

Afterschool Clubhouse

Aftercare Department



Application form

2024



2024 School Fees and Admission Requirements

Admission Information	Registration Fees	Details
PLEASE NOTE YOU ARE REQUIRED TO GIVE A TERM NOTICE IN ORDER TO CANCEL YOUR SERVICE CONTRACT. FAILURE IN WHICH YOU WILL BE LIABLE FOR A TERM FEE AS PER THE ENROLMENT POLICY. AFTERCARE FEES IS PAID MONTHLY IN ADVANCE AND FROM JANUARY TO DECEMBER.		
Aftercare registration	R1250	Once off non refundable ,payable on submission of application form
Aftercare Monthly Service Fee	R1250	Payable monthly in advance on agreed date. Learners are picked up from other schools Afternoon snack included and Homework Assist with transport is charged separately depending on distance. 13h00-19h30
Part time Aftercare Daily	R150	Daily Rate 13h00-19h30
Holiday Care Half Day Only	R150	06:00-13:00
Full Day Care Service Daily Only	R250	06:00-19:30
Transport is charged separately depending on the distance		

DOCUMENTS NEEDED TO PROCESS THIS APPLICATION

- A copy of the Learner's birth certificate
- Learner's consent letter to be collected from their schools
- A copy of both parent's ID documents / Passports
- A copy of Study Permit if not SA Resident
- Proof of latest residence (Municipal rates account)
- Copy of Medical Aid Card if available
- Completed Application Form signed by both parents
- Payment of Non Refundable Application Fee of R1250
- Consent form of child collection if parent not available



For Office	Date Started	Fee Paid	Class Category	Notice Date	Last Date
Use only					

Important

- Registration application will ONLY be confirmed once proof of payment of R1250 of non refundable fee has been paid to the school account and all above required documents are attached to the aftercare application form for either new or existing children.
- Upon acceptance monthly Aftercare Fee of R1250 payable immediately.
- Aftercare School fee is payable in advance every month every month from January to December.
- Aftercare fees include healthy snack/hot lunch, homework assistance and
- Transport is charged separately depending on the distance
- All pages must be initialized by both parents and the school management. Insist to get your copy of this contract after signatures.



PART. A:-Child's Personal Details

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

describe:.....
.....
.....
.....
.....



PART B: PERSON (S) RESPONSIBLE FOR PAYMENT OF AFTERCARE SCHOOL FEES (DECLARATION REQUIRED)

Name;	ID Number <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table>
	Date of payment is always on 1st of every month
Payment method, please specify	Deposit <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> Debit Order <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table>
	Other (specify):

PART. C: PARENTS ADDITIONAL INFO: **MARRIED** ☐ **DIVORCED** ☐
SINGLE ☐

Personal Details	Father	Mother
Name and Surname		
Occupation		
Employer		
☎ Work Tel		
☎ Home Tel		
😊 Cell Phone		
Medical Aid Number		
Medical Aid Main Member		
Medical Aid Name		
Emergency Contact		
Next of kin		
Work Physical address		
Home Physical address		
Email Address (Preferably Personal (Not Work Email))		



