



Aftercare Registration form 2025

Learner's Names: _____

Learner's Surname: _____

School Attended by Learner: _____

Contact numbers:

- Home - _____
- Work - _____
- Cell - _____

Services required:

- ☐ Aftercare
- ☐ Holiday Club

For office use only:

- ☐ Year:
- ☐ WhatsApp
- ☐ Route lists
- ☐ Finance
- ☐ Docs all in

Passport Photo

2025 Registration Forms

TERMS AND CONDITIONS OF AGREEMENT

made and entered into by and between:

Riverbank Aftercare and Homework Centre

(hereinafter referred to as "the School")

and

(BOTH PARENTS)

(full names and surname), (jointly referred to as "the Parent")

for the Aftercare services of

(ONE PER CHILD)

(full names and surname), (hereinafter referred to as "the Learner")

Whereas:

1. the Parent is desirous of having the Learner attend Aftercare at the School.
2. the Learner will commence aftercare services with effect from _____.
3. the parties are desirous of recording the terms and conditions on which the Learner will be in Aftercare at the School.

1. Personal Information

Learner's details:

Full names: _____

Surname: _____

Preferred name: _____

Date of Birth: _____

ID Number: _____

Gender: _____

Home language: _____

Other languages: _____

Parents/Guardians details:

	Father/Guardian	Mother/Guardian
Surname		
Name		
ID Number		
Marital Status		
Occupation		
Employer		
Physical Residential Address		
Postal Address		
Telephone – Home		
Work		
Cell (WhatsApp)		
E-Mail Address		

2. Contact person in case of emergency:

1. Name & Surname	
Relationship to Learner	
Telephone – Home	
Cell	
E-Mail Address	
2. Name & Surname	
Relationship to Learner	
Telephone – Home	
Cell	
E-Mail Address	

Now therefore the parties agree as follows:

3. Aftercare fees

3.1 The monthly fees, payable in advance, together with such other costs as may be invoiced will be payable by the Parent to the School monthly, on or before the 7th day of each and every month - twelve (12) monthly amounts, for the period from January up to and including December.

3.2 The monthly amounts, together with such other incidental costs such as may arise will be payable **in advance**, by the Parent to the School, on or before the 1st day of every month, including December. (e.g., March fees are due by 1 March)

3.3 There will be no entitlement to any rebate of fees if the learner is absent for any portion of a term owing to illness or any other cause.

3.4 The Board of Directors of the School have the right to amend the school fees referred to in paragraph 3.1 above, as well as the method of payment thereof from time to time, with reasonable notice.

3.5 In the event of the Parent failing to pay aftercare fees and legal action becoming necessary, the Parent shall become liable for payment of the School's legal costs on the scale as between attorney and own client.

3.6 In the event of the Parent failing to pay the aftercare fees on the due date thereof, a Late Payment Administration Fee of R100, compounded monthly, will be payable on fees which are in arrears, until date of payment of the full outstanding amount.

3.7 It is acknowledged that whilst the rest of the provisions will remain in force, aftercare fees are subject to annual adjustment as determined by the board of directors, in order to meet the operational and strategic needs of the School.

Initials of parents: _____

4. Process for outstanding fees

4.1 In the event that the fees have not been received by the due date, a WhatsApp will be sent to the contact details on record as a reminder.

4.2 In the event of the Parent failing to pay and the account being 30 days in arrears, a letter will be sent to the contact email address on record.

4.3 In the event of the Parent failing to pay despite the reminders as set out in 4.1 and 4.2, and the account falling 45 (forty-five) days in arrears, notification will be sent to the Parent of intent to suspend the learner due to unpaid fees.

4.4 The Parent will have 7 days (1 week) from the date of communication in 4.3 to catch up on all arrear amounts.

4.5 Should payment not be received within the 7-day extension, the learner will be suspended from transport services until such time as payment is made and the full outstanding amount reflects in the School bank account.

4.6 In the event of the Parent still failing to pay and the account reaches 60 (sixty) days in arrears, the agreement between the Parent and the School will automatically be terminated. Notice will be sent to your email address and you will be responsible to enrol your child in a different school.

4.7 Please note that learner's records handed over to the Parent or other school will reflect any outstanding fees and payment history.

4.8 In the event of this Agreement resulting in termination, legal action will become necessary to procure payment if the Parent negates on the payment plan.

4.9 The Parent hereby acknowledges that in addition to interest the School will be entitled to recover from them, should they fail to make payment of any amount on or before the due date, default administration costs and collection costs, as contemplated in the National Credit Act (NCA), including legal costs on the attorney and client scale, and collection commission to the extent permitted by the NCA.

4.10 The Parent understands that the account will be handed over to a collection agency which will result in an immediate listing with the National Credit bureau.

4.11 The Parent acknowledges that, in the event of default, nothing herein will in any manner limit or detract from the power of the School to terminate services to the learner, nor will the termination of such services in any manner limit, detract from or prejudice the right of the School to recover all amounts owing to the School, together with interest, default administration costs, collection and other costs as aforesaid.

