

Partnering with parents and guardians to lay solid foundations in young lives that will set them up for life.

Welcome to CityHill Preschool, Aftercare and Shuttle Services.

We are dedicated to nurturing children to reach their fullest potential in a joyful atmosphere rooted in Christian values, empowering them to develop self-assurance and independence.

We provide the following services:

Please select the service/s you require.

Toddler Class, 12 months to 24 months	Half Day 07h00-12h00	☐	Full Day 07h00-17h30	☐
Edu Care Class, 3 to 4 years	School Hours 07h00-12h00	☐	Aftercare 12h00-17h30	☐
Grade RR and R, age 5 to 6 years	School Hours 07h00-12h00	☐	Aftercare 12h00-17h30	☐
Shuttle - Morning pick-up	☐	Shuttle - Afternoon pick-up	☐	Primary School Aftercare 12h00-17h30 ☐

Student Particulars:

Surname:	Home Language:
First Name:	Gender: ☐ Male ☐ Female
Middle Name:	Current Attending School:
Nick Name:	Class entering (Preschool):
ID Number:	Grade - Primary School:
Date of Birth:	Enrolling Date:

Has your child had the following immunization?

Complete this section for Preschool admissions.

Typhoid Y / N	Whooping Cough Y / N	Tuberculosis Y / N	Poliomyelitis Y / N	Diphtheria Y / N
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Referral

Were you referred to us? Y / N (if yes please complete details of referring person)

Name & Surname: Contact Details:

Parents / Guardians Details:

Father ☐ Mother ☐ Guardian ☐	Father ☐ Mother ☐ Guardian ☐
Married ☐ Separated/ Divorced ☐ Widowed ☐	Married ☐ Separated/ Divorced ☐ Widowed ☐
Who does the child live with? _____	
First Name: _____	First Name: _____
Surname: _____	Surname: _____
ID Number: _____	ID Number: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____
Work Tel No: _____	Work Tel No: _____
Cell No: _____	Cell No: _____
Date of Birth: _____	Date of Birth: _____
e-mail Address: _____	e-mail Address: _____
Residential Address: _____	Residential Address: _____

Emergency Contact details should we not be able to get hold of parents.

Name & Surname: _____ Contact Details: _____
Relationship: _____

EMERGENCY CONSENT

It is our policy to notify a parent/guardian when a child is ill or needs medical attention. Occasionally, we, CityHill staff cannot contact a parent/guardian and we need to get immediate help for the child. Our procedure is to contact the emergency services for immediate assistance which is in line with the occupational health and safety act. Please sign below so that we can take the appropriate action on behalf of your child.

I/we hereby give my/our consent that when I/we cannot be contacted, that my/our child, when injured/ill, can be treated by the paramedics who responded to the emergency call. I/ we further consent to an ambulance to transport my/our child, if necessary. I/we agree to pay all costs incurred for transport and medical assistance.

Signed at _____ on this _____ day of _____ 20_____

Signature of Father/Guardian

Signature of Mother/Guardian

Medical Details:

Allergies (please include food allergies):

Serious illness/conditions (i.e., diabetes, epilepsy):

Name of Doctor:

Contact No:

Name of Medical Aid:

Medical Aid No:

Main Member of Medical Aid:

List medication / Chronic medication:

We require a copy of your medical aid card

AUTHORISATION FOR PICK UP

Your child will only be released to an authorised person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance, please indicate the name, address, and phone number of any other person/s who you authorize to pick up your child on your behalf. A parent/guardian's verbal authorisation for pickup must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released.

Name & Surname: _____ Contact details: _____

Name & Surname: _____ Contact details: _____

Signed on this _____ day of _____ 20_____

Signature of Father/Guardian

Signature of Mother/Guardian

Preschool - Fees & Hours - 2026

Toddlers

12 - 24 months

Registration fee (non-refundable) R500.00 per child.

Stationary & Toy Fee R980.00

Uniform compulsory

Half day R 2970.00

07h00 till 12h00

Full day: R 3650.00

07h00 till 17h30

Edu Care

3 - 4-year-old

Registration fee (non-refundable) R500.00 per child.

Stationary Fee R980.00

Uniform compulsory

Half day: R 2750.00

07h00 till 12h00

Full day: R 4200.00

07h00 till 17h30

Grade RR and R

5 - 6-year-old

Registration fee (non-refundable) R500.00 per child.

