



## UNITY COLLEGE AFTERCARE 2016 GENERAL INFORMATION

**Aftercare Cell No:** 083 755 5968  
**School No:** 011 460 1672

### **PERSONNEL:**

The Aftercare Supervisor is Hazel Kekana and her assistant is Mary Ndou.

### **ENROLMENT:**

Enrolment and Indemnity forms are to be completed annually for each child who attends the Aftercare whether on a regular, casual or holiday basis. It is of the utmost importance that all information, especially telephone numbers, is kept up to date.

### **MEMBERSHIP:**

**Regular** – a child who attends the Aftercare on a Monday to Friday basis during the school term.

**Casual** – a child who attends the Aftercare on selected days or as the need arises throughout the year.

**Holiday** – a child who attends Aftercare during the school holidays.

### **HOURS OF OPERATION:**

The Aftercare is open daily throughout the term from:

Monday & Wednesdays - (15:00 until 17:30pm) Extra mural days.

Tuesday & Thursday - (13:30 / 14:00 until 17:30pm).

Fridays - (13:00 – 17:30pm)

During the school holidays the Aftercare is open from 07:30 – 17:30.

### **FEES:**

<b>Regular</b>	-	R1000.00	per month
<b>Casual</b>	-	R 100.00	per day
<b>Holiday</b>	-	R 110.00	per day

***If any excursions are undertaken during the holidays or during the term an additional fee may be charged to cover the excursion cost. Excursions during term time are NOT compulsory, your child will be catered for at aftercare if he/she does not wish to go on the excursion.***

### **INVOICING AND PAYMENT ARRANGEMENTS:**

Aftercare fees will be invoiced on your school account. Please note that aftercare fees will be payable in arrears. (eg) January aftercare will be charged in February.

### **TERMINATION OF MEMBERSHIP:**

**Regular pupils** – 1 (one) month's notice is required in writing.

### **DAILY PROCEDURE DURING TERM TIME:**

1. Directly after school each day, children go to Aftercare (hall) in order to be marked present.
2. It is advisable for each child to change out of school uniform into civvies.
3. The children then eat lunch which is provided each day.
4. In addition to lunch, juice, biscuits and a fruit are provided as a mid-afternoon snack.
5. After lunch, each child attends a homework session every day from Monday to Thursday. No homework is given on a Friday.
6. Craft type activities are also available.

### **GENERAL:**

- If your child should leave early to go home ill, or to go home with a friend or be fetched by persons other than those designated, parents must inform the supervisor in writing or SMS on the cell phone. No child may leave Unity College unless the supervisor has been informed by the parent/guardian of the child.
- Your child must be fetched from Aftercare in person.

### **LATE COLLECTION:**

Please ensure that you collect your child by **NO LATER THAN 17H30**.

Failure to do so will result in your child being suspended from the aftercare facility and you will have to make alternative arrangements for aftercare needs.

### **HOLIDAY PROGRAMME:**

1. The holiday programme operates during the **first and last week** of the April, July and September/October school holidays, as well as the early part of December.
2. Information regarding the holiday programme will be given to the children prior to the holidays.
3. The holiday programme will only take place if five or more children attend.