



General Information / Terms and Conditions – ECA Aftercare

1. Aftercare hours

- a. The aftercare will operate as per the times set out in the Application form, during the school term only.
- b. We are not open during our school holidays, public holidays, or whenever school is closed.
- c. 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.
- d. **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.

2. Attendance & Collection

- a. 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 (Tel : 021 592 2349 / eca009@telkomsa.net).
- b. 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.
- c. Please note that part-time learners do not attend the Aftercare during exam times or when the school closes earlier, e.g. on the last day of each term.

3. Aftercare essentials

- a. 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:
 - i. 2 x **Staedtler HB** Pencils
 - ii. 1 x Blue Ballpoint Pen (Gr4 upwards)
 - iii. 1 x Eraser
 - iv. 1 x Sharpener
 - v. 1 x Ruler
 - vi. 1 x pack Mon Ami crayons (Junior learners) / a box colouring pencils for older learners
 - vii. Jumbo Colouring Book (Junior learners)
- b. Please put these items in a **plastic** envelope with a clip / zip which has your child's name on.
- c. Your child's envelope will be kept in a safe place so that he / she has the proper stationery with which to do their homework and for recreational purposes.
- d. If your child does not have the necessary stationery at Aftercare homework will not be done.

4. Meals

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

- d. Part-time learners have the option to choose having lunch included. If the 'no lunch' option is selected, please ensure that you send an extra snack to eat at aftercare as we don't want learners to sit and watch the other learners eating their lunch. A cold drink and fruit will be supplied.

5. Homework

- a. 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.
- b. 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.
- c. Reading and spelling should be done with your child at home.
- d. No homework is done on Fridays.
- e. Due to the limited time for part-time learners, we cannot guarantee that homework will be completed by the time the learners leave.

6. Clothes

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

7. Tuck Shop

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

8. Payment of fees

- a. All Aftercare fees are payable in advance before or on the 3rd day of the month and are payable over 12 months.
- b. No deductions can be made i.r.o. holidays, non-attendance, etc. One calendar month's written notice is required should you wish to remove your child from the Aftercare. If your child is returning to the Aftercare the following year, notice cannot be given for December.
- c. Payment can be made in the following ways:

- i. Internet Payment (preferred method to save on cash handling fees when deposited at the Bank);
- ii. Bank Deposit (a cash handling fee will be debited to your aftercare account, this will be the amount charged to us by the bank)
- iii. Stop Order – (preferred method to ensure monthly payments are received on time) – this can be completed at your bank
- iv. Banking details:

Name : Emmanuel Christian Academy

Bank : Nedbank

Branch : Sea Point (198765 – Universal code)

Account No. : 1044004223

Reference : Child's name & Surname – Aftercare

- d. 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.

9. Discipline

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

10. Phone calls

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

11. Personal details

- a. **It is of 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.**
- b. In the event that we need to phone more than two numbers in an attempt to get hold of parents, parents will be charged R10-00 per phone call.

12. Toys / Cellphones

- a. Learners are discouraged to bring toys to the aftercare.
- b. We do not accept any responsibility should toys or cellphones break or get lost.

13. Safety & Wellbeing of learners

- a. The Aftercare staff will take all measures to ensure the safety of learners in their care, however we cannot be held responsible for any factors outside of our control.
- b. Please notify us should there be anything we need to be aware of regarding your child's health or personal circumstances which could affect his/her behaviour at the Aftercare so that we can be aware of this.

Please complete the below section as confirmation of receiving and reading this document:

I / We, parents of _____, hereby confirm that we have read and understood the Terms & Conditions / General Information regarding the Aftercare.

Signed at _____ on this _____ day of _____ 20____

FATHER / GUARDIAN

MOTHER / GUARDIAN