



1. RIGHT OF ADMISSION

- a) It is accepted and notwithstanding any clause stated in this condition of enrolment that the Centre, in terms of letters and certificates issued in the Centre's name is registered and operates under the conditions laid down by the Department of Health and Welfare and the Johannesburg City Council.
- b) Right of Admission is strictly reserved.
- c) Only Pre-primary and Primary School children will be considered for enrolment.
- d) Enrolment to the Centre must be submitted on the Centre's prescribed form. The Centre will not provide service until:
 - i) The prescribed application forms have been completed.
 - ii) All fees as prescribed have been paid **in advance**.

2. PERIODS AND TIMES OF THE AFTER CARE CENTRE

- a) School terms: Monday to Friday from the close of the School until 17:00 **sharp**.
- b) The Centre **will not be open** during recognised Public holidays.
- c) The Centre will close from the Friday nearest to 16 December until the first day of school in January.
- d) Children are to attend the After Care Centre regularly and are to **obey** all the Centre's rules and regulations.

3. FEES PAYABLE:

- a) All fees are to be paid **monthly in advance** in accordance with the ruling tariff of fees, together with any other charges that may be levied in terms of conditions of enrolment.
- b) No reduction in fees due or paid will be allowed in respect of days on which a child does not attend the Centre for any reason whatsoever.
- c) All fees must be paid by the 5th day of the month. Learners will be asked to leave if 1 month payment is owing. Only until payments are made in full will the learners be permitted to return to the Aftercare.

AFTERCARE BANK DETAILS

Nedbank Norwood
Branch Code: 191905
Houghton School Aftercare
Account No: 1196067422

NB: E-mail deposit slip with Child's name & Grade to caroline@houghtonschool.co.za

4. ABSENTEEISM:

- a) It is incumbent on the Parent/Guardian to notify the School in the event of the child being absent for whatever reason.
- b) The centre will not accept verbal messages via children and will only react on written instruction from the Parent/Guardian.

5. RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:

- a) The minimum of **one calendar month's** written notice of an intention to withdraw a child from the Centre is required.
- b) In exceptional cases and at the discretion of the Principal, the Centre reserves the right to dismiss any child without notice. **No refund or waive of monthly fees paid or due will be made.**
- c) **No payment by the 5th of the month** will cause the Centre to suspend its service immediately to the learner. When payment has been made the learner will be permitted to return.

6. CHANGES OF ADDRESSES AND TELEPHONE NUMBERS:

The After Care Centre **must be notified** within 24 hours of any change of address or telephone numbers. Contact numbers and parents' whereabouts **cannot** be overstressed.

7. RESTRICTIONS:

- a) The After Care Centre, while keeping to a rigid time-table will not interfere with the school's extra lessons or sports activities.
- b) The After Care Centre will not accept responsibility for the academic progress of the child in its care. No guarantee is given that any child will complete **all** homework assigned by the class teacher.

8. GENERAL:

- a) A child may only leave the premises with the legal guardian unless the Centre has received written instructions from the legal guardian.
- b) In the event of an accident the Centre reserves the right to transport the child to a registered hospital if the legal guardian cannot be contacted. We will act "IN LOCO PARENTIS".
- c) Parents/guardians will not be admitted to the Centre unless accompanied by a member of the After Care staff.
- d) The Centre will not be held responsible for the loss or damage of articles brought by the child to the Centre.
- e) All members are to be collected **from** the After Care building and signed out. The Identity Card must be handed in at the gate of exit
- f) These conditions of enrolment may be amended from time to time at the discretion of the Governing Body and written notification will be communicated to the parents/guardians.
- g) Any learner left at school at 5.00 pm will be left with the security at the gate.
- h) **DAILY/CASUAL AFTERCARE:** Contact the school office if you need to arrange for your child to attend on a casual basis

HOUGHTON SCHOOL AFTER CARE CENTRE ENROLMENT FORM

PARENTS NAMES: _____

HOME ADDRESS: _____

MOTHER'S CELL. _____ WORK NUMBER _____

FATHER'S CELL. _____ WORK NUMBER _____

NEXT OF KIN NAME & NUMBER _____

NAME AND GRADE OF CHILD OR CHILDREN

1.	GRD
2.	GRD
3.	GRD

IS THERE ANYTHING WE SHOULD KNOW ABOUT YOUR CHILD?

(Allergies, medicines to be taken etc.)

PLEASE SIGN THE DECLARATION BELOW:

I, (full name) _____ am aware that my child will be under constant supervision and that the Management of the After Care Centre will not be held responsible if anything should happen to my child, unless through direct instructions or actions by the Management.

DATE

SIGNATURE OF PARENT/GUARDIAN

AFTER CARE CENTRE

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 child 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 child whilst it 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.

CHILD'S NAME

SIGNATURE OF PARENT/LEGAL GUARDIAN

FULL NAME IN BLOCK LETTERS

DATE:
