ST DUNSTAN'S COLLEGE

5th November 2021

AFTERCARE CONTRACT

Dear Aftercare Parents,

I would like to welcome you to the **DUNSTONIAN AFTERCARE AND HOMEWORK FACILITY.**

RULES AND OBJECTIVES

We at the Dunstonian Aftercare and Homework Centre create a caring environment of friendliness and warmth, a second home where children feel welcome and safe.

We encourage the children to participate in extra-murals where they have excellent opportunities in the variety presented in the afternoons.

As a concerned parent myself, I know how important it is to have a safe environment for our children and I therefore assure you that we will do everything in our power to keep the children safe from any harm or danger.

We feel that the children should have a good lunch as many parents find it difficult to prepare a meal when coming home late from work and still have to see to the family's needs.

The children's homework is controlled and supervised to the best of our ability, as there is compulsory homework time for all the children.

We will contact the parents immediately should the child need urgent medical attention and we will report daily on any illness or ailment the children might have experienced.

We would appreciate it if the parents could advise us should children have any specific medical conditions so that we can attend to and assist the child. Please make sure that the aftercare has the necessary medication needed for special conditions eg. Celestamine for allergic bee-sting reactions etc. and written consent to administer it.

TO INSPIRE SO THAT ALL FLOURISH

DISCIPLINE

There are occasions when we have to discipline and guide children who are destructive, disrespectful, disobedient, dishonest, use bad or foul language and who harm other children.
The children are in our care and we are responsible for their safety and happiness, and we are therefore held responsible for their conduct when you are not there to witness their actions.
The full co-operation of the parents and guardians would be appreciated in regard to our discipline policy.

HOT LUNCH

Lunch is prepared and provided by ourselves, and we do try to cater and facilitate a lunch that is nutritious and wholesome.

Parents are asked to inform us of any special dietary requirements. Please note that parents must please also supply the required food for the children who have special diets.

Please supply a doctor's letter should your children have any food allergies. It is alarming that quite a number of children do not eat vegetables. It is of vital importance that children eat vegetables and fruit as part of a healthy diet and at the aftercare centre; we ensure that vegetables and fruit form part of the daily menu.

The children must please inform us to keep their lunch, should they have to attend extra-murals or detention, straight after school. Bearing in mind that the kitchen closes at 4pm.

Please bear in mind that the Aftercare Centre cannot cook food for individual tastes and needs. Please check the weekly menu and provide alternative lunch if your child cannot eat what is provided.

All communication and correspondence must be addressed to
Mrs Steyn (**aftercare@stdunstans.co.za** or phone 083 465 2004 during Aftercare hours 13h00 – 17h30).

SECURITY RULES AND REGULATIONS

(Control registers are strictly kept and parents are required to sign children out of the Aftercare Centre)

a. Before the children go anywhere they have to inform the Aftercare and also complete the extra-mural register EACH TERM in order for the staff to be aware which extra-murals your child will attends
b. No child will be allowed to wait outside the school grounds.

c. **Please inform us telephonically / by letter should your child :**
   * **have to leave the Aftercare Centre for whatever reason**
   * **not be attending the Aftercare Centre for a period**
   * **be attending a friend's birthday party**
   * **going for extra lessons, ballet etc.**
   * **be picked up straight from school during school time**
   * **going home with other parents**

d. Please collect your children from the Aftercare Centre. Do not expect your child to be waiting for you.

e. Please do not hoot when picking up your child.
   - the responsible person/s must announce themselves at the Aftercare Centre grounds when collecting their children and to **sign the register.**
   - the children are not allowed to run out onto the car park to the awaiting transport.
   - only the nominated persons will be allowed to collect the children.
   - we will contact the parent/guardian should the person be unknown and a valid ID. will then be required before letting the children go.

f. **Children must greet the staff when arriving and say <u>goodbye</u> to the staff before they leave.**

g. ***Every effort should be made to pick up your child on time. The Aftercare closes at 17h30. Please inform Aftercare if running late as the children get very anxious.***
   Failing to abide by the hours, a penalty of R150 will be charged for every **late** collection and this will be added to the School fee account.

h. **<u>No Aftercare Centre child will be left alone waiting for parents!</u>**

i. Please mark all your children's belongings clearly with their name and surname in a visible place.

j. Marked lost property will be given to the children and unmarked items will be kept for a period of time before it will be handed over to the school's lost property.

k. Personal toys and games are not allowed at the Aftercare Centre during school term.

l. We are not responsible for any toys/games or any clothing or lost articles.

m. Money or valuables must please be kept in a safe place – preferably handed in to the Aftercare staff for safekeeping.

n. **Children from Grade 1 to Grade 7 attending aftercare may dress in the school Physical Education uniform.**

o. Aftercare children are only allowed to go to the Tuck shop after homework is completed.

p. **Please ensure your child has a separate cap for Aftercare as they will not be allowed to play outside without one.**

HOMEWORK / STUDY TIMES

1. It is compulsory for all children to attend, whether they have homework or not.
2. Grade 1 to 7 must READ daily at home to their parents. **Reading will <u>not</u> be done at Aftercare.**
3. The onus still lies with the parent / guardian for the signing and checking of the homework, tests and studying.
4. **Junior Primary (Gr 1, Gr 2 and Gr 3)**
   - *Grade 1, 2 & 3: for approximately an hour.*
   - For about an hour they will be doing homework as per their class homework sheet/diary.
   - Juniors are expected to do their prescribed reading, daily at home with their parents.

