



**Expressions In Focus (Pty) Ltd  
Expressions Kids Club**



**Aftercare and Extra Mural Registration Form  
2020**

*Please read carefully and complete clearly.*

**Application & Enrolment Agreement for:**

Child's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ M:  F:

Child's ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Current School: \_\_\_\_\_ Child's Mobile Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mother/Guardian's Name: \_\_\_\_\_ ID: \_\_\_\_\_

Mom's Mobile Number: \_\_\_\_\_ Mom's Alternate No: \_\_\_\_\_

Mom's E-Mail Address: \_\_\_\_\_

Father/Guardian's Name: \_\_\_\_\_ ID: \_\_\_\_\_

Dad's Mobile Number: \_\_\_\_\_ Dad's Alternate No: \_\_\_\_\_

Dad's E-Mail Address: \_\_\_\_\_

Date of Commencement of Membership: \_\_\_\_\_

Please note that membership runs for a full calendar year.

**Completed and signed Indemnity and Media Form to accompany this signed Enrolment Agreement upon application.**

I/We warrant that all the information set out in the Enrolment Agreement and Indemnity Form is true and correct as at the enrolment date.

I/We accept and understand the conditions of enrolment.

**SIGNED AT: \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016**

\_\_\_\_\_  
**FATHER/LEGAL GUARDIAN**

\_\_\_\_\_  
**MOTHER/LEGAL GUARDIAN**

## TERMS & CONDITIONS OF ENROLMENT:

- The Express!ons Centre and Express!ons Kids Club are owned and run by Express!ons In Focus and are herein referred to as The Centre.
- The Express!ons Centre is situated at Plot 59/2 Norfolk Road, Carlswald AH, Midrand.
- A child's enrolment and membership to the Express!ons Centre and Kids Club is subject to the conditions stated hereunder.
- A new signed Enrolment Agreement, must be received by Express!ons In Focus, at the beginning of each new year, before your child will be allowed to participate in any activities or use any of the facilities.
- Repeat annual members will need to complete a new contract that will run from 1 January to 31 December.
- Upon applying for enrolment of your child/ren, please also include the following documentation with your completed forms:
  - Completed and signed Indemnity Form and other Centre Policies where applicable.
  - Copies of Parents/Guardians Identity Documents (**not applicable for our annual repeat members**).
  - Copy of Child's Identity Document or Birth Certificate (**not applicable for our annual repeat members**).
  - Copy of Medical Aid Card (**annual repeat members** - only if there has been a change in your medical aid).
- Should there be any changes throughout the year, to the details provided on this enrolment form, please notify The Centre.
- Right of admission to The Centre is reserved. Management reserves their right, at it's sole discession, to decline admission.

## MEMBERSHIP CONFIRMATION:

Please refer to the Membership Terms and Fees Table on page 7.

New Enrolment:

Re-Enrolment:

Express!ons Junior Prep Student:

### Select membership option:

12 Month Contract

Monthly Option

Number of days a week: \_\_\_\_\_

Please advise, by marking with an 'x', which days your child will be attending:

Monday:  Tuesday:  Wednesday:  Thursday:  Friday:

### Which service/s are you signing up for:

Aftercare, Supervised Homework and Activities.

Extra Murals Only.

Art  Crafts & DIY  Gourmet Gurus  Karate  Yoga

### Additional Services:

Lunch (please complete and submit the lunch form).

*If you wish to attend for activities only, please contact The Centre for the relevant information and forms.*

\_\_\_\_\_  
Parent/s and/or Legal Guardian/s initial/s

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#### OUTLINE OF AFTERNOON ACTIVITIES:

