

1.
Glenwood Preparatory School Trust After Care Centre

Dear Parents/Guardians

November 2018

The Trustees would like to thank you for the support shown to the Trust After Care Centre, we would like to express our gratitude to Mrs. Penery, Mrs. Leitao and their staff for their service in 2018.

Please attend to the following if you seek permanent placement for your child in 2019.

1. Read the Admission Policy and Conditions of Membership (Pg. 1 & 2)
2. Complete the Registration/Indemnity Form in Full (Pg. 3)
3. Return the Page 3 to the School Admin Office by **30 November 2018**

Admission Policy and Conditions

1. The Glenwood Preparatory School Trust (**not the school**) provides the Trust After Care facility for the school community.
2. The Trust After Care Centre staff are employed by the Trust. The co-ordinator liaises with the Chairman of the Trust and the School Principal.
3. The School Governing Body initially has negotiated the terms of conditions with the Trust i.e. in relation to the running of the Trust After Care
4. The Fees of the Trust After Care Centre are determined by the Trustees and all such fees are paid directly into the **Trust Account**. One of the initial recommendations by the School Governing Body to the Trust – was that the After-Care Centre be kept as affordable as possible to parents. It is for this reason that the fees are well below those of other schools.
5. A **prerequisite** for membership of the Trust After Care Centre is that the **School Fees** of the child be paid in full. **In the event of School Fees not being up to date (at any stage of the year), your child/children will unfortunately not be accommodated in the Trust After Care Centre.** Parents who wish to enroll their children in the Trust After Care Centre must fully recognize and accept this membership criterion.
6. Only Glenwood Prep pupils will be permitted to attend the Trust After Care Centre.
7. **The Trust reserves the Right of Admission to the Trust After Care Centre.** Any party failing to co-operate and/or observe the **School's Value System** shall have his/her admission subscription limited or terminated.
8. The Trust After Care Centre Fees are due on the **1st** of every month (**in advance**). Parents who do not meet the above deadlines will have their child's/children's membership at the After-Care Centre terminated.
9. To alleviate cash handling costs, and due to Security measures, it would be preferable for parents to do direct banking. The details are as follows: -

Account	:	Glenwood Prep School Trust
Bank	:	First National Bank
Branch	:	Davenport
Branch Code	:	22 02 26
Account No.	:	620 676 746 16
Reference	:	Full names and grade of pupil

PLEASE ENSURE THAT THE TRUST ACCOUNT IS USED FOR AFTER-CARE FEES ONLY.

This account is totally separate to the account into which school fees are paid.
Parents who pay **school fees** into the **Trust**, must be aware that **no refunds will be made in 2019.**
Please ensure that the **CORRECT** account is used.

N.B. To confirm any payment made to the Trust After Care Centre, it is important that you forward a copy of the deposit slip to Mrs. Camps, thus confirming your timeous payment. If this is not possible, please forward all monies in a **sealed envelope**, with your child's name and grade noted on the front of the envelope. **No monies will be accepted if this procedure is not strictly adhered to.**

Please note that all monies must be paid to **Mrs. Camps, in the school Admin Finance Office (Ph. 031-2015165 Ext 203).** (Money may not be paid to any other Trust After Care Centre Staff Member). Mrs. Camps is solely responsible for the collection of Trust After Centre Fees and your co-operation in this regard would be appreciated.

Fees for 2019 (PERMANENT MEMBERS)		<u>PACKAGE 1</u>	<u>PACKAGE 2</u>
Grades 1 & 2	:	R550-00p.m. (till 17h00)	R730.00p.m. (till 18h00)
Grades 3; 4; 5; 6; & 7	:	R540-00p.m. (till 17h00)	R720.00p.m. (till 18h00)

