



# CAROL'S KRAZY CORNER AFTER-CARE

## CHILDREN'S ADMISSION AND GENERAL INFORMATION FORMS Gr 1-7

Dear Parents

In order to provide quality care for your child/children we need your co-operation, so we urge and encourage you to **communicate** with the After-Care staff at all times where matters related to your child/children is/are concerned. **Please note that the information herein is subject to change.**

### HOURS

After-Care opens at 12:30pm, unless requested by Wynberg Girls' Junior School to open earlier, and closes at **17:30pm** – staff leaves at 17:45pm sharp.

**Parents collecting children after 17:45 will be charged the following rates for late collection: R30 from 17:46 to 18:00, thereafter R10 per five minutes or part thereof. Please note that this will be automatically billed to your aftercare account as from 2024.**

### FEES

Please refer to the Fees letter.

### WGJS SECURITY

Parents/guardians collecting learners from aftercare need to report to the school security guard, who will allow them into the school premises. Parents are required to contact the aftercare from the front gate on our landline 0217975093, should the WGJS security not be available at the front gate to assist them.

### ARRIVAL AND COLLECTION FROM AFTERCARE

A register is kept and all girls are required to report in on arriving at After-Care.

For the safety of the children, parents are required to collect their children from inside the After-Care area where **they will be required to sign them out** with the staff member on duty who handles the register. Parents are not to request via phone call that their children be sent to the front of the school, as we do not take responsibility once the child/children have signed out and left the after-care facility and for security reasons.

Should your daughter be going home with a friend or be collected by someone other than the parent, the parent is to advise the After-Care beforehand, as no child will be allowed to leave the premises with any person not known to the staff unless the staff have been notified.

### ABSENCE

Parents must notify the After-Care in the event of the child/children not attending for any reason, including illness, parents' annual holiday, etc.

### CONTACTS

**Senior Aftercare whatsapp – 0846549116**

**Junior Aftercare whatsapp – 0794248542**

**Landline – 0217975093 / Email – carolskrazycorner@gmail.com**

### NOTICE

One calendar months' notice, **in writing**, must be given if your daughter will not be returning to After-Care or requesting a change in attendance, e.g. from full day to casual or vice versa.

### FOOD

Pre-schoolers to Grade 3 are to bring a packed lunch, no luxuries, for when they come from school between 12:30 – 14:10pm; we **do** heat **cooked** meals brought from home, if required. All children will receive a snack of fresh fruit, a sandwich and juice daily at 15:00pm. Learners arriving after 15:00pm from school or extra mural activities will also receive a snack up to 17:00pm.

## **HOMEWORK**

Homework is supervised with children from Grade 1 to Grade 7 until 16:30pm and is compulsory for all. However, the After-Care does not accept responsibility for the child/children's homework. Unsatisfactory test results must be taken up with the child's teacher and not with the After-Care. We would suggest that Parents check homework with the child/children at home on a daily basis.

## **ILLNESS**

There are no facilities for caring for a very sick child and we are not permitted to administer medication, therefore parents of a sick child will be contacted to collect their daughter.

Please do not send medication in your daughter's bag to self-medicate.

## **LOST PROPERTY BOX**

All lost/left and UNMARKED articles are placed in the lost property box and parents should look for their articles there. All unclaimed items are either given back to the school or given to charity at the end of the year. **PLEASE MARK ALL YOUR DAUGHTER'S BELONGINGS TO PREVENT THIS FROM HAPPENING AS THE AMOUNT OF UNMARKED AND UNCLAIMED ITEMS WE RECEIVE IS ALARMING.**

## **CELL PHONES, SMART WATCHES AND LAPTOPS**

The After-Care is not responsible for any lost/damaged or stolen cell phones, watch phones or any other electronic devices brought to school. They are strictly the owner's responsibility. Parents needing to contact their child/children urgently should do so via the staff on the After-Care land line, which is **021-7975093**.

Children are permitted to wear their watch phones but they may not make or receive calls whilst attending aftercare. Any calls that are necessary to be made will be done so via an aftercare staff member.

All senior laptops will be locked away when not under supervision.

## **REQUIREMENTS**

Please refer to the Requirements letter.

## **REGULATIONS**

1. **MEDICATION**: Should your child require prescribed medication (e.g. asthma pump, bee allergy, etc.) the After-Care must be advised.
2. Parents must please advise the aftercare via email of their child's/children's extra mural activities for the term by no later than the second week of the term.
3. The After-Care telephone is for business use only. Children are not permitted to make or receive calls unless urgent.
4. The After-Care takes no responsibility for any loss or damage to any games or toys brought to the After-Care.
5. Please ensure that you change your personal details with the After-Care should you move house, change jobs, cell number or email address.
6. After-Care children are expected to bring a full change of clothing including shoes to change into when they arrive at the After-Care (casual clothing worn with uniform will not be permitted and learners are to leave the school with shoes on **as a school rule**). They are also expected to pack their uniforms into their cases by themselves. They are responsible for their belongings and cases. **We advise parents to mark ALL their child's/children's belongings.** (Teachers will supervise and help where necessary).
7. **Please check with your child daily for notices or messages from After-care.**

Please feel free to contact me to discuss any problems, or for further information.

Thanking you.

**CAROL BARNARD  
OWNER**