

ANNUAL CCPS AND COLLEGE AFTERCARE ENROLMENT FORM

• PLEASE COMPLETE AND RETURN A.S.A.P.

SURNAME	Home language
Home address	

PLEASE INCLUDE ALL CHILDREN AT THE SCHOOL

First name				
Please circle	Boy / Girl	Boy / Girl	Boy / Girl	Boy / Girl
Grade				
Medical conditions/ allergies				
Medication (if applicable)				
Food not allowed				

FOR GR 2 UPWARDS, PLEASE INDICATE BELOW WHETHER CHILD MAY VISIT THE TUCKSHOP

Tuckshop	YES / NO	YES / NO	YES / NO	YES / NO
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AFTERCARE NEEDED

Aftercare attendance	Daily Or other:	Daily Or other:	Daily Or other:	Daily Or other:
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START DATE:

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FOR PRE-SCHOOL ONLY - PLEASE CIRCLE OPTION

Pre- school options:	13:30 / 15:30 OR full afternoon	13:30 / 15:30 OR full afternoon	13:30 / 15:30 OR full afternoon	13:30 / 15:30 OR full afternoon
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If necessary please supply the centre with further details for e.g. steps to be taken in case of a medical emergency or should your child eat the wrong food.

Medical Information: DOCTOR/S

1.	Tel
2.	Tel

PARENT/GUARDIAN DETAILS:

	FATHER/GUARDIAN	MOTHER/GUARDIAN
Full name		
Occupation		
Name of employer		
Tel: (w)		
Tel: (h)		
Cell		
Marital status		

COLLECTION DETAILS: Please list who may collect your child from afterschool

Name and surname	Cell no	Alternative contact no. during day	Relationship to child for e.g.: grandparent, family friend OR lift club, driver
1.			
2.			
3.			
Please nominate 2 alternatives, who can be contacted to pick up your child should you be delayed or be unable to:			
1.			
2.			

EMERGENCY CONTACT DETAILS: Please list who can be contacted

Name	Cell No	Alternative number

Any other specific instructions:

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PARENTS' AGREEMENT:

I, the undersigned, agree to the following:

1. To pay fees monthly, noting that late payments will be dealt with as per the school late payment policy and that in the pre-school section, absenteeism for whatever reason cannot be refunded.
2. To inform the centre in writing:
 - should aftercare no longer be required,
 - whenever someone other than the designated persons collects my child,
 - should my child's aftercare needs change, and
 - of any changes in address, telephone numbers and other contact details.
3. To inform aftercare when my child will not be attending aftercare on any day that they are scheduled to attend, for example if my child is fetched early or promptly when school ends.
4. To collect my child by the agreed time. **Failure to do so will result an extra amount being charged (pre-school) or if after 17:30, a fine.**
5. To recognise that the Principal, or his duly appointed deputy, is in Loco Parentis (including consent to medical treatment, operations and anaesthetics) while my child is on the school premises.
6. To accept that CHRIST CHURCH PREPARATORY SCHOOL and COLLEGE, the Board of Governors, staff and other appointed persons cannot be held responsible for any injury or loss sustained, whether by accident or otherwise, whilst my child is in the care of the school, and to indemnify them from any liability in this regard whatsoever.
7. That my child's place at aftercare is conditional and will be reviewed due to : -a) misconduct,- b) if more than 3 fines are accrued in a term, -c) due to non-payment fees or -d) failure to abide by aftercare rules. Copies of these rules are available from the centre.

NAME OF PARENT/GUARDIAN:

SIGNATURE:

DATE:

AFTERCARE RULES, TERMS AND CONDITIONS

PURPOSE: To help us in ensuring that your child/ren are safe and accounted for when they are on the school premises and should an emergency arise, the centre has contact details on hand.

1. ENROLMENT: Forms to be completed **annually** for all students using aftercare. The aftercare centre must be informed (in writing or via e-mail): ♦ should aftercare no longer be required ♦ should aftercare needs change ♦ if any contact details change.

2. COLLECTION OF CHILDREN:

♦ Children must be **signed out** by persons older than 18 yrs. Please **inform us in writing** whenever **someone other than the designated persons fetches your child or should there be a change in the driver fetching.**

♦ Once a child has been signed out, he or she must be taken from the aftercare centre.

♦ Failure to sign out a child may result in an administration fee being charged. You may instruct aftercare in writing that your child will be collected directly from an extramural and this will be noted.

♦ Aftercare closes promptly 17:30. A fine is charged if your child is picked up after this time. In the pre-school if your child is not collected by the agreed time (i.e. 13:30 or 15:30) extra will be charged.

3. AFTERCARE FEES: are included with school fees. Set amounts are charged in the pre-school, while for grade 1 upwards all billing is half hourly. Late payments will be dealt with as per the school late payment policy. In the pre-school section, absenteeism for whatever reason cannot be refunded. Aftercare fees billed may be queried at any time, but any queries dating back further than 6 months may be subject to a R50 administration fee.

4. ATTENDANCE: Please inform the aftercare should your child be fetched early and not be attending aftercare. The school premises are searched for students who do not report to aftercare.

5. LEGAL OBLIGATIONS: Note in terms of the law, the school is required to provide supervision for children on the premises. Hence aftercare is mandatory for children waiting on the premises.

6. CONDUCT: Students in grades 1 to 12 are required to report to aftercare and inform staff of any activities they are doing on that day. They are to inform staff should they need to leave the centre for any reason and report to staff when they return. No student is allowed to wander around the school.

All students must abide by all school and aftercare rules and conduct themselves accordingly. Students are responsible to bring all stationery for homework. Students and not aftercare are responsible for their belongings, which must be labelled. Cell phones are only allowed in the college section and may only be used after snack. Aftercare may withdraw this privilege if it is misused. A letter is required from a parent if a preparatory student has a cell phone in their possession on any day.

7. CONDITIONS: A student's place at aftercare will be reviewed due to :

♦ misconduct

♦ failure to abide by aftercare and school rules

♦ if more than 3 fines due to late pickups after 17:30, are accrued in a term

♦ due to non-payment fees

8. MEDICINE: This must be handed in to a teacher or staff member, as students are not allowed to carry any medicines.

9. TUCK SHOP: In the pre-school, no food from the tuck shop is permitted. Students from grade 2 upwards may make use of the tuck shop (please refer to enrolment form).

10. GENERAL:

♦ The Principal, or his duly appointed deputy, is in Loco Parentis (including consent to medical treatment, operations and anaesthetics) while my child is on the school premises.

♦ CHRIST CHURCH PREPARATORY SCHOOL and COLLEGE, the Board of Governors, staff and other appointed persons cannot be held responsible for any injury or loss sustained, whether by accident or otherwise, whilst my child is in the care of the school, and are indemnified from any liability in this regard whatsoever.

♦ These rules apply whether or not an enrolment form has been returned and are subject to review.