AFTERCARE CENTRE 2025

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

CONTACT/ RETURN FORM TO starlight.admissions@royalschools.co.za **or phone** 0216977020
THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORM:

- Copy of recent Passport photo of the learner/s
- Copy of the ID of the person/s collecting the learner/s

1. RIGHT OF ADMISSION

- It is accepted and, not withstanding any clause in this condition of enrolment that the Royal Schools After Care Centre ("the Centre") operates independently and is not part of Royal Schools Starlight Academy.
- Right of Admission is strictly reserved.
- Only Pre Primary, Primary and Grade 8 children 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 12 months).

• PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- Only during school terms:

Monday – Thursday (13h15 to 18h00)

Friday (11h45 to 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 2025.
- A fine of R50 will be levied for every 15 minutes that a learner is collected after 18h00.

3. FEES PAYABLE:

- R750 per month (12 months) in advance _____ (Parent Signature)
- 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.
- 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.

Sign here: _____

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 times 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 practice reading, spelling and mathematics 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 break or destroy the school's or their peers' property.
- 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 School in the event of the learner being absent for whatever reason.
- The Centre will not accept verbal messages via children and will only react on written instruction from the Parent/Guardian.

6. RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:

- A minimum of one calendar month's written notice of the intention to withdraw a child from the Centre is required.
- In exceptional cases and at the discretion of the Principal, 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 time-table, will not interfere with the school's extra lessons or sports activities.
- 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 the building of school projects.

Sign here: _____

9. GENERAL

- A child 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 and produce their original ID document.
- In the event of an accident the Centre reserves the right to transport the child to a registered medical facility if the legal Parent / Guardian cannot be contacted. The Centre will act “IN LOCO PARENTIS”. The Parent/s or Legal 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 Aftercare staff.
- The Centre will not be held responsible for the loss or damage of articles brought by the child to the Centre.
- The Aftercare Centre does not provide stationery.
- All children are to be collected from the designated play area or class at 18h00. The children are to be signed out in a book supplied by the Centre at the exit gate.
- These conditions of enrolment may be amended from time to time at the discretion of the School. Written notification will be communicated to the Parent/s or Guardian.
- Basic first aid kit available

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Sign here: _____

REGISTRATION FORM

PLEASE COMPLETE THE FOLLOWING FORM LEGIBALY

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

NAME AND SURNAME	GRADE	REGISTER TEACHER	HOME ADDRESS

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 DETAIL

MOTHER'S/GUARDIAN NAME AND SURNAME:	
MOTHER'S/GUARDIAN ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
FATHER'S NAME AND SURNAME:	
FATHER'S/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 and 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 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 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 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.

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

Please email filled in copy to starlight.admissions@royalschools.co.za
or call 0216977020 for enquiries.

Sign here: _____