

# AFTERCARE

## RULES AND REGULATIONS



KAMMALAND LORRAINE is a Christian-based early childhood development school and aftercare centre that is registered with the Department of Education. We believe 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 our premises or contact us 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.

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 7<sup>th</sup> of the month. If payment is still outstanding by the 15<sup>th</sup> of the month, enrolment to the school will be terminated. **First payment for the year must be made before 7 January and last payment for the year must be made by 7 December.**

### **Please note the following:**

- The school is closed during December and January for 13 – 14 working days. We will communicate the dates of our annual shutdown by June/July so that parents may plan their leave accordingly.
- The school is also closed on public holidays and declared school holidays. Declared school holidays happen when the public holiday falls on a Tuesday or Thursday and the day before or after these public holidays (Monday or Friday) is declared a school holiday by the Department of Education.
- Normal fees will apply during our annual shutdown in December and January. NO Reduction will be given.
- We often have queries about why December and January fees must be paid in full. In order to assist with budgeting purposes for households we have distributed our yearly fee into 12 equal payments with no interest charged. Parents and legal guardians are welcome to pay more each month to pay the yearly fee sooner.
- 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 (e.g. COVID pandemic).
- 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.
- Fees that are paid in full for the year before the END OF JANUARY will receive a 10% DISCOUNT. Fees paid in full by END OF FEBRUARY will receive a 5% DISCOUNT. Fees paid in full after February will not receive a discount.
- Please note that we are not able to e-mail more than one statement. It is the responsibility of the parent who receives the statement to ensure that payment is made in full. Please ensure that the correct e-mail address is provided on your application form for statements.

**OUR BANKING DETAILS ARE AS FOLLOW:**

**Account name:** KAMMALAND LORRAINE  
**Bank:** FNB  
**Branch code:** 255355  
**Account number:** 6300 3545 605

**ENROLMENT DOCUMENTS NEEDED:**

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

ID of parents/legal guardians

Medical Aid 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
- Sharing of photo's on Whatsapp groups as well as on social media platforms with your consent
- Direct marketing of the following year's applications or fundraising events for the aftercare
- 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 the child is in danger and needs immediate medical assistance
- Birthday party invitations

The school's POPI manual is available on request.

**WHATSAPP GROUPS:**

We have two aftercare WhatsApp groups. The first group is for Foundation Phase learners (Grade R – 3) and the second group is for Intermediate Phase learners (Grade 4 – 7). These groups are used to communicate important information regarding aftercare such as lost and found property or changes in school or aftercare hours. Only our aftercare teachers will be able to post onto this group as the traffic in the past was too high. Please communicate changes in pick-up times, changes in the sport or cultural programmes, children who are absent, change in person picking up your child etc. by sending a Whatsapp message to our Aftercare phone: 083 296 4371. Please keep in mind that our staff are not allowed to walk around with phones while looking after children and the Whatsapp is only attended to every now and again. Chances are great that your message will only be read at a later stage. In case of an urgent message, please phone the Aftercare or Michelle on her cell phone number (061 130 6647).

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 aftercare is unable to protect your personal information on this group. We ask that all members on the group respect each other's privacy and that you will not share any personal information without prior consent.

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:**

We require one full calendar months' formal notice if your child is leaving. Notice can be given via e-mail, WhatsApp or a formal written letter. Please take note that no notice will be accepted after the 1<sup>st</sup> (first) of October – if notice is given in October, fees for October, November and December will still be charged.

### **DROP OFF AND COLLECTION OF CHILDREN FROM AFTERCARE:**

Please ring the bell which states "Aftercare/School". Messages sent via the Whatsapp number may not be read immediately and you will be waiting longer than pressing the bell for your child.

Please note that parents are not allowed to enter our premises due to safety reasons. We want to restrict the amount of traffic through our aftercare centre and have more control over who enters our premises. We trust that you will respect this rule. In case of emergency, we will allow parents to enter.

Changes in pick-up times from Lorraine School must please be communicated 24 hours in advance to ensure that we have adequate time to make the necessary arrangements. We rely fully on our parents to inform us of any of these changes. We are not part of any Whatsapp groups from Lorraine Primary and will not know if the coach sends a message that practice is cancelled or that the bus has arrived at school after their away match, etc.

### **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. You may send the schedules via WhatsApp to the Aftercare number or you can send a hardcopy of their schedule to our aftercare teachers.

## **HOMEWORK:**

Children who attend aftercare till 14h30 are not included in our homework option. We have included this time to assist parents who have older children in the school and would like a once-off pick-up time for both children. Our homework services will only be offered to children who pay the full fee for aftercare.

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 or went home early.

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

## **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 from school. We spend a lot of time looking for children who are not at school. We make notes of absenteeism (also Grade 4 – 7) in our register to ensure that all children are accounted for when doing our register.

If your child has unwelcome visitors such as head lice, your child must be treated at home and may only attend school once all the nits are gone or have turned black in colour. Please notify us if you find any unwanted critters so that we can check everyone’s hair at the school for any other source of infestation.

## **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.

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. There will be no tuck shop during school holidays.

### **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**

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 ENSURE THAT EVERYTHING IS MARKED CLEARLY!!!**

**WE ARE TRULY GRATEFUL TO WELCOME YOU AND YOUR CHILD INTO OUR KAMMALAND LORRAINE FAMILY.**

WE TRUST THAT WE WILL HAVE MANY FRUITFUL YEARS TOGETHER AND THAT YOUR CHILD WILL REACH THEIR FULL POTENTIAL WHEN THEY WALK INTO THIS WILD WORLD OF OURS AS YOUNG ADULTS.

**AS THE SAYING GOES: IT TAKES A VILLAGE TO RAISE A CHILD!**

