



04 November 2021

Dear Parents/Guardians

AFTERCARE FACILITY CONTRACT 2022

The Penzance Staff would like to welcome you and your child / children to our Aftercare facility. Our aim is to provide a high standard of well-supervised homework, care, fun and love.

Completion of the Indemnity Form will ensure enrolment into the above facility.

Statements are emailed on a monthly basis. If you do not receive your statement by the 25th of each month, please contact the Finance Office. Fees are payable by the 1st (first) of every month. All arrears accounts will be handed over for collection. It remains your responsibility to contact the Accounts Department should you have a query on your statement.

Non-payment of your Aftercare accounts will result in your child / children not being able to attend this facility until your account is settled in full. Should your arrears not be settled in full within 30 days, your account will be handed over to our Debt Collectors. Please note that all collection fees will be for your account.

Please bear in mind that Session 2 finishes at 5.00 pm and your children need to be fetched timeously.

The Aftercare facility's cellphone number is: 082 448 2380.

Please note that the following play clothes are compulsory and your child / ward will not be allowed to attend if they are not dressed accordingly.

T-shirts are available from our Clothing Shop and are to be worn with black P.E. shorts and the School track suite top must be worn when it is cold.

GRADE 1	PURPLE
GRADE 2	TURQUOISE
GRADE 3	STONE
GRADE 4	GREY
GRADE 5	LIGHT BLUE
GRADE 6	ORANGE
GRADE 7	LIME

Many thanks,

Ms S. Nelson
AFTERCARE FACILITY

Mr H. Havemann
PRINCIPAL

10 Bartle Road • Durban • 4001

Tel: +27 31 205 2271/2

Fax: 086 635 9505

Email: post@penzance.co.za

Web: www.penzance.co.za

Facebook: www.facebook.com/penzanceprimary

Instagram: www.instagram.com/penzanceprimaryschool

AFTERCARE FACILITY ACCOUNTS

2022 CHARGES

Session 1 - (Grade One and Two) 12.30 - 2.00 pm

Per day	R55-00
Per month	R500-00
Upfront	R5200-00

Session 2 - (Grades One to Seven) 2.00 - 5.00 pm

Per day	R60-00
Per month	R550-00
Upfront	R5750-00

- **Daily rates will be charged according to the number of days attended. It would be feasible to select the monthly option if your child / ward is going to attend for more than 10 days. School holidays are not charged for.**
- **If the Upfront option is chosen, payment must be made on or before 28th February 2022.**
- **Monthly / daily rate payments are due by the 1st of the month, failure to do so will result in immediate termination of services.**

Please be reminded that charging is done from the 21st of the month until the 20th of the following month, except for January which will be charged out from 19th January to 18th February 2022.

Accounts will be emailed between the 20 & 25th of each month and are payable immediately.

Methods of Payment

1. Debit Order (Form attached) only debited on the 1st of each month.
2. Speed Point (available at the Finance Office).
3. Directly into the School's bank account:
Please use your child's name and admin number as reference and email proof of payment to kraused@Penzance.co.za

Name:	PENZANCE PRIMARY SCHOOL
Bank:	STANDARD BANK
Account No:	05 031 8314
Branch:	KINGSMEAD
Code:	040026

AFTERCARE SESSION 1

GRADES	1 and 2
TIME	12.30 - 2.00 PM
VENUE	NKULISA CENTRE
CONTACT NUMBER	082 448 2380 (12.30 - 5.00 PM)

PROCEDURE

1. Learners are taken to the Nkulisa Centre by the Teachers in Training.
2. The register is taken.
3. Learners eat their lunch. Please pack extra lunch.
4. At 1.00pm all learners will be sent in their grades to do their homework.
5. Learners who go to extra murals will line up at 1:50 pm.
6. **Learners not staying for Session 2 must be collected by 2.00 pm.**
If not collected by 2.10 pm they will be automatically sent to Session 2 and **charged** for their attendance irrespective of the length of stay.
9. **After-Care services are not provided during the holidays or on Break-Up Day.**
10. Please make sure that all items belonging are clearly marked with their name.
All lost property is placed in the lost property bin at the end of the day.
Areas are designated in the building for each grade to place their belongings during the course of the afternoon. The bags must remain in the lockers provided until the learner goes home.

AFTERCARE SESSION 2

GRADES	1 to 7
TIME	2 pm - 5 pm

1. Grade 3 to 7 register will be taken. Grade 3 will go down stairs and do their homework. Grade 4 to 7 will go to their designated areas. Each Grade will be sent in turns to go and change into the Aftercare clothes. Aftercare clothes need to be worn every time your child attends Aftercare.
2. Learners are allowed to purchase from the Tuck Shop.
3. All Learners, on completion of their Extra-Murals must report to the main table to get signed in.
4. If the main field is not in use for extra-murals, learners may play under supervision.
5. At 4.30 pm all learners who have not been collected, will be gathered together to wait for you in the tennis court area.
6. **If you are running late please phone to inform us of your whereabouts and what arrangements to make with your child.**
7. **Please ensure that at ALL times your contact details are up to date and AVAILABLE (voicemail is of no help to us at all).**
8. Please also ensure that your child knows where they live and they know a contact number.
9. If there are any matters you wish to discuss, please speak to Ms. Nelson. Please do not address your child's issue with another child. Report the matter to us and we will deal with it accordingly.
10. Please encourage your child to say thank you and goodbye to the educators on duty. We endeavor to encourage good manners at all times.
11. All Lost Property is collected at the end of each day and if it is clearly marked will be returned to the learner the next day.
12. If you have any issues regarding Aftercare please speak to Ms Nelson.

