

**LORETO SCHOOL QUEENSWOOD**  
**AFTERCARE AND HOLIDAY CENTRE**  
**POLICY AND PROCEDURES**

**1. PURPOSE OF AFTERCARE**

To provide a safe environment for all enrolled learners, whose parents cannot or prefer not to collect him/her immediately after regular school hours. These learners will be placed into aftercare until such time they have been collected by the parents, transport or guardian.

**2. RIGHT OF ADMISSION**

It is accepted and, notwithstanding any clause in this condition of enrolment, the Loreto School Queenswood Aftercare School Centre ("the Centre"), in terms and certificates issued in the Centre's name, is registered and operates under the conditions determined by the Department of Health and Welfare.

- Right of Admission is strictly reserved.
- Only Loreto School Queenwood learners will be considered for enrolment.
- Application for enrolment to the Centre must be submitted on the attached prescribed form.
- The Centre will not provide a service until such time as:
  - The prescribed application form has been completed.
  - All fees as prescribed have been paid in advance either monthly (R600 x 11 months) or termly (R1800).

**3. ADDITIONAL SERVICES OFFERED**

- Afternoon lunch (optional) R20 per meal payable weekly in advance.
- Assist with homework, Mathletics and Reading eggs.
- Creative, social and other play activities.

**4. SAFE ENVIRONMENT**

The aftercare staff is responsible for a child immediately upon arrival of the child and this responsibility will only end when the parents, transport drivers or a designated guardian signs to collect the child.

During this time, every reasonable precaution will be taken to provide a safe environment. Minor injuries will be dealt with in an appropriate manner.

Serious injuries will be handled as follows:

- Paramedics called in.
- Parents immediately notified.
- If hospitalisation required, then child will be taken to nearest hospital/clinic.
- Parents will be responsible for all costs.

The middle gate entrance will be the only entrance and exit point for the Centre.

Supervisors will take register to determine which children are present.

Parents, guardians or transport are required to sign the child out on the Aftercare register and the Aftercare monitor will indicate the time the child was collected.

## **5. PERIODS AND TIMES**

- Only during school terms: Monday to Friday
- Times – Grade R to Grade 3: 13:10 - 17:30  
Grade 4 to Grade 7: 13:40 - 17:30
- The Aftercare will not be open during school holidays or public holidays.
- However, holiday school will also be offered from 07:45 to 17:30 during school holidays at an additional cost.

## **6. DISCIPLINE**

The School's Learner Code of Conduct as well as the basic school rules as attached should be followed at all times.

If there are discipline issues, a child will be taken aside for correction.

The supervisors will attempt to enforce consistent, fair discipline when necessary so that each child will learn respect and self-discipline.

Parents of repeat offenders will be contacted.

### **Loreto School Queenswood basic rules:**

1. Follow instructions the first time they are given.
2. Keep your hands, feet, objects and unkind words to yourself.
3. Listen while somebody is speaking.
4. Take care of all property.
5. Behave appropriately

## **7. COMMUNICATION**

Good communication is essential for good relationships.

If you are arriving after 17:30 a phone-call will be appreciated.

Please contact the school to inform the relevant staff about:

- Attendance/absence
- Change in a child's extra-mural activities
- Medication to be administered with parent's consent etc.

## **8. PARENT GRIEVANCE PROCEDURE**

- All grievances should first be discussed between the parents and the Aftercare Supervisor in a spirit of understanding with the aim of resolution and restoration of relationship.
- If the grievance cannot be resolved between the parties concerned, the matter will be referred to the School Management Team of the School.
- Any discussion should aim to resolve the issue and restore relationships.

## **9. FEES PAYABLE**

- All fees should be paid termly or monthly in advance in accordance with the attached rates.
- No reduction in fees due or paid will be allowed in respect of days on which the child does not attend the centre for any reason whatsoever.

## **10. LATE COLLECTION**

Aftercare operates from 13:10 (GrR-3) and 13:40 (Gr 4-7) until 17:30.

Parents who collect learners after 17:30 will be liable to pay the following fines.

R50 – children collected between 17:35 and 18:00.

R200 – children collected between 18:01 and onwards.

## **11. SIGNING OUT**

Between 14:00 until 17:30 the assigned staff member together with the parent will sign out the child(ren). No parent, guardian or transporter will be allowed past this point. The respective child(ren) will be called to the collection point to be collected.

