Manor Gardens Primary School

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Manor Gardens Primary School
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MANOR GARDENS PRIMARY SCHOOL AFTERCARE PROSPECTUS 2027

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 at any time 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	2027 ANNUAL FEE INVOICED IN ADVANCE	PAYABLE MONTHLY 1 JAN - 1 NOV	HOURS
1	12h30 - 14h00	R 4 950.00	R 450.00	1.5
2	14h00 - 17h00	R 8 140.00	R 740.00	3
3	12h30 - 17h00	R 11 550.00	R1 050.00	4.5
CASUAL RATE	**TIME SLOT**	**2027 RATE PER DAY**	**PAY-BEFORE-YOU-GO IN ADVANCE**	**HOURS**
All Grades	Flat Rate – All Grades	R 100.00	** R 400.00	Per Day

- **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 January 2027 until 1 November 2027.

1.3 **CASUAL ATTENDANCE**
A minimum amount per the above table 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 year end, this amount will automatically carry over to the following year. However, should your child/ren leave Manor Gardens Primary School a request for a refund must be submitted to the finance office in writing.

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 as per your MGPS school fee account number followed by A/C eg: **3ABCD001 A/C.**

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 R100,00 for every day that each child is collected late AFTER 14h00 (Option 1) or 17h00 (Option 2 & 3).
This penalty amount must be paid within two (2) days using the same bank account.

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. This only applies to full time Enrolments.

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 via e-mail. 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 **14h00** 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, What's App message or 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 to the school via the learner's homework book or e-mail info@mgps.co.za.

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 flat rate **penalty for late collection of R100.00** will be levied and should late collection persist, then the use of the Aftercare Centre facility will be terminated.

3.7 Your child is to be provided with their own lunch each day.

3.8 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.

3.9 A letter of permission from the parent or legal guardian is required before the Aftercare Centre staff may administer medication.

3.10 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.

3.11 Parents are responsible for the replacement costs of damage to Manor Gardens Primary School equipment and property.

3.12 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.

3.13 The Aftercare Centre facility will not be available to learners who behave in an unacceptable manner, for continuous late collection or should the school fee or after care fee payments not be received timeously.

CHARLES MORGAN
PRINCIPAL

MANOR GARDENS
PRIMARY SCHOOL

AFTERCARE CENTRE CONTACT NUMBER

CELL: 083 643 2212