AFTERCARE FACILITY - 2022

Dear Aftercare Parents,

We have a cellphone for our club, so should you need to reach the teachers on duty, please phone 082 448 2380.

Please furnish the following details:

PUPIL'S NAME	
GRADE AND TEACHER'S NAME	
MOTHER'S NAME	
HOME TELEPHONE	
WORK TELEPHONE	
CELLPHONE	
E-MAIL	
FATHER'S NAME	
HOME TELEPHONE	
WORK TELEPHONE	
CELLPHONE	
E-MAIL	
PERSON TO CONTACT SHOULD THE ABOVE BE UNAVAILABLE NAME AND TELEPHONE NUMBER	1.
	2.
PHYSICAL ADDRESS	
DOCTOR'S NAME	
TELEPHONE NUMBER	
MEDICAL AID NAME AND NUMBER	
FULL NAME OF PARENT/GUARDIAN _____	
IDENTITY NUMBER OF PARENT/GUARDIAN _____	
SIGNATURE OF PARENT/GUARDIAN _____	

AFTERCARE INDEMNITY FORM

I / We, _____, hereby acknowledge receipt of all the above-mentioned documentation.

Furthermore, we / I declare that we / I fully understand the rules and conditions as set out in the documents provided and we / I will abide by the rules and conditions as set out by Penzance Primary School.

We / I confirm that the person/s mentioned below is the only person/s responsible for the payment of the Aftercare fees in respect of the above-mentioned child / children and that we / I undertake to make timeous payments as and when any such fees become due.

PERSON/S RESPONSIBLE FOR THE ACCOUNT

Child's Name & Grade	
Relationship to child	
Full Name/s and Surname	
ID Number	
Work Contact Number	
Home Contact Number	
Cellphone Contact Number	
Email Address	
Occupation	
Employer	
Home Address	
Payment structure - 2022	UPFRONT <input type="checkbox"/> MONTHLY <input type="checkbox"/>

Please note that all applications must be accompanied by an **ID copy** of the person/s responsible for payment. No application will be accepted without the relevant documentation.

INDEMNITY

I accept that all reasonable care and precaution will be taken to ensure the safety, security and well-being of my child / children.

If an injury is sustained by my child / children that cannot be ascribed to negligence, I will be held responsible for any medical and / or hospital bills where applicable.

I accept that whilst my child / children are at Penzance Primary School Aftercare Facility, Penzance Primary School cannot be held liable for any loss, damages or injuries sustained.

NAME: _____

SIGNATURE: _____

Signed on the _____ day of _____ 20_____

Dear Aftercare and Homework Club Parents

We would like to confirm our collection procedure when fetching your child in the afternoons from either Aftercare or Homework Club.

Procedure:

1. If you arrive before 1:30 please call the Aftercare phone and we will arrange for your child to be sent to the gate.
2. After 1:30 a guard will be at the gate and you will let him know who you are here to fetch.
3. Should someone else be collecting your child, other than the usual person, please either send a letter with your child or send a SMS or Whatsapp to Ms Nelson on the Aftercare cellphone number 082 448 2380 prior to the collection of your child. Your child will not be released without your consent.
4. Nobody will be allowed to drive into the premises to collect a child even if it is raining.
5. At 17h15, all children who have not been collected, will be walked down to the main gate of the School in Bartle Road and they will need to be collected from there.
6. If you are running late, please contact Ms Nelson and let her know.

We would like to thank you for your compliance with this procedure. This is for the safety of your children.

Yours sincerely



MR H. HAVEMANN
PRINCIPAL

Dear Aftercare Parents

Please will you complete this form and return it to School.

Child's Name: _____

1. Name of person collecting: _____
Relationship: _____
Contact Number/s: _____
2. Name of person collecting: _____
Relationship: _____
Contact Number/s: _____
3. Name of person collecting: _____
Relationship: _____
Contact Number/s: _____
4. Name of person collecting: _____
Relationship: _____
Contact Number/s: _____

Should someone else whose name is not on the above list be collecting your child, please send a letter or send a SMS or WhatsApp message to Ms Nelson on the Aftercare cellphone number 082 448 2380 prior to the collection of your child. Your child will not be released without your consent.

DEBIT ORDER INSTRUCTION FORM 2022



AFTERCARE FACILITY

LEARNER ADMIN NUMBER:

					A
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BANK BRANCH CODE :

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ACCOUNT NO.:

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NAME OF BANK :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CHEQUE :	SAVINGS :	TRANSMISSION :
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DEBIT AMOUNT :

R							
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DEBIT DATE :

1 st	
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SURNAME : _____

FIRST NAME: _____

TITLE : _____

ADDRESS : _____

P CODE : _____

TELEPHONE NUMBER : (W)

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CELL NO. :

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EMAIL ADDRESS :

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LEARNER'S SURNAME: _____

LEARNER'S NAME: _____

I hereby authorise Penzance Primary School to debit the above amount from my bank account.
Unpaid Debit orders carry an Administration fee of R 50.00

SIGNATURE: _____

DATE: _____