



AFTERCARE RULES & REGULATIONS

1. Only children who attend Kloof Pre-Primary School will be allowed to be enrolled at this after care facility.
2. The after care facility will be offered on the school premises between 12:00 and 5:30 pm in summer and 12:00 to 5:00 pm in winter months, each school afternoon. All children must be fetched on time or a R20.00 fine will be levied for every half hour or part thereof extra that a child is left at the after care. (Our school's security company will be locking the school at 5:30 pm sharp). During the winter months of June, July and August the after care closes at 5:00 pm sharp and the penalty fee for late fetching becomes applicable after 5:00 pm.
3. If parents have not fetched their children promptly, they may have to fetch them from the home of the after care workers (addresses will be left on the gate when such incidents occur). Parents must be prepared for this eventuality.
4. All fees will be strictly payable before the 7th day of each term. Children whose parents do not adhere to this stipulation will be refused admittance until the fees have been paid.
5. Cheques must be made out to Kloof Pre-Primary School and cheque and cash payments must be made to Roxanne Perryer, the school secretary, during the school morning for security reasons.
6. Written notification of one month is required if a child is to leave the after care, otherwise fees for that extra month will be charged.
7. Parents are to provide their children with a healthy lunch snack and a bottle of juice. All lunch boxes and bottles must be clearly marked with the child's name, and must be left in the child's suitcase until he/she goes down to the after care centre at 12:00.
8. Medication may not be administered by the staff on school premises, so all sick children must be kept at home. Infectious children must not be sent to school.
9. If lift arrangements have been made or changed please notify the school of all details so no child goes home with the wrong person on any day.
10. Children must have a spare set of clothing in their suitcase including a warm jersey in case of a change in weather, or if a child's clothes get wet.
11. No toys from home are allowed at school.
12. Children must adhere to all the normal school rules that apply to normal school hours.
13. The children will be fully supervised by a qualified school staff member, assisted by a full time assistant and a domestic worker.
14. We do not accept responsibility for any injuries that may occur whilst at after care, but we will do our very best to keep the children safe at all times.
15. An indemnity and registration form have to be signed before a child is allowed to attend the after care facility.

FEES

Full time rates:

12:00 - up to and including 3:00	R	per term
12:00 - up to and including 5:30	R	per term

Part time rates:

R per hour (once off casual arrangements)

R per hour or part thereof for permanent part time hourly fee (e.g. 12:00 to 1:00 pm every Monday)