



AFTERCARE PROSPECTUS

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ROOTED IN FAITH



“Children think not of what is past, nor what is to come, but enjoy the present time!”

Dear Aftercare Centre Parents and Learners

We welcome you as a family at Xanadu Private School. Thank you for entrusting your child to us. We strive to render a positive service to you. However, without your continued support it will be impossible to achieve this goal. We invite you to discuss any uncertainties or problems with us at all times. Your input and recommendations are important.

Our aim is:

- To create a hospitable and relaxed atmosphere.
- To bring a little piece of home into the Centre by making it as comfortable and enjoyable as possible.

1. INTRODUCTION

Xanadu Private School wishes to provide each learner with the opportunity to develop his/her full potential. This is the ideal opportunity for your child to achieve this goal under the watchful and caring eyes of dedicated and professional aftercare teachers and personnel. The centre is therefore an extension of our school and is managed according to specific educational structures and falls under the hospices of the School's value systems and educational principals. We strive to provide an effective and positive service to both the school and parents alike. This is a partnership with the common goal of developing each child mentally, emotionally and socially within a loving and safe environment.

In order to achieve these objectives, it is imperative that the Centre is managed effectively. Consequently, it is an absolute requirement that a parent completes an application form, which then serves as a contract between the parent and the Aftercare Centre.

2. POLICY AND ORGANISATION

2.1 OPERATING TIMES

- 2.1.1 The after-school centre will be open directly after school and will stay open until 17:30.
- 2.1.2 The Centre will be closed on weekends, public holidays and during the school holidays, as well as on long weekends.



2.2 METHOD OF PAYMENT

- 2.2.1 As specified in the fees schedule for the applicable year, a fixed amount per month is payable over a period of 11 months from January to November. This package includes full care Monday to Friday from straight after school to 17:30 daily. The fees also include a healthy lunch for the children.

2.3 SUPERVISION AND DISCIPLINE

- 2.3.1 If a permanently enrolled learner cannot attend the Aftercare Centre, the coordinator is to be notified either in writing or telephonically.
- 2.3.2 For security purposes no learner will be permitted to leave the premises unless prior arrangements have been made.
- 2.3.3 The register will be completed during lunch times daily.
- 2.3.4 Serious transgressions will be brought to the attention of the Head of School after which the parent will be contacted.
- 2.3.5 The Aftercare Centre coordinator, after consultation with the involved parents, is entitled to refuse any learner who does not uphold the code of conduct of XPS.

2.4 CLOTHING

Parents are kindly requested to encourage learners to wear comfortable clothing. Clothing must be kept in a separate bag, not in the schoolbag as school books can be damaged. Learners are given ample time to change their clothes. The Aftercare Centre wishes to create an informal, homely atmosphere. If the wrong clothing ends up in your child's schoolbag, please return it to the Aftercare Centre.

2.5 LUNCH

- 2.5.1 A complete menu is available at the kitchen at request.
- 2.5.2 If a learner has any allergies/food intolerances or health conditions, it is the parent's responsibility to report such allergies and health conditions to the Aftercare centre to ensure that special arrangements are made with the Aftercare Centre. Parents must please take note that we do not provide specialised meals and the parent would need to send their own meals with the child.

2.6 FETCHING OF LEARNERS

- 2.6.1 No learner is permitted to wait for his/her parents at the gate without supervision.
- 2.6.2 In the event where a stranger has to pick up a child, the involved parent must inform the Centre either in writing or telephonically.



- 2.6.3 Learners are to be signed out by their parents daily – it is imperative that all parents adhere to this arrangement at all times.
- 2.6.4 Please note: In the event of being late – a fine of R80-00 is imposed for the first 10 minutes after 17:30 and a further R40-00 for each consecutive five minutes per child thereafter. Please contact us in advance if you are running late by making use of the cell phone numbers which are provided.

2.7 FINANCES

- 2.7.1 Should parents experience financial difficulties in paying the Aftercare Centre fees, the matter must be brought to the attention of the financial department immediately. Please contact the school immediately.
- 2.7.2 The amount due will be debited to your account at the end of each month. This amount is payable together with school fees per debit order.
- 2.7.3 A calendar months' notice must be given in advance should you wish to end his/her attendance at the Aftercare Centre.
- 2.7.4 Monthly payments must occur not later than the first of each month. Your cooperation in this regard will be appreciated.

