

Aftercare on Cockspur (Pty) Ltd.  
Registration no.: 2013/193304/07

Trading as:



24 Malva Street, Weltevreden Park  
Cell: 078 228 8648

## SECTION 1 – Children Personal Information

### Child 1

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known as: \_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Age as at 1 January 2018: \_\_\_\_\_

Grade in 2018: \_\_\_\_\_

### Child 2

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known as: \_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Age as at 1 January 2018: \_\_\_\_\_

Grade in 2018: \_\_\_\_\_

### Child 3

Surname: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known as: \_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Age as at 1 January 2018: \_\_\_\_\_

Grade in 2018: \_\_\_\_\_

Do the child/ren attend Weltevreden Park Primary School?  Yes  No

If No, which school do they attend? \_\_\_\_\_

Please note: If your child/ren are not in Welties, you are responsible to arrange transport to M.A.C.

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**SECTION 2 – I/We nominate the following as my/our domicilium citandi et executandi**

Residential Address:

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3 – Parents/Legal Guardian Information**

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_ Full Names: \_\_\_\_\_

Known As: \_\_\_\_\_ Known As: \_\_\_\_\_

ID No: \_\_\_\_\_ ID No: \_\_\_\_\_

Cell No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Work No: \_\_\_\_\_ Work No: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Who do the child/ren live with? \_\_\_\_\_

To whom should we email the invoices? \_\_\_\_\_

General communication will be emailed to both parties.

**SECTION 4 - Emergency Contact Details (Other than listed above)**

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_ Full Names: \_\_\_\_\_

Cell No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Work No: \_\_\_\_\_ Work No: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**SECTION 5 – Medical and Doctor Information**

Child Name: \_\_\_\_\_

Allergies: \_\_\_\_\_

Illnesses (e.g. Diabetes, Epilepsy etc.): \_\_\_\_\_

Any Information you feel we need to know about the child: \_\_\_\_\_

Child Name: \_\_\_\_\_

Allergies: \_\_\_\_\_

Illnesses (e.g. Diabetes, Epilepsy etc.): \_\_\_\_\_

Any Information you feel we need to know about the child: \_\_\_\_\_

Child Name: \_\_\_\_\_

Allergies: \_\_\_\_\_

Illnesses (e.g. Diabetes, Epilepsy etc.): \_\_\_\_\_

Any Information you feel we need to know about the child: \_\_\_\_\_

**The parent/guardian is responsible for providing all relevant chronic or essential medications  
e.g. epipens, asthma inhalers etc.**

Name of Doctor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ M/Aid No: \_\_\_\_\_

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## SECTION 6 – Collecting Children

Who is permitted to collect the child/ren from M.A.C Aftercare centre?

Name & Surname:

ID No:

_____	_____
_____	_____
_____	_____

Note: if anyone other than the person/s mentioned above need to collect the child/ren, staff must be informed timeously. The name and ID number is needed and the person will have to provide identification. **Should anyone be NOT permitted to collect your child/ren you are responsible for ensuring that this information is given to M.A.C. timeously in writing.**

Please disclose any such persons here:

Name & Surname:

ID No:

_____	_____
_____	_____
_____	_____

## Operating Hours

During school term we are open from 13h00 – 18h00 Monday to Friday. (Sick Care from 7h30, please call or Whatsapp before 7h00 to make arrangements)

During school holidays we are open from 7h30 -18h00 Monday to Friday

For the first few weeks of a new year the Gr 1's break up at 12h00 and we collect them in their classrooms at 12h00. **Please provide us with their teachers name the day before school starts.**

On early break-up days we will be open from the time the children come out.

We close strictly at 18h00. Please be considerate as our staff also have families they need to get home to. If you realise you are going to be late, please call ahead. A late fee of R100 per half-hour or part thereof will be charged.

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## General Information & Regulations

Children will receive a cooked lunch daily. Please let us know if your child has any food allergies.

Homework/ Studying period from 14h00 to 15h00 is compulsory. We need written notice from a parent if a child does not have to do his/her homework at aftercare.

Children are allowed to bring small toys from home. It's the child/ren's responsibility to look after their toys and M.A.C will not be held responsible for any lost or broken toys. No tablets or phones may be charged at M.A.C.

During school holidays, your child must have breakfast at home and please send a morning snack as you would for school. Lunch and an afternoon snack will be served as normal.

Please let us know if your child will not be attending aftercare for the day.

Please send a written schedule each term of your child's extra-mural activities.

It is recommended that your child bring a change of clothes to change into in the afternoon. This is not compulsory. Please mark all clothing clearly. A lost property box is in the office.

All relevant changes to addresses and contact persons are to be made to M.A.C in writing, as soon as they occur.

