

TUCKSHOP PROCEDURE

Dear Parents,

1. To register your child for the tuckshop you will be required to complete the tear off slip and send in the **R40,00 to your child's class teacher or pay directly at the school office. This R40 MUST NOT be paid into the account below.** Cards will be issued directly to your child by the office. All cards come with a lanyard.
2. Payment must be made into the following account to credit your child's tuckshop card:
Bank: Standard bank
Account Number: 023779322
Branch Code: 012442
Type of Account: Savings
This is a separate account and is only used for the tuckshop – all other monetary deposits are still to be made to the normal school account.
3. Your child will be issued with an admission number. When depositing money into the tuckshop account you will be required to use the admission number, child's surname, name and class code as reference. If you have more than one child in the school, you will be required to make separate deposits for each child.
4. Your child's admission number is linked to his / her photograph on the system, therefore it shouldn't be used by anyone else.
5. The tuckshop card (similar to a bank card) which will be used for purchases, works like a debit card therefore tuck can only be ordered if the child's card has been credited.
6. **The child's account must be credited in advance as no TUCK may be ordered and paid for on the same day.** These payments can either be made monthly or bi-weekly via the Internet or in cash to the class teacher. For obvious reasons, it is the responsibility of the parent to keep the card "topped up".
7. A monthly card fee of R6,00 is charged, however no card fee is charged for the month if the card has not been used.
8. The parent is able to determine a daily spending limit, we would suggest an amount of R30,00.
9. To replace a lost / damaged card a fee of R50,00 will be charged
10. It is the child's responsibility to ensure that this card is kept safe and not shared amongst friends. The school will not be held liable for any loss.
11. To order FOOD for first break: All children (gr.R to gr.7) complete the tuckshop order form.
No form – no tuck!! All details must be completed on the form and extra items which DO NOT appear on the tuckshop price list may NOT be ordered. The order will be processed using the child's admission number on the form. This form must be given to the registered class teacher between **07:30 and 07:45.**
12. The tuckshop is open every second break and children will be able to go directly to the tuckshop to buy items such as crisps, cold drinks etc. – no hot food. They will be required to 'swipe' their card to process this transaction.
13. The tuckshop will be a cash free zone. No child will be allowed to order / buy from the tuckshop without a valid card and without there being "credit" available on his / her card.

Thanking you,
Governing Body

Child's Name & Surname:.....

Class:.....

- Please register my child on the system, included find my R40.
- Yes, I want the daily limit to be set at R30,00.
- Yes, I want the daily limit to be set at
- No, I do not want to place a daily limit.
- I am not interested in registering my child on the system.

Parent's Signature:.....