   Please remember that reading is the most important aspect of homework.
5. **Senior Primary (Gr 4 – 7)**
   - Children not involved in the extra-murals: for a minimum of an hour from 14:30.
   - For an hour they will be expected to do their homework.
   - The seniors are to do their prescribed reading at home.
6. Juniors and Seniors are expected to report to us should there be any reason for them not attending the study time.
7. Exceptions (for Juniors and Seniors) when homework is to be done at home:
   Two weeks prior to the Senior exams, we introduce a study period for the senior phase that starts straight after lunch. (We find the children study better in the afternoons, than at night when they are tired.)
8. In order to facilitate the best study opportunity, the Grades 1, 2, 3 and senior children have separate study times.

AFTERCARE CENTRE DAILY TIMETABLE

13:00 – 13:30	Lunch time (Gr 000 – Gr 0)
13:30 – 14:00	Lunch time (Gr 1 – Gr 3)
13:30	Extra-murals start (JP)
14:00	Homework 1st session (Grade 1 – 3)
14:15 – 14:30	Lunch time (Gr 4 – 7)
14:30	Homework 1st Session (Grade 4 – 7)
15:00	Fruit time (Grade 000 – Grade 3)
15:30	Fruit time (Grade 4 – 7)
16:00	Tidy-up time and kitchen closes
17:30	Aftercare centre closes

(We will advise you should there be a change in the scheduled times)

AFTERCARE GENERAL RULES FOR CHILDREN ATTENDING

Please read these rules to your child.

1. No chewing of any kind of gum.
2. Children are expected to eat their aftercare lunch, only under rare circumstances will they be excused from lunch. (i.e cake and candy , extra-curricular activities or sport)
3. No playing with dangerous objects.
4. No throwing of sand, stones or any articles that could harm children.
5. Please do not litter. Keep the aftercare premises clean.
6. No vandalism or destructiveness allowed.
7. No disrespect, disobedience and dishonesty shall be allowed.
8. Private phone calls only allowed for emergencies.
9. Permission needed before leaving the school grounds without the parent/guardian.
10. Stealing will not be tolerated.
11. Hurting other children will not be tolerated.
12. No dangerous toys or gadgets are allowed.
13. The kitchen is out of bounds.
14. Children are only allowed in the designated areas pointed out.
15. **NO PLAYING OR SOCIALISING ALLOWED IN THE TOILETS.**
16. Children are not allowed in the school buildings, during Aftercare time, and need permission to go there.
17. Children need to have a letter from their teachers, should they have to go and assist their teachers after school.
18. Children must return straight after their extra-mural activities and not loiter in the school buildings.
19. Kitchen staff must be informed should food need to be kept.
20. Permission is needed for the usage of the play equipment. This is done at the children's own risk.
21. All problems arising at the Aftercare Centre must be reported to the staff and this will be dealt with by Mr McIlrath.
22. All first aid to be dealt with by the Aftercare staff, who are trained in First aid.
23. IPads are allowed for homework tasks and this will take place in the homework class under supervision.

PAYMENT OF AFTERCARE FEES

No child may attend Aftercare if fees are not paid in full.

1. **A calendar months <u>written</u> notice must be given on the 1st of the month should the children be leaving the Aftercare Centre. The notice must be mailed to aftercare@stdunstans.co.za**
2. **<u>Fees are payable in advance on or before the 1st of each month over a 12 month period</u>**.
3. The aftercare invoicing will be done on the same account as the school fees. Parents may pay via EFT or debit orders (debit order forms are available at the Finance office).
4. The banking details appear on the statement as well as the child's reference number. *<u>Please use this reference number when making your payment.</u>*
5. *If the aftercare fees are not up to date, the child will not be allowed at aftercare and the parents will be contacted to collect the child.*

AFTERCARE FEE STRUCTURE

- **Daily Rates for ad hoc attendance**
  R180.00 per day per child.

- **Monthly Rates for every day attendance**
  R1 670.00 per month (One Thousand Six Hundred and Seventy Rand) per child payable in advance on or before the 1st of each month for a period of 12 months.

You need to register EVERY YEAR in November for the next year, to ensure a place for your child as the Aftercare Centre can only accommodate a limited number of children.

SCHOOL HOLIDAYS – HOLIDAY CARE

We are open every day of the year, except in December, on weekends, public holidays and the official no school public days.

a. In December, we close one week into the holidays, on the 10th of December 2021.
b. We re-open on the 3rd of January 2022.
c. We are open full day from 07:30 to 17:30 during school holidays.
d. We provide a mid-morning snack, drinks, hot lunch and fruit as usual.
e. Children must please have breakfast at home.
f. Parents are welcome to pack snacks and sweets for during the day.
g. Games and entertainment are provided in a relaxed atmosphere.
h. Children are welcome to bring their own toys and games.
i. The children are responsible for their own possessions.
j. Non aftercare children who attend St Dunstan's are welcome – please arrange and register beforehand as there will be a fee payable.
k. There is NO tuck shop available during the school holidays.
l. IPads/cell phones are allowed but limited to timed sessions.

We hope that we have covered all your questions and that we have a long and happy relationship. Please feel free to contact us should you have any questions or queries. We will maintain open communication with you. We promise to take a genuine interest in your children so that we can assist in their upbringing and education.

Thank you

Yours sincerely

Devereux

LANA DEVEREUX
BUSINESS MANAGER

CONSENT FORM - 2022

I, _____ the parent/s of

_____ in Grade _____, have read and understood the contract and information guide for the Aftercare facility and undertake to meet my commitment in this regard. I undertake to pay monthly in advance over a 12 month period and to give one calendar month notice should I wish to remove my child from the Aftercare facility.

Signed at_____ on this_____

day of _____

Mr/Mrs _____
(signature)

Parent/Guardian 1
Contact number: _____

Parent/Guardian 2
Contact number: _____

Other contact number: _____

E-mail address 1: _____

E-mail address 2: _____

Allergies:

NB….We will not allow any child to leave with anyone other than the designated persons without prior consent from the parent.