



2019 Knights Prep Aftercare Application, Fees & Policy

Welcome to your Aftercare facility, where your child will be cared for in a fun, loving environment by our trained staff under the supervision of Sarah Moodley. All children not collected directly after school hours, extra mural activities or waiting class will be placed directly into Aftercare and charged accordingly. **Please complete this application form for full time, ad hoc attendance or waiting class and return it to Sarah Moodley or the office.** Forms that are not completed will not be processed.

Your child's safety is our main concern so there are rules and regulations in place which parents are expected to adhere to, these are listed below.

Please indicate your understanding of/and agreement with each of the policies by initialing beside them.

- **Lunch** is served from **14:00 -15:30** for **signed up full time pupils and ad hoc pupils ONLY**. Should your child fail to collect lunch during this time for whatever reason, we cannot guarantee that your child will be fed. Children attending extra mural activities have been accommodated.
- **Lunch, supervised homework, craft activities and snacks** will be available to signed up full time and ad hoc pupils.
- If anyone other than yourself will be **collecting your child** on any specific day, you will need to stipulate this on our application form. This applies to transport companies, au pairs or family member.
- Children **collected from Aftercare facility/homework class or the sports field must be signed out**.
- Aftercare runs from **14:00-17:30** - any child collected after these hours will be charged a late penalty fee of **R220 for every 30 minutes** thereafter.
- A **month's notice** is required when cancelling Aftercare.
- Parents are **required to sign up for Aftercare after each sporting season** due to the changes in our sporting and extra mural offering.
- If due to unforeseen circumstances your child requires Aftercare supervision, contact Sarah directly on the affected day.
- All children who are registered for the afternoon bus service will not be charged for Aftercare unless they request lunch.

Our Aftercare facility offers the following services:

Full Time Aftercare from Monday to Friday

Half day (until 15:30) R1350 per month over 10 months

Starting in January and billed from February – November
Payable in advance

Full day (until 17:30) R1895 per month over 10 months

Starting in January and billed from February – November
Payable in advance

Ad Hoc Aftercare as and when needed from Monday to Friday

- Half day R80 per day

Checked in for more than 30min and less than 1½ hours
Payable in arrears.

- Full day R135 per day

Checked in for more than 1½ hours. Payable in arrears

Waiting Facility from Monday to Friday

Extra mural Waiting Facility/Siblings/Sport is R40 p/h

- Does NOT include lunch
- Limited to 1 hour before sport
- Limited to 1 hour for a sibling waiting

Please contact Sarah Moodley on aftercare@knightsprep.com should you have any queries regarding Aftercare. Please fill in the attached application form.

Yours in Christ

Michelle McMenamin
PRINCIPAL

AFTERCARE PUPIL AND PARENT INFORMATION

PUPIL INFORMATION

Child's Full Name: _____

Class: _____

Father/ Guardian's Name: _____

Cell No: _____

Mother/Guardian's Name: _____

Cell No: _____

PLEASE TICK THE CORRECT AFTERCARE SERVICE:

1. Full Time Aftercare from Monday to Friday

Half day (until 15:30) R1350 per month over 10 months
Starting in January and billed from February – November
Payable in advance

Full day (until 17:30) R1895 per month over 10 months
Starting in January and billed from February – November
Payable in advance

2. Ad Hoc Aftercare as and when needed from Monday to Friday

Half day R80 per day
Checked in for more than 30min and less than 1½ hours
Payable in arrears
Days: _____

Full day R135 per day
Checked in for more than 1½ hours.
Payable in arrears
Days: _____

3. Waiting Facility from Monday to Friday

Extra mural Waiting Facility/Siblings/Sport is R40 p/h
Days: _____

PERSONS AUTHORISED TO PICK UP CHILD/CHILDREN:

Parent Contact Number: _____

Family Member Name: Name: _____
Contact Number: _____

Private Transport Contact Number: _____

School Bus Service Bus users will not be charged for Aftercare -
a charge will be levied for lunch – please
indicate if lunch is required

ALLEGIES:

Asthma Nuts Bees Foods (List) _____

Parent Signature: _____ Date: _____