

**APPLICATION FOR ADMISSION TO HILTON PRE-PRIMARY AFTERCARE**

1. **DETAILS:**

CHILD'S SURNAME \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

NAME OF PARENT/GUARDIAN \_\_\_\_\_

**TELEPHONE NUMBERS:**

MOTHER: WORK \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_

FATHER: WORK \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_

GUARDIAN: WORK \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_

**EMERGENCY CONTACT NUMBER** – OTHER THAN PARENT/GUARDIANS

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ NUMBER: \_\_\_\_\_

DOES THE CHILD SUFFER FROM ANY ILLNESSES OR DISABILITIES?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, please elaborate : \_\_\_\_\_

TREATMENT PLAN IF THERE IS AN EMERGENCY e.g. inhaler/epipen.  
\_\_\_\_\_

2. **CONSENT:**

I, the undersigned, hereby give consent for my child to participate in all activities of the Hilton Pre-Primary Aftercare Facility. I accept that my child attends the Hilton Pre-Primary Aftercare Facility at his/her own risk, on the understanding that the staff will take all reasonable precautionary measures.

3. **DECLARATION:**

3.1 I undertake to pay without deduction or demand, such Aftercare Facility fees as may be determined by Annette Grubb and Linda Wessels.

3.2 I undertake to provide Annette Grubb and Linda Wessels with **ONE (1) MONTH'S NOTICE**; in writing should I wish to withdraw my child from the Aftercare Facility. I understand that I am liable for any amount outstanding, in the event of my failure to provide the compulsory notice.

3.3 **I acknowledge that I am responsible for a fine of R50.00 for every 5 minutes that I am late to fetch my child after 5pm.**

SIGNATURE OF PARENT / GUARDIAN \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE INDICATE (tick) WHICH OPTION YOU REQUIRE:**

On a Casual Basis	
12.00PM – 15.00PM	
12.00PM – 17.00PM	
<b><i>Ducklings - 2 – 5pm</i></b>	

## **HILTON PRE-PRIMARY AFTERCARE (TEDDIES)**

Dear Parents,

Finding an aftercare school that understands the needs of your family can make a huge difference when it comes to managing work demands and the general stress of life. At Hilton Pre-primary aftercare we are fully committed to both you and your child in maintaining the high standard of care that has been set by the principal and staff members.

Good after school care should also provide a secure environment, one where children are given the freedom to be creative, while programs offering them structure perfect for early childhood development.

Hilton Pre-primary is aware of the consistency needed in children's lives and our values, beliefs and mission statement is the same as that of our aftercare. We believe in the nurturing of young minds in a safe and caring environment. The snack time, toilet time and rest time routine are run in much the same way as the school's routine in order to provide security and familiarity. We also provide numerous fun and interactive activities during the afternoon. eg. sandpit play, water trough, various ball games, music rings, musical statues, treasure hunts, storytime and books.

### **Our aftercare routine is as follows:**

Our aftercare team go from class to class from 12pm to 12.15pm collecting children and signing them in for aftercare. Once all the children have been collected and their bags stowed away in lockers the following happens!

<b>12:20 – 12:30</b>	bathroom time
<b>12:30 – 12:50</b>	lunch time (children are encouraged to sit quietly and eat their food)
<b>12:50 onwards</b>	extra mural children arrive, sign in and start their lunch
<b>12:50 – 2:00</b>	sleep time for those children who need it and/or if parents ask; for the other children free play time (puzzles, toys trays and various activities are placed out at different times)
<b>2:00</b>	ducklings arrive from the ducklings aftercare children are called and roll call is taken followed by toilet time
<b>2:00 – 3:0</b>	activities are changed: circle time to play musical statue games or songs, music and story time; sandpit is opened for all children to play
<b>3:00 – 3:30</b>	toilet time and snack under the tree
<b>3:30 – 4:30</b>	free play
<b>4:30 – 5:00</b>	pack bags, toilet time, and get sorted for home; quietly read a book or play a quiet game

## **Aftercare snack policy:**

Hilton Pre-primary supports a healthy eating policy. Please be aware of what you pack in your children's lunchboxes and especially those that stay longer to make sure they have a sustainable snack so that they don't have slumps in the afternoon. Kindly pack a separate lunch box and juice or water for aftercare. Please don't send sweets, yoghurts or fizzy juice.

If your child will be attending aftercare everyday, kindly send 2 rolls of toilet paper and 1 box tissues per term.

## **PLEASE TAKE NOTE OF THE FOLLOWING:**

### **\*Aftercare closes promptly at 5.00pm.\***

**If you are late to fetch your child, you will be charged a penalty.**

**PLEASE** ensure that if you are going to be late to have the courtesy of contacting either Annette or Linda beforehand so that they can also make provision for their commitments for which you are making them late.

- -There is annual registration/admin fee of R175.00 (which you are required to pay even if your child only attends aftercare for an hour once a week).

If you have chosen one of the **monthly options**

- Fees are payable in advance (eg. End January for February)
- Fees are payable in full for 10 months (1<sup>st</sup> payment end January, last payment end October)
- Fees must be paid by the **1<sup>st</sup> of each month**.

If you haven chosen the **casual option:**

- You will be billed at the end of each month for the days your child has attended aftercare.
- Kindly settle this bill by the **1<sup>st</sup> of each month**.

-One months written notice is required if your child should leave the aftercare facility.

Please feel free to contact us if you have any further questions or if we can assist you in anyway.

We look forward to caring for your child.

Kind Regards

Annette Grubb  
082 3741 733

Linda Wessels  
083 3218 684

## **BANKING DETAILS :**

Capitec Bank

Name : Mrs A Grubb

Account number : 1556175998

Branch code : 470010