Stationary Fee R980.00

Uniform compulsory

Half day: R 2850.00

07h00 till 12h00

Full Day: R 4200.00

07h00 till 17h30

Aftercare & Shuttle - Fees & Hours

Aftercare

Registration Fee (Non-refundable) R500.00 per child.

Month Fee R 1430.00 **Including the shuttle fee if your child is enrolled at our aftercare.**

Day Fee R120.00 per day per child NOT enrolled at CityHill Preschool or Aftercare

Hours 12h00 till 17h30

Lunch is provided.

Holiday care is included at no extra cost for April, June/July, and October holidays.

Shuttle

Home drop off's

Shuttle Fees can increase as petrol and diesel prices increase.

Morning shuttle route is available in the Ashley area only.

Afternoon shuttle pick-up from schools and drop-off at Aftercare and homes in the Ashley area only.

R 470.00 per month for morning pick-ups

R 470.00 per month for afternoon pick-ups

R 900.00 per month should mornings and afternoon pick-ups be used.

CityHill Preschool, Aftercare & Shuttle Service reserves the right to increase the cost of services from time to time.

PERSON RESPONSIBLE FOR PAYMENT OF FEES:

Declaration:

I, _____ Parent/Guardian of _____

ID Number: _____

Undertake to:

1. Collect my child within the prescribed times as set out above. You will be billed an additional late pick-up penalty fee of R90 for late pick up per day.
2. Abide by the following payment procedure:

Fees are payable **in advance** by the 3rd day of the month. (If fees are not paid by the 3rd, an SMS/WhatsApp or e-mail reminder will be sent. If fees are not received by the **7th**, **your child will not be admitted to the School, Aftercare or be allowed to the Shuttle Service, until payment is made in full.**

Fees are payable into the bank account provided. NO CASH PAYMENTS will be received. Please DO NOT make any ATM deposits.

Written notice of 30 days (one calendar month) to be given when terminating enrolment. Please take note that you will be invoiced for the notice month.

3. In case of a state declared emergency or pandemic – fees for entities are payable for the full term of the contract and/or the yearly fee.

I/We fully understand the abovementioned information and will comply with it.

I/We fully subscribe and agree to support and participate where possible in the aims and objectives of CityHill Preschool, Aftercare, and Shuttle Service.

Banking Details:

Bank: Standard Bank Kingsmead

Account Name: CityHill Church Ptn AFT

Branch Code: 040 026

Account Number: 05 025 4324

Ref: Childs Name, Surname and Account Number (i.e., John Doe JOH001)

Please e-mail proof of payment to: edu@cityhillpinetown.co.za

Signed on this _____ day of _____ 20_____

Signature of Father/Guardian

Signature of Mother/Guardian

PROTECTION OF PERSONAL INFORMATION ACT

I / We the undersigned _____ and _____
being the parents / legal guardians of _____

1. Unless at any time you instruct CityHill Preschool, Aftercare and Shuttle Service expressly and in writing to the contrary, your consent is given for the us to:
 - 1.1. Collect and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in Aftercare fees.
 - 1.2. Collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for school related purposes to the extent required for the purpose of managing relationships between CityHill Preschool, Aftercare & Shuttle Service, parents/guardians, and current learners as well as providing references and communicating with the body of formal learners (as per the POPI act).
 - 1.3. Include photographs, with or without name, of your Child in CityHill publications, or in press releases to celebrate the Preschool, Aftercare & Shuttle Service or your Child's activities, achievements, or successes.
 - 1.4. Supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child, is accurate and any opinion given on his/her ability, aptitude and character is fair. However, CityHill Preschool, Aftercare & Shuttle Service cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
2. CityHill Preschool, Aftercare & Shuttle Service may not distribute or otherwise publish any of your personal information in its possession, unless you give consent, in writing, to CityHill Preschool, Aftercare & Shuttle Service that it may do so. Should this be the case, CityHill Preschool, Aftercare & Shuttle Service may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

Signed on this _____ day of _____ 20_____

Signature of Father/Guardian

Signature of Mother/Guardian

Learner photo / video consent form

We would be grateful if you would fill in this form to give CityHill Preschool, Aftercare and Shuttle Service permission to take photos of your child and use these in our printed and online publicity.

