

29 October 2019

Dear Parents

In deciding upon a fee increase for the next year, the College Management have taken into account a number of factors, two of which include the Aftercare's financial requirements and the wider economic environment, with a fundamental imperative being to keep the Aftercare fee increase to a bare minimum.

The fees highlighted below are for next year and application can now be made for the Junior Preparatory (Grades 000 to 3) Aftercare Facilities for 2020.

PERIOD	TIME	PER ANNUM	PER TERM	PER MONTH Feb - Nov
5 days a week	Until 14h30	R5 000	R1 250	R500
5 days a week	Until 17h00	R10 000	R2 500	R1 000

Take note of the following:

- There is no charge for Grade 000 children. They do however, need to be registered.
- Parents are encouraged to make use of the weekly arrangement and register their child accordingly. However, should you only require the services of the Aftercare facility for a few days a week, then this can be calculated at R100 per day. This rate will also apply to all ad-hoc arrangements.
- In the interest of ensuring timeous collection of all pupils registered in the Aftercare – a 'late collection fee' of R50 per hour or part thereof will be levied from 14h45 and 17h15 respectively.

The above fees are for pupils who attend on a permanent basis. Fees are payable by debit order, EFT or credit card. Kindly note that should it be necessary to withdraw your child from the Aftercare, a term's notice in writing is necessary, or a term's Aftercare fees in lieu thereof will be levied.

Applications close on **Friday, 25 January 2020.**

To ensure an efficient and effective Aftercare facility, it is imperative that you the parent/guardian attend to the following:

1. Complete the Application Form in full
2. Complete the Indemnity Form.
3. Return these pages to the Admissions Office by **Friday, 25 January 2020.**

Yours sincerely

Mr. S Ackerman
Deputy Principal: Preparatory School

St Henry's Marist College Aftercare Permanent Applications 2020

Pupil's Name: _____ Grade: _____

Date of birth: _____

Name of any other siblings in the school.

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Mother's Full Names: _____

Contact number: (w) _____ (cell) _____

Father's Full Names: _____

Contact number: (w) _____ (cell) _____

Alternative Family Member / Friend Names: _____

Contact number: (w) _____ (cell) _____

(Please tick the relevant box)

PERIOD	TIME	PER ANNUM	PER TERM	PER MONTH Feb - Nov	CHOICE
5 days a week	Until 14h30	R5 000	R1 250	R500	
5 days a week	Until 17h00	R10 000	R2 500	R1 000	
PERIOD	TIME	CALCULATION			COST
No. of days ____	Until 14h30	_____ @ R100 per day			R
No. of days ____	Until 17h00	_____ @ R100 per day			R

I / we have read the Aftercare Contract and I/we fully accept and agree to the conditions listed within this document.

Full name of Person responsible for paying the Aftercare Fees:

Contact number: (W) _____ (Cell) _____

Email: _____

Parent's signature: _____ Date: _____

**St Henry's Marist College Aftercare
Indemnity Form 2020**

Pupil's Name: _____ Grade: _____

Name and address of Parent / Guardian: _____

Mother's Full Names: _____

Contact number: (w) _____ (cell) _____

Father's Full Names: _____

Contact number: (w) _____ (cell) _____

Who should be contacted in an emergency? _____

Name: _____ Phone number: _____

Who is the pupil living with? _____

Has the pupil had a tetanus inoculation? _____ Date: _____

Does the pupil suffer from any of the following?

Asthma _____ Epileptic Fits _____

Allergies _____ Other _____

Name of doctor: _____ Phone number: _____

Medical Aid Scheme: _____ Membership no: _____

Main Member: _____

Who will collect the pupil from the Aftercare Facility every day?

In the event of an emergency, and that the Supervisor is unable to contact the Parent/Guardian of the registered child, I/we agree to the following:

1. The Aftercare supervisor may use her discretion regarding any medical attention needed.
2. I/we agree to be responsible for any medical expenses/charges incurred, including but not limited to taxi fare, ambulance fees, medical charges, etc.
3. I/we agree to indemnify St Henry's Marist College and their representatives from any claim that may arise as direct a result of action taken in this regard.

I/we agree that St Henry's Marist College shall not be held responsible for any injury sustained, nor for any loss of property that my child may incur.

I hereby apply for admission of the abovementioned pupil and agree to abide by the Conditions of Enrolment, which I have read and accept without reserve.

Signature of Parent / Guardian: _____

Witness: _____

Date: _____

St Henry's Marist College Aftercare Admission Policy / Contract 2020

To ensure an efficient and effective Aftercare it is imperative that the following information be brought to parents' attention:

1. The Aftercare is run as a separate entity to the College.
2. The Aftercare staff are employed by the College.
3. A pre-requisite for registration to the Aftercare is that your child /children's school fees are kept up to date. In event of your child / children's School fees not being up to date, your child / children will not be accommodated in the Aftercare.
4. Only St Henry's Marist College pupils will be permitted to attend the Aftercare.
5. The College reserves the Right of Admission to the Aftercare. Any party failing to co-operate and/or observe the College Code of Conduct shall have his / her admission registration limited or terminated.
6. The Aftercare Fees are due on the 1st of every month (in advance). Parents who do not meet the above deadlines will have their child's / children's membership at the Facility terminated.
7. Fees are payable over **10** months, starting 1 February and ending 1 November 2020.
8. A full term's notice is required for the withdrawal of your child / children from the Aftercare.
9. Registered children's fees are payable by debit order. Ad-hoc fees are to be paid via eft to:

Account name	St Henry's Marist College
Bank	Standard Bank
Branch name	Gale Place
Branch no	042526
Account no	051177986
Ref:	Full name and Grade of pupil

Proof of payment to be sent to Ms Thompson via email at d.thompson@sthenrys.co.za

10. Aftercare closes at 17h00. In the event of parents being delayed due to unforeseen circumstances please contact the Aftercare on 031-261 7369 ext. 217 by no later than **16h15 (Mon – Thurs) and 14h45 (Fri)** to arrange a 15-minute extension, i.e. 17h15. However, this should be the exception rather than the rule.
11. Aftercare staff leave the school premises at 17h15. Any children not collected by 17h15 will be left with the Security Guard on duty at the main College entrance (inside the gate). The parent concerned will be advised accordingly.

12. Children are to be signed out of the Aftercare when collected. This security measure is vital and is in the best interest of all parties. No children will be allowed to leave the Aftercare unless they have been signed out by a responsible adult.
13. In emergencies, parents who would like their children to be accommodated on an ad-hoc basis, must contact the Aftercare on 031-261 7369 ext. 217 between 13h00 and 17h00 to make the necessary arrangements. The cost and payment for ad-hoc use of the Aftercare is detailed above and will be levied accordingly.
14. Parents who have enrolled their child /children at the Aftercare are expected to honour all applicable payments for the fees.
15. All children are to be collected from school within **15 minutes** after the end of their school day. Any children that have not been collected will, for safety reasons, be sent to the Aftercare as an ad-hoc child. The cost and payment for ad-hoc use of the Aftercare is detailed above and will be levied accordingly.
16. Kindly update the Aftercare should any contact or collection details change.