

Durbanville
Primary School

Aftercare

Week days: 14:00 - 17:30

ADMIN & LEARNER ENQUIRIES:

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

aftercare@durbieland.com

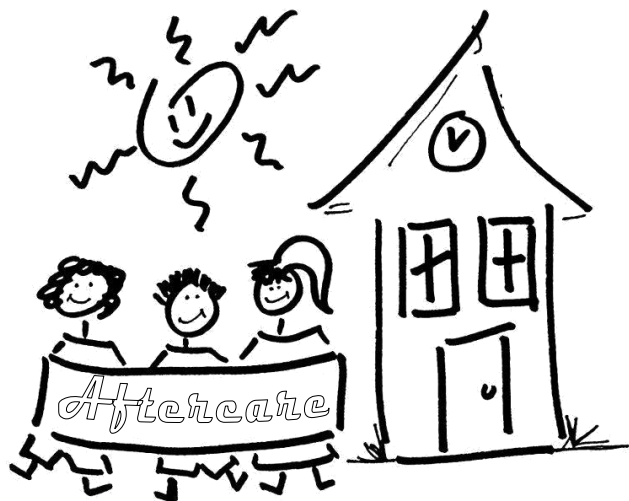
(Please send correspondence before 13:00)

FINANCIAL ENQUIRIES:

021 976 8115

accounts@durbieland.com

Mondays-Fridays 07:30 - 14:30



www.durbieland.com

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"> • Create a service which cares for the welfare of each learner. • Offer a program which provides a homely atmosphere with a balance between learning and recreation. • Provide daily supervised study time with enough time to play. • Offer support with homework as far as possible, but the parent should take ultimate responsibility.
SUPERVISION	<ul style="list-style-type: none"> • Qualified teachers will be on duty every day to assist with homework. • All learners go directly to the aftercare. Supervision will be available until 17:30. • 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.
MEALS	<ul style="list-style-type: none"> • Light snacks and/or light lunches are served during the afternoon. • Additional food, fruit or cold drinks may be brought every day.
CLOTHING	<ul style="list-style-type: none"> • Learners MUST change into casual clothing. • Clothing must be clearly marked.
SPORT & EXTRA-MURAL ACTIVITIES	<ul style="list-style-type: none"> • If for any reason there is a change in your child's program, we request you to inform the head of the aftercare IN WRITING. • Learners will return to the aftercare after extra-mural activities. Any deviation from this arrangement must be put in writing, for the attention of the aftercare staff. • Learners are only permitted to leave 15 minutes before their scheduled time (excluding match days).
COLLECTION OF YOUR CHILD	<ul style="list-style-type: none"> • Arrangements and permission to collect your child by a family member/friend MUST be placed in writing, for the attention of the aftercare staff. • It would be appreciated if your child could be collected BEFORE or AFTER STUDY TIME (Monday -Thursday)

FEES	<ul style="list-style-type: none"> • Accounts will be sent out. • Aftercare fees are payable in advance. • 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. • The options with regard to methods of payment as stipulated below, must be strictly adhered to, as we are unable to make any exceptions.
PAYMENT METHODS & TERMS	<ul style="list-style-type: none"> • Annual fee can be split into 10 monthly payments . • First payment is due on the last working day of January and the last payment on the last working day of October. • In the event of these terms not met, your child will be denied all aftercare services for the year.
PAYMENT METHODS	<ul style="list-style-type: none"> • CASH: Financial office 07:30 - 14:30 • EFT/DIRECT DEPOSIT: Account name: Durbanville Primary School Bank: ABSA Durbanville Branch no.: 334 810 Account number: 141 067 0115 Reference no of learner/aftercare • Due to ensuring the safety of our learners and personnel, NO PAYMENTS are allowed at the aftercare centre. • Please contact the financial office should you have any administrative queries.
FINES	<ul style="list-style-type: none"> • A fine will be charged if learners are fetched after 17:30.
CANCELLATION	<ul style="list-style-type: none"> • 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.
GENERAL: IMPORTANT	<ul style="list-style-type: none"> • The aftercare will be closed during school holidays. • Any personal information pertaining to your child's emotional well being, should be discussed personally with the aftercare head. • 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. • Ad hoc fee (in case of emergency) will apply.