I do **not give** CityHill Preschool, Aftercare and Shuttle Service permission to take photographs and /or videos of my child. ☐

OR

I **grant** CityHill Preschool, Aftercare and Shuttle Service full rights to use the images from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity, or other purposes to help achieve the Preschool, Aftercare & Shuttle Service's aims. This might include (but not limited to), the right to use them in their printed and online publicity, social media, press and funding applications. ☐

Name and Surname of child: _____

Full Names and Surname of Mother/Guardian: _____

Full Names and Surname of Father/Guardian: _____

Signed at _____ on this the _____ day of _____ 20____

Father / Guardian

Mother / Guardian

Shuttle Service Information & Indemnity Form

Full names and surname of child: _____

I, _____ (Parent/Guardian), ID number _____, of above-named child hereby agree that CityHill Preschool, Aftercare & Shuttle Service will provide my child with transport as per attached schedule.

Morning Pick-Ups Ashley area ONLY

Days required:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Pick up at: _____

Afternoon Pick-Ups Ashley area ONLY – **TIMES:**

Pick up from _____ school.

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Drop Off at: _____

Does your child participate in extra mural activities after school?

☐ YES

☐ NO

I declare and accept that I will not hold CityHill Preschool, Aftercare & Shuttle Service, or any of their staff responsible for any loss, damage, injury, illness, disablement, etc. that my child/ward may sustain because of any cause during the journey from and to the above stated addresses. I also undertake to indemnify CityHill Preschool, Aftercare & Shuttle Service, and any participating organisations against any claims whatsoever from third parties because of anything that said child/ward may do/ omit to do during the journey, as set out above.

Signed at _____ on this the _____ day of _____ 20____

Father / Guardian

Mother / Guardian

CITYHILL PRESCHOOL, AFTERCARE & SHUTTLE SERVICE

TERMS AND CONDITIONS

Purpose of CityHill Preschool, Aftercare & Shuttle Service

To partner with parents and guardians to lay solid foundations in young lives that will set them up for life.

Application Forms

All applicants must comply with the age requirements for admission. The capacity of CityHill Preschool and Aftercare is directly related to the number and capacity of the facilities. All applicants must complete the Application Form and pay the registration fee. The registration fee is non-refundable. Current clients are subject to the annual once-of fee and it is payable by 01 December in advance for the next year, which includes maintenance of outdoor play equipment and stationery. It is the parents/guardian's responsibility to ensure that all contact details are included, medical aid details, allergies etc., are up to date, and correct. CityHill Preschool and Aftercare accepts no responsibility if a parent/guardian cannot be contacted, and or incorrect information is displayed on the forms.

Fees

The Parents/Guardian responsible for payment must honor the conditions of payment. Fees should be paid on time, thus payable for 12 months of the year and monthly payments are to be made in advance by no later than the 3rd of the month.

CityHill Preschool, Aftercare & Shuttle Service reserves the right to consult the necessary legal services if fees are not paid on time. Should CityHill Preschool, Aftercare & Shuttle Service instruct Attorneys to attend to the collection or any overdue accounts, the Parent or Guardian shall be liable for the payment of all costs, which shall include tracing fees and collection commission. The scale as between Attorney and client will apply. CityHill Preschool, Aftercare & Shuttle Service reserves the right, in its discretion, to increase the fees for services from time to time.

CityHill Preschool, Aftercare & Shuttle Services has the right, in its discretion, to give the Parent/Guardian 48 (forty-eight) hours' notice of their intention of discontinuation of services.

Should the learners be absent because of illness or any other cause then the Parent or Guardian shall not be entitled to any rebate of fees. **The Parents or Guardian signing the Application form shall remain jointly liable for the timely** payment of the fees. The Parents or Guardian shall be required **to give one calendar months' notice in writing.**

Any Cancellations for the 1st of October and 1st of November, parents will be liable to pay till the end of December or pay the monthly shortfall from January till end of the cancellation month (October or November) as our school fees and aftercare fees have been adjusted from 10 month payments to 12-month payments to make monthly payments easier for our parents, e.g your 2025 year fee for aftercare is R15 600.00 and monthly re-payment should be R1560.00 over 10 months however it is calculated over 12 months at R1300.00 you will then have to pay an extra R2600.00 till the end of October if notice is given for 1st of October.

Should the Parent/Guardian fail to give notice on the 1st of the month, he or she shall nevertheless be liable for payment in full for the rest of the remainder of the month, whether the learner attends or not.

The declaration of a dispute shall not entitle the Parent/Guardian to withhold payment of any fees.

