK applicable status: MARRIED \_\_\_\_\_ DIVORCED \_\_\_\_\_ SINGLE \_\_\_\_\_

Personal Details	FATHER	MOTHER
Name and Surname		
Occupation		
Employer		
Work Tel		
Home Tel		
Cellphone number		
Next of Kin		
Work address (Physical)		
Home address		

## D: AFTERCARE SCHOOL FEES POLICY

- A. KAC Aftercare fees are strictly payable in advance on or before the **first day** of the month.
- B. KAC Aftercare fees are to be paid into the bank, via EFT or can be paid in cash at the school – please demand a receipt.
- C. If you pay cash at the bank teller, include R30 cash handling fee every month; alternatively use internet banking (EFT) or Debit orders to avoid cash handling fee.
- D. Fees will be raised 1 January of each year.
- E. One calendar month's **written notice** must be given should a child intend to leave the KAC Aftercare Centre. Should you not give your notice in writing; you will be liable for the month's KAC after care fees.
- NB! December is not a notice month.**
- F. KAC Aftercare Centre fees are payable for 12 consecutive months, including December month for all learners.
- G. Even if you go on holidays, including December, agreed fees for the 12 months must be paid in full.
- H. If KAC Aftercare Centre fees are not paid three days after the agreed date, services will be suspended until full payment is made.
- I. Even if a child is sick or not attending the KAC Aftercare Centre for any reason, school- & after care fees must be paid in full.
- J. Monthly KAC aftercare fees paid for the particular month is not refundable.
- K. No paid fees are refundable as provision is made for child-care in advance.
- L. No pro rata after care fees will be charged. Full monthly after care fees are charged, irrespective whether your child stays for an hour or less days in a week. If the child has an older sibling in Keurbosch, the younger child will be allowed to stay at after care until 14h00 when the older sibling comes out from school. After 14h00, full after care fees will be charged for students with siblings in older grades.
- M. After Care Services are provided on school days until 17h00.

## E. GENERAL ORGANISATIONAL RULES AND REGULATIONS

**Please read through the document and make sure that you understand the content.**

1. In the event that your child vandalizes school property and cause damage, a parent will be responsible and pay for the damages.
2. We take no responsibility for unmarked items. Nor do we look after toys from home. Your child may not bring any toys to KAC Aftercare Centre. Toys used during the day at school are for their educational skills.
3. Please pack healthy snacks and juice etc for your child staying at aftercare – please provide lunch as well as the rest of the afternoon. Fresh drinking water will be available on the premises.
4. Should your child not attend school and aftercare on a specific day or days, please send a notification on WhatsApp to the KAC after care WhatsApp group – you will be added to this group **on registration**. Don't forget to mention the name of your child, the Grade and the child's teacher.
5. KAC after care information will be communicated on the KAC after care WhatsApp group. Please read all correspondence, this contains all the information that you need from time to time.
8. After 3 written warnings about behavioral misconduct of a child, whether it be destruction of KAC - or students' property, bullying or fighting; the KAC after care Centre management will have no other option than to expel your child from the KAC after care Facility.
9. Remember to amend your personal details at school in case you change your physical address and new contact numbers.
10. Only the parent or authorized person is to enter and collect the child - Friends and families are to wait outside KAC after care Centre when fetching a child from the premises. Please, this is crucial as we cannot allow other people onto the premises for the sake of the students' safety.
11. You will be assisted in signing the Collection Book/File and then may collect and leave with your child.
12. The parent must inform the school on the WhatsApp group if a different person other than the parent or an already authorized person is collecting a child from the KAC Aftercare Centre. The parent must furnish the school with the person's particulars – Full names, contact number and ID number
13. If you send a different person to collect the child without proper arrangement, the child will not be released.
14. Any complaints must be in writing and must be addressed to the Principal via WhatsApp (072 075 2945) or sent to knysnaeducation@gmail.com
15. All extra clothes, uniforms, lunch boxes, bags, bottles must be clearly marked with your child's name and surname for identification.
16. Every parent must mark ALL the child's belongings please. KAC AFTERCARE CENTRE will not be held liable for any items lost by your child.
17. Children must not come to after care school if they are sick. Please help us to avoid contagious deceases.
18. Medicine will not be given unless written permission and clear instructions are received from a parent. (See F. below)
19. Late collection of your child, after the agreed time is charged with a fine of R100 per 30 minutes.
20. Parents must make an appointment if they would like to discuss, comment or advise a matter regarding the KAC after care school or a child. Please send a WhatsApp to Suzette 072 611 7033 to arrange such an appointment.
21. If your child has allergies, PLEASE ADVISE in writing and allergic kids may bring special foods and snacks from home.
22. The signed contract between KEURBOSCH AFTERCARE CENTRE (KAC) and parents is only valid for one year (January to December). Contracts automatically lapse 31 December.
23. All existing parents will have to re-enrol their children for the following year in between November and December during the academic year or before.
24. Important: Please make sure the gate is closed properly at all times once you enter or leave the school premises.
25. KAC after care will be closed during holidays unless we have full time holiday programs. Parents will be advised whether any holiday programs are offered via the KAC AfterCare WhatsApp group.

