

CHRIST CHURCH PREPARATORY SCHOOL AND COLLEGE AFTERCARE INFORMATION 2012
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1. GENERAL INFORMATION:

- Christ-centred care is provided for pupils from Grades 000 to 12, during term, until 17:30 daily.
- A lunch is provided in the pre-school section only, while a snack is provided in all sections.
- Pre-school: Rest time follows lunch. After this, there is supervised playtime and on some days structured activities.
- Preparatory school: Learners must complete homework first, before playing. Reading is listened to for grades 1 to 3.
- College: Compulsory study/homework sessions with a break for snack.

Section:	Pre-school	Preparatory school (Gr 1 – 6)	College
Supervisor	Linda Nkosi 073 873 4084	Julie Irwin	Noma Ndlovu
Venue	Pre-school centre until 17:00, then the small hall (A block)	Multi-purpose hall until 17:00, then the small hall (A block) On occasions, the small hall	Small hall (A block) and on occasions classrooms
What to supply	sun hat, spare set of clothes, a plastic mug, small pillow and blanket – all labelled	a packed lunch, all stationery needed for homework, a change of clothes (optional) and a hat	a packed lunch and all stationery needed for homework

ADMINISTRATOR: Robyn Bessinger (011 315 2481 or 083 394 8646)

CATERER: Mrs Ursula Simmers

Contact number: 011 318 2481 (all sections)

Note: Should medicine need to be administered to your child, please hand the medicine to a teacher or aftercare staff member, clearly marked with written instructions about storage and dosage. Please ensure that all items are clearly labelled. The onus on homework completion rests with the child. All learners must abide by school and aftercare rules. Misconduct may result in suspension from aftercare. If a learner is picked up later than 17:30 more than three times in any one term, then their place at aftercare may be reviewed.

3. ENROLMENTS AND REGISTRATION:

- An enrolment form needs to be completed annually. This can be done at the pre-school tea and grade 1 welcoming party on the 10th January or on the 11th in the small hall (A block) from 7:15 am. Thereafter forms can be obtained from aftercare or from the school's website.
- Pupils can be enrolled for the full week or part thereof, or on an adhoc basis. In the pre-school section, children can be enrolled until 13:30, 15:30 or until 17:30. Should your child come on an adhoc basis, please notify the centre as early as possible, so that we can ensure that learners come to aftercare and are catered for.
- Should your child's aftercare needs change, please inform the centre in writing. Please keep aftercare informed of any change of telephone numbers and other contact details.

4. SECURITY AND FETCHING.

- A register is kept daily and a record is kept of learners' extra murals so that their whereabouts are known. Learners in grades 1 and upwards are required to report to aftercare promptly and book in. They also need permission should they need to leave the centre for any reason, for example to go to a private lesson.
- For security reasons, ***learners must be signed out by an authorised adult***. Once signed out, learners may not be left at the centre. Written permission must be given if your child is to be collected by another person. ***Please notify the centre if your child is absent or fetched early.***

5. FEES: Please refer to the schedule, overleaf. Fees will be included on your school account and late payments dealt with as per the school late payment policy. Should you wish to discontinue your child's aftercare, two weeks written notice is needed, or in lieu thereof, one month's fees.

AFTERSCHOOL FEE STRUCTURE FOR 2012

Cut off dates and the number of school days billed are given in the table below. As school accounts close in November, the fees due for 16th November to the 2nd December, will be payable in January 2013.

All billing in the preparatory school and college aftercare is hourly to the maximum amounts given in the table. In instances when no fees are due, but a learner has snack, then R9 will be in charged. For the pre-school set rates are applicable. These are discounted rates and because of this absenteeism cannot be refunded. Pro rata rates are also available on application in the pre-school, for aftercare needed for 4 days per week or less.

Billing Period	No. of days		Grade 000 to 0			Gr 1-4	Gr 5,6	College
			Up to 13:30	Up to 15:30	Up to 17:30	Up to 17:30	Until 17:30	Up to 17:30
Annual amount	184	1 st child	3035	5885	8280	7360	6440	5710
		2 nd etc	2760	5295	7460	6625	5885	5155
January (11/1 to 17/1)	5	1 st child	85	160	225	200	175	155
		2 nd etc	75	145	205	180	160	140
February (18/1 to 14/2)	20	1 st child	330	640	900	800	700	620
		2 nd etc	300	575	810	720	640	560
March (15/2 to 15/3)	20	1 st child	330	640	900	800	700	620
		2 nd etc	300	575	810	720	640	560
April (16/3 to 30/3)	10	1 st child	165	320	450	400	350	315
		2 nd etc	150	290	405	360	320	280
May (2/4 to 21/5)	15	1 st child	245	480	675	600	525	465
		2 nd , 3 rd etc	225	430	610	540	480	420
June (22/5 to 18/6)	20	1 st child	330	640	900	800	700	620
		2 nd etc	300	575	810	720	640	560
July (19/6 to 19/7)	18	1 st child	295	575	810	720	630	560
		2 nd etc	270	520	730	650	575	505
August School holidays	-	-	-	-	-	-	-	-
September (20/7 to 18/9)	21	1 st child	345	670	945	840	735	650
		2 nd etc	315	605	850	755	670	590
October (19/9 to 17/10)	20	1 st child	330	640	900	800	700	620
		2 nd etc	300	575	810	720	640	560
November (18/10 to 16/11)	20	1 st child	330	640	900	800	700	620
		2 nd etc	300	575	810	720	640	560
January 2013 (17/11 to 7/12)	15	1 st child	245	480	675	600	525	465
		2 nd etc	225	430	610	540	480	420

Hourly and adhoc rates:

College	R8 from 14:40 to 15:00, then R9 per half hour, R17 per hour, to a maximum of R45/afternoon
Preparatory school	First half hour R9, then for first hour R17, R26 for 1.5 hours, 34 for 2 hours then R10 per hour to a maximum of R49/afternoon
Pre-school	R22 to 13:30, R31 to 14:30, R40 to 15:30 and R56 to 17:30

Fines and late pick ups:

- Before 17:30: for those learners where a specific pick up time has been agreed upon: R 9 for the first 30 minutes after the specified time and then R 17 per hour,
- After 17:30: R10 until 17:35, and then R5 per minute thereafter.