In case of a state declared emergency or pandemic – fees are payable for the full term of the contract and/or the yearly fees paid in full.

Payment procedure:

Fees are payable in advance by the 3rd day of the month. (If fees are not paid by the 3rd, an SMS/WhatsApp or e-mail reminder will be sent. If fees are not received by the 7th, your child will not be admitted to any services until payment is made in full. Payment options: Fees are payable into CityHill Preschool, Aftercare & Shuttle Service bank account.

NO CASH WILL BE ACCEPTED on the premises and please refrain from making cash payments at the ATM's – this results in extremely high banking fees, which will be added to your account.

Banking Details:

Bank: Standard Bank Kingsmead
Account Name: CityHill Church Ptn AFT
Branch Code: 040 026
Account Number: 05 025 4324

Ref: Childs Name, Surname and Account Number (i.e., John Doe JOH001). E-Mail proof of payment.

Health

Your child's health is very important and therefore we request detailed information regarding the administering of any prescribed medication. Without this information we cannot assist. Please ensure that we have updated medical information, especially pertaining to any allergies, or special needs. Children with infectious diseases must please not attend until fully recovered.

Children's Possessions / Food

All children/learners' possessions should be clearly marked. Whilst CityHill Preschool & Aftercare shall take all reasonable care in ensuring that the learners/child's possessions are kept safe, CityHill Staff shall not be liable for any loss or damage of whatever nature suffered. CityHill Preschool & Aftercare will under no circumstances be expected to provide the dietary requirements that are regarded as special needs or for dietary or religious beliefs.

Lost Clothing

A special container marked "LOST CLOTHING" is located at reception. If you are missing any items, please search the content. All effort will be made by the staff to show items to children on Fridays to try and identify possible owners. All clothing that has not been claimed within three months will be donated to needy children.

Toys

In the unfortunate event that toys (property of CityHill) are damaged by your child, the damaged toy will be sent home with your child for you to replace. If not replaced, we will replace the item ourselves and bill your account.

Important: Please do not send any personal toys with your child as it is not possible to take responsibility for these toys.

Cell Phones/Tablets/Electronic Games/Speakers etc. are not allowed.

Safety

We request that you are vigilant when picking your children up or dropping them off. We will always keep the main gate closed. Should you spot any suspicious characters please inform personnel or staff immediately. The fence and gates keeping the children safe must always be closed and no vehicles will be allowed through. To avoid any unnecessary, stressful situations, please inform us in good time of any changes in pick-up schedules for your child.

Accidents and Incidents

Minor injuries, for example cuts and bruises, will be dealt with in an appropriate manner.

Serious injuries will be handled as follows:

Paramedics will be called, Parents will be notified, if hospitalization is required, the child will be taken to the nearest hospital or clinic. Parents will be liable for all costs pertaining to the incident.

An accident report form will be completed by a staff member.

Homework

Grade RRR to R children are not offered homework assistance, they are supervised by Aftercare assistants throughout the afternoon. Younger children may have a nap in the facility provided. Please send a blanket and pillow.

The Grade 1 to 3 (Afrikaans and English) learners will be assisted with their homework daily. However, it is the parent's responsibility to ensure that homework is completed, and that the homework diary is signed daily. Because of the great volume of reading, we ask that the parents also listen to their child's reading at home. The Grade 4 to 7 (Afrikaans and English) children are expected to complete their homework independently at the desks provided. Assistance is available to these children if it is needed. Parents still need to help and support their children with oral, reading and projects. Tests and projects require independent research and study time at home. These aspects remain the responsibility of the individual child and his/her parents. Whilst children of all grades are given appropriate assistance at Aftercare, it is imperative that parents reinforce homework and that they monitor and sign homework diaries daily. *It is vital for parents to be involved in*

their child's homework. The Aftercare staff will take responsibility for the homework that was done in their class. When your child is absent from School or Aftercare their homework remains your responsibility. Every Thursday preparation will be done for Friday's spelling test.

Discipline / Rules

To keep the peace, we expect children to act in a polite and respectful manner towards adults and fellow learners. No foul language, dangerous games, hand signals, throwing of stones or any form of bullying or any other bad behavior will be tolerated. A child guilty of any form of misconduct will be made to sit on the outside steps. Serious and aggressive behavior will result in supervised isolation until a change in emotion and attitude can be observed. In these cases, the parents will be phoned.

