

House Rules of Beaumont Aftercare

YOUR CHILD'S SAFETY LIES IN YOUR COMMUNICATION WITH US

Times Open

- We are open from 13h00 – 18h00 every weekday
- We are open from 07h00 – 18h00 in the school holidays
- We are closed on public holidays and for 3 weeks over the December/January school holidays.

Fetching your Child

- Fetch your child inside the Aftercare
- Sign your child out EVERY DAY.
- Collect or have your child collected only at Aftercare
- Please phone the aftercare should you be late. (See “Fines” paragraph below)
- Please introduce the people who will collect your child regularly, to your child/ren’s supervisor.
- Notify us, in writing or telephonically, should your child be absent
- Notify us, in writing or telephonically, should your child be collected by anybody, other than those noted on the application form, for e.g. birthday parties

Study Time

- Study time is between 15h00 & 16h15 from Monday to Thursdays.
- All children will need their own stationery for homework in study time.
- Children are to do as much of their homework as possible during study time.
- Grade 3 – 7 learners may also continue after 16h15 should their homework not be completed.
- Grade 1 – 3 supervisors will indicate the homework, which has been completed in the homework book.
- The children are encouraged to bring a reading book to keep them busy when they do not have homework.
- Supervisors will only supervise homework; the responsibility ultimately lies with the parents.

Meals

- A summer and winter monthly menu will be followed each day.
- Lunch will be served directly after school before sport and extra-mural activities.
- Learners are expected to come directly to the Aftercare centre after school to sign in and have lunch.
- Should the learner be leaving to go to a sport match they still need to come to the Aftercare Centre to sign in and drop off their suitcase. Should they not feel like eating lunch at that time, they can book lunch for when they return.
- Only lunch booked will be kept.
- After study (16h15) learners will receive a snack.
- Iced Tea and fresh water will be available at all times.

Extra-Mural Activities

- Written confirmation is needed of Grade R, 1 & 2 learner activities at the beginning of each term.
- If these slips are not returned, we will not be responsible for children not attending activities.
- No child will be sent to activities without this written confirmation.
- Please notify the Aftercare in writing, of any changes or cancellations in your child’s activities.

Playtime

- The Aftercare has the use of the school swimming pool on Friday's in the summer terms. The children will be allowed to swim under adult supervision only.
- Planned activities will be presented to the children during the holidays and on some Friday's.

Holiday Care

- We have to plan our staff structure, menus and activities (art and outings) and you must therefore book Holiday Care in advance each holiday.
- If you do not receive a holiday booking letter two weeks before the holiday, kindly fetch one from the Aftercare office.
- **Any child not booked in for Holiday Care will not be accepted on the day.**
- Only Beaumont Aftercare learners will be accepted into Holiday Care.

Medicine

- Parents will be notified if their child is sick and will be requested to fetch them as soon as possible.
- Any child not at school due to illness will not be permitted to come to Aftercare in the afternoon.

Lost Property

- Parents are kindly requested to check their children's bags before leaving Aftercare.
- Clearly marked lost property will be returned to the child.
- Unmarked lost property at Aftercare will be removed on a Monday and sent to the school's lost property.

Written Notice

- One term's written notice must be given if your child will be leaving Aftercare, regardless of whether your child is Full Care or Part-time Care.
- One calendar month's written notice must be given if you wish to change from Full Care to Part-time care and from Part-time to Full Care.

Fines

- A fine will be levied for children collected after 18h00. A warning letter of future exclusion of attendance at Aftercare will be sent after the 3rd fine issued during the same year. Should your child/ren be collected after 18h00 again, your child/ren's attendance at the Aftercare will be terminated.
- Fines 18h01 – 18h15 - R25
- R25 for every 15 minutes thereafter.
- This will be doubled for two children, and tripled for three children.
- Please be mindful of the fact that the Aftercare Staff also have families and their interests and responsibilities as mothers need to be respected. Hence our arrangement regarding fines as a measure to prevent children being collected later than 18h00.
- A R10 fine will be levied, should the Aftercare have to make a telephone call to the parent to enquire the whereabouts of your child.
- All fines will be ploughed back into Aftercare for the benefit of all the children.