## **F: RULES AND REGULATIONS ON ALTERNATIVE PERSON COLLECTING A LEARNER ON BEHALF OF A PARENT**

**If someone else than the parent/s is going to collect a Learner, the following procedure has to be followed:**

1. Parents need to fill in a separate consent form for a different person to collect a child on parents' behalf from the KAC after care Centre.
2. The parent needs to post on the WhatsApp group, in time, the person's name that will be collecting the Learner, or the child will not be released from the facility.
3. Parents are to furnish the school with a copy of the Authorized person/s, Domestic Workers / Outside Transport Company's ID Document/s, to go onto the Learner's personal file as authorized pick-up.
4. It is a duty for both parents to make sure that the child is always safe with the person they choose to trust as an alternative guardian during collection.
- 5 The school will not be held responsible after the child has gone outside the gate.
6. Parents must train their children to memorize their parents cell phone numbers in case a child encounters danger or an unusual circumstance on the way back home.

## **G: INDEMNITY CONDITIONS**

1. We/I the undersigned Parent/s or legal guardian(s) of the abovementioned child do hereby agree and accept that while the teacher(s) in charge of the KAC after care Centre will care for our child to the best of her/their ability/ies, neither they, nor any persons connected to the school, will accept any liability for claims arising from any accident or injury happening to our child/the children while he/she is at KAC after care School Centre.
2. This indemnity shall commence on the first day of attendance by the child at the KAC after care Centre and shall cease and terminate on the last day of the child's attendance at the KAC after care Centre.
3. I furthermore agree that my child will obey all instructions given by the educators/teachers in charge at KAC Aftercare Centre.
4. I will be held responsible for any medical and/ or hospital accounts which may occur.
5. I am familiar with the school rules and regulations and KAC AFTERCARE CENTRE and agree and abide therewith.
6. I give permission to the KAC staff to provide my child with First Aid Medical Treatment if needed.
7. I the undersigned, being a parent /guardian of the abovementioned child, give permission to my child to participate in any school activity/ies to be held at the KAC after care Centre and agree to abide with all the above conditions.

8. I/We Hereby Indemnify KEURBOSCH AFTERCARE'S Management OR Educator/teachers/assistants in respect of any emergency, injury or accident of whichever nature and under whichever circumstances that our child may acquire whilst he / she is under control and care of KEURBOSCH AFTERCARE CENTRE (KAC).

Signed in KNYSNA on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**SIGNATURES:**

Parent 1 \_\_\_\_\_ WITNESS \_\_\_\_\_

Parent 2 \_\_\_\_\_ WITNESS \_\_\_\_\_

Principal \_\_\_\_\_