

Welcome to Irene Aftercare Centre!!!

Dear Parent(s) / Guardian(s),

A warm welcome is hereby extended to all our old and new Learners and Parent(s) / Guardian(s). We trust that you are well-rested and have had a great start to 2020!

Please find enclosed information about the Aftercare and the relevant documentation for your attention. The duly completed, dated and initialed / signed Covering Information Letter, Consent Form and Contract (together with required documentation thereto) is required timeously **by / before 30 November 2019 (current Learners) / 15 January 2020 (new Learners), failing which the Learner / Learners will unfortunately not be allowed to attend Aftercare.** Kindly forward the required information / documentation to: ireneaftercare@gmail.com as soon as possible and ensure that **the original documentation is handed to the Principal (Tracy Gibson) by / before 30 November 2019 (current Learners) / 15 January 2020 (new Learners).**

I assure you that your child / children will not merely be "babysat" at Irene Aftercare Centre! We strive towards an environment where each Learner feels loved, safe and welcome – a home away from home! We assist with homework and exam preparations. "*All work and no play make Jack a dull boy*", so rest assured that there will be ample time for supervised relaxation and play as well.

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

We feel that the Learner should have a good lunch as many parent(s) / guardian(s) find it difficult to prepare a meal when coming home late from work and then still have to see to the family's needs.

We assist with Learners' homework in a controlled and supervised environment to the best of our ability. There is compulsory homework time for all the Learners.

We will contact the parent(s) / guardian(s) immediately should the Learner need urgent medical attention and we will report daily on any illness or ailment the Learner might have experienced. For this reason, it is of vital importance that we have parent(s), guardian(s), next of kin details on file at all times. Should any contact details for any person change, you will need to advise us of the change **via email** urgently. We would appreciate it if the parent(s) / guardian(s) could advise us should a Learner have any specific medical condition(s) so that we can attend to and assist the Learner accordingly when required. Please make sure that the Aftercare has the necessary medication needed for special conditions, e.g. Celestamine for allergic bee-sting reactions, etc. and written consent to administer the medication required for the given allergy.

Should your Learner have any allergies (bees, dairy, etc.) our Staff Members need to be aware of, it would be appreciated if this extremely vital and important information can be sent to the Principal, (Ms) Tracy Gibson, via email: ireneaftercare@gmail.com urgently and **definitely before the first day of attendance.**

Discipline:

There are occasions when we need to discipline and guide Learners who are destructive, disrespectful, mean, disobedient, dishonest, use bad / foul language and / or who harm another Learners, etc. The Learners 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 and / or words. A written warning will be issued to an offender. We will give a second and final written warning and the serious offenders will be asked to leave the Aftercare Centre. The full co-operation of the parent(s) / guardian(s) would be appreciated in regard to our discipline policy.

Lunches / Snacks / Drinks:

Fresh lunch, milk and juice are prepared and provided by us daily. We do try to cater and facilitate a lunch that is nutritious and wholesome. Parents / Guardians are kindly asked to inform us of any special dietary requirements. **Kindly note that parents / guardians must please supply the required food for the Learner who has a special diet.** It is of vital importance that Learners eat vegetables and fruit as part of a healthy diet and at the Aftercare Centre we ensure that a vegetable and / or fruit forms part of the daily menu (e.g. carrot sticks, orange quarters, etc.). We will need to be informed timeously to keep lunch for a Learner / Learners, should they attend extra mural

activities or detention, etc. straight after school. **Please bear in mind that the Aftercare Centre cannot prepare food / drinks for individual tastes and needs. Alternative lunches / snacks and / or drinks will need to be provided by the parent(s) / guardian(s) if the Learner / Learners cannot eat / drink what is provided.**

Communication:

All communication and correspondence must please be addressed to the Principal, (Ms) Tracy Gibson, telephonically or via email during office hours, i.e. **08h00 to 13h00 on any school day:**

(c) 082 415 6909
 (o) 012 664 2206
 Email ireneaftercare@gmail.com (Tracy Gibson)

It is preferred that communication is received via email; however, we are aware that it may become necessary to communicate about attendance, collection, etc. after office hours (i.e. during Aftercare hours), at which time **please contact the Principal on the (c) number provided above.**

Security Rules and Regulations:

Aftercare begins immediately after school every school day of the year. Roll call is done daily. Should your Learner / Learners not attend Aftercare on any day, kindly let us know telephonically or via email **timeously by / before 13h00** on that day that your Learner / Learners will be absent, so that the relevant Staff Member can be advised accordingly.

