

St. Paulus Pre- and Primary School St. Paulus Pre- en Primêre Skool



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30 October 2009

Dear Aftercare Parents

Welcome to Aftercare 2010. I would appreciate it if you would fill in the information below, and return it, along with a Registration Fee of R150.00 to Mrs Karen Warren as soon as possible. I have outlined a few details with regard to Aftercare, to ensure that we have a worry-free year.

- **NB: Hours are from 13:30 – 17:30.** Staff have been instructed to wait until the last child has been fetched. A fine of R50 will be charged for the first half hour. Thereafter, R100 per half hour will be charged.
- Children receive a cooked lunch, catered by Uitkyk, as well as juice, fruit and snacks during the afternoon. Only the healthiest ingredients are used as we follow a “Healthy-Eating Programme” at St Paulus. If your child has specific allergies, please ensure that this is included in writing. If a child requires a special diet, it will be necessary for parents to include a packed lunch.
- All School rules apply at Aftercare and children are required to treat staff with respect. Consistent misbehaviour will result in a child being requested not to attend Aftercare. He/she will need to be fetched by 13:30.
- Pre-School Aftercare will be run within the Pre-School enclosure, where activities will be on offer, where children may take a nap, and where they can play under supervision. All children will be brought over to the central Aftercare at 17:00, where they will be supervised by Mrs Warren and the Assistant until they are fetched. We shall have a qualified Pre-School teacher on duty daily between 14:00 – 16:00.
- All children from Grade 1 – 7 are required to attend Supervised homework and to participate in activities between 14:00 – 16:00. A male coach is available to oversee physical activities for seniors after 16:00 from Monday – Friday.
- Each child will be given two Aftercare shirts. All Pre-School children are required to wear these daily. On days on which older children attend sport, they may return to Aftercare wearing the sports shirt. On other days, the Aftercare shirt must be worn. Extra shirts are obtainable, by order, from “The Shop”. **NB: Children are required to adhere to the uniform rule in the afternoons.**

Rules:

1. One calendar month's notice of intention to withdraw child (ren) from Aftercare must be given in writing. Failure to give the requisite notice will result in one month's fees being charged in lieu of notice.
2. I agree to abide by all other conditions set out in the School's rules.
3. Children should be collected **not later than 17:30**. A minimum fine of R 50.00 per child will be charged if children are fetched after this time. No responsibility can be accepted for children not collected by 17:30 unless specific arrangements have been made.
4. Children must at all times be collected and signed out at Aftercare.
5. If arrangements have been made for a child (ren) to go home with someone other than designated persons, this needs to be communicated **IN WRITING**.

Lunch: Pre-School: 12:45 Grades 1 - 7: 13:30

The register will be taken at lunch before children go to their Extra-Mural activities.

Fees 2010:

1. Fees are R535.00 per month per child for 11 months, payable in advance.
2. Casual members: R50 with lunch, and R40 without lunch.

Please do not hesitate to contact me if you have any problems or queries. We all have the same objective: Making Aftercare a safe and happy environment for our children.

N.B.If there are any changes of address or contact number, at home, cellular or at work, please notify Aftercare and the School office immediately.

NB: If your child has specific medication, e.g. insulin, asthma-applicator, and/or Celestamine for bee-sting allergies, please furnish Mrs Warren with this medication, in a clearly-marked container. The child's name and dosage need to be included.

KAREN WARREN

Cellular: 083 442 1472 (Weekdays from 12:30 - 17:30)

I wish everyone a blessed and prosperous 2010.

Yours sincerely

Madeleen Gorst-Allman (Mrs)
Principal