

AFTERCARE

INFORMATION DOCUMENT

TIMES:

- Aftercare will run from Mondays to Fridays, except during the holiday and term break periods.
- Aftercare starts at 14:15 – 17:15 (Mondays – Thursdays)
- Aftercare starts at 13:15 – 17:15 on Fridays.
- When school closes for term break or holiday, Aftercare will end at 16:00.

WHAT WILL HAPPEN DURING AFTERCARE?

- The Aftercare will be located in one of the classrooms.
- Grade R – 3 learners will be located in the Aftercare classroom from 14:00 – 15:00. During this time learners will start with their homework. Learners who do not have homework will read any book, colour in, build puzzles or draw pictures. All activities are supervised.
- Grade 4 – 7 learners will go to the Aftercare classroom at 14:00 – 15:00 where they will start with homework. Learners who do not have homework will read any book, colour in, build puzzles or draw pictures. All activities are supervised.
- Nursery school learners will go to the Aftercare classroom at 14:15. They will play with clay, build puzzles, draw pictures, colour in or page through a book. All activities are supervised.
- If all learners are done with homework they may go and play outside. All activities are supervised.
- Learners, who did not finish their homework, will have a break at 15:00 – 15:30.
- Learners will go back to class at 15:30 to complete homework.
- Learners who completed their homework will have free play outside from 15:00. All activities are supervised.
- In the event of a test week and examination, the Grade 4 – 7 learners will remain in class to study. No outside play, except for the break from 15:00 – 15:30.
- Homework will be done by learners themselves. Aftercare staff is only there to help the learners who are not sure what to do or have a problem understanding a question.
- Grade 4 – 7 learners can make use of the internet to do research for their portfolio tasks.
- Printing must be done at home.
- **Please note that at Aftercare we do not have all materials / equipment to do projects with your child, so we do not take any responsibility for unfinished projects or projects not done.**
- **Please check your child's homework diary every day!**

- **Unfinished homework / portfolio tasks / studying for tests and exam will be completed at home.**
- Learners who participate in an extramural activity must return to the Aftercare Classroom once the activity is completed.

RULES:

- Learners may not leave the School grounds without the permission of the Aftercare teacher on duty.
- No dangerous games, throwing of stones, bullying, or any other bad behaviour will be tolerated.
- Learners will proceed to the Aftercare classroom immediately after school or extra mural activities if the parent or transport is not on time.
- Learners must notify the teacher if they wish to go to the toilet.
- If a child is injured during Aftercare, the child must report the injury to the Aftercare teacher on duty. A first aid kit will always be on hand.
- Learners can wear their full school uniform, sports uniform or civies at Aftercare.

FETCHING YOUR CHILD:

- Learners may not go home with persons other than those specified on the Enrolment Form. Parents should inform the Aftercare teacher, if someone else will be collecting their child/children on any given day.
- Parents or designated persons must please sign the learner/s out when they leave. This rule also applies if your child goes home with transport.
- In the event that parents are delayed in collecting their child (after 17:15), they must contact the Aftercare teacher in order to make an alternative arrangement.
- If learners are not collected by 17:15, the Aftercare teacher will contact the person listed on the application form and will ask them to collect the learner. Should they be unable to assist, then the second person will be contacted.
- If a child is not fetched at 17:15 an additional ad hoc fee of R50 for every 10 minutes late will be charge.
- Any child who is not collected after school and does not attend extra-mural OR attends extra-murals and is not collected thereafter, WILL automatically be placed in Aftercare for safety reasons and the parent/s will be billed with the Ad hoc fee of R80.
- Please remember that Aftercare is a service and must not be abused.

LUNCH:

- Parents must send a packed lunch with the child on a Monday, Wednesday and Friday.
- Children will receive a glass of cold drink and biscuit that will be provided every day.
- Children will be given a packet of 2 minute noodles, a sandwich or a hotdog every Tuesday and Thursday.

FEES:**Full day Aftercare:****Option 1:**

R850 per child per month.

Option 2:

A 10% discount will apply should you wish to pay for the full term. R3060 per child for the full term (4 months) if paid up front.

- R50 ad hoc fee will be charged from 17:15 for every 10 minutes late.
- Full Time Aftercare children who are absent will not be refunded Aftercare fees.
- The Aftercare amount stays the same for each month, regardless of school holidays and midterm breaks. (January – December)
- Should you no longer require the Aftercare facility, **one month's written notice** is required.

PAYMENTS:

- Parents will receive an invoice on the 25th of each month.
- Payment must be done not later than the 1st of that month.
- **Please do not pay Aftercare fees into the school account.**

There are two payment options:

Option 1:

Pay amount into bank account.

Ananda Potgieter
Bank: ABSA
Account number: 4077403718
Branch code: 632005
Type of account: Cheque

Reference number: Your child (ren) name and the month

Option 2:

Money in an envelope with the name of the child (ren) and the month

*No cheques will be accepted.

Children who are not using the monthly full day Aftercare (as mentioned above)

- R80 ad hoc fee will be charged if your child(ren) is not fetched after school or extra- murals.
- R50 ad hoc fee will be charged from 17:15 for every 10 minutes late.

AFTERCARE

ENROLMENT FORM – FULL DAY AFTERCARE

I wish to enrol my child(ren)

Surname: First Child: Grade:

Surname: Second Child: Grade:

Surname: Third Child: Grade:

for Aftercare from (month).

- Enrolment forms have to be handed in at least one week before the child starts Aftercare.
- The Aftercare will only run during term time only, not during holidays and term breaks.
- Should you no longer require the Aftercare facility, **one month’s written notice** is required.
- **I herewith certify to pick up my child(ren) timeously at 17:00 or earlier from the Aftercare centre. The Aftercare centre takes no liability or responsibility for children of the Aftercare after 17:15. After 17:15 this remains the sole responsibility of the parent/s.**
- By signing the enrolment form, you as parent understand the rules and fee structure of the Aftercare.

Parent / Guardian:

Surname:

Name:

Tel: (work) (cell) (email)

Date:.....

Parent / Guardian:
(signature)

ALTERNATIVE EMERGENCY CONTACTS (other than mentioned above):

- 1. Surname:
- Name:
- Tel: (work) (cell) (email)

- 2. Surname:
- Name:
- Tel: (work) (cell) (email)

COLLECTION:

Who may collect your child / children?

- 1. Surname:
- Name:
- Tel: (home) (work) (cell phone)

- 2. Surname:
- Name:
- Tel: (home) (work) (cell phone)

- 3. Surname:
- Name:
- Tel: (home) (work) (cell phone)

Family Doctor's Name:

Tel:

Medical aid (if applicable):

Medical aid number:

Main member's name and surname:

Please list any medical information (i.e allergies, medical conditions etc)

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*In certain instances, emergency medical treatment may be required to be administered to a pupil by a medical practitioner, paramedic or a like person. Such treatment will be for the parent's account and the teacher on duty is hereby authorised to request such assistance as he/she may in his/her discretion deem necessary.