A full calendar months' notice of withdrawal is required in writing. **We do not accept notice for December.**

The Principal can, in the interest of the aftercare and without assigning any reason, ask a parent to remove a pupil, should the pupil's conduct or influence, in the Principal's opinion, be in anyway detrimental to the good name and smooth running of the centre.

Pupils are expected to take care of the centre's property and any damage to it will result in the imposition of a fine or the replacement of the item.

Bullying and violence IN ANY FORM will not be tolerated.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

NAME/SURNAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## FEE STRUCTURE 2018

Fees are payable for 12 months of the year and monthly payments are to be made in advance by the 1st of the month.

### TERMS OF PAYMENT:

Discounts apply for quarterly and annual payments. Siblings qualify for a 5% discount.

### FEES 2018:

#### One Child

Monthly (12 months) - R1500.00 (payable in advance by the 1st of each month)

Quarterly (5% discount) – R4275.00 (payable by 3 Jan, 3 April, 3 July, 3 Oct)

Annually (10% discount) – R16200.00 (payable by 15 January)

#### Two Children

Monthly (12 months) – R2925.00 (payable in advance by the 1st of each month)

Quarterly (5% discount) – R8336.25 (payable by 3 Jan, 3 April, 3 July, 3 Oct)

Annually (10% discount) – R31590.00 (payable by 15 January)

#### Three Children

Monthly (12 months) – R4350.00 (payable in advance by the 1st of each month)

Quarterly (5% discount) – R12397.50 (payable by 3 Jan, 3 April, 3 July, 3 Oct)

Annually (10% discount) – R46980.00 (payable by 15 January)

**Two days a week:** R1050.00 per month

**Three days a week:** R1100.00 per month

#### Holiday care

- Included for MAC Children relevant to the number of days they attend during school terms.
- R125.00 per day for additional days for M.A.C children on the 2 or 3 day rate
- R150.00 per day non-MAC children

#### Sick Care

- R125.00 per day for MAC Children
- R150.00 per day non-MAC children
- R200.00 per day for children 5 years old and under  
- and is payable in cash on the day to the sick care attendant.

**Late collection fee (after 18h00):** R100.00 per half hour

Please indicate your payment option:  Monthly  Quarterly  Annually

An invoice for the year's fees will be generated at the end of December each year. Your payments whether monthly, quarterly or annually will be allocated to this invoice. Failure to make payment on time will result in a loss of the discount for the quarterly and annual fees.

*We subscribe to Accountability.*

## Section 7 - Code of Conduct

Discipline is a fundamental quality that affects every aspect of our lives. Discipline is not inborn nor is it a quality that is inherited. It is a value that needs to be instilled – taught, nurtured and reinforced throughout the course of one's life.

An effective atmosphere of culture and learning can only be maintained when good discipline is promoted. Thus, discipline forms an integral part of the day-to-day life at MAC. The parent/legal guardian is responsible for ensuring the child/ren are aware of the rules.

### General Rules for MAC:

- a) Treat each other with kindness and courtesy.
- b) Show respect to the staff and other children.
- c) Litter is to be disposed of in the dustbin.
- d) Stay away from the area where the cars are parked.
- e) No touching, removing or interfering with anyone's belongings.
- f) No fighting, punching, kicking, biting, hair pulling or hitting is allowed under any circumstances.
- g) Bullying and violent behaviour will not be tolerated at MAC.
- h) Swearing and foul language is not allowed.
- i) No dangerous or sharp objects are allowed at MAC.
- j) Property and or buildings may not be defaced or vandalized. Any loss or damage must be reported to a staff member immediately.
- k) No media detrimental to good morals is allowed at MAC e.g. books, pictures, magazines or videos that are offensive.
- l) Racist or discriminatory comments or remarks will not be tolerated at MAC.
- m) Children are not allowed to charge any electronic device at MAC.
- n) Homework is compulsory with the exception of a parent notifying us otherwise, in writing.
- o) Children are to observe the time for homework between 2pm and 3pm in a quiet, orderly manner so as not to disrupt others.
- p) Children are not allowed to talk over the wall to strangers walking in the street.
- q) Children are not allowed to leave MAC without permission.
- r) There is to be no throwing of any item over the perimeter walls.
- s) Children are to conduct themselves in a manner that displays respect for themselves and MAC.

**PLEASE NOTE: There are CCTV cameras in every classroom, pool, lunch area and playground.**

### Disciplinary Procedure:

An incident book is kept to record all offences to the rules. The following procedure will be followed:

MINOR OFFENCES e.g. disrupting homework, swearing, foul language

- a) A verbal warning – the date and time of which will be recorded in the incident book.
- b) Second offense – a written warning recorded in the incident book and an email to the parent/legal guardian.
- c) Third offense – a meeting with the parent/legal guardian
- d) Continued offenses may result in suspension and/or expulsion from MAC. This is at the discretion of the principal.