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:

021 976 8115

accounts@durbieland.com

Maandae-Vrydae 07:30 - 14:30



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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"> 'n Diens wat na die welsyn van leerders sal omsien. 'n Program wat vir u kind 'n huislike atmosfeer, met 'n balans tussen leer en ontspanning, daarstel. Daaglikse studietyd onder toesig en genoegsame tyd vir ontspanning. Hulp met tuiswerk, maar die ouer bly verantwoordelik om werk te kontroleer.
TOESIG	<ul style="list-style-type: none"> Gekwalifiseerde onderwyseresse sal daaglik aan diens wees om met tuiswerk te help. Alle leerders gaan direk na skool na die nasorgklas. Toesig duur tot 17:30. Geen leerder mag sonder verlof die skoolterrein verlaat nie - die leerder moet te alle tye sigbaar wees vir die onderwyseres in beheer. Leerders met gedragsprobleme sal nie geduld word nie.
ETES	<ul style="list-style-type: none"> Ligte verversings en/of ligte etes word gedurende die namiddag voorsien. Ander kos, vrugte of koeldrank mag saamgestuur word.
KLERE-DRAG	<ul style="list-style-type: none"> Gemaklike "huisdrag" is 'n vereiste. Maak seker dat alle klere duidelik gemerk is.
SPORT & BUITE-MURSE PROGRAM	<ul style="list-style-type: none"> Indien daar enige verandering plaasvind met betrekking tot u kind/ers se sportprogram, moet u die nasorghoof skriftelik in kennis stel. Leerders keer terug na die nasorgklas nadat buitemuurse aktiwiteite afgehandel is. Enige afwyking van hierdie reëling moet skriftelik aan die nasorgpersoneel deurgegee word. Die nasorgleerlinge mag die nasorg slegs 15 minute voor 'n buitemuurse aktiwiteit verlaat (behalwe gedurende wedstryde).
AFHAAL VAN U KIND	<ul style="list-style-type: none"> Skriftelike kennisgewing moet aan nasorgpersoneel deurgegee word indien u leerder deur familie/vriende afgehaal word. Ons sal dit waardeer as u kind VOOR of NA STUDIETYD afgehaal word (Maandae - Donderdae)

FOOI	<ul style="list-style-type: none"> Rekening word uitgestuur. Die fooie ten opsigte van nasorg is vooritbetaalbaar. 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.
BETALINGSVOOR- WAARDES- & OPSIES	<ul style="list-style-type: none"> 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. Indien u versuim om hierdie voorwaardes na te kom, sal u nie die nasorgdiens vir die res van die jaar mag gebruik nie.
BETAALMETODE	<ul style="list-style-type: none"> KONTANT: Finansiële kantoor 07:30 - 14:30 EFT/DIREKTE DEPOSITO: Rekeningnaam: Laerskool Durbanville Bank: ABSA Durbanville Takkode.: 334 810 Rekeningnommer: 141 067 0115 Verwysingsnommer van leerder/nasorg Weens die veiligheid van ons leerders en personeel, sal die nasorg GEEN BETALINGS hanteer nie. <u>Alle administratiewe navrae moet gerig word aan die finansiële kantoor.</u>
BOETES	<ul style="list-style-type: none"> 'n Boete sal gehêf word indien leerders na 17:30 gehaal word.
KANSEL- LASIE	<ul style="list-style-type: none"> Indien u nie verder van die nasorgdiens gebruik wil maak nie, moet u EEN KALENDERMAAND skriftelik kennis gee. Indien u nie hieraan voldoen nie, is u vir een maand nasorgfooi aanspreeklik.
ALGEMEEN- BELANGRIK	<ul style="list-style-type: none"> Die nasorg sal gedurende skoolvakansies gesluit wees. Enige persoonlike inligting wat betrekking het op u kind se emosionele welstand moet persoonlik met die nasorgbestuurder bespreek word. Ouers word versoek om hulle kinders PERSOONLIK by die onderwyseres in beheer af te haal. GEEN GETOET WORD TOEGELAAT NIE. 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. Ad hoc fooi sal gehêf word in geval van nood.