2.8 STUDY TIMES

- 2.8.1 There is a compulsory study session between 14:00 and 16:00. Learners attend their particular extra-mural activities and then report for the homework sessions. Parents are requested to check their children's homework diaries to ensure that all work is done. The Aftercare personnel will attach a note when necessary. They will also initial the diaries each afternoon.
- 2.8.2 When a lot of homework is given the session can obviously not be extended to accommodate this additional load. If learners participate in extra mural activities, they are responsible for reporting to the Aftercare Centre so that homework can be done.
- 2.8.3 If a member of the Aftercare personnel did not initial the diary it is safe to assume that the homework is not done. Parents are, however, encouraged to be involved in their children's homework assignments at all times.
- 2.8.4 Each learner must possess his/her own pencil, eraser, other required stationery and a scribbler.



No stationery will be provided. See the required list below:

Grade RRR and Grade RR	Qty Required
Tissues 200's	1
Colouring book giant 304 page	1
Jumbo Wax Crayons(packet)	1
Age Appropriate puzzle	1
Educational toy	1

Grade R	Qty Required
Pritt Glue stick – Jumbo 43g	1
Scissors 165mm Orange handle	1
Pritt kids Art wax Crayons Jumbo retractable 12's	1
Tissues 200's	1
Colouring book giant 304 page	1
Croxley Book Bag Canvas Gusset Black	1
Old Magazines	6
Age Appropriate puzzle	1

Grade 1	Qty Required
Pritt Glue stick – Jumbo 43g	1
Scissors 165mm Orange handle	1
Sharpener 2 Hole plastic Maped shaker	1
Adel Eraser 50 x 20 x 10	2
Pritt kids Art wax Crayons Jumbo retractable 12's	1
Tissues 200's	1
Adel pencils 2H	10
A5 Manuscript book 192 pg Hard cover feint margin	1
Abacus 1 – 100 beads number chart	1
Exam pad 100 pg	1
Colouring book giant 304 page	1
Ruler shatterproof 30cm	1



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Pencil bag	1
Croxley Book Bag Canvas Gusset Black	1
Old Magazines	6
Age Appropriate puzzle	1

Grade 2	Qty Required
Pritt Glue stick – Jumbo 43g	1
Scissors 165mm Orange handle	1
Sharpener 2 Hole plastic Maped shaker	1
Adel Eraser 50 x 20 x 10	2
Pritt kids Art wax Crayons Jumbo retractable 12's	1
Tissues 200's	1
Adel pencils 2H	10
A5 Manuscript book 192 pg Hard cover feint margin	1
Exam pad 100 pg	1
Colouring book giant 304 page	1
Ruler shatterproof 30cm	1
Pencil bag	1
Croxley Book Bag Canvas Gusset Black	1
Age Appropriate puzzle	1

Grade 3	Qty Required
Pritt Glue stick – Jumbo 43g	1
Scissors 165mm Orange handle	1
Sharpener 2 Hole plastic Maped shaker	1
Adel Eraser 50 x 20 x 10	2
Faber Castell Colouring Pencils 12s	1
Tissues 200's	1
Adel pencils 2H	5
Bic orange fine point Blue pen	3
A5 Manuscript book 192 pg Hard cover feint margin	1



Abacus 1 – 100 beads number chart	1
Exam pad 100 page	2
Colouring book giant 304 page	1
Ruler shatterproof 30cm	1
Pencil bag	1
Croxley Book Bag Canvas Gusset Black	1

Grade 4 – 7	Qty Required
Pritt Glue stick – Jumbo 43g	1
Scissors 165mm Orange handle	1
Sharpener 2 Hole plastic Maped shaker	1
Adel Eraser 50 x 20 x 10	2
Tissues 200's	1
HB Pencil	2
Bic Orange Fine point Blue pen	2
Exam pad 100 pg	2
Ruler shatterproof 30cm	1
Pencil bag	1

2.9 SCHOOL FACILITIES

Learners make use of the facilities of the school. Learners must be educated and are expected to keep these facilities tidy at all times.