Class Lists are strictly kept, and **parents / guardians / person(s) responsible for collecting a Learner / Learners are required to sign the Learner / Learners out of the Centre upon collection.**

Kindly peruse and communicate the following to your Learner / Learners:

1. Before the Learner / Learners go anywhere, they have to inform a Staff Member.
2. No Learner will be allowed outside the school grounds at any time.
3. Please inform us telephonically / via email should your Learner / Learners:
 - (a) need to leave the Aftercare Centre for whatever reason on any day;
 - (b) not be attending the Aftercare Centre on any day;
 - (c) be collected during school or immediately after school; and / or
 - (d) be collected by anyone other than the persons listed in the Contract (i.e. parent(s) / guardian(s)).
4. Please collect your Learner / Learners from the Aftercare Centre. No Learner / Learners will be allowed to wait at a gate / outside the school. Please do not hoot when picking up your Learner. The responsible person collecting your Learner / Learners must announce themselves to the Aftercare Staff Member on duty at the time of collection and **sign the Class List accordingly.** No Learner / Learners are allowed to leave Aftercare unsupervised to the awaiting transport. Only the nominated person(s) will be allowed to collect the Learner / Learners. We will contact the parent(s) / guardian(s), should the person collecting the Learner / Learners be unknown and the person collecting the Learner / Learners will then need to present an original Identity document before the Learner / Learners will be allowed to leave.
5. A Learner / Learners must please say goodbye to the Staff Member on duty before they leave.
6. Every effort should be made to pick up your Learner / Learners on time. **The Aftercare closes at 17h30.** Failing to abide by the hours, a penalty of **R100.00 per Learner per half hour (or part thereof) after 17h45** will be charged for every late collection. **The penalty is payable in cash to the Staff Member on duty upon collection of the Learner / Learners.** If the penalty is not paid at time of collection, it will be added to your Aftercare Account *and interest will be charged thereto.* **If late collection persists, we will need to review Aftercare attendance.** Kindly respect that our Staff Members have families and responsibilities to go to.
7. No Learner/ Learners will be left alone waiting for a parent(s) / guardian(s) / person(s) responsible for collecting a Learner / Learners. A Staff Member will be on duty until the last Learner / Learners leave Aftercare.
8. Please mark all your Learner / Learners' belongings clearly with their name and surname in a visible place. Marked lost property that is found will be returned to the Learner / Learners and unmarked items that are found will be kept for a period of time at our discretion, whereafter it will be handed to the School as lost property.
9. Toys, speakers, games, laptops, mobile phones, etc. are not allowed at the Aftercare. We will not accept responsibility if these items are lost at Aftercare. Any items brought to Aftercare are brought at the parent(s) / guardian(s) / Learner(s) own risk. Money or valuables must please be kept in a safe place until the Learner / Learners are collected.
10. A Learner / Learners are allowed at the Tuck-shop **before Homework Class** and are allowed to buy ice-cream from the vendors **before Homework Class** Mondays to Thursdays **only after obtaining consent from a Staff Member**, and on Fridays (when there is no Homework Class) **consent is still to be obtained from a**

Staff Member to go to the Tuck-shop or buy ice-cream from the vendors. Kindly note that the ice-cream Vendors are located *outside* the school gate.

- Please ensure that your Learner has a cap / Sunblock for outside play on hot days.

Homework Class:

- It is compulsory for all Grade 1 to 7 Learners to attend Homework Class, whether they have homework or not.
- Grade R Learners do not have Homework Class but do have educational play time.
- The onus still lies with the parent(s) / guardian(s) for the signing and checking of the homework, tests and studying.**
- Homework Class is from 14h30 to 15h30 Mondays to Thursdays.
- A Learner / Learners are to advise the relevant Staff Member, should there be any reason for him / her not attending the Homework Class.

General Rules:

- The School's cell phone policy is applicable at Afterschool, which means that only communication with parent(s) / guardian(s) are allowed.
- No chewing of any bubble gum is allowed.
- No playing with dangerous objects will be allowed.
- No throwing of sand, stones or any articles that could harm a fellow Learner will be allowed.
- No littering is allowed.** The Aftercare Centre is fortunately run off the School premises (eliminating transportation to Aftercare after School). To ensure that the property is clean for School, **all Aftercare Learners are requested not to litter and to assist in keeping the property clean.**
- No vandalism or destructiveness is allowed.
- No disrespect, disobedience and dishonesty will be allowed.
- No Learner is allowed to leave the property if not accompanied by a parent, guardian or person responsible for collecting a Learner / Learners, unless the necessary information has been communicated to the Principal, (Ms) Tracy Gibson.
- Stealing will not be tolerated.
- Bullying will not be tolerated.
- Learners are only allowed in the areas designated / pointed out by the Aftercare Staff.
- NO PLAYING OR SOCIALISING IS ALLOWED IN THE BATHROOMS.**
- Learners need to have a letter from the relevant Teacher, should a Teacher request a Learner to assist them after school.
- Learners are to attend Aftercare immediately after an extra mural activity / detention has ended.
- All problems arising at the Aftercare Centre must be reported **to the Principal, (Ms) Tracy Gibson**, and the matter will then be dealt with by the Principal accordingly.
- All First Aid situations will be dealt with by the Staff Members who have been trained in First Aid.
- Aftercare Rules apply to all Learners and no exception will be made to any individual Learner or group of Learners at any time.
- No Learner is allowed on or behind the pavilions at any time.