PART. D: AFTERCARE SCHOOL FEES POLICY

- A. Aftercare fees are strictly payable in advance on or before the first day of each month.
- B. Sufficient notice must be given in order to process refund /deposit in the event of annual fees payment. Failure to do so will result in fees forfeiting notice months and/or, forfeited for December Aftercare fees.
- C. Aftercare fees are only paid to the bank or swipe at school.
- D. If you pay at the bank teller, include R30 cash handling fee every month; alternatively use internet banking or Debit orders to avoid cash handling fee
- E. Fees will be raised 1 January of each year. (Depending scale of economies)
- F. One calendar month's written notice must be given should a child intend to leave the Aftercare Centre. Should you not give your notice in writing; you will be liable for the month's school fees. December is not a notice month.
- G. Aftercare Centre fees are payable for 12 months including for December month for all learners.
- H. SHOULD YOUR CHILD BE REMOVED FROM SCHOOL WITHOUT 30 DAYS WRITTEN NOTICE OR THEY SHALL BECOME LIABLE FOR A FULL TERM NOTICE FEE AND ANY OUTSTANDING FUNDS WILL BECOME DUE IMMEDIATELY. FAILURE IN WHICH THE ACCOUNT WILL BE HANDLED OVER TO THE SCHOOL'S ATTORNEYS FOR COLLECTION. A PARENT WILL BE LIABLE FOR ALL ATTORNEY'S COSTS, ANY ADDITIONAL CHARGES AND COLLECTION FEES.**
- I. If you pay school fees later than the agreed period then R250 penalty charges per month will automatically be billed on your account and due together with the arrear payment.
- J. Even if you the child is on holidays, including December, agreed fees must be paid in full.
- K. Parents opting for annual settlement enjoy 10% discount. .
- L. If aftercare fees is not paid three days after the agreed date of services will be suspended until full payment is made, the child will not be collected from the school.
- M. Even if a child is sick or not attending the Aftercare Centre for any reason, school fees must be paid in full unless in a situation beyond life .
- N. Monthly aftercare fees paid for the particular month is not refundable unless a term written notice is given.
- O. Fees paid on annual settlement agreement of 5% discount can be refunded to a parent after one term notice of withdrawal of the child from any of the schools.
- P. Saturday/Sunday care is available on additional fee of R250 per day.

PART. E (SECTION A) GENERAL ORGANISATIONAL RULES AND REGULATIONS AT AFTERCARE CENTRE:

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

IMPORTANT : COVID -19 Regulations stipulates that wearing Mask is mandatory therefore when accessing the aftercare premises the mask **MUST** be worn covering both nose and mouth to protect the health of all learner staff and parents.

When you enter into this agreement ,you are fully aware understand We render a service and enter a contract with you as parent to Educate, Feed and Take Care of your child at the Aftercare Centre



1. In the event that your child vandalizes school property and cause damage, a parent will pay 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 school because we keep ours and use them for their educational skills.
3. Jewellery is worn at own risk. The school will not be responsible for any loss of any precious jewellery.
4. Children will be served with healthy snacks and juice etc
5. Should your child not attend school that day, please send an **s.m.s** to the Aftercare Centre teacher or use our 24 hour hotline 0825050181 for sms, Watsup and voice calls; all communications will be answered, don't forget to mention the name of your child, child's teacher or aftercare student number
6. Read your correspondence circular letters, this contains all the information that you need time to time.
7. Aftercare Centre allows children to have their birthdays at Aftercare School. A parent can make arrangements with child's class teacher prior to the **BIG day**. Parents can come to school with own camera to capture the moments.
8. Children not collected one hour after normal collecting time, the child will be handed to SAPS (South African Police Service) to be kept for security reasons
9. **AFTER 3 WRITTEN WARNINGS AND ENGAGEMENT WITH PARENTS ABOUT BEHAVIOURAL MISCONDUCT OF A CHILD IN DESTRUCTION, BULLYING OR FIGHTING; THE AFTERCARE CENTRE MANAGEMENT WILL HAVE NO ANY OTHER OPTION THAN TO EXPEL YOUR CHILD FROM AFTERCARE FACILITY.**
10. Remember to amend your personal details at school in case you change your physical address and new contact numbers
11. Friends and families to wait outside when fetching a child from the premises. Please, this is a very crucial notice to you.
12. A different person collecting a child from Aftercare Centre apart from his/her parents must furnish the school with the person's particulars including the tax drivers.
13. If you send s different person to collect the child without proper arrangement, the child will not be released.
14. A parent is NOT allowed to confront his or other child by shouting, beating own or other child at aftercare school in whatever the case may be. Choose to wait and meet the teacher of your child for briefing.



