

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



24 Malva Street, Weltevreden Park
Cell: 078 228 8648 Email: accounts@my-aftercare.co.za

Occasional/ Holiday Visitor

Child 1:

Name: _____

Date of Birth: _____

Age/Grade: _____

Gender: Male FemaleAllergy/ Illness: _____
_____**Child 2:**

Name: _____

Date of Birth: _____

Age/Grade: _____

Gender: Male FemaleAllergy/ Illness: _____
_____**Parents / Legal Guardian:**

Name: _____

ID No: _____

Cell No: _____

Email Address: _____

Relationship: _____

Address: _____
_____**Emergency contact:**

Name: _____

ID No: _____

Cell No: _____

Email Address: _____

Relationship: _____

Address: _____

I nominate this address as my domicilium citandi et executandi.

Medical Information:

Name of Doctor: _____

Phone No: _____

Medical Aid: _____

M/Aid No: _____

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

- To acknowledge and abide by the rules and regulations of Aftercare on Cockspur (Pty) Ltd
- Aftercare on Cockspur (Pty) Ltd cannot be responsible should any injury or accident occur in any form whilst my/our child/ren are in the staff's care.
- That the person in charge may in an emergency transport my/our child/ren to the nearest medical facility and that medical costs are for my/our account.
- Understand that the rules and regulations are subject to change and have read and understood the code of conduct hereunder and that this has been explained to my/our child/ren.
- To pay the fees upon receipt of the invoice
- That the staff endeavour, to the best of their ability, to take care of my/our child/ren
- Aftercare on Cockspur (Pty) Ltd subscribes to Accountability and non payment of fees will result in legal action the cost of which is for my/our account.

Operating Times

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.

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 ones 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.

Code of Conduct contd....

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.

Initial.....

General Information and 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.

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.

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 or on presentation of the invoice
- 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.
- 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: _____

Signed at _____ on this date _____

Parent/ Guardian: _____

Holiday visitor from 7h30 to 18h00: R150 per day

Sick Care: R150 per day

Aftercare: R95 per day