

# Rogan Manor



## APPLICATION FORM 2018

**PLEASE ATTACH COPIES OF THE FOLLOWING:**

**ID'S OF BOTH PARENTS**

**BIRTH CERTIFICATE OF BOARDER**

**MEDICAL AID CARD**

**LATEST SCHOOL REPORT**

REFERRED BY: \_\_\_\_\_

### BOARDER DETAILS

NAME		SURNAME	
DATE OF BIRTH		GENDER	
SCHOOL		GRADE	
SPORT & EXTRA MURAL ACTIVITES		MEDICAL CONDITIONS & MEDICATION BEING TAKEN	
BOARDER CELLULAR NO		ALLERGIES	
EMERGENCY CONTACT PERSON		EMERGENCY NO	

### PREVIOUS RESIDENCE

PLACE AND CONTACT PERSON		PERIOD	
CONTACT NO		REASON FOR LEAVING	

### MEDICAL AID DETAILS

FUND		MEMBERSHIP NO	
MAIN MEMBER		MAIN MEMBER ID NUMBER	
PERSON LIABLE FOR ACCOUNTS		CONTACT NO	

#### ROGAN MANOR

8 DUNBAR ROAD, STIRLING, 5241

35 BEACH ROAD, NAHOON, 5241

TEL: 084 343 6313

E-MAIL: roganmanor@gmail.com

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## FATHER DETAILS

NAME		SURNAME	
ID NUMBER		CELLULAR NO	
EMPLOYER		WORK NO	
EMPLOYER TEL NO		E-MAIL ADDRESS	
PHYSICAL ADDRESS		POSTAL ADDRESS	
NEXT OF KIN		NEXT OF KIN	

## MOTHER DETAILS

NAME		SURNAME	
ID NUMBER		CELLULAR NO	
EMPLOYER		WORK NO	
EMPLOYER TEL NO		E-MAIL ADDRESS	
PHYSICAL ADDRESS		POSTAL ADDRESS	
NEXT OF KIN		NEXT OF KIN	

## ADDITIONAL INFORMATION

PLEASE ADVISE OF ANY OTHER RELEVANT INFORMATION THAT ROGAN MANOR NEEDS TO KNOW REGARDING THE BOARDER

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## FEE STRUCTURE 2018

**Registration Fee:** R650-00 (Only payable by new boarders)  
**Deposit** R2500-00 Per child payable on or before the 1<sup>st</sup> December 2017. This is a non-refundable deposit and will be deducted from the January 2018 boarding fees.

SIGN	TYPE	PAYMENT	AMOUNT
	Weekly Boarder (goes home weekends)	Payable over 11 months (January – November) monthly in advance on or before 1 <sup>st</sup> day of each month	R3300-00 monthly
	Weekly Boarder (goes home weekends)	Payable termly (1 <sup>st</sup> January, 1 <sup>st</sup> April, 1 <sup>st</sup> July, 1 <sup>st</sup> October)	R9700-00 X3 R6500-00 X1
	Weekly Boarder (goes home weekends)	Payable annually (before 1 <sup>st</sup> January)	R35300-00
	Termly Boarder (stays in most weekends)	Payable over 11 months (January – November) monthly in advance on or before 1 <sup>st</sup> day of each month – <u>laundry included</u>	R4100-00 monthly
	Termly Boarder (stays in most weekends)	Payable termly (1 <sup>st</sup> January, 1 <sup>st</sup> April, 1 <sup>st</sup> July, 1 <sup>st</sup> October) - <u>laundry included</u>	R11900-00 X3 R8100-00 X1
	Termly Boarder (stays in most weekends)	Payable annually ( before 1 <sup>st</sup> January) - <u>laundry included</u>	R43000-00
	WI-FI	Payable termly in advance on arrival at hostel in cash	R200-00
	Overnight stay/multiple nights	Payable in advance	R200-00
	Weekend stay-in	Payable in advance for a weekly boarder that needs to stay in on a weekend	R400-00

I, \_\_\_\_\_, ID \_\_\_\_\_, parent/guardian of \_\_\_\_\_ do hereby agree that I have selected the above mentioned boarding option. I agree that I will pay the boarding fees **PUNCTUALLY MONTHLY IN ADVANCE ON OR BEFORE THE 1<sup>ST</sup> DAY OF THE MONTH** as selected above and agree to pay a penalty of R50-00 per day in the event of any late payments.

I agree that should the boarding fees not reflect on the 3<sup>rd</sup> of a month I am obligated to make alternative arrangements for my son/daughter until the fees are paid in full.

I agree that in the event that my son/daughter leaves Rogan Manor that I am liable for the fees of **TWO (2) CALENDAR MONTHS NOTICE**.