- There are various types of Kids Club Memberships available. Please see Page 4 for a breakdown of Membership Benefits and Fees and Indicate your selection by circling on the fees table.
- Our Afternoon Care at The Centre is open from 13:30. We are able to accommodate earlier times such as during exam times, by prior arrangement. Depending on the time a child arrives at the centre, they have a short time to unwind and eat lunch, then get cracking on homework.
- Supervised Homework is offered from Monday to Friday, however most children do not get homework on Fridays.
  - o Homework will be done by the children at an equipped workstation. Facilitators are there to help and guide the children who are not sure what to do or have a problem understanding a question.
  - o Depending on the time your child arrives at The Centre, there may be unfinished homework / reading / projects / studying for tests and exams. These will need to be completed at home.
  - o Please check your child's homework diary every day as we do not sign on behalf of parents.
  - o We will assist as much as we can with projects, but due to limited time there will be work that needs to be done on the projects at home. Materials used will be billed accordingly.
  - o If they do not have homework, they will be assigned a variety of fun, educational/developmental activities.
- Children also participate in a fun activity/play each afternoon (depending on the amount of homework that day).

#### EXTRA MURAL ACTIVITIES:

- We offer various Extra Mural activities that you can attend at Expresslons. These are currently being updated and subject to change as we have some new and exciting extra murals lined up.
- Children can sign up for any or all of the extra murals and each extra mural is run by the Teacher/Service provider of that activity.
- Your child's commitment to their chosen extra mural activity is for a full year during which classes are offered over a period of 10 months, from February to November. January and December run according to each service provider's contract. Please check with your individual extra mural teacher to confirm the dates that they open in January and close in December.
- Activities continue throughout the year and may form part of our holiday programme during the 3- and 4-term school holidays.
- **Lessons missed or cancelled will unfortunately not be able to be caught up.**
- **Children will be supervised by a teacher only for the duration of the extra mural lesson they have enrolled for. Please either collect your child on time, or send along a care giver if you wish your child to make use of the playground facilities.** Extra mural children may sign up for aftercare for the day on which they are attending an activity.
- **No parents or other persons are allowed in the classroom during activities, viewing by arrangement.**
- Right of admission to The Centre is reserved. Management reserves their right, at it's sole discretion, to decline admission.
- We reserve the right to substitute a teacher should the need arise.
- **Some activities may incur additional costs throughout the year, e.g. grading fees, equipment, outings, etc.**
- Class times and/or days are subject to change, but will not be done without prior notification.

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Parent/s and/or Legal Guardian/s initial/s

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EXTRA MURAL ACTIVITY SCHEDULE AND CONTACT PERSON:

Please highlight on the following table, which class/es your child will be enrolling in.

<p><b>Tuesday</b>  <b>15:15 – 16:00</b>                      Children’s Yoga                      Carla - 082 402 8169</p> 	<p><b>Wednesday</b>  <b>13:30 – 14:00</b>                      Little Kickers                      Manuella - 082 564 7432</p> 	<p><b>Thursday</b>  <b>15:00 – 16:00</b>                      Gourmet Gurus                      Carla - 082 402 8169</p> 	<p><b>Friday</b>  <b>13:00 – 13:30</b>                      Smash Cricket                      Lofty - 072 955 8425</p> 
<p><b>Saturday</b>                      Dragon Palm Martial Arts -                      Little Dragons                      Kung Fu Classes                      Nayashen – 079 506 3830</p> 	<p><b>Saturday</b>                      Masti Dance Academy                      Children’s Bollywood                      Dance Classes                      Tamika - 076 870 5719</p> 	<p><b>Saturday</b>                      Royal Rhythm                      Dance Academy                      Coach D - 072 462 6008</p> 	<p><b>Saturday</b>                      Mini Chess and                      Master Chess                      Heena - 064 406 1608</p> 

- Please confirm time and cost specifics with the individual service provider.
  - o In our Children’s Yoga class, we explore the eight limbs of Yoga. Class runs from 15:30 – 16:00 at a cost of R250 per month.
  - o Our Gourmet Gang learn a wide range of skills while Cooking or Baking up a storm. Class runs from 15:00 – 16:00 at a cost of R 320 per month.
  - o For details on other classes, please contact the relevant service provider.

