

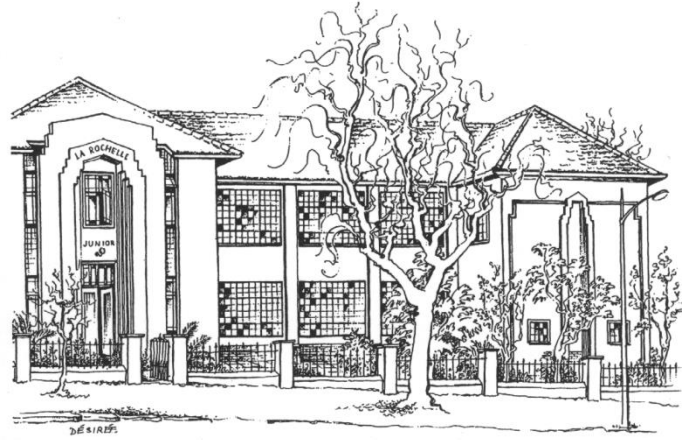
Laer Meisieskool

La Rochelle

Girls' Primary School

Aftercare policy

Revised on 24 January 2017



1. Management

- 1.1 The Aftercare operates independently of the school in so much as being managed by an Aftercare Parent Committee.
- 1.2 The Parent Committee consists of eight members: the Aftercare Manager, Chairperson, School coordinator (teacher) and four additional members.
- 1.3 The function of the governing body is to play a supporting role in respect of physical amenities.
- 1.4 The principal or coordinator serves automatically on the committee.

2. Enrolment

- 2.1 The enrolment form must be completed by the parent or guardian at the time of enrolment of the learner. By doing this, it means that the parent / guardian accepts and approves of the objectives, goals and rules of the Aftercare Centre. Learners will only be enrolled on receipt of a signed completed form.
- 2.2 Please take note that if rules are not followed, the service will be terminated. The learner will no longer be accommodated and a month's notice will be given to make other arrangements. Should you as parent/ guardian wish to terminate the service; one month's notice will also be required.

3. SUPERVISION

Monday – Thursday: After school till 17:30

Friday: 17:00

Last school day of term: 15:30

School holidays and public holidays: No Aftercare
Full monthly fee will still be applicable.

The learners go to the Aftercare immediately after the school day has ended.

PLEASE NOTE: An extra amount will be payable if parents / guardians are late without prior arrangement. If parents experience a problem for collecting their daughter/s on time, they must phone the supervisor after they, themselves, have made alternative arrangements to collect the learner on time. If not, an additional payment will be payable immediately when collecting the learners.

The same rule will apply to learners who are enrolled per day only option. If parents are late and no arrangements were made beforehand, the same additional amounts will be payable on collection of the learner.

Changes in supervision hours can only be made at the end/ start of school term.

Parents (or guardians) must sign the aftercare register when collecting learners.

In case of parents not collecting their daughters themselves, the aftercare supervisor must be informed in writing or telephonically.

Learners may not wait for their parents outside the school premises or at any other gate, nor leave the aftercare centre alone.

No learner will be allowed to visit shops or the public library outside of the school premises.

Learners practicing swimming, hockey and athletics off the school premises, will be accompanied by the aftercare personnel when possible. If parents wish to make alternative arrangements, they must inform the supervisor in writing prior to the arrangement taking place.

Learners will not be accompanied to any extra-mural activities not related to school. Parents must take responsibility for arrangements in this regard.

Learners making use of public transport i.e. bus/ taxi will be accompanied at 14:00 Mondays to Thursdays and at 13:00 on Fridays at the parent's request.

4. Absence

In case a learner is to be absent from aftercare for some or other reason, notice must be given to the supervisor beforehand.

5. Dress code

Learners change into casual wear or sport clothes after school.

No learner will be allowed to play in school uniform.

All school uniforms and sport clothes must be marked. The aftercare personnel takes no responsibility for any loss or damage to any articles.

6. Refreshments

Light refreshments like sandwiches and juices etc. are provided.

The Aftercare provides the refreshments only once a day but learners are welcome to bring additional food or refreshments. A nutritional meal will be served once a week.

7. Fees

There will be a budget in order to run the Aftercare properly as well as to provide good service. Payments are from February to November (10 months of the year).

The aftercare committee and School Governing Body will reconsider the aftercare fees annually and will then be presented to the parents.

Fees are payable in accordance with the choice made on aftercare enrolment form. Monthly payments are to be made before/ on 7th of each month.

Learners attending the aftercare on a day basis will receive an account at the end of each month.

Parents are welcome to make arrangements beforehand with the supervisor or school office (Mrs. T McLachlan) if any problems are being experienced with payments.

8. Homework

Learners do their homework under supervision of the aftercare personnel. The art room is used for this purpose.

It is requested that Grades 1 & 2 should bring their own pencils and crayons to do their homework with at the aftercare.

A busy extra-mural activity afternoon sometimes causes incomplete homework.

Parents are responsible to see whether homework has been completed and for the signing of homework books.

9. General

9.1 Please discuss any problems you might experience with the supervisor. We want to make a success of this Aftercare Centre and are unable to do so without your continuous co-operation.

La Rochelle Girls' Primary School's Aftercare Centre is not only to be seen as a service rendered to our parents and girls, but an opportunity to address two very important principles concerning the education of our girls;

- we play, eat and rest together. A wonderful opportunity for education in totality!
- emotional and physical security - here the girls find themselves in an excellent and well organized environment, supervised by ladies who care!