



Manor Gardens Primary School

95 Dale Road,
Durban, 4001
Tel: 031 2611401
Fax: 031 2616166
www.mgps.org.za
principal@mgps.org.za

MANOR GARDENS PRIMARY SCHOOL AFTERCARE PROSPECTUS 2021

All parents must read the Aftercare Prospectus and complete the attached Declaration / Undertaking and Personal Details / Enrolment Option form so that the Aftercare Centre has the necessary information on record in the event that your child may have to attend Aftercare as no child may be left unsupervised on the school property before the school opens in the morning or after their class lessons or extra-mural activities in the afternoon.

1. FEES

1.1 The following time slots are available:

PERMANENT RATE	TIME SLOT	2021 ANNUAL FEE INVOICED IN ADVANCE	PAYABLE MONTHLY 1 FEB - 1 DEC	HOURS
1	12h30 - 14h00	R 3 520.00	R 320.00	1.5
2	13h50 - 17h00	R 6 006.00	R 546.00	3
3	12h30 - 17h00	R 8 602.00	R 782.00	4.5
CASUAL RATE	TIME SLOT	2021 RATE PER DAY	PAY-BEFORE-YOU-GO IN ADVANCE	HOURS
A	12h30 - 14h00	R 50.00	R 200.00	1.5
B	13h50 - 17h00	R 55.00	R 220.00	3
C	12h30 - 17h00	R 75.00	R 300.00	4.5
D	R25.00 PER DAY FOR LESS THAN 1 HOUR WAITING FOR PRIVATE LESSONS (i.e. HIP-HOP, etc.)		R 100.00	Less than 1 hour
E	06h30 - 07h00	R8 PER DAY FOR EARLY MORNING CARE	R 32.00	

- **CASUAL "D" FEE:** This rate is **ONLY** applicable for those pupils whose names are provided to Aftercare by the Private Lesson's Tutor. Parents **MUST** pay these fees **IN ADVANCE**.
- **CASUAL "E" FEE:** This nominal daily rate applies to a pupil who enters the school gate at any time between 06h30 and 07h00 before the school is officially opened at 07h00. This Early Morning Care fee is payable to the Bursar's office.
- **CASUAL FEES TO BE PAID IN ADVANCE ON A PAY-BEFORE-YOU-GO BASIS.**

1.2 PERMANENT ATTENDANCE

Fees are payable monthly in advance from 1 February 2021 until 1 December 2021.

1.3 CASUAL ATTENDANCE

A minimum amount of R200.00; R220.00; R300.00 or R100.00 is required **BEFORE casual attendance** in accordance with the system called "**AFTERCARE-PAY-BEFORE-YOU-GO**". This is based on 4 visits per month. Should you make frequent use of the Aftercare casual option, please contact the finance office.