SERIOUS OFFENCES e.g. bullying, violence, damage to property, inappropriate behaviour that violates the dignity of another child/person

- a) A meeting with the parent/legal guardian
- b) This could lead to a suspension or immediate expulsion from MAC without further warning. This is at the discretion of the principal.

## SECTION 8 - Declaration

I/We, the parents(s) / Guardian(s) of the child/ren do hereby agree:

- Acknowledge and abide by the rules and regulations of Aftercare on Cockspur (Pty) Ltd.
- Understand that the rules and regulations are subject to change
- To pay the fees in advance by the 1st of the month
- That the staff endeavour, to the best of their ability, to take care of my/our child/ren
- That Aftercare on Cockspur (Pty) Ltd cannot be held responsible for any injury or accident or loss that occurs in any form whilst my/our child/ren is in the staff's care
- That the person in charge may in an emergency arrange transport for my/our child/ren to the nearest Medical Facility and understand that the medical costs are for my /our account
- That one calendar months' written notice is due to terminate my/our child/ren's enrolment.
- That any changes in my/our contact details will be communicated to Aftercare on Cockspur (Pty) Ltd, in writing, as soon as they become known.
- That my/our children can be suspended from M.A.C. if the fees are not paid and the full outstanding amount including a month's notice becomes payable by the last day of the month in which they were suspended and that they will not be accepted back until the outstanding fees are settled in full.
- That this contract will expire on the 31 December each year. A new contract needs to be completed each year for enrolment. We reserve the right not to accept a child/ren back in January of the following year if there are fees outstanding. We do not accept notice for December.
- That Aftercare on Cockspur (Pty) Ltd subscribes to Accountability (member no. 10452) and all outstanding fees will be dealt with through Accountaibility, the cost of which will be for my/our account.
- That failure to pay outstanding fees can and will result in a listing with Transunion ITC.
- That all parties signing this document shall be jointly and severally liable for all obligations of this document.
- That if any part of this document is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.

### Declaration:

I/We confirm that the information that I/We have provided is correct to the best of my/our knowledge.  
I/We declare that I/We have read and understood the rules and regulations.

Signed at: \_\_\_\_\_ on this date \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Mother/Guardian: \_\_\_\_\_

**Contact Details: Aftercare on Cockspur (Pty) Ltd**  
**Email: [accounts@my-aftercare.co.za](mailto:accounts@my-aftercare.co.za) Cell: Cheree' on 078 228 8648**



**BANK DEBIT ORDER INSTRUCTION AUTHORITY**

Name (Debtor) : \_\_\_\_\_ Date : \_\_\_\_\_  
Address : \_\_\_\_\_ Contract No. : \_\_\_\_\_  
\_\_\_\_\_ Debit Amount : \_\_\_\_\_  
\_\_\_\_\_ Commencement  
Date : \_\_\_\_\_  
Contact No : \_\_\_\_\_  
Abbreviated name  
as registered with  
the bank : **MYAFTERCAR**

Dear Sirs/Madams

The details of my/our account are as follows:

BANK :	_____	CARDHOLDERS NAME:	_____
BRANCH TOWN :	_____	CARD NUMBER:	_____
BRANCH NO. :	_____	EXPIRY DATE:	_____
ACCOUNT NAME. :	_____	CVV NUMBER:	_____
ACCOUNT NO. :	_____	(three digit number on back of card)	
TYPE OF A/C :	_____	CARD TYPE :	_____
(savings,current, transmission)		(master card, visa)	

This signed Authority and Mandate refers to our contract as dated as on signature hereof ("the Agreement"). I / We hereby authorise you to issue and deliver payment instructions to the bank for collection against my / our abovementioned account at my / our above mentioned bank (or any other bank or branch to which I / We may transfer my / our account) on condition that the sum of such payment instructions will never exceed my / our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me / us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows

[DELETE THAT WHICH IS NOT APPLICABLE]:

- i. On the \_\_\_\_\_ day ("payment day") of each and every month commencing on \_\_\_\_\_. In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account;
  
- ii. Monthly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less that the obligation due;

iii. Bi-monthly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due;

iv. Three-monthly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due;

v. Six-monthly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due;

vi. Annually; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due;

vii. Weekly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due;

viii. Bi-weekly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due.

I / We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

#### **MANDATE**

I / We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions had been issued by me/us personally.

#### **CANCELLATION**

I / We agree that although this Authority and Mandate may be cancelled by me / us, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

#### **ASSIGNMENT**

I / We acknowledge that this Authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE AS USED FOR SIGNING CHEQUES OR CREDIT CARD VOUCHERS

Assisted by: FOR OFFICE USE

AGREEMENT REFERENCE NUMBER

This Agreement reference number is: \_\_\_\_\_

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Aftercare on Cockspur (Pty) Ltd  
Registration No: 2013/193304/07  
P O Box 126, Welobie, 1714  
Directors: Rodney James Visagie, Desiree Visagie