RULES:

- Parents and children agree to be bound by the rules, regulations, policies and procedures of The Centre.
- **If your child will not be attending on a particular day, please notify The Centre.**
- Your child is required to bring a clean change of clothes for aftercare, which are clearly marked, everyday in his/her bag.
- No dangerous games, throwing of stones, bullying or other bad behaviour will be tolerated.
- Management of The Centre shall at their sole and absolute discretion, be entitled to terminate the enrolment of any child, if it is found that the child is guilty of any misconduct. Parents/guardians will be notified and given 20 business days’s notice to remedy the child’s behaviour, after which, the agreement may be terminated by the school.
- We occasionally take photographs/videos of the children during their activities and on holiday camps. We use these in our marketing in various ways, including brochures, newsletters, Express!ons website and facebook page, etc. Consent to take and use photographs will be in accordance with the Parental Consent Form, annexed hereto.

WE HAVE A ‘NO SCREEN’ POLICY AT THE EXPRESS!ONS CENTRE:

Please do not send cellphones, iPads or tablets, iPods or other electronic equipment to Kids Club as we will not be responsible for any loss or damage thereof.

THIS DOES NOT APPLY TO SUNSCREEN - Children are to wear sunscreen at all times and keep a spare in their bags.

Parent/s and/or Legal Guardian/s initial/s  
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LUNCH:

- **Parents must send a packed lunch with the child/ren. Please note we have a 'no nut' policy, of the food kind, so please do not send peanut butter, nutella or other nut products.**
- **Please do not send fizzy drinks, juice, sugary sweets and treats, or gum. Treats may be packed on Fridays but please do not send fizzy drinks, juice or gum.**
- Meals can be provided by The Centre and will be invoiced at the end of each month, please request a menu and price list.
- We have a small Snack Shop available on Fridays and during school holidays if children wish to buy a treat.

TRANSPORT TO EXPRESS!ONS:

- We do not have a lift service, but have a relationship with a couple of service providers in the area. Please contact Linda – 074 493 3476 or Olive 073 770 4834 for information on transportation to and from the Centre.
- Many schools also have their own transport service where they drop children off at home. Parents get the school to drop off at the Centre and then collect after work.
- Some schools may also have a list of transport companies they use and that they can refer you to.

TIMES:

- The Express!ons Kids Club runs from Mondays to Fridays. We close on public holidays, some school holidays, and during the December/January holiday period, where we close for our annual holiday (2-3 weeks).
- The afternoon care facility will be available from 13:30 to 17:30 from Mondays to Thursdays and from 13:30 to 16:30 on Fridays.
- **Children to be collected by no later than 17:30 Mondays to Thursdays and by 17:00 on Fridays. Later collections will be billed. See section below for late collection costs.**
- Holiday programmes will be available during most school holidays and run for the whole day from 8:00 – 13:30. Normal afternoon care programme will be available during the holidays.

FETCHING YOUR CHILD:

- Children may not leave The Centre premises without the permission of the facilitator on duty.
- Children may not go home with persons other than those specified on the Enrolment Form. **Parents must inform The Centre if someone else will be collecting their child/children on any given day.**
- In the event that parents are delayed in collecting their child/children (see closing times above), **they must contact The Centre in order to make an alternative arrangement.** The Centre takes no liability or responsibility for children after the closing times, this remains the sole responsibility of the parent/guardian.
- Children not collected by the time The Centre closes, will incur an additional fee of R30 for every 15 minutes late or part thereof for the first hour, then R50 for every 15 minutes thereafter.

Apart from Mom or Dad, please list any other person/s responsible for collecting your child from The Centre:

1. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Parent/s and/or Legal Guardian/s initial/s

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MEDICAL PROTOCOL:

- **If your child has been vomiting, running a high fever or has a runny tummy, he/she MUST not attend The Centre. If your child has contracted an infection or contagious disease of any kind, it is your duty to notify The Centre so that we can take the necessary action and precautions.**
- Should your child become ill or develop a temperature of 38°C or higher whilst in our care, you will be contacted to collect your child from The Centre.
- **The Centre does not accept medicines and medical instructions from children. If your child requires medication it is the responsibility of the parent to speak to the facilitator on duty, hand the medicines over to him/her and enter the dispensing instructions into The Centre medicine journal.** All medicines will be kept in the medical box in the kitchen.
- If a child is injured whilst on the property, he/she is to report the injury to the facilitator on duty. We have first aid kits available on hand.
- **In the event of emergencies, The Centre reserves the right to obtain medical assistance from any medical doctor available and the resulting costs will be the responsibility of the parent/s and/or legal guardian.**

Name of Family Doctor: \_\_\_\_\_ Practice Location: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Medical Aid Name: \_\_\_\_\_ Number: \_\_\_\_\_

**Please advise if your child suffers from any of the following:**

Chronic Diseases: \_\_\_\_\_

Physical Injuries: \_\_\_\_\_

Allergies (particularly bee-stings): \_\_\_\_\_

Other: \_\_\_\_\_

**Contact Names and Numbers to contact (other than Mom or Dad) in case of emergency:**

1. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Parent/s and/or Legal Guardian/s initial/s

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**FEES:**

- Fees exclude meals and transportation to The Centre.
- Some activities may incur additional costs throughout the year, e.g. grading fees, outings, etc.
- Daily Ad Hoc Rate – R120 Aftercare with Homework Supervision.

<b>12 MONTH CONTRACT</b> – Payable over 12 consecutive months – E&OE Preferable option for children who will be attending throughout the year including during school holidays.					
	<b>1 Day a Week</b>	<b>2 Days a Week</b>	<b>3 Days a Week</b>	<b>4 Days a Week</b>	<b>Monday – Friday</b>
Afternoon Care, Supervised Homework and Activity.	R 280 Per Month	R 530 Per Month	R 690 Per Month	R 920 Per Month	R 1 175 Per Month

<b>MONTHLY CONTRACT</b> Preferable option for children who will be attending during school terms only and not during the holidays.					
	<b>1 Day a Week</b>	<b>2 Days a Week</b>	<b>3 Days a Week</b>	<b>4 Days a Week</b>	<b>Monday – Friday</b>
Afternoon Care, Supervised Homework and Activity.	R 380 Per Month	R 650 Per Month	R 870 Per Month	R 1 140 Per Month	R 1 450 Per Month

**EXTRA MURAL FEES:**

Yoga	Gourmet Gurus	All Other Extra Mural Activities
R 250.00 per month	R 320.00 per month	Please contact service provider for details.

The full monthly fee is payable each month, over 10 months, February to November, regardless of absenteeism, public holidays, school holidays, etc. Pro rata invoices will apply for January and December.

**KIDS CLUB MEMBERSHIP BREAKDOWN AND BENEFITS:**

<b>BENEFITS</b>	<b>STANDARD KIDS CLUB MEMBER</b>	<b>KIDS CLUB PLUS MEMBER</b>	<b>KIDS CLUB STAR MEMBER</b>
Number of Days at Kids Club per Week.	2-3	3-5	4-5
Use of Playground Facilities and/or Relevant Extra Mural Equipment.	Yes	Yes	Yes
Use of Centre Facilities: Including Reference Room, Craft Room, Library, Drama Room and Sports Equipment.	x	Yes	Yes
Annual Upfront Payment Discount.	10%	12%	15%
Discount on Holiday Care Programmes. Calculated on the Half Day 'Top-Up' Rate.	10%	50%	70%
Discount on Weekend Workshops. Excluding Material Costs.	10%	20%	50%
Bring A Buddy Pass	x	1 per month	Unlimited

Terms & Conditions Apply.

Parent/s and/or Legal Guardian/s initial/s

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AFTERCARE DURING THE SCHOOL HOLIDAYS:

- Your Child's Membership runs for a full calendar year and we run Holiday Care Programmes during most 3-term and 4-term school holidays. There is a monthly option available for aftercare if you prefer to have the aftercare fee pro-rated.
- During the School Holidays, morning care and activities will be available, which then extend into our regular afternoon care schedule. Your child's afternoon can be extended to a full day by 'topping up' with the half day holiday care rate. These rates are discounted for our Kids Club Members.
- Kids Club Plus & Star Members will receive additional discounts on holiday care programmes and workshops.
- Children who have lunch at the centre can be provided with lunch and snacks for the full day and the additional fee will be invoiced accordingly.