- 1.4 **REFUND OF CREDIT ON THE AFTERCARE-PAY-BEFORE-YOU-GO SYSTEM**
In the event of having a credit balance at the end of 2021 this amount will automatically carry over for 2022 Aftercare. However, should your child/ren leave Manor Gardens Primary School a written refund request must be submitted to the Bursar.
- 1.5 **METHOD OF PAYMENT**
Fees are payable at the office or via EFT **and not to the Aftercare staff**. Receipts will be issued for cash payments made at the office. Reference for EFT payments is the child's name and surname with A/C afterwards eg: **JoanDoe A/C**. Alternatively use your MGPS account reference number followed by A/C or S/F.
- 1.6 **ARREAR AFTERCARE FEES**
Children **may not attend** the Aftercare Centre **under any circumstances** if their Aftercare Fees are in arrears.
- 1.7 **ARREAR SCHOOL FEES**
Children **may not attend** the Aftercare Centre **under any circumstances** if their School Fees are in arrears.
- 1.8 **LATE COLLECTION**
The Aftercare Supervisor will hand an invoice to parents for a penalty payment of R75,00 for every 15 minutes that each child is collected late AFTER 14h00 (Option 1) or 17h00 (Option 2 & 3).
This penalty amount must be paid at the office within two (2) days.
- 1.9 **REFUND NON-ATTENDANCE**
No refund shall be due if, for any reason, your child fails to avail himself/herself of the Aftercare Centre facilities offered.
- 1.10 **TERMINATION**
One calendar month's written notice to the Finance Office, debtors@mgps.co.za, shall be required to terminate this agreement. Fees are payable in the month of notice.
- 1.11 **CHANGE IN TIME SLOTS AND CHANGE BETWEEN 'PERMANENT' AND 'CASUAL' STATUS**
ONE change per year will be allowed provided that a written request is submitted to the finance office. This request must be sent per e-mail to the Finance Office debtors@mgps.co.za
2. **AFTERCARE CENTRE TIMES**
The Aftercare Centre will be open daily from **12h30 until 17h00**, excluding school holidays, public holidays and some break-up days. Please be courteous and pick your child up on time, remember that the Aftercare Staff also have families waiting for them to come home.
3. **CONDITIONS**
- 3.1 Children are to report straight to the Aftercare staff on leaving their classrooms at **12h30** or **13h50** to be marked present in the attendance register before attending an extra-mural activity and or private lesson.
- 3.2 Please note that should your child not arrive at the Aftercare Centre, s/he will automatically be marked as absent and, as such, the Aftercare Centre absolves itself of all responsibilities and liabilities pertaining to your child.
- 3.3 If, for any reason, your child will not be attending the Aftercare Centre, you must notify the personnel before the Aftercare session either by means of a letter addressed to the Aftercare facilitator or a telephone call made to the Aftercare Centre Supervisor on 083 643 2212.
- 3.4 Children may only be signed out and collected from the Aftercare Centre by their parents or legal guardians. **Under no circumstances may any unauthorized person (including a sibling) sign out and collect a child from Aftercare.**
- 3.5 The Aftercare Centre is to be informed in writing if you, as the parent or legal guardian, will not personally be able to collect your child. Under no circumstances will your child be permitted to leave the Aftercare Centre with another adult unless you have given your written authority.

- 3.6 Your child is to be collected by no later than 14h00 (Option 1) or 17h00 (Option 2 & 3), whichever is their respective end of the Aftercare Centre session. **A penalty for late collection of R75.00 per 15 minutes will be levied and should late collection persist, then the use of the Aftercare Centre facility will be terminated.**
- 3.7 The Aftercare Centre will provide facilities and opportunities for homework.
- 3.8 Your child is to be provided with their own lunch each day.
- 3.9 Children may not bring any possessions from home unrelated to the Aftercare Centre. This includes items such as toys, skateboards, cell phones and other electronic equipment.
- 3.10 A letter of permission from the parent or legal guardian is required before the Aftercare Centre staff may administer medication.
- 3.11 Children will have to comply with the rules and regulations of the Aftercare Centre as well as the Manor Gardens Primary School's Code of Conduct for pupils.
- 3.12 Parents are responsible for the replacement costs of damage to Manor Gardens Primary School equipment and property.
- 3.13 Manor Gardens Primary School shall be entitled at any time and within its sole discretion to determine this agreement terminated and to do so without notice.
- 3.14 The Aftercare Centre facility will be withdrawn if your child behaves in an unacceptable manner and if their school fee or Aftercare payment is not received timeously.



CHARLES MORGAN
PRINCIPAL

MANOR GARDENS PRIMARY SCHOOL
96 DALE ROAD
MANOR GARDENS 4001
TELEPHONE: 031 261 1401
FAX: 031 261 6166

Contact Person

SHIRALEE-ANN MILL
AFTERCARE CENTRE SUPERVISOR
CELL: 083 643 2212



AFTER CARE CENTRE

2021 PERSONAL DETAILS AND ENROLMENT OPTION FORM

Please complete these two pages so the Aftercare Centre has your details and enrolment option on record in the event that your child may have to attend Aftercare as no child may be left unsupervised on the school property before school or after their class lessons or extra-mural activities.

