



Emmanuel Christian Academy Aftercare Centre

Tel : 021 592 2349 Fax : 086 656 9254
e-mail : finance@emmanuelca.co.za



GENERAL INFORMATION & REQUIREMENTS

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 17:30 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 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

It is recommended that a change of clothing is brought along each day to preserve your child's 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 the following day.

6. 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. Preferred payment methods are as follows:

- i. EFT: This is a secure way of payment and does not carry any charges.
- ii. Stop Order: This can be completed at your Bank
- iii. Cash deposit at the bank: This will incur cash deposit fees which will be debited to your account.
- iv. YOCO: We have a Yoco machine at school for parents wanting to pay by card. This also incurs a transaction fee which will be charged to your account.

Banking details:

Name : Emmanuel Christian Academy	Bank : Nedbank
Branch : Century City (198765)	Account No. : 1044004223
Beneficiary Reference : Child's name & surname - Aftercare	

Failure to pay your child's fees on time will result in him/her not being allowed to attend Aftercare as from the 4th of each month, until such time that all fees have been paid. We rely on these fees to purchase the Aftercare requirements.

7. Discipline

It is very important to us as Aftercare staff to make sure that there is discipline at the Aftercare 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.

8. 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 themselves.

9. Personal details

It is of the utmost importance that parents always keep the Aftercare 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 R10-00 per phone call.

10. Toys

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

11. Cellphones

Learners bring their cellphones to Aftercare at their own risk. The Aftercare cannot be held responsible for any loss or damage to cellphones.

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