

2020

INFORMATION PACK



Contact Details:	Address:
tel: 0845843383 email: info@atholtonhouse.co.za website: www.atholtonacademy.co.za	88 Athol Street Highlands North Johannesburg 2192



ATHOLTON HOUSE ACADEMY REGISTRATION FORM

CHILD'S DETAILS				
Date of entry into the School				
Surname of Child				
First Names				
Date of Birth				
Home Address				
Postal Address				
Telephone Home				
Home Language				
Religion				
Allergies				
Treatment Required				
Doctor's Name				
Doctor's Telephone Number				
MOTHER'S DETAILS				
Mother's Name				
Mother's ID Number				
Mother's Telephone Work				
Mother's Cell phone				
Mother's Occupation				
Email Address				
FATHER'S DETAILS				
Father's Name				
Father's ID Name				
Father's Telephone Work				
Father's Cell phone				
Father's Occupation				
Email Address				
EMERGENCY CONTACT DETAILS				
Emergency Contact Name				
Relationship to Child				
Telephone Number				
REGISTRATION DETAILS				
Registration Fee Paid and Date	YES	NO	Date Paid	
Mother's Signature				
Father's Signature				
Date				



Email: Sandra@atholtonhouse.co.za

This form needs to be completed and returned by person responsible for fees

Childs Name _____

I hereby declare that I have read and understood the following, regarding fees and payment:

1. A non-refundable registration fee of R300 per child is applicable.
2. Fees are payable in advance on or before the 1st of every month.
3. When paying school fees per term, due date is the first day of the month in which the new term starts.
4. One calendar month written notice is required to remove a child from AHA or an extra month fees will be charged to your account.
5. If school fees remain outstanding for more than 21 days, the school reserves the right to hand over the debt for collection and/or ITC listing. All legal fees incurred will be for the debtors account.
6. Monthly fees of R ____ are payable in advance on or before the 1st of every month. This amount excludes additional costs such as stationery, books, excursions/shows levy etc.
7. All fees have to be paid in full before a child may take part in extra murals.
8. All fees are subjective to an average increase of 10%.
9. School fees are due monthly regardless of the school holidays or absenteeism.
10. A late payment fee of R100 will be charged on any account not paid by the 1st of each month.

Signed at _____ on this ____ day of _____ 201____

Name _____ Signature _____



Welcome,

On behalf of Atholton House Academy we would like to give you a warm welcome to our school. Here are a few things to ensure are complete before commencing school.

- Ensure you have clearly marked which fee option you will be taking as this is what you will be invoiced for
- Make a note of the following contact details, viz.

Head of Atholton House Academy	Sandra Maraj
Telephone Number	0845843383
Email Address	Sandra@atholtonhouse.co.za
Website	www.atholtonacademy.co.za

The following must accompany the Atholton House Academy registration document:

- Certified copy of both parents identity documents and/or passports
- Copy of medical aid card(if applicable)
- Copy of your child's vaccination card
- Certified copy of your child's unabridged birth certificate

PLEASE COMPLETE THE FOLLOWING:

Previous School/s Attended _____

Reason for Leaving _____

We thank you for your co-operation and assistance.

Kind regards,

Sandra Maraj

Head of Atholton House Academy



ATHOLTON HOUSE ACADEMY INDEMNITY

Dear Parents/Guardians,

Please complete the form below and return it to Atholton House Academy.

Parents are assured that your child will be supervised at all times.

- No dangerous play will be allowed
- The equipment is regularly checked

Yours sincerely

Sandra Maraj

(tear off here)



ATHOLTON HOUSE ACADEMY INDEMNITY

I (Name) _____,

(I.D. No. _____) the parent/guardian of

_____ indemnify all staff against any claim that may arise due to injury sustained during play, both indoors and outdoors, either on or off the playground equipment, or during activities done in the classroom.

Signed _____

Date _____



ATHOLTON HOUSE ACADEMY MEDICAL INDEMNITY

Dear Parents,

Please complete the forms below and return it to Atholton House Academy.

Although it is a rare occurrence, it is always possible that a medical emergency may arise at school. For this reason we require your permission to have your child, if necessary, to be seen by a doctor at a Medical Facility closest to the school.

Please sign this form so that we have your permission on file. Please attach a copy of your medical aid card.

Yours sincerely,

Sandra Maraj

(tear off here)



ATHOLTON HOUSE ACADEMY MEDICAL INDEMNITY

I (Name) _____,

(I.D. No. _____) the parent/guardian of do hereby give permission for my child (in the event of an emergency) to undergo treatment at the school AND/OR by a healthcare professional who will be called at the discretion of the school.