I / we wish do not wish to enroll my child _____ at the Aftercare Centre for 2021 as indicated below.

PERMANENT RATE	TIME SLOT	2021 ANNUAL FEE INVOICED IN ADVANCE	PAYABLE MONTHLY 1 FEB – 1 DEC	PARENT TO SIGN NEXT TO CHOICE
1	12h30 - 14h00	R 3 520.00	R 320.00	
2	13h50 - 17h00	R 6 006.00	R 546.00	
3	12h30 - 17h00	R 8 602.00	R 782.00	
CASUAL RATE	TIME SLOT	2021 RATE PER DAY	PAY- BEFORE -YOU-GO IN ADVANCE	PARENT TO SIGN NEXT TO CHOICE
A	12h30 - 14h00	R 50.00	R 200.00	
B	13h50 - 17h00	R 55.00	R 220.00	
C	12h30 - 17h00	R 75.00	R 300.00	
D	R25.00 PER DAY FOR LESS THAN 1 HOUR WAITING FOR PRIVATE LESSONS (i.e. HIP-HOP)		R 100.00	
E	06h30 - 07h00	R8 PER DAY FOR EARLY MORNING CARE	R 32.00	

PAYMENT

- Casual "D" fee: This rate is ONLY applicable for those pupils whose names are provided to Aftercare by the Private Lesson's Tutor. Parents MUST pay these fees IN ADVANCE.
- Casual "E" fee: This fee is payable in advance or on presentation to the Bursar's office, weekly or monthly.
- Fees for permanent attendance are payable monthly in advance from 1 February 2021 – 1 December 2021.
- Fees for casual attendance, including rate D, are payable IN ADVANCE on the "Aftercare-Pay-Before-You-Go" system.
- Any credits on the Aftercare account will carry over to the next year or be refunded on written request.
- School fee payments must be kept up to date for your child to attend the Aftercare facility.
- Aftercare fee payments must be kept up to date for your child to attend the Aftercare facility.

NAME OF CHILD: _____ GRADE: _____

DATE OF BIRTH: _____ GENDER: _____

NAME OF PARENT / GUARDIAN: _____

PERSON RESPONSIBLE FOR ACCOUNT: _____

ADDRESS: _____

CODE: _____

TELEPHONE: _____ (Home) E-MAIL ADDRESS: _____

FATHER: _____ (Business) CELL PHONE: _____

MOTHER: _____ (Business) CELL PHONE: _____

EMERGENCY CONTACT:

NAME: _____ TEL. NO. _____

DOCTOR'S NAME: _____ TEL. NO. _____

TRANSPORT DETAILS: (If applicable) _____

CHILD'S DETAILS: (Medical Conditions/Allergies) _____

SIGNATURE PARENT / GUARDIAN

DATE



2021 AFTERCARE CENTRE DECLARATION AND UNDERTAKING

RETURN as stipulated below by Tuesday 17 November 2020.

➤ CURRENT PERMANENT PUPILS IN AFTERCARE in 2021

Please sign this declaration and return it to your child's current Class Teacher.

➤ CURRENT PUPILS NOT IN PERMANENT AFTERCARE in 2021

Please sign this declaration and return it to your child's current Class Teacher.

➤ NEW PUPILS IN 2021

Please sign this declaration and return it to the Finance Office.

I declare that I have studied the **2021 Aftercare Centre Prospectus** and have acquainted myself with the rules, regulations and fee structure.

.....
PARENT / GUARDIAN'S NAME

.....
PARENT / GUARDIAN'S SIGNATURE

.....
DATE

I undertake to meet my Aftercare Centre financial commitments and I understand that my child/ward may not attend the Aftercare Centre under any circumstances if I am in arrears with my Aftercare or School fee payments.

I hereby give my consent for my child/ward to take part in any and all of the activities organized by the Manor Gardens Primary School Aftercare Centre.

