



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:

- . Message directly via WhatsApp to the Aftercare Supervisor.
- . Call the school directly and leave a message with a Secretary
- . Aftercare also has a direct land line 021 762 8676

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 phone in and announce their presence at the gate.

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.

Any learners still on the school property at Aftercare closing time, 17:30, 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.

Billing of Aftercare fees:

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.

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