



DISCEMUS UT SERVEMUS

PINEHURST PRIMARY SCHOOL

Achieving excellence in a value-based community

PROSPECTUS FOR PINEHURST AFTERCARE CENTRE - 2023

Head of Aftercare: Mrs Yvette Couperthwaite (main contact and central point for all communication)

Email: yvecou@phps.org.za

School contact number: (021) 531 2783 – choose extension 6 for Junior Aftercare and 7 for Senior.

Emergency contact no.: Mrs Couperthwaite cell no. 083 740 3580

AIM

The aim of the centre is to provide a secure environment to pupils from this school who need care after school hours. The centre is not an extension of the formal school programme, nor is it intended to be an extension of the classroom. The organisation will be informal and every attempt will be made to make the centre a home-from-home type environment.

FACILITIES

The centre is housed in three areas. The Grade 1 & 2 children (Junior Aftercare) will be in the Multi-Purpose Centre next to the jungle gym. Grade 3 & 4 children will be in the room in the main school building adjacent to the sports field. The Grade 5, 6 & 7 children will be in the aftercare building next to the tuckshop. The pupils will have the use of the school toilets in the change rooms.

HOMEWORK

Parents are to inform their children to complete as much homework as possible at aftercare. If a child is participating in sport on a specific day, there may be no homework achieved on that day at aftercare. It is up to the parents to ensure homework has been completed for the next day (this applies to all grades). The centre will provide desks, chairs and facilities for the Grade 3 - Grade 7 children to do their homework.

FEES AND PAYMENTS

The fees are determined by the School Governing Body. The 2023 fees are as follows for Junior & Senior Aftercare (Gr 1 - 7): **R1 210 per month, payable over 10 (ten) months February to November**

Failure to pay the fees in full when they are due will result in notice being given. The only permissible form of payment is by **monthly debit order**. Unless parents have submitted a completed and signed debit order form, admission to Aftercare will be refused. Fees are usually increased on an annual basis, in line with school fee increases.

NOTICE

One (1) calendar months' notice is required in writing to the Head of Aftercare if children are to be withdrawn before the end of the year. Notice must be given by the 7th calendar day of the month of the wish to stop Aftercare for it to be actioned in that same month. If notification is received after the 7th, it will be actioned at the end of the following calendar month. Non-compliance will result in a full notice period being charged.

APPLICATION

Application can be made by completing and signing the Aftercare Centre Application form found on the website. Completion of these forms does not guarantee admission to the Aftercare Centre. Acceptance of pupils is strictly at the discretion of the Principal and the Head of Aftercare and no correspondence will be entered into. The Aftercare service is an extra fee-paying activity and as per our school fee policy, will not be allowed if the school fee account is not in good standing and settled in full. Preference is given to full-time attendants, siblings and previously registered attendants. When classes are full, applicants' names are placed on a waiting list.

DISCIPLINE

Pupils will be expected to obey all the school and aftercare rules. The Head of Aftercare has the right to refer pupils to the Deputy Principal or Principal if they have broken rules or are making the environment unpleasant for others. Pupils who are incompatible, may have to be withdrawn at the discretion of the Principal, together with the Head of Aftercare and / or Deputy Principal.

TIMES

The centre, which operates during the school terms, will open as per the times indicated below:

Grade 1 - 2: 12:50 pm – 17:00 pm every day of the week

Grade 3: 14:00 pm – 17:00pm Mon, Tue, Thu; 13:30 – 17:00 pm Wed, Fri

Grade 4 - 7: 14:30 pm – 17:00 pm Mon, Tue, Thu; 13:30 – 17:00 pm Wed, Fri

The Aftercare will not be open on the last day of each term (including the last day of the school year) and parents should make alternative arrangements for these days. Please understand that we cannot extend or change these times. In addition, Aftercare will also be closed on specific special days, like Founder's Day. Advance notice will be given to parents.

COLLECTION

Parents are to collect their children from the Aftercare centre, after their names have been ticked on the register. Children will not be allowed to wait outside after closing time. Parents who contravene this regulation, will have their children withdrawn from Aftercare. In an emergency, parents are to telephonically contact the Head of Aftercare on the number provided in this document. Parents who are running late are to make alternative arrangements and to please notify the Head of Aftercare telephonically (emails won't necessarily be read in time).

Children collected after the closing time will be charged R27 per child for every 5 minutes.

CLOTHING

Children are to bring a change of casual clothing. School uniforms may not be worn after official school hours. Parents are advised to please send in a peak cap or hat for their child (must be labelled and can be left at aftercare), which is to be used in the summer months.

REFRESHMENTS

Parents are advised to supply their children with extra lunch and drinks.

EMERGENCY

In the case of an emergency, please contact the Head of Aftercare, Mrs Yvette Couperthwaite, on her personal cell no. 083 740 3580 (please save this number on your cell phone).

Please note:

No child will be allowed to be absent or leave the Aftercare centre early (without an adult) or go home with another child, unless arrangements are made by the child's parent either by a signed note from the parent or an email sent beforehand to the Aftercare Supervisor (yvecou@phps.org.za). Failure to abide by this rule automatically absolves the centre staff, school staff and Governing Body of all responsibility for your child. This is a serious matter and should this rule be ignored the child will be withdrawn from Aftercare.