



10 November 2022

Dear Parents/Guardians

### AFTERCARE FACILITY CONTRACT 2023

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 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 25<sup>th</sup> of each month, please contact the Finance Office. Fees are payable by the 1<sup>st</sup> (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.

In the event that Aftercare accounts are not paid, your child / children will be stopped from attending this service and they will not be allowed to re-attend 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	LIME GREEN
GRADE 2	PURPLE
GRADE 3	TURQUOISE
GRADE 4	STONE
GRADE 5	GREY
GRADE 6	LIGHT BLUE
GRADE 7	ORANGE

Many thanks,

**Ms S. Nelson**  
**AFTERCARE / HOMEWORK CLUB**

**Mr H. Havemann**  
**PRINCIPAL**

## AFTERCARE FACILITY ACCOUNTS

### 2023 CHARGES

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

Per day	R60-00
Per month	R540-00
Upfront	R5640-00

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

Per day	R65-00
Per month	R600-00
Upfront	R6300-00

- Daily rates will be charged according to the number of days attended.
- Full time monthly rates will be charged upfront in January 2023 over 11 months.
- School holidays are not charged for.
- If the Upfront option is chosen, payment must be made on or before 28<sup>th</sup> February 2023.
- Monthly / daily rate payments are due by the 1<sup>st</sup> of the month, failure to do so will result in immediate termination of services.

Please be reminded that charging is done from the 21<sup>st</sup> of the month until the 20<sup>th</sup> of the following month, except for January which will be charged out from 18<sup>th</sup> January to 17<sup>th</sup> February 2023.

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

### Methods of Payment

1. Debit Order (Form attached) only debited on the 1<sup>st</sup> 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](mailto:kraused@Penzance.co.za)

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

## AFTERCARE SESSION 1

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

### 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 will line up at 1:50 pm to go to extra murals / home / session 2.
7. **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.  
**Please phone the Aftercare contact number should you arrive to collect you child before 1:30 pm as the guard is only on duty from 1:30 pm.**
8. **After-Care services are not provided during the holidays or on Break-Up Day.**
9. Please make sure that all items belonging to your child 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 child goes home.

## AFTERCARE SESSION 2

<b>GRADES</b>	1 to 7
<b>TIME</b>	2 pm - 5 pm

1. The Grade 3 children will proceed with their set homework unless they have extra murals, those children who attend extra murals will do their homework thereafter. The teacher on duty will assist with problems but they **DO NOT** mark the Homework. The class educator will do this. It will be necessary for your child to do further studying and revision for tests and assignments at home.
2. Children are allowed to purchase from the Tuck Shop.
3. If the main field is not in use for extra-murals, children may play under supervision.
4. At 4.45 pm all children who have not been collected, will be gathered together to wait for you in the netball court area.
5. **If you are running late please phone to inform us of your whereabouts and what arrangements to make with your child.**
6. **Please ensure that at ALL times your contact details are up to date and AVAILABLE (voicemail is of no help to us at all).**
7. Please also ensure that your child knows where they live and they know a contact number.
8. If there are any matters you wish to discuss, please speak to the educators on duty. Please do not sort out your child's issue with another child. Report the matter to us and we will deal with it accordingly.
13. Please encourage your child to say thank you and goodbye to the educators on duty. We endeavor to encourage good manners at all times.
14. **All Lost Property is collected at the end of each day and placed in the Lost Property box.**
15. If you have any issues regarding Aftercare Session 1(Grades 1-2, 12.30-2.00 pm) or Session 2 (Grades 1-7, 2.00 - 5.00 pm) please speak to Miss Nelson.

## 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 / Homework Club 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

<b>Child's Name &amp; Grade</b>						
<b>Relationship to child</b>						
<b>Full Name/s and Surname</b>						
<b>ID Number</b>						
<b>Work Contact Number</b>						
<b>Home Contact Number</b>						
<b>Cellphone Contact Number</b>						
<b>Email Address</b>						
<b>Occupation</b>						
<b>Employer</b>						
<b>Home Address</b>						
<b>PLEASE SELECT OPTION/S</b>	<b>MONTHLY SESSION 1</b>	<input type="checkbox"/>	<b>MONTHLY SESSION 2</b>	<input type="checkbox"/>	<b>DAILY</b>	<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\_\_\_\_\_

# DEBIT ORDER INSTRUCTION FORM 2023



## 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 : 

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CHEQUE :		SAVINGS :		TRANSMISSION :	
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DEBIT AMOUNT : 

R									
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DEBIT DATE : 

1 <sup>st</sup>	
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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: \_\_\_\_\_