I undertake to ensure that my child/ward complies with the rules and regulations of the Aftercare Centre. I understand and accept that my child/ward is expected to behave in a responsible manner and obey the school discipline rules that exist in the Manor Gardens Primary School's code of conduct for pupils. I acknowledge that the Aftercare Centre facility will be withdrawn if my child/ward behaves in an unacceptable manner.

I undertake to collect my child timeously and understand and accept that a penalty payment of **R75.00 per every 15 minutes** for late collection will be levied which I must pay to the finance office within two days and should my child's late collection persist, the use of the Aftercare Centre facility will be terminated.

I understand and accept that my child may only be signed out and collected from the Aftercare Centre by me and my spouse / partner, who are his/her parents or legal guardians and that under no circumstances may any unauthorized person sign out and collect my child from Aftercare Centre.

.....
PARENT / GUARDIAN'S NAME

.....
PARENT / GUARDIAN'S SIGNATURE

.....
DATE

.....
CHILD'S NAME

.....
CHILD'S GRADE



MANOR GARDENS PRIMARY SCHOOL AFTERCARE CENTRE FEES 2021

Please ensure that the Aftercare Centre has your details and enrolment option on record in the event that your child may have to attend Aftercare as no child may be left unsupervised on the school property before the school opens in the morning or after their class lessons or extra-mural activities in the afternoon.

PERMANENT RATE	TIME SLOT	2021 ANNUAL FEE INVOICED IN ADVANCE	PAYABLE MONTHLY 1 FEB - 1 DEC	HOURS
1	12h30 - 14h00	R 3 520.00	R 320.00	1.5
2	13h50 - 17h00	R 6 006.00	R 546.00	3
3	12h30 - 17h00	R 8 602.00	R 782.00	4.5
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D	R25.00 PER DAY FOR LESS THAN 1 HOUR WAITING FOR PRIVATE LESSONS (i.e. HIP-HOP)		R 100.00	Less than 1 hour
E	06h30 – 07h00	R 8.00 PER DAY FOR EARLY MORNING CARE	R32	0.5

****CASUAL 'D' FEE:** This rate is only applicable for those pupils whose names are provided to Aftercare by the private lessons tutor. Children returning to Aftercare after their private lesson will be charged at the normal daily rate. Parents **MUST** pay these fees in **ADVANCE**. **

*****CASUAL 'E':** Applies to a pupil who enters the school gate at any time between 06h30 and 07h00 before the school is officially opened at 07h00.

PAYMENT OF AFTERCARE FEES:

Fees for permanent attendance, (Option 1,2,3) are payable monthly in advance from **1 February 2021 to 1 December 2021**.

Fees for casual attendance, (Option A, B, C, D) are payable in **ADVANCE** on the 'Aftercare Pay-Before-You-Go' system. This is based on 4 visits per month. Should you make frequent use of the Aftercare casual option, please contact the finance office.

Any credits on permanent and casual accounts will carry over to the next year or be refunded on written request.

Aftercare and School fee payments MUST be kept up to date for your child to attend the Aftercare facility.

PAYMENT OF SCHOOL FEES:

School fee payments **MUST** be kept up to date for your child to be able to attend the Aftercare facility.

If you have queries concerning the above, please contact the bursar, Mrs Aniel Dekker, on 031-261 1401 or her email address at bursar@mgps.co.za

If you need to contact the Aftercare Supervisor, Ms Shiralee Mill, please do so on: **083 643 2212**.

Any payments made should be to the following account:

Name of Account	:	Manor Gardens Primary
Name of Bank	:	FNB
Account No.	:	507 102 870 68
Branch Name	:	DAVENPORT
Branch Code	:	220226
Reference	:	Child's name and surname and AC (Aftercare Fees) ie: Brian Adams AC Alternatively, your account number followed by AC or SF

Kindly submit proof of payment via email to: bursar@mgps.co.za