uniQ
Tutoring Centre

TUISONDERRIG | TUTORING

t/a uniQ Homework Centre Pty Ltd

Information:

Address: 72 Sett Str, Morganridge, Boksburg

Address: 5 Miervreter Str, van Riebeeck Park, Kempton Park

Contact Person:

Hendriëtte Swanepoel : 084 961 2455

E-mail : uniqhuis@gmail.com

(Boksburg) Impaq centre Reg. No. H7582

(Kempton Park) Impaq centre Reg. No. H8956

uniQ Tutoring centre

Please Notify us:

- If your child won't be coming to the centre that day
- If your child is going to be late
- Who is responsible for picking up your child
- If someone else is coming to pick up your child
- If there are any changes regarding your household matters e.g. divorce, relocation, sickness, death, bad night's rest, parents out of town

Disease:

- If your child gets ill at the centre, you will be contacted to pick up your child . • Children should not be sent to the centre under the following:
  - ✓ Diarrhea
  - ✓ Vomiting
  - ✓ Fever
  - ✓ Sores that are contagious
  - ✓ Eye infection
  - ✓ Infectious childhood diseases
  - ✓ Head lice
  - ✓ Breathing problems

Termination of contract:

- Written notice of one calendar month
- Your contract with Impaq is binding for a year
- Parents remain responsible for December fees (full 12 months)

Fees:

- Fees are payable monthly on or before the ist of the month
- 12 monthly installments payable during the year regardless of school holiday or absence
- Fees may change with advance notice.
- No cheques are accepted
- If a fee is outstanding, the centre reserves the right to ask the child to leave the Centre and your child may only return if the fees have been paid up to date.
- Fees paid after the 1st of the month are subject to a R50 fine per day
- If a child is asked to leave the Centre due to disciplinary problems, a month's fees will still be valid

• The centre reserves the right to hand over to a lawyer if you do not comply with the requirements
• We do not accept cash, only fees per internet electronic transfer in our account • Impaq's fees are paid directly to Impaq

Forms:

• Please complete the following forms and return to the centre:

- ✓ Prospectus - please initialize each page
- ✓ Entry Form
- ✓ Indemnity and permission
- ✓ Prospectus acceptance
- ✓ Fees and terms
- ✓ Impaq registration form

• We need copies of the following documents:

- ✓ ID documents of both parents / guardians
- ✓ Birth certificate of child
- ✓ A copy of medical fund card
- ✓ Proof of your address
- ✓ Latest report from your child
- ✓ Proof of payment of textbooks

Tutoring Time:

- Monday till Friday - 7:30 - 12:00

There is a homework centre on the premises should you wish for your child to stay on after 12:00 and get assistance with homework. Please contact Hendriëtte in this regard. (084 961 2455)
PROSPECTUS:

Registration at Department of Education: All learners are legally required to be registered with the Department of Education. The centre can not do it. It is and remains the parent's responsibility to register their child at the Department of Education and at Impaq.

Terms and conditions:

• Right of admission is reserved

- The centre’s role is supporting the facilitation of the Impaq Tutor Centre-system to your child. The Centre does not replace the role of the parent. The education department elects a 60/40 ratio to parent / facilitator in your child's education
- The centre reserves the right to change or add the rules at any time and pass it on to the parents in writing.

- Children will respect each other and no negative behaviour will be tolerated
- School work, tasks, assignments, projects are completed in the Centre
- Any requirements for a task will be sent in writing to you ahead of time
- If a child repeatedly misbehaves, we will call the parents. If the child's behaviour does not change, we will request the parents to remove the child from our Centre. All outstanding fees will then be payable.
- The centre can not be held responsible for any injuries during centre hours, but all possible steps will be taken at all times to ensure the safety of your child.
- Decision-making and consent to medical procedures / investigations are transferred to the owners of the centre only when the parent / guardian is unreachable and there is a case of emergency or injury. If your doctor is unavailable, your child will be taken to Medicross Boksburg or Kempton Park. Any medical bill will be for the parent / guardian’s account
- If your child is not at the Centre for more than 2 days, a doctor's certificate must be submitted. Otherwise your child can not write tests or assessments. Without a doctor's certificate, it is the responsibility of the parents to do the work with their child
- All children are requested to stay in the centre’s grounds until their parents arrive. The centre can not be held responsible if your child does not comply with this rule
- The centre accepts no responsibility for any loss or damage to your child's property. All unnecessary items that are brought to the centre is at own risk
- No smoking, alcohol or drugs will be allowed inside or outside of the centre
- No knives, weapons or any object that could injure another person will be allowed at the Centre
- The Centre reserves the right to search anyone suspicious
- The Centre reserves the right to test any child for prohibited drugs if necessary. The test is for the parent's account and if the child is tested positively, the child must go for counselling and if the child is tested again positively, we will request your child to leave the Centre and the parents will be responsible for the month's outstanding account
- There is a uniQ T-shirt as dress code for the children, during the school term. The children should always be neat and tidy.

