



Procedure Document : Primary School Aftercare

Aftercare is a supervised service offered by the school, with various different attendance options dependent on the needs of the child and the parents. A Registration Form is required by all learners utilizing the service. Please enquire with the Office or the Aftercare Supervisor for a Registration Form and a Fee Sheet to make your selection. It is necessary to complete a registration form as it contains the necessary details pertaining to the child such as important contact numbers and allergies etc.

Should your child not be attending on their regular scheduled days/s parents are required to inform the Aftercare Supervisor to avoid us from searching for your child.

Communication with the Aftercare Supervisor:

1. Message directly via WhatsApp to the Aftercare Supervisor.
2. Parents can write a message in the Aftercare message book located in the Admin foyer
3. Call the school directly and leave a message with a Secretary
4. Aftercare also has a direct land line.

Billing of Aftercare fees:

Children who are booked in at a monthly rate can make up or swap days that the child did not attend and no extra charge will be incurred. However, the Aftercare supervisor needs to be informed of this scheduled change.

Fees are billed at the end of each month according to attendance. If you have any queries regarding days billed please discuss this with the Aftercare Supervisor.

The Aftercare service will provide homework supervision should the parents require this. The Aftercare Supervisor keeps a record of any extra-mural activities the child will be attending.

All children are required to say goodbye when they are leaving Aftercare and the person collecting them is expected to sign out in the sign out file situated in Aftercare.

Parents are required to pack an extra lunch box with a substantial lunch or purchase a lunch from the School Tuck Shop for their children. The Aftercare Service provides a healthy late afternoon snack.

Any learners still on the school property at Aftercare closing time will be taken to a designated safe house (this includes any learners even if they have not attended Aftercare). Parents will be billed for this. The school's safe house is Kathy Abbott, 22 Wargrave Road, Kenilworth. The Aftercare Supervisor will message the parent to collect their child from the safe house.

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