NAME

SIGNATURE

**BANKING DETAILS:**

**BEACH ROAD:** RENATE JONKER  
 NEDBANK  
 ACC # 2772013219  
 BRANCH CODE: 177205  
 REF: BOARDERS NAME

**DUNBAR ROAD:** ROGAN MANOR  
 FIRST NATIONAL BANK  
 ACC # 62475056670  
 BRANCH CODE: 250655  
 REF: BOARDERS NAME

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## AGREEMENT / INDEMNITY FORM

I, \_\_\_\_\_, ID \_\_\_\_\_, hereby apply for admission for my/our child \_\_\_\_\_ to Rogan Manor and do hereby confirm that the particulars in the enrolment form are true and correct.

I/We hereby agree to and accept the rules and regulations as attached.

I/We request Renate Jonker, Michelle Kreutzer & Werner Kreutzer to act in my/our place (loco parentis) for our child in all respects while they are in her care.

I/We do hereby indemnify Rogan Manor, Renate Jonker, Michelle Kreutzer, Werner Kreutzer and all staff, assistants and temporary employees or anyone related to Rogan Manor against any claims whatsoever, regardless of the cause or circumstances of such, resulting in any casualty, harm, injury, damage or loss which may be caused to the person or property of my/our child.

Should the conduct and/or behaviour of my/our son/daughter not be acceptable, I/We agree that Rogan Manor, Renate Jonker, Michelle Kreutzer and Werner Kreutzer can expel him/her at their own discretion.

I/We undertake to pay the monthly boarding fees in advance on or before the 1<sup>st</sup> day of each month. **I/We acknowledge that I/we will be liable for interest (30%) on all amounts owing after 30 days.**

I/We undertake to give **two calendar** months notice should our child be leaving Rogan Manor. I/We also acknowledge that in the event of our child being expelled from Rogan Manor for any reason that I/we will be liable for the payment of **two calendar** months notice and that I/we will be liable for all collection costs in the event of non-payment.

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_.

\_\_\_\_\_  
FATHER SIGNATURE

\_\_\_\_\_  
MOTHERS SIGNATURE

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## RULES AND REGULATIONS

### Times

Weekly boarders must be collected by no later than **17h30** on a Friday afternoon.

Weekly boarders can return to hostel either on a Sunday afternoon **between 17h00 and 20h00** only – no late arrivals will be accepted - or a Monday morning.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

Termly boarders have **compulsory out weekends** and parents must please ensure that proper arrangements have been made for the collection of boarders by no later than 17h30 on the Friday afternoon.

**Term 1: 16-18 February 2018**  
**Term 2: 18-20 May 2018**  
**Term 3: 9-12 August 2018 & 14 – 16 September 2018**  
**Term 4: 09-11 November 2018**

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

### Lights Out

Monday to Friday	Wake-up	05h30 – 06h00
Sunday to Thursday	Bed Time	19h45 Grade 1- 6
		21h30 Grade 7 - 12
	Lights-out	20h00 Grade 1 – 6
		22h00 Grade 7 - 12
Friday to Saturday	Lights-out	23h00

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

### Meals

Boarding fees include: **breakfast, school sandwiches, lunch and dinner only**. Snacks need to be provided by the boarders personally. Meals are planned and well prepared. Should your child however be a picky eater or have special dietary requirements additional funds need to be available for them in the event of them not wanting to consume certain meals. Due to varied preferences please always consider the fact that we try to accommodate all our boarders when it comes to meals.

Breakfast 06h00 – 07h00 **only**  
Lunch 14h00 – 16h00 **only**  
Dinner Dunbar Road 18h30 – 19h00 **only** / Beach Road 19h00 – 19h30 **only**

School lunch is packed for every boarder to take to school.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

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## DSTV & WI-FI

Although this service is provided, it does not form part of the services covered by boarding fees. This is provided as an extra and the boarders do not have the right to expect it. Should either services be removed due problems with service providers or bad behaviour by the boarders it should be understood that it is a luxury item and not a necessity. **This service is not included in boarding fees.**

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Prep

**Prep is compulsory for every boarder!!!**

Additional study time and space is available for boarders that need to put in extra work and is recommended.

Grade 1 – 6 16h00 - 17h30

Grade 7 – 12 Dunbar Road: 17h30 – 18h30 & 19h30 – 20h30 Sunday to Thursday  
Beach Road: 18h00 – 19h00 & 20h00 – 21h00 Sunday to Thursday

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Sport and school activities

All boarders must ensure that all sporting activities are communicated in advance. It is the responsibility of the parents to ensure that the necessary transportation is arranged for your children regarding sporting activities and matches taking place at other schools.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Transport

Additional transport fees are applicable to scholars from Beaconsfield, Abbotsford Christian School, Merrifield and Claredon. We have outside reliable transporters providing this service for us at a very reasonable price.

