

# Durbanville Primary School Aftercare

Week days: 14:00 - 17:30

## ADMIN & LEARNER ENQUIRIES:

021-975 8650 (14:00-17:30)  
aftercare@durbieland.com

(Please send correspondence before 13:00)

## FINANCIAL ENQUIRIES:

Mrs. Retha Boonzaaier

021 976 8115 or

accounts@durbieland.com

Mondays-Fridays 07:30 - 14:30



Dear Parents

Your child/rens's welfare is a high priority. It is therefore important to know that you are making use of a service that strives for excellence. The arrangements set out below have been made to ensure your child's safety and well being and you are kindly requested to adhere to these at all times.

WE STRIVE TO	<ul style="list-style-type: none"> <li>• Create a service which cares for the welfare of each learner.</li> <li>• Offer a program which provides a homely atmosphere with a balance between learning and recreation.</li> <li>• Provide daily supervised study time with enough time to play.</li> </ul>
SUPERVISION	<ul style="list-style-type: none"> <li>• Learners MUST report to Aftercare directly after school and sign in the register file.</li> <li>• A qualified teacher will be on duty to offer support with homework as far as possible, but the parent should take ultimate responsibility.</li> <li>• No learner will be permitted to leave the school grounds without permission - the learner must be visible at all times to the educator on duty.</li> </ul>
MEALS	<ul style="list-style-type: none"> <li>• Light snacks and/or light lunches are served during the afternoon.</li> <li>• Additional food, fruit or cold drinks may be brought every day.</li> <li>• Remember to pack in a bottle.</li> </ul>
CLOTHING	<ul style="list-style-type: none"> <li>• Learners MAY wear school clothes or casual clothes.</li> </ul>
SPORT & EXTRA-MURAL ACTIVITIES	<ul style="list-style-type: none"> <li>• Learners must indicate their extra-mural activity in the register file.</li> <li>• Learners are permitted to leave 15 minutes before the scheduled time of the extra-mural activity.</li> <li>• Learners must return to Aftercare directly after their extra-mural activity. Our staff must be informed of any deviation from this arrangement.</li> </ul>
COLLECTION OF YOUR CHILD	<ul style="list-style-type: none"> <li>• Arrangements and permission to collect your child by a family member/friend MUST be placed in writing. (aftercare@durbieland.com OR a permission letter).</li> <li>• It would be appreciated if your child could be collected before or after study time.</li> <li>• Collection point: Gate 9, Durban Road.</li> </ul>

FEES	<ul style="list-style-type: none"> <li>• Accounts will be sent out.</li> <li>• Aftercare fees are payable in <b>advance</b>.</li> <li>• The aftercare is not subsidised, therefore it is the responsibility of every parent to ensure that fees are paid timeously. Aftercare will be refused if fees are not paid in full.</li> <li>• The options with regard to methods of payment as stipulated below, must be strictly adhered to, as we are unable to make any exceptions.</li> </ul>
PAYMENT METHODS & TERMS	<ul style="list-style-type: none"> <li>• The annual fee can be split into 10 monthly payments .</li> <li>• First payment is due on the last working day of January and the last payment on the last working day of October.</li> <li>• In the event of these terms not met, your child will be denied all aftercare services for the year.</li> <li>• Ad hoc fee (in case of emergency) will apply.</li> </ul>
PAYMENT METHODS	<ul style="list-style-type: none"> <li>• <b>CASH:</b> Financial office 07:30 - 14:30</li> <li>• <b>EFT/DIRECT DEPOSIT:</b> Account name: Durbanville Primary School Bank: ABSA Durbanville Branch no.: 334 810 Account number: 141 067 0115 Reference no of learner/aftercare</li> <li>• Due to ensuring the safety of our learners and personnel, NO PAYMENTS are allowed at the aftercare centre.</li> <li>• <b><u>Please contact Mrs Boonzaaier at the financial office should you have any administrative queries.</u></b></li> </ul>
FINES	<ul style="list-style-type: none"> <li>• <b>A fine</b> will be charged if learners are fetched after 17:30.</li> </ul>
CANCELLATION	<ul style="list-style-type: none"> <li>• Should you no longer wish to make use of the aftercare facility, <u>ONE CALENDAR MONTH'S</u> written notice is required. Failing this, one month's fee will be payable by you.</li> </ul>
GENERAL: IMPORTANT	<ul style="list-style-type: none"> <li>• The aftercare will be closed during school holidays.</li> <li>• Any personal information pertaining to your child's emotional well being, should be discussed personally with the aftercare head.</li> <li>• We request you to collect your child PERSONALLY from the educator in charge. NO HOOTING IS ALLOWED. Parents are requested to discuss the rules with his/her child so that he/she may know what is expected from him/her.</li> <li>• No cell phones allowed.</li> </ul>

# Laerskool Durbanville

# Nasorg

**Weeksdae: 14:00 - 17:30**

## ADMIN & LEERDER NAVRAE:

021-975 8650 (14:00-17:30)

aftercare@durbieland.com

(Stuur asb. e-posse voor 13:00)

## FINANSIËLE NAVRAE:

**Mev. Retha Boonzaaier**

021 976 8115 of

accounts@durbieland.com

Maandae-Vrydae 07:30 - 14:30



Geagte Ouer

U kind/ers se welsyn is vir ons die hoogste prioriteit. Dit is dus belangrik om te weet dat u van 'n diens gebruik maak wat na uitnemendheid streef. Die reëlings, soos uiteengesit, het dit ten doel om u kind/ers se veiligheid en welsyn te verseker en u word vriendelik versoek om te alle tye daarby te hou.

