



PENRYN AFTERCARE

We welcome you and your child to the optional, Aftercare service. We aim to provide a well supervised yet relaxed and fun facility for your child. The service is run by appointed supervisors and assistants and managed by the Aftercare Manager, Mrs Lara Toy. Aftercare is provided by Penryn at an additional cost to parents. All children get plenty of opportunities to play during the afternoon.

LOCATIONS AND AFTERCARE SUPERVISORS

PRESCHOOL

VENUE: AT THE PRESCHOOL

THE KINGFISHER SCHOLARS ENJOY THEIR OWN LOCATION WHILE ALL OTHER PRESCHOOLERS HAVE THE REMAINDER OF THE PRESCHOOL SPACES.

SUPERVISOR - KIM CRONJE

ASSISTED BY PRESCHOOL TEACHERS

FOUNDATION PHASE (GR 1-3)

VENUE: THE FOUNDATION PHASE BLOCK CONSISTS OF 2 'PODS' TO ENSURE SMALLER NUMBERS. THIS AFTERCARE IS LOCATED ON THE NORTH AND SOUTH SIDES OF THE FOUNDATION PHASE CLASSROOMS. EACH 'POD' HAS ITS OWN BUILDING AND PLAYGROUND AREA.

SUPERVISOR - NATALIE MEINTJES

SENIOR PHASE

VENUE: THE SENIOR PREP AFTERCARE IS LOCATED IN THE SENIOR PREP BLOCK, IN A LARGE, DEDICATED ROOM AND PLAY SPACE. HOMEWORK SESSIONS TAKE PLACE DURING THE AFTERNOON.

SUPERVISOR - LARA TOY



LARA
**SENIOR PREP AFTERCARE
AFTERCARE MANAGER**



NATALIE
**FOUNDATION PHASE
AFTERCARE SUPERVISOR**



KIM
**PRESCHOOL AFTERCARE
SUPERVISOR**

ACCESS AND SAFETY

Safety and care are non-negotiable priorities for us who supervise and provide the Aftercare option for your children. The environment is strictly controlled in terms of safety and access. In order to uphold these conditions, it is a rudimentary requirement for parents to offer us their full cooperation and abide by the school Head's requirements and of those who represent the Head in their capacities as supervisors and assistants.

Each Aftercare has controlled access through stipulated gates and this is tightly controlled to ensure the safety of the children, which we ask you to respect at all times for obvious reasons.

A letter of permission should be supplied to us if you are making use of a driver, au pair or taxi service to collect your child from aftercare. The person collecting your child will also be required to sign your child out every day.

YOU, OR THE RESPONSIBLE PERSON, MUST PLEASE SIGN YOUR CHILD OUT EVERY DAY ON THE REGISTER PROVIDED. IF THIS PRACTICE IS NOT ADHERED TO, THE SCHOOL WILL NOT BE HELD RESPONSIBLE.

The children may not sign themselves out, nor may they be fetched by an older sibling unless authorised by a parent and supervisors, in writing.

TERMS AND CONDITIONS

- Operating hours are Monday to Friday strictly from 13h30 to 17h00 during the school term. (See Phase specific times coinciding with closure times per phase) The programme makes allowances for activities such as games and outdoor play.
- The service closes promptly at 17h00. There will be a charge levied of R50 per 15 minutes or part thereof of a child being cared for if parents are late in collecting their child. This will be levied to the school account.
- There is no service during the school holidays and this service closes at 14h00 on the last day of a school term.
- Penryn's Code of Conduct will regulate the behaviour of scholars.
- Penryn exercises the right to discontinue the Aftercare service for an individual child due to contraventions stipulated in the Code of Conduct, and at the Prep Head's discretion.
- Aftercare facilitators are responsible for signing attendees into the aftercare
- The Indemnity form signed at admission of your child to Penryn each year applies.
- Homework sessions are supervised. The final responsibility remains with the parents to ensure that homework is completed and diaries are signed where applicable.

REGISTRATION AND COMMUNICATION

Kindly make use of the on-line link to register your child for the term:
<http://bit.ly/2Kmy4Yw>

Each Aftercare has a dedicated cell phone for efficient liaison and communication. These specific numbers for the Aftercare Supervisors will be given to you on registration of your child.

LUNCH/SNACK

Scholars will be provided with a healthy snack.

FEES AND BILLING

**FULL DAY UNTIL 17H00 PER CHILD
PAYMENT TO BE MADE BY THE LAST DAY OF
EACH TERM R 2500.00**

**HALF DAY UNTIL 15H30 PER CHILD
PAYMENT TO BE MADE BY THE LAST DAY OF
EACH TERM R 1375.00**

CASUAL FEES

**FULL DAY UNTIL 17H00 R60.00 PER DAY
HALF DAY UNTIL 15H30 R35.00 PER DAY**

GENERAL

- Complete the Google enrolment form and submit it. Please complete a separate form for each child.

REGISTRATION LINK

<http://bit.ly/2Kmy4Yw>

- Please ensure that Penryn is advised of any changes in detail during the year i.e. phone numbers, banking details and e-mail addresses as this all helps to facilitate smooth administrative procedures, as well as help us to provide the best possible service to you and your child. Parents are able to amend their personal contact details, address changes etc. directly on the Parent Portal.
- Should you want to remove your child/children from the service; a term's notice must be given in writing depending on the payment arrangements made with the school.

Please feel free to approach us with any questions or problems you may have. We look forward to caring to your child/children during 2021.