I also accept responsibility for all medical expenses, should emergency medical treatment be required.

MEDICAL AID SCHEME:	
MEDICAL AID NUMBER:	
PRINCIPAL MEMBER OF MEDICAL AID:	
SIGNED:	
DATE:	



LITIGATION

To All Concerned,

It is the academy's policy not to get involved in any litigation with regard to divorce litigation or maintenance matters between parents.

The only time we will consult parents is in the case of suspected physical or sexual abuse.

We will not side with any parent on matters of visitation rights and/ or access. We will not allow ad hoc visitation by the non-custodial parent during school hours. This will have to be arranged via legal methods during out of school hours.

We request that the teachers be informed when there is a crisis, divorce or separation trial within the home. We are then in a better position to understand and deal with the child in issue.

Further, we will not allow a child to go home with any other person/parent/guardian unless prior arrangement has been made from the usual daily routine. In this regard, should one parent fetch only on certain days, we would need to be informed.

Yours sincerely

Sandra Maraj

Head of Atholton House Academy



ATHOLTON HOUSE ACADEMY - SCHOOL FEES-2020

Payment Procedures

The year's fees have to be paid in full irrespective of the holidays.

Twelve (12) Instalments			
Monthly		Half Day	Full Day
1 st Working Day		R 2 150.00	R 2 490.00

COMPULSORY LEVIES:

Registration Fee*	Books/Stationery*	Excursions/Shows*
R300.00 Once-Off	R800.00 per Annum	R800.00 per Annum

*Non-Refundable

Compulsory Items per Year per Child:

1. 8 x Boxes (200s) Facial Tissues - (2 Boxes per Term)
2. 12 x Toilet Rolls (2-Ply) - (3 Rolls per Term)
3. 4 x Bottles of Liquid Soap (200ml) – (1 Bottle per Term)
4. 8 x Packs (100s) Wet Wipes – (2 Packs per Term)
5. 4 x Reams of A4 Bond Paper (250 pages) – (1 Ream per Term)
6. 1 x Camp-Cot Mattress - Approx. 800mm x 1400mm (Returned on termination of enrolment)
7. 1 x Kiddies Blanket (Returned on termination of enrolment)
8. 1 x Box of Latex Gloves (100s)



ATHOLTON HOUSE ACADEMY - SCHOOL FEES-2020

<p><u>PLEASE NOTE:</u></p> <ul style="list-style-type: none">• All fees are payable in advance.• There is NO REDUCTION of fees for children going on holiday• Children whose fees are more than <u>one (1) month behind</u> will be asked to leave the school.• Any debt collection charges incurred will be for the respective parent's account.• <u>One month's written notice</u> must be given for early termination.	<p><u>LATE PAYMENT PENALTIES:</u></p> <ul style="list-style-type: none">• School fees to be paid no later than the first day of every month.• <u>Late payments</u> will attract a penalty fee of R20.00 per day. <p><u>UNWELL CHILDREN:</u></p> <ul style="list-style-type: none">• Please note that children that are unwell must be kept at home so as not to infect the other children at the school.• Parents will be contacted to fetch unwell children.
<p><u>SCHOOL HOURS:</u></p> <ul style="list-style-type: none">• Half Day - - 07h30 to 13h00• Full Day - 07h30 to 17h30	<p><u>MULTIPLE REGISTRATIONS:</u></p> <ul style="list-style-type: none">• A 5% discount is allocated to 2nd and 3rd siblings.
<p><u>LATE COLLECTION FEE: AFTER 17h30</u></p> <ul style="list-style-type: none">• Children fetched after <u>17h30 – 18h00</u> will be charged a penalty of R100.00.• A flat rate of R400.00 will be charged for fetching children any time after <u>18h00 onwards</u>.• Please note that NO EXCEPTIONS will be tolerated.	
<p><u>DIETARY REQUIREMENTS:</u></p> <ul style="list-style-type: none">• Atholton House Academy provides standard nutritious meals each day as per the daily meal plan.• If your child has specific dietary requirements (vegetarian, kosher, halaal, etc.), you will be responsible to provide these specific daily meals.	
<p><u>ATHOLTON HOUSE ACADEMY BANKING DETAILS:</u></p> <p>Bank Name: Standard Bank Account Name: Atholton House (Pty) Ltd Account Number: 201660997 Branch Code: 004105 Branch Name: Norwood</p>	