

# Angels Academy

Day Care Centre & Pre-Primary School

074 143 4321 / 078 206 6576

c/o Willem Botha and Frederiche str, Wierda Park, 0157

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Facebook: [Angels Academy & Baby Centre](#)



## **AFTERCARE ENROLLMENT AND INFORMATION PACK**

**Dear Parents/Guardian**

I would like to wish you a warm welcome to Angels Academy Aftercare and Holiday Facilities.

We have limited space in our Aftercare Centre and it is only offered to children of primary school age in the Wierda Park, Raslow, and Hennops area. There will be a transport available to collect children from their respective schools and then to bring them to Angels Academy. The facility will be available from 12:00 onwards until 17:45. Their care will entail a light lunch (e.g. sandwich and refreshment), assistance where needed with homework and obviously playtime in their own designated playground. The rest of the school will not have interaction with the bigger children their afternoon programme will remain the same.

The enrolment fee is R250 and the monthly fee will be R1050 (includes transportation from school or from extramural activities to Angels Academy, limited to the above areas). In clarity there will be no transport to extramural activities only from and these are extramural activities that take place directly after school not later than 15:00 in the afternoon.

This aftercare will be available during the holiday period, at an additional daily rate of R100 per day, payable upfront for the specified dates. The aftercare will be open from 6:30am until 17:45pm, except at end of year break in December, where dates will be indicated. Light Lunch and snack with refreshments will be provided. No cooked meals.

If you are interested please complete the attached contract and return to your relevant caregiver by the 23 November 2018. I will be contacting you for confirmation and if you have any questions and clarity feel free to ask.

You are welcome recommend us to anyone, obviously the more successful our aftercare the longer we would be able to offer the service.

Below is the necessary contract information.

Thank you once again for your continued support.

Kind Regards,

*Siska Cilliers*

Principal

0762711787

## AFTERCARE AND HOLIDAY ENROLMENT AND REGISTRATION INFORMATION

### Arrival and Collection Times and Protocol

Drop off during holiday period is strictly from 6:30am until 17:45pm for full day, NO parents will be granted access to the property before 06:30am. Upon arrival, parents must hand over their child to the caregiver in the relevant aftercare facility. Breakfast (which varies between oats and maltabella) and is served from 7:45am or children can have breakfast at home. Please notify the aftercare caregiver if breakfast must be kept for your child, as well as any food allergens, we will also refer to the contract where necessary, so please complete in full.

Control registers are strictly kept and parents are required to sign children out of the centre especially if collected by transport companies or anybody else other than parents/guardians.

- a. Before the children go anywhere they have to inform the aftercare.
- b. No child will be allowed to wait outside the school grounds.
- c. Please inform us in writing with one month's notice (where possible) should your child :
  - have to leave the aftercare centre for whatever reason;
  - not be attending the aftercare centre for a period ;
  - going for extra lessons, ballet etc. ;
  - going home with other parents.
- d. Please collect child from the aftercare centre playground area. Do not expect your child to be waiting for you.
- e. The responsible person must announce themselves at the aftercare centre playground when collecting their children and to sign the register.
- f. The children are not allowed to run out onto the car park to the awaiting transport.
- g. We have very **strict rules** around collection of children, safety is a priority at the school. In case of an emergency and the designated person (you have mentioned in the contract) is unable to collect your child and you have not informed the caregiver as to who is the alternative person, you will be contacted first for verification before any child is released from the school.
- h. Children must say goodbye to the caregiver in charge before they leave.
- i. Every effort should be made to pick up your child on time. The Aftercare closes at 17:45. Failing to abide by the hours, **a non-negotiable Penalty fee of R100,00 for every 15 minutes after the relevant time will be payable upon late collection to the Caregiver on duty.**

### Homework / Study times

The children's homework is controlled and supervised to the best of our ability, as there is compulsory homework time for all the children.

Example of Aftercare Centre Daily Time Table:

- Collecting is between ± 12:30-14:00
  - Snack Lunch time ± 14:15
  - ± 15:00-16:00 Homework session (depending on Grade)
  - ± 16:00 Free Time
  - ± 17:45 Aftercare centre closes
- a. It is compulsory for all children to attend, whether they have homework or not.
  - b. Grade 1 to 7 must READ daily at home to their parents. Reading will not be done at school.
  - c. The onus still lies with the parent / guardian for the signing and checking of the homework, tests and studying.
  - d. Homework will be actioned for approximately an hour as per their class homework sheet/diary. Should an extra-mural activity interfere with the study time, their study hour will be allocated on their return.
  - e. Exam Time or late extra-curricular activities is an exception when homework is to be done at home, two weeks prior to the Senior Primary (Gr 4 – 7) exams, we introduce a study period for the senior phase that starts straight after lunch. (Research shows children study better in the afternoons, than at night when they are tired.)