## 12. CANCELLATION OF SERVICE

- One month's written notice must be given if a learner is to be removed from aftercare.
- A termination letter should be emailed to Ms. Tania Auret at [tania.auret@loretosa.co.za](mailto:tania.auret@loretosa.co.za).

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_

in Grade \_\_\_\_\_ have read and understand the policies and procedures of the Loreto School

Queenswood Aftercare Centre.

**LORETO SCHOOL QUEENSWOOD**

**AFTERCARE APPLICATION**

*The following must accompany the application form:*

*Two recent passport photos of the learner(s)*

*Copy of the ID of parents/guardians and or driver of the transport collecting the learner(s).*

**LEARNER'S PERSONAL DETAILS**

Surname: \_\_\_\_\_ Full name: \_\_\_\_\_

Grade: \_\_\_\_\_

Special dietary requirements and or allergies etc.: \_\_\_\_\_

Transport (who will fetch your child): \_\_\_\_\_

Which Co-curricular activities does your child participate in \_\_\_\_\_

\_\_\_\_\_

**DETAILS OF FATHER / STEPFATHER / LEGAL GUARDIAN**

Surname: \_\_\_\_\_ Full name: \_\_\_\_\_

Tel (h): \_\_\_\_\_ Tel (w): \_\_\_\_\_ Cell: \_\_\_\_\_

EMAIL ADDRESS (please write legibly) \_\_\_\_\_

**DETAILS OF MOTHER / STEPMOTHER / LEGAL GUARDIAN**

Surname: \_\_\_\_\_ Full name: \_\_\_\_\_

Tel (h): \_\_\_\_\_ Tel (w): \_\_\_\_\_ Cell: \_\_\_\_\_

EMAIL ADDRESS (please write legibly) \_\_\_\_\_

**DETAILS OF ANOTHER CONTACT IN CASE OF AN EMERGENCY**

Surname: \_\_\_\_\_ Full name: \_\_\_\_\_

Tel (h): \_\_\_\_\_ Tel (w): \_\_\_\_\_ Cell: \_\_\_\_\_

EMAIL ADDRESS (please write legibly) \_\_\_\_\_

**LEARNER’S MEDICAL DETAILS – CONSENT**

In a critical medical situation, please note that there may not be time to wait for the parents to arrive. The school therefore reserves the right to utilise the quickest and best medical service available.

I, \_\_\_\_\_ being the parent /legal guardian of \_\_\_\_\_

hereby agree that a medical practitioner may provide emergency treatment as may be necessary.

Medical aid details:

Name of main member: \_\_\_\_\_

ID of main member: \_\_\_\_\_

Name of Medical aid: \_\_\_\_\_

Medical aid number: \_\_\_\_\_

**Signature of parent / legal guardian** \_\_\_\_\_

**GENERAL**

This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

**1. JURISDICTION**

This Agreement is subject to South African Law.

## **2. CREDIT INFORMATION**

The Account Holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the National Credit Act.

In the event where the School takes legal action against the Account Holder, he/she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

## **3. CANCELLATION**

3.1. The Account Holder undertakes to give one month's written notice of termination of the enrolment of a learner, failing which liability will be incurred for the full amount of the following months fees by the Account Holder.

3.2. The School shall be entitled to terminate the enrolment of any child under the following circumstances:

Summarily and with immediate effect, if the child is guilty of an offence which, in the sole opinion of the School, renders his / her continued enrolment at the School impossible, in which event the Account Holder, after deduction of all the amount otherwise owing to the School, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such child.

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**SIGNATURE OF ACCOUNT HOLDER**

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**DATE**

## **AFTERCARE FEES STRUCTURE FOR THE 2022 ACADEMIC YEAR**

### **Term 1 (January – March)**

R1 800,00 per term (or R600,00 per month)

### **Term 2 (April – June)**

R1 800,00 per term (or R600,00 per month)

### **Term 3 (July – September)**

R1 800,00 per term (or R600 per month)

### **Term 4 (October – December)**

R1 800,00 per term (or R600 per month)

Should you require lunch an additional cost of R20,00 per day must be added to the fee (e.g.

R100,00 per week 4 weeks is R400,00 extra per month).

Attached please find lunch menus as well as a lunch order form.

All Aftercare fees are to be paid in advance, termly or monthly.