Victory Christian School
AFTERCARE FORM

Home Language _____

Full name(s) of All Children Applying for Aftercare

Name _____ Age _____ Grade _____ Gender _____
Name _____ Age _____ Grade _____ Gender _____
Name _____ Age _____ Grade _____ Gender _____
Name _____ Age _____ Grade _____ Gender _____

Parent(s) Information

Full Name - Parent 1/Legal Guardian 1: _____
Physical Address _____
Town/City _____ Cell Phone _____
Home Phone _____ Work Phone _____
Email _____

Full Name – Parent 2/Legal Guardian 2: _____
Physical Address _____
Town/City _____ Cell Phone _____
Home Phone _____ Work Phone _____
Email _____

Person(s) responsible for payment of Aftercare fees:_____
Contact Number(s) _____
Relationship to the Applicant _____

Student Resides with (check all that apply):

☐ Father ☐ Mother ☐ Step-Father ☐ Step-Mother

Other (specify) _____

Emergency Contact Other than Parents or Guardian

Full Name _____
Contact Numbers _____
Relationship to the Applicant _____

Medical Information

Doctor's Name _____ Phone _____

Please indicate any medical conditions that we should be aware of. _____

_____

Does your child require any daily medication? ☐ Yes ☐ No

If yes, please list them and explain when and how to take them. _____

_____

_____

Does your child have any allergies? ☐ Yes ☐ No

If yes, please list them. _____

General Information

The Victory Christian School Aftercare Centre cares for boys and girls from Grades R to 7.
The Aftercare Centre operates under the Principal of Victory Christian School.

Please take note of the following:

Aftercare children are supervised at the Aftercare playground and Aftercare venues only.
We are not held responsible should your child have extracurricular activities or want to visit the tuck shop during aftercare hours. Aftercare teachers will supervise visiting the tuck shop only on Fridays, directly after school. We are not held responsible for any money or personal belongings that students bring to aftercare.

The Aftercare operates from Mondays to Fridays from 13:00 – 17:00 during school term dates and from 10:00 until 14:00 on the last day of each term. A Late penalty of R100 per day will be charged for children collected after 17:00 for late pickups.

Venues:

Students proceed to their allocated venues directly after school. Attendance register will be taken.

13:00 Gr R - Gr R classroom (Jnr phase building, downstairs, classroom closest to computer room/carpark)

13:30 Gr 1-3 - Computer room/Art room

14:00 Gr 4-7 - Room 9 (Snr phase building, downstairs, classroom closest to the sports field)

*Please note these venues are subject to change.

Aftercare teachers are only able to supervise homework. Should your child have extracurricular activities during this time frame, we will do our best to assist with homework when they return but the onus relies on the parents to assist with homework. Please can students be collected promptly. Parents are politely requested to not be late.

A late penalty of R100 per day will be charged for children collected after 17:00.

Aftercare staff members are not allowed to transport VCS students in their personal vehicles. Transport is not provided by staff or the school. We are not held responsible for alternate transport arranged by the parent. Students are not allowed to walk by themselves to the parking lots when being collected. Students must please be collected and signed out by a parent at their allocated venues.

Children will not be allowed to have their cell phones on them during Aftercare sessions.

Children are not allowed to leave the school premises without permission.

Children are to be collected from the respective Aftercare venues and signed out daily by the Parent(s)/Legal guardian(s) stated above. Parents are to park at Boegoe Avenue pedestrian gate when collecting their child(ren).

No child(ren) will be handed over to a sibling or stranger. The Aftercare Teacher must be fully informed as to any change in plans concerning the child. No instructions will be taken from the children. Daily changes can be communicated via WhatsApp to the Aftercare Manager before 11:00 of that particular day.

Parents must please also notify the School and Aftercare if their child is sick. Children with contagious diseases must be kept at home until the disease has cleared up. The school and aftercare have the right to send your child home if they are sick.

Children can bring an extra pair of clothes to play in. Ensure that all clothing items are marked. Aftercare is not responsible for items left behind at school or aftercare.

Parents must oversee their children's homework. The aftercare teacher will assist with homework, but if the homework is not completed by the time your child leaves, the responsibility still rests on the parent to see that it is done. Aftercare is not responsible for homework should your child have extracurricular activities on that particular day or collected early. The aftercare teacher will only able to help with the VCS homework given to your child on that given day. Aftercare is not able to assist with projects, orals, remedial work or extra school work given by the parent or therapist etc.

Children are not allowed to bring toys to school or aftercare. Children are allowed to wear casual clothes in aftercare. Parents must please pack an extra healthy lunch box and extra water or juice for aftercare. No sweets are permitted. No snacks will be provided. On an occasional Friday, a movie may be viewed.

Discipline: No bullying will be allowed. Disciplinary measures will be followed as per VCS code of conduct.

Fee Structure

The following fee structure was approved:

Monthly fee: Grade R to 3: R750 per student per month (11 x months/Jan-Nov & Dec pro rata)
Grade 4 to 7: R500 per student per month (11 x months/Jan-Nov & Dec pro rata)
Monthly fees will be charged in advance and due by 1st of each month.

Daily fee: All Grades: R50 per day (Irrespective of time collected/Must be pre-approved)
Daily fees will be charged in arrears and are payable on presentation of fee account.

Policy on Payment of Fees

The policy concerning the payment of fees is as follows:

1. Monthly aftercare fees are paid in advance, on or before the 1st day of each month, as per statement (11 x months/January to November & December will be pro rata).
2. If any person fails to make payment, a reminder letter will be sent out by the fifth working day of the month.
3. If payment has not been received by the tenth working day of the month, the student will be not be allowed to attend Aftercare until payment is made.
4. If a parent decides to no longer make use of the Aftercare, one months' calendar written notice (aftercare@victorycs.co.za) is required. If one calendar months' notice is not given, the deposit will be forfeited.

Signature of Parent / Guardian responsible forpaymentofschool fees _____ Date _____

Agreement

I/we, the parent(s)/legal guardian(s) of the above-mentioned child(ren), hereby agree that:

I/we accept all the terms and conditions of the Victory Christian School Aftercare Centre.

While the person(s) in charge of the group take good care of the children, they will not be liable for any injuries or accidents while looking after the children while in the Aftercare venues.

The person(s) in charge have my full permission to administer any medical treatment required in an emergency, and they may call out a doctor if necessary.

Signature of Parent / Guardian _____ Date _____

Signature of Witness _____ Date _____