Aftercare Fees:

- The Aftercare Fees for 2020 are as follows:

Irene Aftercare Centre Fee Structure 2020	
1 Learner	R1 550.00 per month
2 Learners	R2 790.00 per month
3 Learners	R3 720.00 per month

Casual attendance:

- R90.00 per day.**
 - Casual attendance Aftercare Fees are payable **on the day of attendance.**
 - Arrangements for casual attendance is to be made timeously with the Principal, (Ms) Tracy Gibson.
- An Invoice in respect of the following month's Aftercare Fee is sent timeously via email once a month. A Statement reflecting all Invoices and payments received to date is sent via email once a month. Should you not receive an Invoice or Statement for any month or have a query about an Invoice or Statement, please do not hesitate to communicate with us via email: ireneaftercare@gmail.com without delay.
 - Please ensure that all payments reflect **your child / children's first name and surname (e.g. Tracy Gibson or Tracy & David Gibson)**, to ensure that all payments are allocated to the correct Account immediately upon receipt in our Bank Account. **We do not accept responsibility for payments received and not allocated to the correct Account where Invoice numbers, parent(s) / guardian(s) details, cell phone numbers,**

etc. have been used as payment references. Proof of payment may be forwarded to 082 415 6906 or ireneaftercare@gmail.com.

4. **Aftercare Fees are due in advance and at the latest on the 7th of the month for which Aftercare Fees are being paid.** Unfortunately, *Aftercare privileges will be suspended on the 8th of any month*, should Aftercare Fees not have reflected in our Bank Account by close of business on the 7th. Aftercare attendance may only be resumed upon settlement of all outstanding Aftercare Fees.
5. No Learner / Learners may attend Aftercare in January if the Aftercare Fees for the previous year were not settled in full timeously by / before three (3) days prior to commencement of School / Aftercare in January.
6. A **calendar** month's written notice must be given on the 1st of a month, should the Learner / Learners be leaving the Aftercare Centre. Aftercare Fees are due and payable during the notice month. However, notice that a Learner / Learners will not attend the Aftercare in December must be received **by no later than 1 October**, failing which the Aftercare Fees for December will be due and payable.
7. **Aftercare Fees are payable in advance on or before the 7th day of each month** over a 12-month period.
8. Discounts are granted for payment in advance of the year's Aftercare Fees as follows:

By / before the last day of January 2020	10% discount on total annual Aftercare Fee
By / before the last day of February 2020	7.5 % discount on total annual Aftercare Fee
By / before the last day of March 2020	5% discount on total annual Aftercare Fee

Unfortunately, no discounts will be granted after the last day of March 2020.

9. The bank details for payment of Aftercare fees are as follows:

Account name	Tracy Gibson
Bank	First National Bank
Branch	Centurion
ACB / Branch code	25 06 55
Account number	623 468 371 83
Payment Reference	Name(s) and Surname of Learner(s)

10. You will not need to register every year; however, **we will need updated Information Forms to be provided by / before 15 January of each year** after the initial year of attendance.

Public and /or School Holidays and / or Weekends:

Kindly note that Irene Aftercare Centre is closed on Public Holidays, School Holidays and Weekends.

To end off each year we arrange a Fun Day for the Learners jam-packed with fun activities, party snacks and loads of laughter. Dependent on water restrictions, the Fun Day may include water slides, etc. A minimum *cash* contribution towards attendance of the Fun Day will be requested timeously.

We hope that we have covered all your questions, queries and / or concerns, but invite you to contact us, should you require any further information. We strive to maintain open communication with parent(s) / guardian(s) at all times and assure you that we will take a genuine interest in your child / children, so that we may assist in the positive upbringing and education of each child attending Irene Aftercare Centre.

We trust that we will have a long and happy relationship.

Yours sincerely,
 (Ms) Tracy Gibson
 Principal
 Irene Aftercare Centre
 (c) 082 415 6909
 (o) 012 664 2206