Children will report to the facility from the different phases once the school day has ended. Grade 000 – 0 children may play on the climbing equipment on the Playground area. Grade 1 – 7 children are requested to complete their homework from 13h30 to 17h00. Children who are involved in extramural activities must do their homework once the activity has been completed. Children may not leave the Aftercare grounds. Play is confined to designated areas. Bathrooms are gender specific and closely monitored.

Absenteeism

CityHill Preschool, Aftercare and Shuttle Service must be notified between 8.00am and 5.00pm the day before or before 9am of the same day if the Child does not require the service. No refunds or credits will be given for absenteeism or illness of the Child.

Schedule changes

Notice of any schedule changes required by the parent must be given in writing to CityHill Preschool, Aftercare & Shuttle Service by no later than 15H00 on the Friday of the preceding week. If no notification is received from the parent, it will be assumed that the schedule of the previous week or term will continue. It is the Parent's responsibility to ensure that CityHill Aftercare has received any notice of schedule changes.

Emergency schedule changes

Last minute changes must be communicated via SMS notification/WhatsApp followed by a telephone call to CityHill Preschool & Aftercare admin number. CityHill Preschool, Aftercare & Shuttle Service will, at its sole and absolute discretion, endeavor to accommodate any reasonable proposed change and will confirm whether the requested schedule change is possible.

Damage to Property

Any littering or damage caused by the child to any CityHill Church property will result in a notice being provided to the Parent with an accompanying invoice. The Parent will be provided with proof of the damage and will be responsible for the costs of cleaning/repair within one (1) week of the notice being received. CityHill Aftercare reserves the right to terminate the service if, in its sole and absolute discretion, (1) the Child engages in any rough play or unruliness or (2) any damage caused by the Child is excessive.

Insurance

CityHill Preschool, Aftercare & Shuttle Service is insured, and detailed information is available on request.

Complaints/Problems/Suggestions/Compliments

Parents are welcome to discuss any problems or suggestions with the CityHill Preschool or Aftercare Administrator.

I, _____ hereby acknowledge that I have read and agree to the T&C's set out by CityHill Preschool, Aftercare & Shuttle Service.

Signed at _____ on this the _____ day of _____ 20_____

Father / Guardian

Mother / Guardian

The following documents must accompany the application:

For Preschool:

- Clear copy of the child's birth certificate or unabridged certificate.
- Clear copy of the immunization card.
- Clear copy of both parents (divorced or separated) or legal guardians Identity documents.
- Copy of Medical Aid Card.
- Letter of Good standing from previous school.

For Aftercare & Shuttle Service (if your child is not enrolled at the Preschool)

- Clear copy of both parents (divorced or separated) or legal guardians Identity documents.
- Copy of Medical Aid Card.

Requirements for Preschool

ALL ITEMS MUST BE CLEARLY MARKED

Infants: Babies formula with clear instructions, dummy, 2x feeding bottles, 4 sets of clean clothes, 3x feeding bibs, wash cloth, nappies, wet wipes, bum creams etc. sterilization formula for bottles and dummy, 3 material nappies for feeding and winding baby, teething rings, blanket, and pillow, stuffed toy.

Toddlers: Formula with clear instructions, dummy, spill proof juice bottle, 4 sets of clean clothes, blanket and pillow, wash cloth, nappies, wet wipes, sterilization formula for bottles and dummy, eating bowl and utensils (age appropriate), breakfast and lunch to be send in a separate food bag, please pack healthy meals (no junk food or sweets) please include yogurt and fruit.

3–4-year-olds Cereal for early morning, sandwich/yogurt/fruit and 3 sets of clean clothes & underwear.

5–6-year-olds Sandwiches, yogurt, fruit and 3 sets of clean clothes & underwear.

Please do not pack sweets in your child's lunch box. The Preschool only allow sweets on a Friday.

Requirements for Aftercare

- Lunch is provided.
- Water bottle clearly marked.
- Children will not be allowed on the playground with their school uniform please pack old clothing for afternoons at Aftercare.
- During the hot summer months, we have days where we put the sprayer on for the kids to cool down, please always ensure that extra clothing is packed with a sunhat and sunblock.
- Winter months please ensure that your child has warm clothing for outside play.
- We do have a tuck shop you are more than welcome to send money or pay cash in advance for your child's tuck-shop. We use our tuck-shop money for our end of year Christmas function.