4.12 The Parent acknowledges that no failure or delay on the part of the School in exercising any right, power or privilege contemplated in this clause or elsewhere will operate as a waiver, nor will any single or partial exercise by the School of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

4.13 The Parent hereby agrees in terms of Section 45 of the Magistrates' Courts Act No 32 of 1944 that the School will, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by them to the School in any Magistrate's Court having jurisdiction in respect of such proceedings in terms of Section 28 of that Act.

Initials of parents: _____

5. Duration of Agreement

5.1 This agreement will commence on the date of signature hereof.

5.2 The Parent will be entitled to cancel this agreement with at least **one calendar month's** prior written notice to the School. Likewise, if the School elects for any reason to terminate these arrangements, then it may do so on giving the Parent a written notice of its decision to terminate these arrangements at the end of the month in question.

5.3 In the event of the Parent failing to give the required notice of cancellation mentioned in 5.2 above, the Parent will remain liable for the prescribed aftercare fees for the cancellation period of one (1) month.

Initials of parents: _____

6. Indemnification

6.1 The Parent indemnifies the School, its employees and officials against any injury, harm or other loss caused to any person, as a result of the conduct of the Learner.

6.2 The Parent exempts the School, its employees and officials from liabilities incurred on account of any injuries to or illness of the Learner and agrees and consents that the Principal/Operational Manager or a person with duly delegated authority from the principal may consent to any operation or medical treatment of the Learner, should such consent be required for medical reasons on an urgent basis and should it not be possible, for the Parent to be approached immediately.

Initials of parents: _____

7. Breach

7.1 The Parent will be deemed to be in breach of this agreement in the event of failure by the Parent to comply with the terms stated in this agreement and after the Parent has failed to remedy such breach, within 7 (seven) days after a written notice of breach has been dispatched by the School to the Parent at the Parent's chosen domicilium citandi et executandi recorded herein.

7.2 A letter signed by the Principal/Operational Manager of the School as to any amount owing by the Parent to the School or as to any other fact arising out of this agreement will be prima facie proof of all facts stated in the letter and it will not be necessary to prove the appointment or authority of the Principal/Operational Manager who signs such letter. Such letter will be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

Initials of parents: _____

8. General

8.1 **No cash** is accepted at school **for fees**.

8.2 Payments can be made in the following ways:

- ATM deposit
- Bank deposit
- Stop payment or scheduled payment
- EFT payment

8.3 No alteration, cancellation, variation or addition hereto will be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives.

8.4 The Parent acknowledges their responsibility to advise the School promptly in writing should the address of either parent change. The Parent agrees that any letter, notice, statement, invoice, account, or other written communication of whatsoever nature posted/emailed by the School to the Parent to the latest postal / email address of such parent reflected in the School's records will be deemed to be received by the parent seven days after the date of posting thereof.

8.5 The signatories to this agreement will be jointly and severally in *solidum* liable to the School for the due performance of all the Parent's obligations in terms hereof.

8.6 This document must be completed in detail, with no alterations.

8.7 Both parents/guardians must initial each page and sign the final page.

8.8 All personal information collected in this document is for the purposes of fulfilling the requirements of a legally binding contract between the Parent and the School. The personal information will be shared with the contracted collection agency only if there is a breach of contract.

8.9 The Parent acknowledges that by signing this document, they consent to the School conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming the Parent's credit record with a national credit bureau, and contact with previous schools of the learner.

8.10 All supporting documents must accompany the Registration Form.

8.11 All payments made for the Learner must use the correct reference name: *name + surname of registered Learner (eg: Botlhale Mogale)* Failure to use the correct reference will result in an admin fee of R500 per transaction as this causes disruptions to payment allocation.

8.12 Right of admission is reserved.

Parents:

Thus done and signed by the parent at _____ on the _____ of _____ 20_____.

Parent (Father)

Parent (Mother)

Witness:

Name of witness

Signature of witness

School:

Thus done and signed by the Principal/Operational Manager at _____ on the _____ of _____ 20_____.

Name of Principal/Operational Manager

Signature

Witness:

Name of witness

Signature of witness

Documents that you need to complete the registration form:

- ☐ ID photo of learner
- ☐ Copy of Mother's ID Book
- ☐ Copy of Father's ID Book

9. School Contact Details

- **Operational Manager/Principal:** Christine van der Pijl
Cell: 083 785 4050
E-mail: rbprincipal@wrlc.co.za
- **Admin office:** Michaela van der Pijl
Cell: 071 889 1864
E-mail: riverbank@wrlc.co.za
- **Finance office:** Shaheeda Smith
Cell: 071 889 1864
E-mail: finances@wrlc.co.za
- **Aftercare & Homework Centre:** Michaela van der Pijl & Thandiwe Chauke
Cell: 079 271 6097

E-mail: riverbank@wrlc.co.za
- **Joyland:** Isabeau Weyer
Cell: 082 795 2260
E-mail: isabeau@wrlc.co.za
- **Transport:** Piet Lepuru
Cell: 072 784 0870
E-mail: piet@wrlc.co.za

Banking Details:

Account Name: Riverbank & Joyland Schools
ABSA Bank – Cheque account
Account number: 4081259115
Branch code: 632005
Reference: Learner's name & surname