

2024 Knights Prep Aftercare Fees & Policy

Welcome to our Aftercare facility, where your child will be cared for in a fun, loving environment by our trained staff under the supervision of Aisha Mpofo. All children not collected directly after school hours, extra mural activities or waiting class will be placed directly into Aftercare for their own safety. **Please complete this application form for full time, ad hoc attendance or waiting class and return it to the office (aftercare@knightsprep.com).** Forms that are not completed will, unfortunately, not be processed.

Your child's safety is our main concern so our rules and regulations are listed below.

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

- **Lunch** is served between **15:00 and 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 family member.
- Children **collected from the Aftercare facility or the sports field must be signed out**.
- Aftercare runs from **13:15-17:30** - 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.

Our Aftercare facility offers the following services:

Full Time Aftercare from Monday to Friday (includes meals)

- **Half day (until 15:30) R1828 per month over 10 months and R1662 per month over 11 months**
Starting in January and billed from February – November
Payable in advance
- **Full day (until 17:30) R2565 per month over 10 months and R2332 per month over 11 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 R115 per day**
Checked in for more than 30min and less than 1½ hours
Payable in arrears.
- **Full day R190 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 R55 p/h

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

Contact information:

07:00 to 15:00: 011-789 6778/9 or aftercare@knightsprep.com

15:00 to 17:30: Aisha Mpofo 0838962342



2024 Aftercare 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) R1828 per month over 10 months and R1662 per month over 11 months
Starting in January and billed from February – November
Payable in advance

Full day (until 17:30) R2565 per month over 10 months and R2332 per month over 11 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 R115 per day
Checked in for more than 30min and less than 1½ hours
Payable in arrears
Days: _____

Full day R190 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 R55 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 R700.00 per month will be levied for lunch – please
indicate if lunch is required**

ALLEGIES:

Asthma **Nuts** **Bees** **Foods (List)** _____

Parent Signature: _____

Date: _____

ALLERGIES:

Asthma _____
Allergic to red dye _____
Nuts _____
Bees _____
Foods (List) _____

LIST ANY MEDICATIONS/CONDITIONS:

MEDICAL AID DETAILS:

Medical Aid Name: _____ Plan: _____

Main Member: _____ Medical Aid No: _____

Family Doctors Name: _____ Dr's Phone No: _____

Afternoon Activity Schedule

	Grade 0000 & 000	Grade 00 & 0	FP (Grade 1-3)	IP (Grade 4-7)
13:00	Waiting class	Waiting class		
13:45	Sign in	Sign in	Sign in	Sign in
14:15	Lunch	Lunch		
14:30			Lunch	Lunch
15:00	Afternoon Activities Reading/Play/Craft	Afternoon Activities Sand pit/Play/Movement Room	Reading/Sand pit/Play/ Movement Room	Chill Time Homework/Study/ Read/Board Games
15:30				
16:00	Snack Time	Snack Time	Snack Time	Snack Time
16:30	Afternoon Activities Free Play Time/Games	Afternoon Activities Free Play Time/Games	Afternoon Activities Free Play Time/Board Games	Chill Time Homework/Study/ Read/ Board Games
17:00	Tidy up Time	Tidy up Time	Tidy up Time	Tidy up Time
17:30	Free Play	Free Play	Free Play	Free Play