



Emmanuel Christian Academy Aftercare Centre

Tel : 021 592 2349 Fax : 021 592 1140
e-mail : eca009@telkomsa.net



General Information

1. Aftercare hours :

The aftercare will operate as per the times set out in the Application form, during the school term only. We are not open during our school holidays, public holidays, or whenever there is no school. Parents who arrive after 18:00 to fetch their child/children will be fined R50 for every 15 minutes they are late. This money is payable upon collection of your child. **Please phone the Aftercare Centre in case of an emergency or if you are going to be late.** Children get very anxious if they are left behind after closing time because they have not been fetched.

Should your child be absent from Aftercare, please advise the School in the morning before 09:00 so that we can be aware of your child's/children's absence. For security reasons we also need to be notified in writing should anyone other than the person specified in the Application form be collecting your child / children. This is to ensure the safety of your child / children.

2. Aftercare essentials:

The following items must please be brought to Aftercare at the beginning of the new academic year / when your child starts Aftercare. Please ensure that all items are clearly marked:

- a. 2 x **Staedtler HB** Pencils
- b. 1 x Blue Ballpoint Pen (Gr4 upwards)
- c. 1 x Eraser
- d. 1 x Sharpener
- e. 1 x Ruler
- f. 1 x pack Mon Ami crayons (Junior learners) / a box colouring pencils for older learners
- g. Jumbo Colouring Book (Junior learners)

Please put these items in a **plastic** envelope with a clip / zip which has your child's name on. Your child's envelope will be kept in a safe place so that he / she has the proper stationery with which to do his / her homework and for recreational purposes.

3. Meals

We will provide full time learners with a nutritious lunch, e.g. plain and toasted sandwiches, healthy rolls, pasta, hot dogs, hamburgers, etc. This will be served with fruit juice / non-fizzy cold drink.

The learners will also receive a snack / fruit and/or a sandwich with peanut butter & jam, marmite, syrup, etc. at +-16:00. Fresh water will be available at all times.

Please send an additional snack / sandwich on Fridays in lieu of the 2nd break as the school comes out at 12:35 but the learners only eat lunch at +-14:00.

4. Homework

The Aftercare staff will, as far as possible, see to it that learners complete their homework during the afternoons. A special time is allocated for this before play time. We kindly request that you as a parent, check and sign your children's diaries every day as it remains the responsibility of the parent to

ensure that homework is completed. Reading and spelling should be done with your child at home. No homework is done on Fridays.

5. Clothes

A set of clothes must be brought along each day so that your child can change into comfortable clothing, which also prolongs the life of his / her school uniform. Please ensure that all clothing items are marked as we cannot be held responsible for lost items. Should you find another child's clothing in your child's bag, please send it back to the Aftercare Centre.

6. Tuck Shop

The tuck shop will be open for 15 minutes after school should you like to send money with your child. We recommend limiting this to Fridays as a special treat.

7. Monthly payments

All Aftercare fees are payable in advance on/before the 3rd day of the month. No deductions can be made i.r.o. holidays, non-attendance, etc. Payment can be made in the following ways:

- i. Cash : Please place the money in a clearly marked envelope with your child's name on it. We will then check the money and issue your child with a receipt. If you don't receive a receipt within 48 hours, please bring this to the attention of the Accounts department.
- ii. Internet Payment / Bank Deposit (preferred):

Name : Emmanuel Christian Academy

Bank : Nedbank

Branch : Goodwood Mall – 10441000

Account No. : 1044004223

Reference : Child's name & surname - Aftercare

Failure to pay your child's fees on time will result in him/her not being accommodated at the Aftercare Centre until the fees have been paid. We rely on these fees to purchase the Aftercare requirements.

8. Discipline

It is very important to us as Aftercare staff to make sure that there is strict discipline in the Aftercare Centre at all times. Where learners do not adhere to our Rules, the parents / guardians will be notified. Continued non-compliance can result in parents being asked to remove their children from Aftercare.

9. Phone calls

We cannot call children to the telephone for calls unless in the case of an emergency. Children are not allowed to make telephone calls from the Aftercare Centre themselves.

10. Personal details

It is of the utmost importance that parents always keep the Centre informed with regard to any change of address or telephone numbers where you can be reached in case of an emergency. In the event that we need to phone more than two numbers in an attempt to get hold of parents, parents will be charged R5-00 per phone call.

11. Toys

Learners are discouraged to bring toys to the aftercare; we do not accept any responsibility should toys break or get lost.

We trust that your child / children will feel secure and be happy at our Aftercare. Please do not hesitate to contact one of the Aftercare staff members should you require any additional information.