## Aftercare Rules and Protocols

We at Angels Academy hope to create a caring environment of friendliness and warmth, and a second home where children feel welcome and safe. As a concerned parent myself, I know how important it is to have a safe environment for our children and I therefore assure you that we will do everything in our power to keep the children safe from any harm or danger. The children will be collected by a competent driver and will be look after by a qualified individual.

### Afternoon Lunch Snack (during school time)

Lunch Snack will be a brown bread sandwich (with a filling dependant on availability) with a refreshment. Should a parent wish to send the child a lunch this needs to be in marked containers. Parents are asked to inform us of any special dietary requirements and if your children have any food allergies. Please note that parents must also supply the required food for the children who have special diets.

### Breakfast, Midmorning Snack, Midday Lunch and afternoon snack time (during holiday time)

Lunch will be a light lunch dependant on number of children and availability. Late afternoon snack will be a brown bread sandwich (with a filling dependant on availability) with a refreshment. It will be suggested that parents provide a mid-morning snack/fruit in marked containers. If there is any special dietary requirements or allergens to inform us. Please note that parents must also supply the required food for the children who have special diets.

### Personal Belongings

Please mark all your children's belongings clearly with their name and surname in a visible place. Marked lost property will be given to the children and unmarked items will be kept for a period of time before it will be handed over to the school's lost property. Angels Academy will not be held responsible for the loss of any of these items. Where Items are not mark Caregivers will mark with a permanent marker.

Toys and games are only allowed at the aftercare centre during school holidays and these items are brought at the children's own risk. We are not responsible for any toys/games or any clothing or lost articles. Any valuables must please be kept in a safe place, preferably handed in to the aftercare staff for safekeeping until home time.

Children are **not allowed** to bring the following to school: **Sweets, Gum, Noisy Toys, Ipads/Tablets, phones or CD's.**

### Discipline

There are occasions when we have to discipline and guide children who are destructive, disrespectful, disobedient, dishonest, use bad or foul language and who harm other children. The children are in our care and we are responsible for their safety and happiness, and we are therefore held responsible for their conduct when you are not there to witness their actions.

In severe cases a written warning will be issued to an offender. We will give a second and final written warning and the serious offenders will be asked to leave the aftercare centre. The full co-operation of the parents and guardians would be appreciated in regard to our discipline policy.

### Medical Attention

In case of a child not feeling well a parent will be notified immediately by the caregiver the time and temperature as well as the symptom. The caregiver will try to manage the symptoms to the best of her ability until the child is collected. It is always recommended that should a child have a high temperature and or have severe symptoms that it should be collected from aftercare immediately. Should the child need urgent medical attention there is an indemnity and consent form that explains the process and that must be completed and signed by parents/guardians.

## Aftercare and Holiday Fees

No child may attend aftercare if the aftercare and or Angels Academy day care / Pre-primary school monthly fees are not paid in full and holiday fees need to be paid upfront before attendance. A calendar months written notice must be given on the 1st of the month should the children be leaving the aftercare centre. Aftercare Fees to be paid monthly by the 5<sup>th</sup> of each month over a 12 month period, this includes **DECEMBER**. December is seen as a full calendar month.

No notice may be given in November for December.

## School Fees

	<b>2019</b>
Registration fee ( <i>once off, non-refundable</i> )	R 250,00
1. Monthly full day fee <b>12:00-17:45</b>	R 1050,00
2. Holiday Fee Payable per day or upfront	R 100,00

Non aftercare children are welcome for the holidays; please arrange beforehand as there will be a fee payable and an indemnity form that needs to be completed.

The aftercare statement will be done on the separate account to school fees (where parents have more than one child in the school). No refunds will be given for days missed, sick days or public holidays etc.

We prefer EFT payments, below is our banking details, we do not issue receipts for eft payments, statements will be provided on request by the accounts office. If you wish to pay cash you may do so at our accounts office, they will provide you with a receipt. A quarterly printout of your statement will be emailed to you, so please ensure your email details are accurate with us at all times.

You need to register EVERY YEAR in November for the next year, to ensure a place for your child as the aftercare centre can only accommodate a limited number of children.

### Angels Academy Banking Details:

Type of Account: Business Cheque  
Bank: FNB  
Account Nr: 62316034727  
Branch Code: 258 – 155  
Branch Name: Olympus Plaza  
Reference: "child's name and age" e.g. *Alice Baker 5*

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**Parent/Guardian Signature**