- 1) Kindly note that there are two packages offered to each family. Where parents are regularly not able to pick up their child by 17h00, a Package 2 (an increase of R180.00 per month) will take the pressure off parents and enable them to pick up their child by the latest 18h00.
- 2) Trust After Care Centre Business hours – As 17h00 is the official closing time, parents who have due to unforeseen circumstances been delayed, may contact Mrs. Penery (Grade 1 -3) on cell no. 079 6514175 or Mrs. Leitao (Grade 4 – 7) on 078 3783952 and arrange for a 10-minute extension i.e. to 17h10. However, this should be the exception rather than the norm and parents are reminded that at 17h10 the After-Care staff proceed home, where they have their own family commitments. In the past, any children not collected by 17h10p.m. were left with the Security Watchman on duty at the main school entrance (inside the gate). However, this routine has its own limitations, so one of the Trust After Care personnel will remain on duty until all the children have been collected. Parents collecting their child as normal from the Trust After Care Centre, are reminded to proceed to the Trust Aftercare staff supervisor in question and sign out their child in the respective book concerned. This security measure is of a vital nature and is in the interest of all parties.
- 3) Should parents wish their child to be fetched (from the Trust Aftercare Centre) by a person other than themselves, it is imperative that they write a letter to Mrs. Penery or Mrs. Leitao to this effect or personally phone them on their cell phones to advise them of this request. **No** child will be released from the Trust Aftercare Centre if this is not adhered to. Unfortunately, no messages from third parties will be accepted in this regard.
- 4) N.B. Kindly note that parents who have enrolled their child in Package 1 (till 17h00), and who for unforeseen reasons fetch their children between **17h15 and 17h30**, will be charged an additional **R20 for that day**. A fee of **R50** will be charged for any child collected after **17h30**. The school's 17h15 and 17h30 siren will serve as the sole time indicator, thereby eliminating any disputes related to time. These additional monies are to be paid at the end of the month i.e. with the following month's fees. Failure to do this will unfortunately result in the child being excluded from the Trust After Care.
- 5) N.B. Fees are payable over **10 months** starting **1 February** and ending **1 November 2019**. There is no charge for January or December 2019, as the days in these months, are included into the June/July holiday period fee structure. **Fees are due on the first day of each month**. As such, After Care fees are payable on 1 February, 1 March, 1 April, 1 May, 1 June, 1 July, 1 August, 1 September, 1 October and 1 November. 30 days (calendar month) written notice is required for termination of this contract when a child leaves Glenwood Prep or the Trust After Care Centre facility.
- 6) Children attending the Trust After Care Centre are required to wear **specified** T-shirts, i.e. a different colour for each grade, for easy identification. Grade 1 – Yellow; Grade 2 – Red; Grade 3 – Blue; Grade 4 & 5 Orange and Grade 6 & 7 Black. These T-shirts must be purchased at the Uniform Shop at **R60 – R70** per shirt. In addition, **green school athletic shorts (R85 – R100)** purchased at the Uniform Shop) must be worn by both the **boys and girls** who attend aftercare. Kindly note that both the T. shirt and green shorts must be purchased at the school uniform shop, to ensure uniformity of colour and design. In cold weather, leggings may be worn under the shorts. A jersey (**the same colour** as the respective Grade T-shirt) may be worn on cold days. Grades 1 – 7 may utilise their respective school house caps for protection against the sun.
- 7) In emergencies, parents who wish their children to be accommodated on a **casual basis** in the Trust After Care Centre, may contact **Mrs. Penery (Grade 1 – 3) on 079 6514175 or Mrs. Leitao (Grade 4 – 7) on 078 3783952** in this regard. The cost for casuals is **R10** per hour e.g. 1 ½ hours = R20 and must be paid to Mrs. Camps at the end of the month when you are sent an invoice.
- 8) Parents who have enrolled their child/children at the Trust After Care (on a permanent basis), are expected to honour all applicable payments for Trust After Care Fees.
- 9) **N.B.** All Trust After Care pupils must at school closing time, report to their respective After Care supervisors and **clock in**. Should they need to proceed to e.g. sport, they must **inform the supervisor** of their movements and the time that they will return to the Trust Aftercare. Should for any reason the child **not attend** the Trust Aftercare that afternoon, a **parental letter** to this effect must be taken to the respective supervisor **before** the child leaves the school premises i.e. at school closing time. **NB:** No Trust After Care child may leave the school premises without requesting such permission from the respective supervisor. Mrs. Dray, (Admin Secretary) will notify parents, should their child be ill and need to leave school early, and will advise the Trust Aftercare of the circumstances.
- 10) Please note that all home bound children have **20 minutes** to be collected after school. When this period has lapsed, the children will, for safety and security reasons, be incorporated into the Trust After Care Centre Home Line as **casuals**. Please note the above fees concerned which are payable when your child is collected.
- 11) Kindly ensure that Mrs. Penery (Grade 1 – 3) or Mrs. Leitao (Grade 4 – 7) of the Trust After Care Centre are kept up to date, should any of the personal information related to this contract, be changed.

GLENWOOD PREPARATORY SCHOOL TRUST AFTER CARE CENTRE
PERMANENT REGISTRATION / INDEMNITY FORM

NAME & SURNAME OF PUPIL:

GRADE IN 2019:MALE/FEMALE.....

NAME & ADDRESS OF PARENT / GUARDIAN

.....

FATHER'S FIRST NAME:.....SURNAME.....

BUSINESS ADDRESS:

PHONE NUMBER (CELL):EMAIL ADDRESS.....

MOTHER'S FIRST NAME:SURNAME.....

PHONE NUMBER (CELL):EMAIL ADDRESS.....

WHO SHOULD BE CONTACTED IN AN EMERGENCY ?

NAME:PHONE NUMBER:

WHO IS PUPIL LIVING WITH ?

HAS THE PUPIL HAD A TETANUS INNOCULATION ?DATE:.....

DOES THE PUPIL SUFFER FROM: ASTHMA:

 EPILEPTIC FITS:

 ALLERGIES:

 OTHER:

NAME OF DOCTOR:PHONE NUMBER:.....

MEDICAL AID SCHEME:MEMBERSHIP NO:.....

WHO WILL COLLECT THE PUPIL FROM THE TRUST AFTER CARE CENTRE EVERY DAY?

.....

NAME & SURNAME OF PERSON RESPONSIBLE FOR PAYING THE TRUST AFTER CARE FEES:

.....PHONE NUMBER (W).....

CELL NUMBER.....EMAIL ADDRESS.....

In case of an emergency, and should the Supervisor be unable to contact the Parent/Guardian/Doctor, I agree that he/she may use her discretion in this regard. I also agree to be responsible for any necessary medical expenses/charges incurred, i.e. taxi fare, ambulance fees, medical charges etc. and to indemnify Glenwood Preparatory School Trust After Care Centre or their representatives, from any claim which may arise as a result of this action.

I further agree that Glenwood Prep School and Trust After School Care Centre, shall not be held responsible for any injury sustained, nor for any loss of property that my child may incur.

I hereby apply for the admission of the above-mentioned pupil and agree to abide by the conditions of enrolment, which I have read and accept without reserve.

SIGNATURE OF PARENT/GUARDIAN:

WITNESS:DATE: