

AFTERCARE



RULES AND REGULATIONS

KAMMALAND believes in delivering only the best service to both you and your child and therefore we ask of you to please read the below information. Please feel free to visit the premises or give us a call for any questions.

AGES:

AFTERCARE FOR LEARNERS UP TO GRADE 7

FEES:

REGISTRATION FEE for new admissions: R150 payable when admission form is submitted.

REGISTRATION FEE for re-admissions: R50.

These fees are non refundable.

(CONTACT THE OFFICE FOR LATEST PRICE LIST)

Fees are calculated on the basis of a year and divided into 12 equal payments throughout the year. Fees are payable in advance and a penalty fee (5% of the value of the outstanding invoice) will be charged if payment is still due by the 7th of the month. If payment is still outstanding by the 15th of the month, enrolment to the school will be terminated.

Please note the following:

- The school is *only* closed on public holidays, school holidays where the public holiday is on a Tuesday or Thursday and the Monday or Friday is declared a school holiday and for 3 weeks in December/January for annual shutdown. (We will confirm dates of our annual shutdown at a later stage)
- Normal fees apply during December and January. NO Reduction will be given.
- NO Reduction will be given for absenteeism due to illness or vacations.
- Fees are to be paid in full even if the school is forced to close for reasons out of our control
- Payments are to be made by EFT with the child's name and surname as a reference number. For safety reasons we prefer not to keep cash on the premises.
- We make use of an App called KARRI (online payment method that can be downloaded onto your smart phone) for payment of any other goods or services other than school fees such as outings, school clothes, etc.
- Fees that are paid in full for the year before the end of January will receive a 10% discount.
- Please note that we do not accept split invoices between parents. Our accounting system does not allow for this as only one statement per account can be e-mailed. It is the responsibility of the parent whom receives the statement to ensure that payment is made in full.
- **BANKING DETAILS: MCDE INVESTMENTS (PTY) LTD T/A KAMMALAND LORRAINE
BIDVEST BANK, BRANCH CODE: 462005, ACCOUNT NR: 565 741 5401**

ENROLMENT DOCUMENTS NEEDED:

Please supply us with copies of the following documents upon enrolment:

ID of parents/legal guardians

Medical Aid card

Child's clinic card

Child's birth certificate

(Re-admissions do not need above mentioned documents.)

PERSONAL INFORMATION (POPI)

Personal information will only be used for the following reasons:

- Sending statements and invoices for payment
- Contacting parents/guardians in case of an emergency
- Contacting parents/guardians regarding the child's educational and social development
- Keeping parents/guardians informed of any news and developments in the classroom or anything else regarding the school
- Sharing of photo's on Whatsapp groups as well as on social media platforms
- Direct marketing of next school year's applications or school fundraising events
- Anything of importance to your child, the parent, the legal guardian or the school which is not mentioned above.

Personal information may only be shared with a third party with the parent or legal guardian's approval, except in the following cases:

- If stipulated by the Children's Act to adhere to legislation
- If needed by Department of Basic Education to register children for school
- If a Grade R child's new Primary school requests academic information
- If the child is in danger and needs immediate medical assistance

The school's POPI manual is available on request.

WHATSAPP GROUPS:

Every class has a WhatsApp group through which we communicate with parents/legal guardians. Our application form provides for an option to form part of this WhatsApp group. Please note that when you form part of this group your telephone number and name will be visible to other members on the group. The school is unable to protect the personal information on this group. We ask that all members on the group respect each other's privacy and that you will not to share any personal information without prior consent. Only school related matters may be shared on this group.

Our application form provides for an option to allow photos of your child to be posted onto the WhatsApp group. We ask that you handle all photos posted on this group with utmost care and that only individual photos of your child are forwarded to family members or other social media platforms.

NOTICE PERIOD:

Please supply one full calendar months' notice if your child is leaving. Parents who remove their child/children from the school without giving notice will remain responsible for school fees up to the date on which notice is given – either verbally or in writing. No notice will be accepted after the 1st (first) of October.

CLOTHING:

Please ensure that your child brings extra clothes for aftercare. Our rule is that children are not allowed on the playground if they are wearing their school clothes. Please ensure that your child's school uniform, jerseys, shoes and socks are clearly marked. Our lost and found box fills up quickly through the year. Please ensure that your child's bag is large enough to accommodate all personal belongings. Please remember to pack sun block and a hat in summer.

LUNCH:

We provide a balanced meal for lunch which changes from day to day. We do not follow a specific menu and our chef cooks what is appropriate for the season and the weather on the day. Lunch is served when

the children arrive at aftercare from school. If your child is partaking in sport, we will keep their lunch and serve it to them when they arrive after sport. If your child is a hungry little one, please ensure that you pack an extra snack to munch on for later in the afternoon. We do have a microwave to heat food, but unfortunately we are unable to prepare two-minute noodles and popcorn due to time constraints.

AFTERCARE HOURS:

Our aftercare hours are from 06h30 – 17h30 Monday to Friday. At 07h20 we take the Lorraine Primary children across to school. If you arrive after 07h20, please drop off your child at Lorraine Primary. We ask that parents/legal guardians are punctual and respect our aftercare hours. A penalty fee of R200 will be charged to parents/legal guardians who disrespect our trading hours.

SPORT:

Please inform us of your child's sport schedule at the beginning of each sport season, so that we can ensure that the Grade R – 3's are taken and collected on time. We also need to know which of the Grade 4 – 7 learners have sport to ensure that they are where they need to be.

HOMEWORK:

We have teachers and "tannies" who are specifically appointed to assist with homework in the afternoon. Every child MUST bring their homework book for us to sign in order to check that homework is done and if it is completed. We ask that every parent sign the homework page and check for any notes made to revise work at home or if there is any homework not completed at aftercare. Sometimes it is not possible to complete homework if the children played sport till late in the afternoon.

During exam times we offer our Grades 4 – 7 the opportunity to study in the afternoon.

EXTRA-MURAL ACTIVITIES:

On a Friday afternoon we offer extra-mural activities for our aftercare children. It may be Judo or Beaux Arts (pottery), depending on the interest shown by parents/legal guardians. More information will be shared on the Whatsapp group.

ABSENCE:

Please inform us if your child will not be attending aftercare (may be sick at home or going home with grandparents, etc.), especially if they are in Grade R – 3 as we fetch them at school. We spend a lot of time looking for children who are not at school. We have to make a note of all absenteeism (also Grade 4 – 7) in our register to ensure that all children are safe.

If your child has unwelcome visitors such as head lice, your child may only attend aftercare once the infection is under control. Please notify us as soon as possible so that we can check everyone's hair at the aftercare for any other source of infection.

TOYS:

Please note that we do not take responsibility of any toys that are brought to aftercare and is found to be broken, damaged, lost, misplaced, etc. Children play rough with their toys at aftercare, they swap toys with their friends and sometimes they forget where they put their toy. We have more than enough toys to keep the children busy during the day.

ELECTRONIC EQUIPMENT:

Smart phones, tablets and other electronic equipment are not allowed at aftercare. The only time that we allow any of these electronic equipment is during holiday care. Please note that even though the children are allowed to bring their electronic equipment to holiday care, they are not allowed to phone from their smart phone, they may not go onto any social media or YouTube and they may not take photos or videos at aftercare. They may play age appropriate games, they may watch age appropriate movies and they may

browse on YouTube Kids only. In the case of any of these rules broken, the electronic equipment will be confiscated and kept in the office till home-time.

DISCIPLINE:

At Kammaland we keep the children very busy to keep them out of mischief. Sometimes the need arises to take a child away from an environment that causes conflict. We have a quiet area where children spend an amount of time not more than 5 minutes.

As an aftercare we believe that we and the parents/legal guardians have to work together on achieving discipline. We communicate regularly with parents if we identify a behavioural problem and together we decide on an action plan. We do not have space for bullies at our aftercare and children who use rude language or who are inclined to fighting can receive up to three warnings where after admission to aftercare is terminated.

TUCK SHOP:

Every Friday between 14h00 and 15h00 our tuck shop is open.

CHANGE OF SCHOOL HOURS AT LORRAINE PRIMARY:

We are aware that Lorraine Primary changes their school hours during exam times and at the end of the school year. Please note that we will accommodate your child as best we can, but please keep in mind that we have a playschool in the morning till 12h30. We can thus not take extra children in the morning when Lorraine Primary offers the option for children to stay at home the last week of school at the end of the year. We approach every situation on its merits and we decide what is best for our children at aftercare and at our playschool.

TOILET REQUIREMENTS:

All children to supply the following in January and again in June:

4 black bags

4 toilet rolls

1 bottle of Domestos

1 paper hand towel

We ask that you sign our register book when dropping off the toilet requirements to confirm that you did bring. If we don't receive these requirements by end of February or again end of July, you will be charged a fee of R100 per semester.

PLEASE SEND A PENCIL FOR HOMEWORK. THANK YOU 😊