15. Please, any complaints must be in writing and must be addressed to the Principal
16. All extra clothes, uniforms, bottles must be clearly marked with your child's name and surname for identification
17. Every parent must mark all the child's belongings.
- 18. CHILDREN MUST NOT COME TO AFTERCARE SCHOOL IF ARE SICK. PLEASE HELP US TO AVOID CONTAGIOUS DECEASES. ALL COVID 19 PROTOCOLS MUST BE OBSERVED.**
19. Medicine will not be given unless a written permission is received from a parent
20. Photos for children taken at school may be displayed in our website for quality services and assurance
- 21. LATE COLLECTING OF YOUR CHILD AFTER AGREED TIME IS CHARGED AN INSTANT FINE OF R100 FOR THE FIRST 30MINUTES THEREAFTER AN AFTER CARE FEE OF R150 WILL BECOME DUE. PARENTS ARE SUPPOSED TO PAY THE LATE COLLECTING FEE IMMEDIATELY.**
22. Parents must make an appointment if would like to discuss, comment or advise a matter regarding the aftercare school or a child.
- 23. IF A PARENT CONSISTENTLY FAILS TO HONOUR AFTERCARE CENTRE FEES PAYMENT TIMEOUSLY, THE CENTRE MANAGEMENT (IN WRITING) WILL REQUEST AN ADVANCE PAYMENT OF R3750 TERM FEES IN ADVANCE GOING FORWARD DEPOSIT EQUAL TO ONE MONTH SCHOOL FEES SECURITY DEPOSIT (TO BE REFUNDED ONLY IF THE PARENT HAS NO ARREARS IN DECEMBER).**
24. If the child is allergic to food offered at the centre, parents MUST in writing indicate to the centre management and a replacement may be suggested form the available menu.
25. In the event the child refuses to eat the centre food for any reason, parent MUST pack lunch for their child.
26. The signed contract between the school and parents are only valid for one year (January to December). Contracts automatically lapse in December.
27. 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. Re enrolment fee non refundable will be required to secure the child's space for the following year.



28. Once the school transport has left, will not come back for that child unless communicated by the parent/guardian.
29. We do not close schools during school holidays; we have full time holiday programs
30. Parents can phone aftercare centre to speak to the aftercare teacher or their children.
31. It is important parents meet their Aftercare Centre teacher especially during picking time for any feedback available
32. Parents must re check their children home work at home and sign
33. It will be very reasonable to pick your children early during winter times.

PART. F: (SECTION B) RULES AND REGULATION ON SICKNESS, CONTAGIOUS DISEASES AND MEDICATION

1. Parents are required to assist us in preventing cross infection of the Learner's and therefore we have implemented these rules.
2. Screening is done every day on arrival to the aftercare facility to ensure that we keep record of the child health and also to ensure we adhere to the health and safety protocols following the recent outbreak of corona virus .
3. Learner's with **contagious sicknesses** are not permitted at Aftercare Centre and require a doctor's clearance certificate upon return to facility.
4. Should a Learner have **Ring Worm** they will not be permitted back at Aftercare Centre until they have a doctor's clearance certificate.
5. Should a Learner be **prescribed antibiotics** are to stay home for 48 hours for home observation.
6. Should a Learner be sent to the doctor on emergency cases, a child's parent will be liable for the cost at the doctor
7. Once we have phoned the parent to collect a Learner, the Learner is to be collected with immediate effect by either the parent or an authorized family member.
8. In case of emergency and we need to administer medication, we will call for the parent to come and sign for the Medicine Incident Report..
9. Any medication that has to be administered must be removed from the Learner's bag and handed to the Aftercare Centre teacher.
10. The parents are to fill in the medication and dosage at the back of their Learner's Diary - If this is not done **NO** medication will be administered. A parent must come back and sign for authorization to avoid unintended mistakes.
11. Parents must always be transparent about medication and be available during emergency



PART. G: (SECTION C) RULES AND REGULATION ON ALTERNATIVE

PERSON COLLECTING A LEARNER ON BEHALF OF A PARENT.

