



Emmanuel Christian Academy
Aftercare Centre

Tel : 021 592 2349 Fax : 021 592 1140

e-mail : eca009@telkomsa.net



20 November 2023

Dear Parents / Guardians

The year is drawing to an end and we would like to bring the following matters to your attention:

- Aftercare Closure for December school holidays. Learners will be finishing their exams / assessments on Thursday 23 November. This will be the last official school day for the year; learners will only come and collect their reports at school on Thursday 30 November 2023 from 08:00 – 11:00. **The last day for Aftercare will be on Friday 24 November 2023, at 17:30** for those parents who need this. Please indicate below for planning purposes.
The Aftercare will be closed as from Monday 27 November and will re-open on Thursday 18 January 2024.
- Christmas Party. We will be having an Aftercare Christmas party on Thursday 23 November 2023 and would like all aftercare learners to attend. If you would like to purchase a small gift for your child and wrap it, we will be happy to hand this out to them. Please limit the cost to R100.00 and ensure that your child's name is clearly written on the gift. We will provide the eats / cold drinks for the party. The party should be finished by 14:30 so we request parents not to collect their children before this time as past experience has shown that they don't like missing this event.
- Re-enrolment for 2024. Please indicate on the below reply slip if your child will be attending Aftercare next year and complete the attached form if you reply "Yes". This form must be returned to school as soon as possible, alternatively it can be emailed to **oliviayoung009@gmail.com**.
- Aftercare fees. Please ensure that your Aftercare account is paid up for the year. Learners who have outstanding fees will not be allowed to attend Aftercare in 2024 until such time that all fees have been paid. The School reserves the right to hand any overdue accounts over for collection. Fees relating to this action will be for the parent/s.

Please complete the reply slip below and return to school tomorrow, alternatively reply to this email.

We would like to thank you for your support over the past year and look forward to welcoming our learners back in the New Year.

Kind regards


Olivia Young

Reply Slip :

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I, _____, parent / guardian of _____

_____ in Grade _____, hereby confirm the following (please circle your reply):

- | | | | |
|---|-----|---|----|
| a. My child / children will partake in the Christmas party on Thursday 23 November: | Yes | / | No |
| b. My child will attend Aftercare on Friday, 24 November | Yes | / | No |
| c. My child will be returning to Aftercare in 2024 | Yes | / | No |

Parent / Guardian Signature

Date



ECA AFTERCARE

Tel : 021 592 2349 Fax : 021 592 1140

E-mail: eca009@telkomsa.net



PERMISSION AND EXEMPTION – Year : 2024

I/We(Full name & Surname) hereby grant permission that my child/ren may participate in the activities of the Aftercare Centre. I fully realize and accept that these activities will be undertaken at my child/ren's own risk. I have read the Terms & Conditions and Rules of the Aftercare and agree to abide by them.

I undertake to pay the monthly amount of: (please circle applicable fee choice and initial)

- | | |
|--|---|
| a. R1200.00 (Full time – Grades 1 – 3) | b. R1100.00 (Full time – Grade 4 upwards) |
| c. R550.00 (Part time – excl. lunch) | d. R850.00 (Part time – incl. lunch) |

i.r.o. the Aftercare fees, payable over 12 months. This amount is payable in advance, by the 3rd of the month, and written notice must be given one month in advance should I wish to take my/our child/ren out of the Aftercare Centre, otherwise the full amount for the month will be payable. No deductions may be made in respect of Aftercare fees. Aftercare fees will be reviewed on an annual basis. Fees i.r.o. late collection to the amount of R75.00 per 15 minutes or part thereof will be paid to the Aftercare staff on duty, immediately upon collection of my child / children.

Hours for Aftercare are as follows:

- a. Full-time learners: 13:30 – 17:30 Mondays to Thursdays during ECA's school terms, excl. Public Holidays or any other school holiday;
 - 12:35 – 17:30 on Fridays during ECA's school terms, excl. Public Holidays or any other School holiday; and
 - 10:00 / 11:00 – 17:30 on the last day of each term.
- b. Part-time learners: 13:30 – 14:50 Mondays to Thursdays during normal school hours (a light snack and juice is included, unless Option D is chosen which includes lunch). Whenever all learners come out at the same time, part-time learners who take the lunch option can attend Aftercare until 14:00. Learners who do not have lunch at the Aftercare do not attend Aftercare during these times, e.g. exams, last day of school, etc. The part-time Aftercare option is mainly for learners whose transport arrives at 14:50 onwards or learners who wait for their siblings in higher grades.

I/We undertake to exempt the Department of Education (WCED), the principal and staff of the Aftercare Centre on behalf of myself, my executors, my husband/wife and my child/ren, as mentioned, of any or all claims whatsoever, in connection with any loss or damage of the property of the said child/ren, or of any injury of the person of the said child/ren, whilst participating in the activities of this centre.

I/We accept that the staff of the Aftercare Centre will, at all times, take reasonable precautions regarding the safety and well-being of my child/ren. I hereby grant permission that my child/ren may receive medical treatment and hospitalisation in the case of a serious injury and that I will accept full responsibility for all medical costs incurred.

Signature of parent / guardian: _____

Name : _____ Date : _____

Witness: _____ Witness Name: _____

APPLICATION FOR LEARNER ENROLMENT : ECA AFTERCARE

APPLICATION FOR YEAR			
OPTION (Mark choice with "X")	FULL TIME	PART-TIME WITH LUNCH	PART-TIME WITHOUT LUNCH
STARTING DATE (DD/MM/YY)			
NAME & SURNAME OF LEARNER			
DATE OF BIRTH		GRADE :	
FATHER'S / MALE GUARDIAN'S DETAILS			
FIRST NAMES			
SURNAME			
ADDRESS			
ID / PASSPORT NUMBER			
EMAIL			
CONTACT PHONE NUMBER/S	WORK:	HOME:	
	CELLPHONE:		
MOTHER'S / FEMALE GUARDIAN'S DETAILS			
FIRST NAMES			
SURNAME			
ADDRESS			
ID / PASSPORT NUMBER			
EMAIL			
CONTACT PHONE NUMBER/S	WORK:	HOME:	
	CELLPHONE:		
INDIVIDUAL/S WHO MAY FETCH YOUR CHILD FROM AFTERCARE			
NAME AND SURNAME			
CONTACT PHONE NUMBER			
RELATIONSHIP TO CHILD			
CONTACT DETAILS OF ALTERNATIVE PERSON IN CASE OF AN EMERGENCY			
NAME AND SURNAME			
CONTACT PHONE NUMBER			
RELATIONSHIP TO CHILD			
MEDICAL DETAILS			
ALLERGIES			
NAME & CONTACT NO. OF DR.			
MEDICAL AID NAME & NO.			
BANKING DETAILS	NAME OF ACCOUNT: Emmanuel Christian Academy		
	BANK: NEDBANK		
	BRANCH & CODE: Century City - 198765		
	ACCOUNT NUMBER: 1044004223		
PLEASE REMEMBER TO REFERENCE PAYMENT!	BENEFICIARY REFERENCE: NAME & SURNAME OF LEARNER - AFTERCARE		
PERSON RESPONSIBLE FOR PAYING ACCOUNT **			
NAME AND SURNAME			
ID / PASSPORT NUMBER			
CONTACT PHONE NUMBER			
RELATIONSHIP TO CHILD			
E-MAIL ADDRESS			

****PLEASE ATTACH A COPY OF YOUR ID / PASSPORT IF YOU ARE NOT THE LEARNER'S PARENT / GUARDIAN**