- The Centre does not provide extra-curricular activities
- Any damage caused by your child to our property will be charged against the parent's account
- All subjects prescribed by Impaq are facilitated by the Centre

Parent / guardian:

I _____ examined the terms and conditions and understood the rules of the centre and will encourage my child to comply with the rules. I understand the consequences if my child does not comply with the rules.

_____ _____

Parent / guardian Date

ENTRY FORM

Date of your child's first day at the Centre: _____

Child's details:

Full names and surname: _____

Nickname: _____

Date of Birth: _____

Home Language: _____

Gender: _____

Home address: _____

Current grade: _____

Father's details:

Name and surname: _____

ID No: _____

Profession: _____

Work address: _____

Home address (if different from your child):

_____

Email: _____

Cell: _____

Work No: _____

Mother's Details:

Name and surname: _____

ID No: _____

Profession: _____

Work address: _____

Home address (if different from your child):

_____

Email: _____

Cell: _____ Work number:

_____

Marital status of parents: _____

Allergies or other medical problems (e.g. epilepsy, seizure, disease)

_____

Doctor: _____

Doctor's telephone number: _____

Medical aid: _____

Medical Fund No: _____

Who will bring your child to the centre in the morning:
_____ Who will pick up
your child:

_____

In case of emergency, contact person:

Name and surname: _____
Address: _____
Cell phone number: _____

Any information you think we should know?

_____
_____

Account:

Person responsible for settling the account: _____
Cell no: _____

I hereby declare _____ that the information above is filled in correctly and honestly. I accept the centre 's terms and conditions. As a parent, I will be held liable for any fees payable to the centre. I am therefore obliged to pay it.

_____ _____
Parent 1 Parent 2

_____
Date

INDEMNITY AND PERMISSION

I _____hereby give permission to the centre for the following:

- There may be pictures taken of my child's achievements to publish on Facebook or the centre’s website
- My child may be transported by the owners of the centre to a medical centre in case of emergency if I can not do it myself.

- I indemnify the centre of any liability during the transport of my child unless negligence can be proved
- I indemnify the centre for any injuries that my child or I may encounter as parent / guardian on the grounds of the Centre unless negligence can be proved
- As a parent / guardian, I am responsible for all medical expenses for my child
- If an injury requires it, it may be arranged that paramedics treat my injured child on the grounds of the centre and then be transported to a hospital or doctor

Signed at _____ on this _____day of _____ 20___

_____

Parent 1

Name of your child _____

_____

Parent 2

The centre _____

PROSPECTUS ACCEPTANCE

I / We_____ as parents / guardians of _____ hereby accept all the terms and conditions of the centre as set out in the Prospectus. I / we undertake that my / our child _____ will attend the centre from _____ 20_____

I / we accept and undertake to pay the fees monthly or on the 2nd day of each month and that _____ the person responsible is for the settlement of the account of the centre

Signed at _____ on this _____ day of _____20___

_____

Parent 1

Name of your child _____

_____

Parent 2

The centre

TERMS FOR 2027

Terms for 2024	Open	Close
Term 1	13 January	19 March
Term 2	6 April	25 June
Term 3	20 July	22 September
Term 4	5 October	10 December

Please note that the centre will be closed during Public Holidays, Saturdays and Sundays.

uniQ Tutoring Centre Fees - 2027

Grade	Monthly fee	Registration / Admin fee
R	R 2 300	R 600
1 – 7	R 2 650	R 600
8 – 12	R 2 950	R 600

uniQ Tutoring Centre fees are payable to:

Acc name: uniQ Huiswerk Sentrum Pty Ltd

Bank: Standard Bank

Bank Code: 011842

Acc nr: 060 902 833
(Cheque acc)

Reference: Child Name and Surname

_____

Parent Signature