ONS STREEF NA	<ul style="list-style-type: none"> <li>'n Diens wat na die welsyn van leerders sal omsien.</li> <li>'n Program wat vir u kind 'n huislike atmosfeer, met 'n balans tussen leer en ontspanning, daarstel.</li> <li>Daaglikse studietyd onder toesig en genoegsame tyd vir ontspanning.</li> </ul>
TOESIG	<ul style="list-style-type: none"> <li>Leerders MOET direk na skool by die Nasorg aanmeld en in die registerleër inteken.</li> <li>'n Gekwalifiseerde onderwyseres sal daagliks aandiens wees om met tuiswerk te help, maar die ouer bly verantwoordelik om werk te kontroleer.</li> <li>Geen leerder mag sonder toestemming die skoolterrein verlaat nie—die leerder moet te alle tye sigbaar wees vir die onderwyser in beheer.</li> </ul>
ETES	<ul style="list-style-type: none"> <li>Ligte verversings en/of ligte etes word gedurende die namiddag voorsien.</li> <li>Ekstra kos, vrugte of koeldrank mag saamgestuur word.</li> <li>Onthou om 'n bottel in te pak.</li> </ul>
KLERE-DRAG	<ul style="list-style-type: none"> <li>Leerders mag skoolklere of gemaklike "huisdrag" dra.</li> </ul>
SPORT & BUITENMURSE PROGRAM	<ul style="list-style-type: none"> <li>Leerders moet in die registerleër aandui na watter buitemuurse aktiwiteite hulle gaan.</li> <li>Leerders mag die Nasorg 15 minute voor 'n buitemuurse aktiwiteit, verlaat.</li> <li>Leerders moet na die Nasorg terugkeer nadat die buitemuurse aktiwiteit afgehandel is. Enige afwyking van hierdie reëling moet aan die nasorgpersoneel deurgegee word.</li> </ul>
AFHAAL VAN U KIND	<ul style="list-style-type: none"> <li>Skriftelike kennisgewing moet aan nasorgpersoneel deurgegee word indien 'n leerder deur familie/vriende afgehaal word. (aftercare@durbieland.com OF 'n toestemmingsbrief).</li> <li>Ons sal dit waardeer as u kind voor of na studietyd afgehaal word.</li> <li>Afhaalpunt: Hek 9, Durbanweg.</li> </ul>

FOOIE	<ul style="list-style-type: none"> <li>Rekening word uitgestuur.</li> <li>Die fooie ten opsigte van nasorg is <b>vooruitbetaalbaar</b>.</li> <li>Die nasorgdiens word nie gesubsidieer nie, en dus is dit die verantwoordelikheid van elke ouer om nasorgfooie stiptelik te betaal. Nasorgdiens sal geweier word indien u rekening agterstallig is. Die opsies ten opsigte van betalingsvoorwaardes, soos hieronder uiteengesit, moet streng nagekom word.</li> </ul>
BETALINGSVOORWAARDES- & OPSIES	<ul style="list-style-type: none"> <li>Die jaarlikse fooi kan maandeliks oor 10 maande afbetaal word. Eerste betaling betaalbaar op laaste werksdag van Januarie. Laaste betaling betaalbaar op laaste werksdag van Oktober.</li> <li>Indien u versuim om hierdie voorwaardes na te kom, sal u nie die nasorgdiens vir die res van die jaar mag gebruik nie.</li> <li>Ad hoc fooi sal gehief word in geval van nood.</li> </ul>
BETAALMETODE	<ul style="list-style-type: none"> <li><b>KONTANT:</b> Finansiële kantoor 07:30 - 14:30</li> <li><b>EFT/DIREKTE DEPOSITO:</b>  <b>Rekeningnaam: Laerskool Durbanville</b>  <b>Bank: ABSA Durbanville Takkode.: 334 810</b>  <b>Rekeningnommer: 141 067 0115</b>  <b>Verwysingsnommer van leerder/nasorg</b></li> <li>Weens die veiligheid van ons leerders en personeel, sal die nasorg GEEN BETALINGS hanteer nie.</li> <li><b><u>Alle administratiewe navrae moet gerig word aan mev. Boonzaaier by die finansiële kantoor.</u></b></li> </ul>
BOETES	<ul style="list-style-type: none"> <li>'n <b>Boete</b> sal gehief word indien leerders na 17:30 gehaal word.</li> </ul>
KANSEL-LASIE	<ul style="list-style-type: none"> <li>Indien u nie verder van die nasorgdiens gebruik wil maak nie, moet u <b>EEN KALENDERMAAND</b> skriftelik kennis gee. Indien u nie hieraan voldoen nie, is u vir een maand nasorgfooi aanspreeklik.</li> </ul>
ALGEMEEN-BELANGRIK	<ul style="list-style-type: none"> <li>Die nasorg sal gedurende skoolvakansies gesluit wees.</li> <li>Enige persoonlike inligting wat betrekking het op u kind se emosionele welstand moet persoonlik met die nasorgbestuurder bespreek word.</li> <li>Ouers word versoek om hulle kinders <b>PERSOONLIK</b> by die onderwyseres in beheer af te haal. <b>GEEN GETOET WORD TOEGELAAT NIE.</b></li> <li>Ouers word asseblief versoek om die reëls met sy/haar betrokke kind te bespreek sodat daar geen onduidelikhede is wat van hom/haar verwag word nie.</li> <li>Geen selfone word toegelaat nie.</li> </ul>