If someone else 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 Aftercare Centre
2. The parent needs to phone the school in time with the person's name and ID Number that will be collecting the Learner; on arrival the person needs to present their ID Document or Drivers License for verification or the child will not be released from the facility.
3. Even if the alternative person has an access tag, the child won't be released without positive ID document or drivers license.
4. Parents are to furnish the school with a copy of the Domestic Workers / Outside Transport Company's ID Document to go onto the Learner's personal file as authorized pick-up.
5. Management will open for the Domestic Worker or Outside Transport Company daily.
6. 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.
7. The school will not be held responsible after the child is gone outside the gate in whatsoever case it might be.
8. 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

PART. H: (SECTION B)

RULES AND REGULATION ON SICKNESS, CONTAGIOUS DISEASES AND MEDICATION

COVID-19 PROTOCOLS

As an institution we care about our children, we will always perform temperature checks on arrival for children, staff as well as parents who visit our facilities. We will continue to take everyday preventive actions to prevent the spread of respiratory illnesses by:

- Screening all learners in place every morning before accessing our facility, during the day and just before they go home. All temperatures will be recorded in a classroom register. **Learners with high fever, flu like symptoms and headache will be advised to return home with the parent.**
- All learners MUST sanitize at the entrance gate and just before going to the class with at least 70% alcohol-based hand sanitizer
- Learners must wear face masks or face shields during school day.
- Learners to strict adherence to staying home when sick.
- We will continuously educate learners to appropriately cover coughs and sneezes
- We clean and disinfect frequently touched surfaces toys and playgrounds throughout the day
- We insist learners to wash hands often with soap and water if hands are visibly dirty.
- We watch closely for signs of running nose, cough, fever, or gastrointestinal symptoms that may develop during the day. .

- Sick children will be isolated in the sick room until parents arrive to fetch them .An adult assistant teacher will watch the child until parents arrive unless parents instruct the management to take the child to their family physician or is not reachable .

Parents are required to assist us in preventing cross infection of the Learner's and therefore we have implemented these rules.

1. Remember to supervise young children when they use hand sanitizer.
1. Learner's with **eye infections** are to stay home and cannot be allowed in until they are fully cured.
2. Learners with contagious sicknesses are to stay home and require a doctor's clearance certificate upon return to school.
3. Should a Learner have **ringworm** they to stay home until cleared as they are contagious
4. Should a Learner be **prescribed with antibiotics** are to stay home for 48 hours for home observation.
5. Should a Learner be sent to the doctor on emergency cases, a child's parent will be liable for the cost at the doctor
6. Once we have phoned the parent to collect a Learner, the Learner is to be collected with immediate effect by either the parent or an authorized family member.
7. In case of emergency and we need to administer medication, we will call for authorization from the parent; a parent will need to sign the Medicine Incident Report Book on collection of the child.
8. Any medication that has to be administered must be removed from the Learner's bag and handed to the teacher on duty. The parents are to fill in the medication and dosage at the back of their Learner's Diary - If this is not done NO medication will be administered. A parent must both come back and sign for authorization to avoid unintended mistakes.
9. A parent must make sure he/she meet the class teacher of his/her child when collecting the child who has been under medication in order to get feedback about the child's response during the day at school and class room.
10. Parents must always be transparent about medication and available during emergency
11. If a parent left medication in the child's bag without authorization medication won't be administered. If the parent will be reachable will be requested to come back and sign or we can deliver the child at the nearest hospital for care at parent's account.
12. Children with open wounds must be covered nicely from home and extra bandages must be provided to the class teacher in case will be needed at later stage

PART I. INDEMNITY

Conditions (We/I the undersigned)