PAYMENTS:

- Parent/s and/or legal guardian/s will be liable to pay any amounts due to The Centre.
- Fees are payable in advance and are payable no later than the 1<sup>st</sup> of each month, notwithstanding that your child is absent from The Centre whether due to illness, away on holiday or any other reason.
- Fees are payable in advance, in cash or bank transfer. Debit orders may be arranged, through your own financial institution. Please always email proof of payment to [carla@expressionsinfocus.co.za](mailto:carla@expressionsinfocus.co.za).
- Fees are non-refundable. Should a child not attend for the days they have enrolled, parents are still liable and will be billed accordingly.
- Payment Option 1: Direct Deposit or Electronic Transfer.  
First National Bank – Account Number 6236 7698 085. Crowthorne Branch – Code 210 516
- Payment Option 2: Cash Payment in an envelope clearly marked with name of the child/ren and the month.
- **If making a cash deposit, please add R80 to the fee to cover the high banking fees involved.**
- **Please ensure that you receive a receipt for all cash payments.**
- No cheques or credit cards will be accepted.
- **Any amount owing by the parent/s and/or legal guardian/s to The Centre, in terms of this agreement, that is not paid on due date, shall bear interest, at the rate as allowed by law, from the due date to the date on which the amount is paid in full. Parent/s and/or legal guardian/s shall also be liable for all legal fees and costs incurred by The Centre in enforcing its rights in terms of this agreement.**

PERSON RESPONSIBLE FOR PAYMENT OF THE ACCOUNT:

Please complete the contact details of the person responsible for payments to Express!ons.

Full Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Work/Alternate Number: \_\_\_\_\_

Physical Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/s and/or Legal Guardian/s initial/s  
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**TERMINATION:**

- Membership shall be valid for a full calendar year, then will continue on a month to month basis, until a new contract is signed. Membership is subject to one month's written notice, (i.e. notice is for the end of a month) or one month's fees in lieu of notice to be paid on leaving The Centre.
- Annual members need to hand in their notice by the end of October of the current year, November being the notice month, if your child will not be continuing to attend Kids Club the following year.
- All notices must be in writing and e-mailed to [Carla@expressionsinfocus.co.za](mailto:Carla@expressionsinfocus.co.za), no later than the 1<sup>st</sup> day of your last attending month. Late notices will NOT be accepted and the relevant monthly fees will apply.
- If your child is dropping the number of days attending a week, a minimum of one month's notice is required.
- **It is the responsibility of the parent/s and/or legal guardian/s to give The Centre one full calendar month's notice of termination of enrolment. Cancellation fees will apply according to the industry standard.**
- This agreement shall also terminate in the event that it is necessary for The Centre to dismiss the child from the premises for whatever reason, including disciplinary reasons or failure by the child to comply with the rules and regulations of The Centre. Parents/guardians will be notified and given 20 business days's notice to remedy the child's behaviour, after which, the agreement may be terminated by the school.

I have read and understand the rules of the Express!ons Centre and the Express!ons Kids Club and have explained them to my child/ren. We agree to abide by all the rules, regulations and code of conduct of The Centre.

I agree to pay fees owed to Express!ons In Focus no later than the 1<sup>st</sup> of each month.

I authorise the facilitators to obtain medical assistance, which they deem necessary should an accident occur, and agree to pay all medical expenses incurred on behalf of the enrolled child.

This waiver is unconditional and is given in both my personal capacity and as a father/mother/natural/legal guardian of any minor concerned.

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**Mother / Legal Guardian Name**

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**Signature**

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**Date**

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**Father / Legal Guardian Name**

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**Signature**

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**Date**

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Parent/s and/or Legal Guardian/s initial/s

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