PLEASE INITIAL EACH PAGE AT THE BOTTOM, IN UNDERSTANDING OF THE CONTENT.
(Make a copy for your records)

ROYAL SCHOOLS ALBERTON	☐	ROYAL SCHOOLS SKY CITY	☐

Please mark with an X

THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORM:

- 2 Recent Passport photos of the learner/s
- Copy of the ID of the person/s collecting the learner/s

1. RIGHT OF ADMISSION

- Right of Admission is strictly reserved.
- **Only Primary and Grade 8 learners** will be considered for enrolment.
- Application for enrolment for Aftercare must be submitted on the Centre's prescribed form.
- The Centre will not provide service until such time that:
  - The prescribed application form has been completed.
  - All fees as prescribed have been paid in advance (monthly over 11 months).

· PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- Only during school terms: Monday – Friday

Times:
- Primary school: 14h00 – 18h00
- High school: 15h15 - 18h00

- The Centre will not be open during school holidays or public holidays.
- The Centre operates for 11 months (January – November) and closes on 30 November 2026.
- A fine of R50 will be levied for every 15 minutes that a learner is collected after 18h00

What do we offer:

- A light meal: Sandwich/noodles and juice.

Everyday:	Homework supervision and assistance
Every Thursday:	Ball skills
Every Friday:	Movie and popcorn day

- Children must have their own stationery for aftercare: 2lt ice cream tub, pair of scissors, Pritt, eraser, HB pencil, sharpener, colouring pencils (12) and a pen (from grade 4)

3. FEES PAYABLE:

- **R1130.00 per month (11 months) in advance:**

Signature (parent/guardian) _____

All prescribed fees should 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 the enrolment.

Sign here: _____

- 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.
- In the event of the Centre presenting fun activities at school, parents will be liable for the additional fees (eg: Jumping Castle, Water slide etc.). This must be paid before the day of the activity.

4. DISCIPLINE:

Learners should attend the Centre regularly and they are required to adhere to the Centre's rules and regulations. Failure to do so may result in disciplinary action.

RULES AND REGULATIONS

- Learners may only attend the Centre during the opening time listed above.
- Learners should line up outside the designated class neatly and quietly.
- Homework books must be brought to the Centre.
- Should the learner not have homework, he/she will practise reading, spelling and maths done during school on that day.
- The supervisor will sign off all homework/revision done on the day.
- Learners should pack up all their belongings at the end of the day.
- Learners are required to behave respectably towards the supervisor and peers at all times.
- Insolence and bullying WILL NOT be TOLERATED.
- Learners may not vandalise the property of the school or their peers.
- Parents will be charged for all damages to school property and assets and disciplinary action will be taken against the learner.
- If recurring discipline problems are experienced, the Centre has the right to cancel the contract with immediate effect without refunds.
- Please address any issues that you may have directly with the Centre manager.

5. ABSENTEEISM:

- It is incumbent on the Parent/Guardian to notify the Centre in the event of the learner being absent for whatever reason.
- The Centre will not accept verbal messages via learners and will only react on written instruction from the Parent/Guardian.

6. RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:

- A minimum of one calendar month written notice of the intention to withdraw a learner from the Centre is required.
- In exceptional cases, and at the discretion of the supervisor, the Centre reserves the right to dismiss any child without notice. No refund or waiver of monthly fees or due fees will be made.
- If no payment is recorded by the 7th of the month, the Centre will suspend services to the learner immediately.

7. CHANGE OF ADDRESSES AND TELEPHONE NUMBERS:

The Centre must be notified within 24 hours of any change of address or telephone numbers of the Parent/Guardian.

8. RESTRICTIONS

- The Centre, while keeping a rigid timetable, will not interfere with the school's extra lessons or sport activities.

Sign here: _____

- The Centre will not accept responsibility for the academic progress of the child(ren) in its care. No guarantee is given that any child will complete ALL homework assigned by the teachers.
- The Centre will not assist learners with school projects or provide any material to complete projects.

9. GENERAL

- A learner may only leave the premises with the legal Parent/Guardian unless the Centre has received written instruction from the Parent/Guardian informing the Centre of the name and identity number of the person who will collect the learner.
- Where a person, other than the Legal Parent/Guardian collects the learner, they will be required to submit a certified copy of their ID document or produce their original ID document.
- In the event of an accident, the Centre reserves the right to transport the learner to a registered medical facility if the legal Parent / Guardian cannot be contacted. The Centre will act "IN LOCO PARENTIS". The Parent/Guardian will be held responsible for the account from the medical facility.
- Parents/Guardians will not be admitted to the Centre unless accompanied by a member of the staff of the Centre.
- The Centre will not be held responsible for the loss or damage of any articles brought to the Centre by the child .
- All learners are to be collected from the designated play area or classroom by 18h00. The learners are to be signed out and their ID card, as supplied by the Centre must be left at the exit gate.
- These conditions of enrolment may be amended from time to time at the discretion of the Centre. Written notification will be communicated to the Parent/s or Guardian/s.

Sign here: _____

AFTERCARE CENTRE REGISTRATION FORM

SCHOOL: _____

NAME AND GRADE OF LEARNER/S ATTENDING THE AFTERCARE CENTRE:

NAME AND SURNAME	GRADE	REGISTER TEACHER	HOME ADDRESS
1.			
2.			
3.			
4.			

Is there anything that we should be aware of?
(Allergies/medicines to be taken)

_____

_____

_____

_____

What time will your child be fetched from school? No later than 18h00 please

_____

_____

_____

Sign here: _____

PARENT/S OR LEGAL GUARDIAN/S DETAILS

MOTHER/GUARDIAN NAME AND SURNAME:	
MOTHER/GUARDIAN ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
FATHER NAME/GAURDIAN AND SURNAME:	
FATHER/GUARDIAN ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	

PLEASE SIGN THE DECLARATION BELOW:

I, (full name) _____ am aware that my child will be under constant supervision, but that the Management of the Centre will not be held responsible for any loss of property, injury or loss of life.

_____	_____	_____
Date	Parent/Legal Guardian signature	Learner/s name

Sign here: _____

FORM OF WAIVER AND ACKNOWLEDGEMENT

Whilst every care is constantly and diligently taken for the safety and welfare of learners entrusted to the Centre, 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 learner admitted to our Centre and accordingly acceptance by us of any learner 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 learner whilst he/she is under the care care of the Centre.

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.

LEARNER'S NAME:	
SIGNATURE OF PARENT OR LEGAL GUARDIAN:	
PARENT'S FULL NAME AND SURNAME IN BLOCK LETTERS:	
DATE:	

Sign here: _____