All boarders are expected to be punctual for their pick up times. Transport will not wait and if transport is missed the boarders will need to walk to school. Transport is only provided for school related issues and medical emergencies. We are unable to provide transport for shopping, other sport related practices and social.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Leaving Rogan Manor

No boarder may leave Rogan Manor without permission.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Bringing friends to Rogan Manor

Friends will not be permitted at the hostel unless prior arrangements have been made with the house parent.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature – Boarder

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## Substance Abuse

**The use of alcohol and drugs is prohibited.** Should a boarder be found with any illegal substance or the use of alcohol the parents will be contacted immediately and the school will be notified thereof. **In the event of drugs, the SAPS will be contacted immediately.**

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Theft

**Under no circumstances** may any boarder take something that does not belong to them. Theft will not be tolerated and parents and the school will be informed immediately after an offence. Respect the property of other boarders at all times.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Damage to Property

Parents are responsible for the repair and replacement of any damage caused by their child to any property of Rogan Manor.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Conduct

Every boarder is important and accepted for who they are. No bullying, derogatory comments or discrimination against another boarder will be tolerated. Rogan Manor is a family and all boarders must respect each other and the property of the other boarders.

Boarders that stay in on weekends are expected to follow all the rules. In the event of misconduct, disruptive behaviour or any action that is not permitted the boarder will no longer be allowed to stay in on weekends and parents will be requested to make alternative arrangements.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## Cellular phones and Laptops

Boarders are allowed to bring their cellular phones and laptops to Rogan Manor. It is however at **own risk** and parents are encouraged to have these items specified on their insurance. We also require that all chargers are marked very clearly as we can't take responsibility for any missing chargers.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## School Projects

We can assist boarders with their school projects at Rogan Manor. The schools give the scholars a lot of research projects and posters to do during the year which are vital for their CASS marks. If a boarder needs assistance with projects and printing and information at hostel they must please bring a packet of A4 white paper, 5 X A3 Posters, packet of A4 Coloured board and Pritt at the beginning of the year. Due to the replacement of cartridges being extremely expensive we ask that parents please make a contribution of R100-00 per term towards this.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

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## Medical Emergencies and Medicine

In an emergency we will take boarders to Medicross. Please ensure that copies of medical aid cards are provided. In the event that a boarder is not on a medical aid, parents must ensure that the boarder has access to funds to cover the necessary costs for doctor appointment and medication. An amount of R500-00 should cover an appointment and medicine.

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

A medicine cupboard is kept at the hostel and it is **compulsory** for each boarder to bring and hand over the following medication when coming to the hostel and at the beginning of each year. Parents can alternatively make a payment of R250 with respect to this with January fees:

Boarders over the age of 12	Boarders under the age of 12
Napacod X 40	Stopayne Pain Syrup
Famucaps/Flustat X 40	Colcaps Cold & Flu Syrup
Inza 400mg X 40	Expigen Cough Syrup
Medazine Tablets	Medazine Tablets
Cough Medicine	Allergix Syrup
Strepsils X 2 boxes	Strepsils X 2 boxes
Fabric Plasters X 20	Fabric Plasters X 2 packets
Deep Heat / Voltaren Gel	
Bandage and or strapping (Sport Players)	

\_\_\_\_\_  
Signature - Parent

\_\_\_\_\_  
Signature - Boarder

## OUR COMMITMENT

Rogan Manor is not just a boarding house, we are a family. It is our aim that each boarder joining our family can believe in themselves and their abilities to enable them to reach their dreams. Affirmation, confirmation and motivation are what we live by. We don't only provide a place to stay and meals, we ensure that each family member's emotional and social development is also looked after. Rogan Manor is a place where each child can grow and know that they are accepted for who they are.

### What to bring on the first day of the year:

<b>Bedding:</b>	<b>Pillow, pillow case, fitted sheet X2, duvet inner &amp; cover, extra blanket</b>
<b>Towels:</b>	<b>2</b>
<b>Toiletries:</b>	<b>Toothbrush, toothpaste, soap, deodorant, shampoo etc</b>
<b>Clothing:</b>	<b>School clothes and enough civvies <u>CLEARLY MARKED</u></b>
<b>Laundry Bag:</b>	<b>A sensible laundry bag for all dirty clothes and linen</b>
<b>Pocket Money:</b>	<b>Termly boarders must please have pocket money in the event of any school expenses that may arise or to enable them to buy toiletries or other necessities</b>
<b>Medication:</b>	<b>As above</b>
<b>Projects:</b>	<b>As above</b>

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