



# CRAIGHALL PRIMARY SCHOOL

## AFTERCARE RULES & REGULATIONS

The AFTERCARE centre, is held on the premises of Craighall Primary. A constitution, with regard to AFTERCARE has been drawn up and approved by the Principal and Governing Body of Craighall Primary.

The following rules and regulations with regard to AFTERCARE are applicable:

1. AFTERCARE operates every school day between 14h15 and 17h30 and **not** on the last day of the school term, public holidays or during school holidays.  
Grade 1's and Grade 2's will attend the school's normal waiting class until 14h00 when Aftercare officially begins.
2. **Parents who do not fetch their children by 17:30 will be required to pay an additional fee of R100 per half-hour or part thereof. THIS RULE IS STRICTLY APPLIED. Please collect children promptly, as the school becomes a lonely place after hours.**
3. Please note a **LIGHT** lunch is provided during the afternoon, a normal complete morning lunch should be provided as usual by yourself.
4. All school rules with regard to discipline must be adhered to. See school code of conduct plus this document.
5. All parents will be required to complete an application form and an indemnity form. Pupils will not be admitted if these forms have not been completed.
6. Fees in respect of full time participants **must** be paid in **advance** by the 3rd of each month. Once fees are paid they are not refundable. **Should fees not be paid timeously, interest, at a rate of 10% for the one month on the outstanding balance will be charged. Should the fees then not be settled you will be requested to remove your child (i.e. If fees are outstanding for more than 30 days, your child will not be permitted to attend Aftercare until the account has been settled in full.)**

The annual fee for 2018 for **full time** participants is **R9600** – Adhoc is R96 per day.

Payment Time Frame	Discount	Payment Method
In full before 31 December 2017	10% - R960	R8640 cash or EFT
In full before 07 December 2017	6% - R576	R9024 credit card
In full before 07 January 2018	6% - R576	R9024 cash or EFT
In full before 07 January 2018	2% - R192	R9408 credit card
Commencing 07 January 2018	0%	R960 p/month x 10 – R9600

Methods of payment:

1. Cash or Credit Card.
2. EFT (must have your child's name and aftercare as reference).
3. Debit Order (please complete the debit order form, available from Reception).

**BANKING DETAILS:**

First National Bank	Craighall
Branch Code	255805
Account number	54481054277

Please **ALWAYS** use your child's name & aftercare as a Reference when making a payment.

Please fax us a copy of the deposit slip marked for the attention of the Bursar to 011 880 9659 or email proof of payment to [debtors@craighallprimary.co.za](mailto:debtors@craighallprimary.co.za).

**AD HOC BASIS:**

Ad Hoc Basis: R96 per child per day – to be paid in advance.

6. **NOTICE OF TERMINATION:** One months' notice is required if you wish to remove your child from aftercare. A written letter can either be emailed/faxed or hand delivered. It is up to you to inform us of termination as you will be charged for Aftercare.
7. The daily programme will be as follows:

**14h15-14h30**

A light lunch will be served. Register will be taken. The AFTERCARE staff are only responsible for children who are marked present. **It is the responsibility of every child to report to Aftercare before attending any extra murals.**

**14h15- 15h30**

Attendance at extra mural activities. Pupils of AFTERCARE not attending extra mural activities will play in the demarcated area under supervision.

**Junior Homework: 15h30-16h30 - Grade 1, 2 and 3**

Staff on duty, will listen to the reading and monitor written homework. Parents will, however, be required to sign homework books after checking all homework.

**Senior Homework: 15h30-16h30 - Grade 4, 5, 6 & 7**

Staff on duty, supervise homework. This does not absolve parents of the duty of checking and signing the homework. In this way parents will still be actively involved and able to monitor their children's progress. While we will give the children the time and opportunity to study for their tests in a quiet environment, it remains the responsibility of the parents to check that adequate in depth learning has been done.

8. If your child will not be attending AFTERCARE on a specific day due to illness or other appointments, the parent must please inform Miss Ewert or alternatively an SMS can be sent to the aftercare phone, 082 482 7817, or email [gazette@craighallprimary.co.za](mailto:gazette@craighallprimary.co.za). The Aftercare phone is only answered between 14h15 and 17h30.

9. For security reasons, the teacher on duty is to be informed when the parent collects the child in the afternoon. It would be appreciated that the child and the parents greet the teachers on duty when leaving.
10. Utmost care will be taken and the co-operation of parents is essential to the functioning of Aftercare.
11. Pupils who transgress the rules and become a disturbance at AFTERCARE will be punished as follows:

Parents will be notified in writing of this unfortunate event!

1<sup>st</sup> offence - Suspension from Aftercare for 1 day

2<sup>nd</sup> offence - Suspension from Aftercare for 1 week

3<sup>rd</sup> offence - They will be asked to leave Aftercare. Please note that if you do receive a letter to this effect - you will need to make alternative arrangements for your child as pupils may not loiter around the school unsupervised later than 15h00.

12. The cell phone number for Aftercare is: **082 482 7817**
13. Please speak to Miss Ewert should you have any queries or Mrs Govender if you have fee related queries on 011 788 7223/4.