2.10 GENERAL

The provided phone numbers must be kept at hand so that we can be reached easily when necessary.

Head of Aftercare

Pamela Robertson

061 420 6872

Assistant

Theodora Lovedero



2.11 DISCLAIMER OF LIABILITY AND INDEMNITY

2.11.1 No member of the Aftercare Centre staff can be held responsible for any injuries or loss of property during after care hours.

Your cooperation will be appreciated.

Pamela Robertson
Head of Aftercare

3. AFTERCARE APPLICATION

Date of enrolment: _____

3.1 LEARNER DETAILS

Surname: _____

Full names: _____

Given name: _____

Date of birth: _____ Age: _____ Gr: _____

1st child / 2nd child / 3rd child (underline)

Teacher: _____

3.2 PARENT DETAILS

3.2.1 Father/Guardian

Title: _____

Surname: _____

Full names: _____

ID No: _____

Residential address: _____

Postal address: _____

TEL: (H) _____



(W) _____

Occupation: _____

Cell no: _____

Work address: _____

Marital status: _____

3.2.2 Mother/Guardian

Title: _____

Surname: _____

Full names: _____

ID No: _____

Residential address: _____

Postal address: _____

TEL: (H) _____

(W) _____

Occupation: _____ Cell no: _____

Work address: _____

Marital status: _____

3.3 MEDICAL BACKGROUND

General health of the child: _____

Allergies: _____

Does your child take any chronic medication? _____

If yes, please state the name(s) of such medication: _____

Dosage: _____

Time(s) of administration: _____

(Medication must be provided)

Name of Medical Aid Fund: _____

Medical Aid Fund No: _____

Authorization No: _____



(Only in case of hospitalization or emergency medical procedures)

Family doctor: _____

Address: _____

Tel no: _____

Any other problems the staff should be aware of regarding your child's health

I herewith give my permission that the personnel may administer medication and treatment to my child in case of an emergency (headache, fever, skin injury, insect bites).

No staff member of the Aftercare Centre can be held responsible for any injuries sustained by learners during times of supervision.

3.4 EXTRA MURAL ACTIVITIES

Activities in which my child may participate:

Activity: _____ Time: _____ Day: _____

Activity: _____ Time: _____ Day: _____

Activity: _____ Time: _____ Day: _____

Activity: _____ Time: _____ Day: _____

Activity: _____ Time: _____ Day: _____

3.5 PERSONS AUTHORISED TO COLLECT CHILD/REN

We take security very seriously. Therefore, even though the below persons may collect my child I will still notify the Aftercare Centre if I will be sending them in my stead. The following persons may collect and sign off my child/ren at the Aftercare centre:

Name: _____ Relationship _____

Name: _____ Relationship _____

Name: _____ Relationship _____

SIGNATURE OF PARENT/GUARDIAN

DATE



“Home and school – we need to work together if we are to help your child”

3.6 SIGN OFF OF LEARNER

I, _____

parent/guardian of _____

in Gr. _____ hereby agree:

1. To accept and abide by all terms and conditions governing the Aftercare centre, with which I declare myself fully acquainted.
2. That while the person in charge of Aftercare will care for my child to the best of their ability, neither they nor any person connected to the Aftercare centre will accept any liability for any claims arising from any accident or injury incurred whilst in the care or on the premises the Aftercare Centre.
3. That as far as I am aware, my child is physically capable of participating in the activities and is in good health.
4. I herewith give my permission that the personnel may administer medication and treatment to my child in case of an emergency (headache, fever, skin injury, insect bites).
5. That I will be liable to pay the R1400 monthly fee. This will include lunch after school at the Aftercare centre.
6. That if I decide to terminate my child/ren's attendance at the Aftercare centre, I will provide a calendar months' notice in advance.
7. That I or the persons authorised to collect my child/ren will sign out my child/ren daily
8. Take note that a fine of R80-00 is imposed for the first 10 minutes and a further R40-00 for each consecutive five minutes per child after that and that I will contact the Aftercare centre when I am running late.

THANK YOU FOR YOUR CO-OPERATION IN THIS REGARD.

Parent signature

Date

Please initial each page of this document and sign in full above.



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