## **Other Rules**

1. Children are expected to eat their aftercare lunch, only under rare circumstances will they be excused from lunch. (i.e. extra-curricular activities or illness)
2. Private phone calls only allowed for emergencies.
3. No iPads/Tablets are allowed.
4. The children are responsible for their own possessions and they need to be marked.
5. No chewing gum of any kind.
6. No noisy toys.
7. No playing with dangerous objects, toys or gadgets.
8. No throwing of sand, stones or any articles that could harm children.
9. No littering of any kind. Keep the aftercare premises clean.
10. No vandalism or destructiveness allowed.
11. No disrespect, disobedience and dishonesty shall be allowed.
12. Permission needs to be given before leaving the school grounds.
13. Stealing will not be tolerated.
14. Hurting other children will not be tolerated.
15. Children are only allowed in the designated areas pointed out. The kitchen is out of bounds.
16. Playing or socialising is not allowed in the toilets.
17. Usage of the play equipment is done at the children's own risk.
18. All problems arising at the aftercare centre must be reported to the staff and this will be dealt with by the Principal.
19. All first aid to be dealt with by the aftercare staff, who are trained in First aid.
20. The rules apply to all the children, and no exception will be made for individuals.

## **Allergies or religious preferences**

As mentioned if the child has any sort of allergy or religious preference, Parents need to indicate it clearly on the registration form, notify management and staff and we will attempt to accommodate where possible.

## **Smoke Free**

Angels Academy falls under academic facilities as well as a public place and we ask parents to please not smoke in our parking lot or leave the remains of their cigarettes in our parking area.

## **Security**

We have a Security Guard on duty outside the school all day. We also have electrified fencing, a 24-hour armed response link to a security company and CCTV's. The gates are closed and access is gained through a pin code which is changed often and parents are notified when this happens. Entry into the classes also requires the same pin code.

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**Parent/Guardian Initial**

## Registration form to Angels Academy Aftercare School

Details of child:	
Enrollment Date:	
Name and Surname:	
Age:	
Date of Birth:	
Certified copy of child's Birth Certificate	YES / NO
ID no:	
Language:	
Allergies:	
Any serious Medical History:	
Copy of Medical Card <i>(for use in case of emergency only)</i>	YES / NO
Home address:	
From which school does the child need to be collected from:	
Person dropping off child during holidays:	
Person collecting child <b><u>(if not the parents)</u></b> :	YES / NO
<p>Authorisation letter, ID and photo of the person collecting your child : Parents need to notify the relevant teacher, in the event of someone else collecting the child from school.</p>	

\*In the case of Custody issues, Angels Academy will only release a child to the person that signed our contract. Any other persons need a Rule 43 from the Courts. Angels Academy must be notified and receive copies of custody and visitation agreements. Kindly ensure that ALL parties are aware of any arrangements or limitations put in place.

<b>Parental/Guardian Information</b>	
<b>Father:</b>	<b>Mother:</b>
Full Name and Surname:	Full Name and Surname:
First Name:	First Name:
ID no:	ID no:
Marital Status:	Marital Status:
Cell no:	Cell no:
Home/Alternative Tel no:	Home/Alternative Tel no:
Employer:	Employer:
Work Tel no:	Work Tel no:
Work address:	Work address:
Work Fax no:	Work Fax no:
E-mail address:	E-mail address:

<b>Contact Person in case of an emergency:</b>
Name and Surname:
Relationship:
Contact number: Cell Phone:
Contact Number / Alternative:

**Angels Academy's**  
**Indemnity & Consent Form**



I (Parent) \_\_\_\_\_  
I.D.no \_\_\_\_\_  
of (Child) \_\_\_\_\_  
I.D.no \_\_\_\_\_

**I/We the undersigned understand that the principal and employees of Angels Academy are not obligated to administer non-prescription medication to alleviate pain, nausea, vomiting, upset stomach and distress and if necessary Parents will be notified if non-prescription medicines need to be given.**

**Under no circumstances will prescribed medication or antibiotics be administered at Aftercare.**

**During attendance at Angels Academy or in the case of emergency medical treatment, I/we hereby indemnify and hold harmless the employees and third parties where applicable, e.g. the volunteers and extra-curricular activities personnel, against all loss or damage from any cause arising from any accident, injury or any other unforeseen circumstances which may occur to my child.**

**In the event of an emergency I/we give permission to transport my child to a hospital for medical treatment. If it is possible and my child's life is not in grave danger I/we wish to be advised prior to any treatment by a doctor or hospital at the numbers supplied in the contract. In the case of critical medical situation, I/we are aware there may not be time to refer to my child's records. If you are unable to reach me/guardian the school therefore reserves the right to utilise the quickest and best medical services available.**

**Therefore I/we the undersigned hereby agree that a medical practitioner may provide emergency treatment as may be necessary on my child and that I/we will be responsible for all costs that arise therefrom. I/We hereby acknowledge that I/We have read and understood the conditions and obligations of application and enrollment.**

Signed at:

(City) \_\_\_\_\_ on (Day) \_\_\_\_\_ of (Month) \_\_\_\_\_ In the Year (Year) \_\_\_\_\_.

\_\_\_\_\_  
**Father/Guardian**

\_\_\_\_\_  
**Mother/Guardian**

\_\_\_\_\_  
**Siska Cilliers**  
**Principal**