

## 2021 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 Lisa Wild. All children not collected 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 Lisa Wild or the office.**

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.

- **Lunch** is served between **14:30 -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. **If you require lunch for your child and they are not signed in as a full time OR ad hoc pupil, please contact Aftercare timeously for catering purposes.**
- **Lunch, 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, the Knights bus service or a family member.
- Children **collected from the Aftercare facility 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 Lisa Wild directly on the affected day.
- Strict COVID protocols will be followed throughout.

### **Our Aftercare facility offers the following services:**

#### **Full Time Aftercare from Monday to Friday (includes meals)**

**Half day (until 15:30) R1479 per month over 10 months**

Starting in January and billed from February – November

Payable in advance

**Full day (until 17:30) R2074 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 (includes meals ONLY if registered)**

**- Half day R88 per day**

Checked in for more than 30min and less than 1½ hours

Payable in arrears.

**- Full day R150 per day**

Checked in for more than 1½ hours. Payable in arrears

#### **Waiting Facility from Monday to Friday (does not include meals)**

**Extra mural Waiting Facility/Siblings/Sport is R42 p/h**

- Does NOT include lunch
- Checked in for less than 30min
- 1 hour before sport
- 1 hour for a sibling waiting

Please contact Lisa Wild on [aftercare@knightsprep.com](mailto:aftercare@knightsprep.com) should you have any queries regarding Aftercare. Please fill in the attached application form.

**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) R1479 per month over 10 months**

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

**Full day (until 17:30) R2074 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 R88 per day**

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

**Days:** \_\_\_\_\_

**Full day R150 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 R42 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 of R460.00 per month will be levied for lunch – please  
indicate if lunch is required**

**ALLEGIES:**

**Asthma**

**Nuts**

**Bees**

**Foods (List)** \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_