

BELLPARK PRIMARY

AFTERCARE CENTRE



PROSPECTUS

The Aftercare Centre under the auspices of Bellpark Primary School is very proud of the service rendered to our parents.

Cellphone	Aftercare	Linda Oellrich 064 683 9133	From 12:00 - 18:00
Cellphone	GR. R only	Colleen de Beer 084 687 4148	From 12:30 - 17:30

AIMS:

The provision of a service under the supervision of responsible staff who will see to the welfare of every enrolled learner during the term and school holidays.

A positive approach to learners by staff who aim to achieve a sound balance between studying and playing.

The grouping of learners during study periods according to their grades and their level of development.

APPLICATIONS:

The application form must be **completed in full** by the learner's parent or guardian. In doing this, you undertake to accept and abide by the aims and regulations of the Aftercare Centre.

AFTERCARE HOURS:

During the term : 12:00 until 17:30

Morning care during the term (Gr.R – Gr.2) : 06:30 until 07:45

During vacations : 07:00 until 17:30

Children may not be collected later than 17:30. Should serious problems arise, it is your responsibility to contact the person in charge telephonically (064 683 9133). **Fines will be imposed on parents who collect their children late.** If these fines are not paid, the learner will lose his/her place in the Aftercare.

The Aftercare Centre is open during all school holidays with the exception of the period from the 15th of December until the school re-opens in January. Exact dates will be confirmed in writing.

No learner will be allowed to attend the aftercare on a day basis, also valid for learners that participate in sport.

Learners that attend the half day aftercare will not be eligible to attend the aftercare during school holidays.

Learners from other schools may not attend Bellpark aftercare.

ABSENTEES:

If a learner has to miss an afternoon or part thereof as a result of other arrangements, the person in charge should be notified in writing in advance.

REMEMBER: YOUR CHILD IS OUR RESPONSIBILITY. We have to be informed!

COLLECTION OF LEARNERS:

No learner may leave the school grounds without permission.

Parents must personally collect and sign out learners within the school grounds.

If this is not possible, the person collecting the child must present a letter of permission from the parents.

Arrange with your child precisely when you will fetch him/her so that he/she is ready on time. If problems arise, it is the parent or guardian's responsibility to make the necessary arrangements. The Aftercare staff man certain positions for which they are responsible and they may not leave them in order to search for learners.

Learners are not confined to a specific area. They play under supervision in various areas. Therefore, please be patient when we have to call or look for a learner.

CLOTHING:

Ordinary clothes to play in, is a requirement. All items of clothing, towels and lunch boxes **MUST BE CLEARLY MARKED.** Unclaimed clothing and towels are donated to charity.

SNACKS:

Light lunches consisting of sandwiches and cold drinks are provided. Sandwiches are also provided later in the afternoon.

TOYS:

Children should leave expensive toys at home. **We do not accept responsibility for any loss incurred, either as a result of damage to or theft of toys or cellphones.**

Skateboards and bicycles are not permitted.

DISCIPLINE:

Any disciplinary measures will be taken after consultation with the school principal.

FEES:

Annual Aftercare fees may be paid over 10 months. Monthly payments are to be made strictly in advance from 31 January till 31 October, or can be paid per term if arranged **in advance.**

ALL PAYMENTS should be made before the 7th of the month.

The children of parents who fall behind more than 1 (one month) will lose their place in the Aftercare. All outstanding fees SHALL be handed over for collection. No learner will be admitted to the aftercare if any fees are outstanding.

Payments must be made to BELLPARK PRIMARY

ABSA, Branch code: 632 005, Cheque Acc: 145 049 0217.

NO CASH payments will be accepted.

If you make ELECTRONIC payments, please use the reference **as on you AFTERCARE account,** in order to **PREVENT WRONGFUL ALLOCATION OF YOUR AFTERCARE FEE TO THE SCHOOL FEES ACCOUNT.**

If a learner attends Aftercare for only part of a term or part of a month, parents are still responsible to pay for the full months attended.

Should you wish to cancel the Aftercare, **one calender month's written notice** must be given. (nasorg@bellpark.co.za)

JUNE/JULY SCHOOL HOLIDAYS:

Additional fees are payable for activities in the June/July school holidays. **Only EFT payments** will be accepted. **NO late** holiday applications or payments will be accepted.

MEDICAL EMERGENCIES:

In a medical emergency, the learner will be taken to the nearest medical doctor. Parents will be contacted by the doctor.

AFTERCARE RULES:

Study periods in the classrooms must take place in a quiet, orderly manner. Supervisors render assistance as far as possible. **Parents, however, still take final responsibility for homework being completed.**

No learner may run or play in the passages.

Learners must first finish eating their sandwiches at the kitchen and then go and change.

Learners may not play with stones or sticks, or climb in the trees.

Learners must co-operate with regard to the rules and routine. Bad behaviour is unacceptable.

Learners may not enter the school in wet clothes after swimming. Learners may not run around the edge of the swimming pool, nor may they dive or jump into the pool. No learner may be in the swimming pool area without supervision. Learners must get dressed before leaving the school area.

As from Gr. 3 learners must go to their aftercare classes after school. The staff will not accompany them. It is the learner's responsibility to inform the Aftercare staff about his/her sport activities in the afternoon.

The aftercare head must be contacted if parents feel that there is a need to discuss matters concerning.

THE FOLLOWING WILL LEAD TO IMMEDIATE EXPULSION FROM AFTERCARE:

Behaviour that may endanger other learners.

Being in possession of sharp objects like knives, etc.

Being in possession of pornographic material.

Smoking and being in possession of drugs or alcohol.

Theft and wilful damage to property.

Sexual misconduct / remarks of a sexual nature.

Disrespect towards Aftercare staff.

Please note that our Gr. R learners have their own separate play area, away from the rest of the Aftercare learners.

Until 14:00 the Gr. 1 and Gr. 2 learners also play separately from the rest of the Aftercare learners.

The Gr. R learners also never swim together with any other group.