1. Parent/s or legal guardian(s) of the abovementioned child do hereby agree and accept that while the teacher(s) in charge of the Aftercare Centre will care for our child to the best of her/their ability, 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/are while at Aftercare School premise.
2. This indemnity shall commence on the first day of attendance by the child at the Aftercare School and shall cease and terminate on the last day of the child's attendance at the Aftercare Centre.
3. I furthermore agree that my child will obey all instructions given by the educators in charge at 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 will be dedicated to abide with. I give permission to staff to provide my child with First Aid Medical Treatment if needed.
6. I the undersigned, being a parent /guardian of the abovementioned child, give permission to my child to participate in any school activity to be held at school or away from school premises and agree to abide with all the above conditions
7. I/We Hereby Indemnify Little Graduates Schools Management (Aftercare Centre) of the place of care 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 Little Graduates Nursery School.

Signed in PRETORIA on the day of _____ Month Of _____ Year _____

SIGNATURES

Parent 1 _____ Parent 2 _____ WITNESS _____

Principal _____ Secretary _____ WITNESS _____



Bank details

Please use only the following bank details for Aftercare Services

Name: **Little Graduates Schools**

Bank: **First National Bank**

Account Number: **630 0816 1430**

Branch Name: **Brooklyn**

Account Type: **Business Cheque Account**

Reference: **(name and surname for the child; only for the first time) or student number from your monthly invoice received on registration**

Fax the proof of payment to 086 504 7959 immediately after depositing the fees, or bring the copy of a deposit slip at the Nursery School for our records. Alternatively email the proof of payment to accounts@littlegraduatesschools.com

If you couldn't manage to email the proof of payment made through internet banking, please print and produce the proof of payment thereafter to our school cashier or Principal's office.

IMPORTANT (On registration)

Parents/Guardians Please Remember to Bring Copies of Your South African ID Documents or Passport, Child's Birth Certificate, Immunization Card and the Proof of Residence, (i.e. latest water and electricity utility not older than 3 months).

CASH HANDLING

Little Graduates Schools (all branches) do not receive cash payments as school fees at any of the school premises. Parents are advised to deposit the child's school fees directly to the bank, use stop orders, debit orders or internet banking with the following bank details:

Use the student number provided on the monthly invoices as reference.

Please do not give any cash money as school fees to any of the teachers or staff as a security concern. Contact the office for more details.

Rietondale

No. 130 Soutpansberg Road-Riviera,
079 683 8324 / 082 533 8324 / 082 5050 181

Email: rietondale@littlegraduatesschools.com

Online registration: <http://lgsrietondale.adminonline.co.za>

Babies.PreSchool.Foundation Phase 3months -6 years and aftercare

Centurion

No. 191 Jonk Avenue, along Lyttelton Road, Club-View-Centurion

Email: centurionadmin@littlegraduatesschools.com

Online registration: <http://lgscenturion.adminonline.co.za>

Babies.PreSchool.Foundation Phase 3months -6 years and aftercare

Brooklyn

No. 185 Anderson Street Brooklyn,

Email: brooklyn@littlegraduatesschools.com

Online registration: <http://lgsbrooklyn.adminonline.co.za>

Babies.PreSchool.Foundation Phase 3months -6 years and aftercare

Rietfontein

No. 643, 12th Avenue-Rietfontein.

074 825 0569 / 071 598 6800

Email: rietfonteinadmi@littlegraduatesschools.com

Online registration: <http://lgsrietfontein.adminonline.co.za>

Aftercare for 7-12 yrs & Mother Day Care Only -3 months to 2 yrs kids

Linden, Robindale in Johannesburg North

No. 61 Boundary Road, Linden Johannesburg North 2194

011 234 6323, 0796838324, 0825338324

Email: linden@littlegraduatesschools.com

Online registration <http://lgsinden.adminonline.co.za>

Babies.PreSchool.Foundation Phase 3months -6 years and aftercare

www.afterschoolclubhouse.co.za, www.minnisportsacademy.co.za,

www.mylittlegraduates.co.za, www.littlegraduatesschools.com

Hotline; 082 5050 181

