

Pecanwood Aftercare Services

Registration Form 2014

Cell : +27 82 822 3660
E-mail : PecanwoodAftercare@gmail.com
Postal address : PO Box 118, Skeerpoort,0232

Parent's details		
	Name	Surname
Father		
E-mail address		
Phone numbers :		
Cell	Home	
Work	Fax	
Residential address :	Postal address :	
	Code :	Code :

Mother		
E-mail address		
Phone numbers :		
Cell	Home	
Work	Fax	
Residential address :	Postal address :	
	Code :	Code :

Alternative/Emergency contact details			
Name	Surname	Relation	Contact number

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Child/Children's details		
Name	Surname	Date of birth

Medical aid details			
Medical aid name	Number	Doctor	Phone number

Allergies		
Name	Allergy/Condition	Treatment

Any medication required in an emergency situation must be supplied to the Aftercare Services Provider and accompanied by a letter advising instructions and dosage.

Extra-mural activities		
Name	Activity	Where
Days	From	To
Name	Activity	Where
Days	From	To

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Operating hours and times

The aftercare facility will be open from Monday to Friday each week. The aftercare hours are from 13h30 – 17h30 daily, except on break-up days, during which the aftercare will be open from the time school finishes until 16h00.

Grade 000 to grade 3 children who finishes school earlier than 13h30 will be supervised in a waiting class organized by the Pecanwood College educators until 13h30.

The aftercare services includes :

1. Hot lunches, afternoon snacks and juice
2. Assisted and supervised homework for all grades
3. Fun activities and free play

Should your child be absent or be late due to extramural activities, the aftercare will not be responsible for catching up overdue homework.

Should your child require an afternoon nap, kindly supply their own pillow and blanket clearly marked with their names.

It is strongly recommended that parents collect their children before 17h00 during the winter months as it gets cold and dark early and is not pleasant for either the children or the aftercare staff.

The staff and I would like to appeal to parents to fetch their children before aftercare closes as we also have families and other commitments after hours to attend to.

Parents who collect their children after 17h30 will be fined a rate of R20-00 for every 5 minutes or part thereof that they are late unless prior arrangement has been made.

Important

1. The attached aftercare form must be completed by all parents. This form is necessary for the aftercare to :
 4. know which children attend the aftercare ;
 5. know which extra-mural activities the child attends and the times applicable ;
 6. be aware of who is authorized to collect your child ;
 7. have a list of contact numbers of the parents and emergency numbers ;

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8. be aware of your child's allergies and/or medical conditions.

2. Should your child be attending the aftercare on an ad-hoc basis :
 - the school and the aftercare (myself) must be notified telephonically to enable the aftercare to cater accordingly for your child.

Should we not have this notification we may not be able to provide your child with lunch as we cater in advance for each day.

3. Should your child be collected by anyone other than the parent/guardian, details of the person collecting must be advised by notifying the aftercare telephonically.

It is compulsory for your child to be signed out of aftercare with the supervisors. This is necessary for security reasons.

4. Please advise the aftercare telephonically if your child will not be attending on a particular day so that we do not have to be concerned about their whereabouts unnecessarily.

5.Fee structure

The payment options and fees for 2014 are as follows :

We appeal to parents to ensure that aftercare fees are paid on time, no child will be allowed to attend the aftercare unless prior arrangement has been made in terms of outstanding fees. This rule will be strictly enforced.

6.Attendance options

1. Ad-hoc

R70-00 per day or part thereof, payable on the day of attendance. The aftercare must be notified telephonically, a day in advance, to enable the aftercare to cater accordingly for your child.

2. Selected days

R63-00 per day or part thereof, maximum 3 days per week, calculated for the next month and payable in advance. Fees are payable via internet transfer. No refunds will be made for days not attended.

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3. Pick-up by latest 15h15

Permanent children who are collected by latest 15h15 will be given a reduced rate of R700-00 per month. Any pick-ups after 15h15 will be charged at the rate for permanent children irrespective of pick-up time.

4. Permanent

R53.80 per school day. R900-00 per month, over 11 months. A 10% discount will apply to parents with more than one child attending on a full-time basis. The discount will apply only to the 2nd and subsequent children. The fee for 2 children, for example, would therefore be calculated as R900-00 (1st child) + R810-00 (10% discount for 2nd child) = R1710-00 per month.

A 5% discount will apply to fees paid in full, in advance, for the year. Please note that a calendar months' notice is required should a child not be attending aftercare on a permanent basis anymore. Fees are payable in advance via internet transfer. No refunds will be made for days not attended. The first payment for permanent children is required before the 6th of January 2014.

Please indicated your attendance option by marking an "X" in the appropriate block below :

1. Ad-hoc	<input type="checkbox"/>	2. Selected days	<input type="checkbox"/>	3. Permanent	<input type="checkbox"/>
4. Pick-up by 15h15	<input type="checkbox"/>				

I _____ id _____ parent/guardian
of _____ undertake to pay the prescribed fees and to abide by the
conditions of Pecanwood Aftercare Services.

Signature _____ Date _____

Pecanwood Aftercare Services banking details :

Account name : SA Lategan
Bank : FNB
Account number : 62351457801
Branch code : 250655