



Tamboerskloof After school Centre

Cell: 072 463 3053 available on whatsapp
School: 021 423 6338 option 2. (During ASC hours)
Email: kim.e.whatley@gmail.com

Information Sheet

❖ **HOURS OF BUSENESS:**

- Mon to Fri – end of school day until 17:30.
- Closed public and school holidays; and
- Half Day is STRICTLY until 3pm.

❖ **LATE FEES:**

- Until 18:00 - R50.
- 18:00 to 18:30 – R75 added.
- After 18:30 – R100 per half hour or part thereof; and
- R5 will be charged for each call made to contact you.

IF THERE IS NO CONTACT MADE BY A LATE PARENT BY 18:00 YOUR CHILD WILL BE LEFT AT THE NEAREST POLICE STATION.

❖ **COLLECTION:**

- Continuous late collection of a child will result in that family being asked to leave the A.S.C.
- If you will be late, please advise the A.S.C.
- The ASC must be advised should anyone other the persons on the approved list come to collect your child, and photo sent to keep on file.
- Written permission must be sent to the A.S.C should anyone younger than 18yrs be sent to collect any learner in A.S.C.; and
- Learners who are asked to wait at gates for their parents must please advise the A.S.C.

❖ **A.S.C. MONTHLY FEES:**

- Payable in advance and due by 7th of each month.
- A.S.C. Fees may be paid with school fees please reference A.S.C. when payment is made.
- For EFT payments, please send proof of payment to school and cc tkpsasc@gmail.com.
- Should you have any enquiries or wish to discuss a payment plan, please contact the school's Bursar or A.S.C. Supervisor; and
- **One months' written notice is required or fees to be paid in lieu of notice.**



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❖ **FEE STRUCTURE: 2020**

- Grade R to 2 (full day) R670.30 pm x 11 = R 7373.30pa
- Half day **STRICTLY until 15:00**..... R294.00 pm x 11 = R3234.00pa
- Grade 3 to 7 (full day) R529.20 pm x 11 = R5821.20pa;
and
- Casual/Daily Rate.....R80 per day.

CHANGE OF CONTACT DETAILS:

- In an Emergency we must be able to contact you. So please keep us updated of any changes to your contact details.

❖ **ILLNESS AND INJURY:**

- The A.S.C will not administer any medication unless written consent is given with the dosage and times to be given.
- Medication must be correctly labelled with child's name.
- Although all precautions are taken to ensure the safety of your child, injuries do occur and neither Tamboerskloof Primary School nor A.S.C. is liable for any expense that may occur as a result of these injuries.
- No child may attend the A.S.C. with a contagious illness, this includes pink eye, lice, vomiting and diarrhoea; and
- Should your child fall ill or need medical attention you will be contacted.

❖ **CLOTHING:**

- **Please ensure all school and changing clothes are clearly marked.**
- Changing clothes must be brought in a plastic bag or tog bag.
- Lost clothing without a name that is left here longer than a week will be sold at clothing depot; and
- Clothing that has a name will be returned at a charge of R5.

❖ **MEALS AND SNACKS:**

- We do not provide lunch.
- Please send a healthy packed lunch.
- We provide juice and sandwiches in afternoon.
- Please no sweets except on Friday's – any party pack from the morning will be sent home.
- On Friday's we sell Chip rolls/ Hotdogs for our refreshment fund; and
- All food served and sold is Halaal.



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❖ **ABOUT US:**

- We have seven staff members.
- Four Groups
- Grade R (2 staff members) in green Wendy house.
- Grade 1 and 2 (2 staff members) in main A.S.C. classroom.
- Grade 3 and 4 (2 staff members) in main A.S.C. classroom or art room; and
- Grade 5, 6 and 7 (1 staff member) in library.

❖ **AFTERNOON ROUTINE:**

- Mon to Thurs **13:15** Grade R, 1 and 2 change if they have clothes.
- They may eat their lunch.
- Grade 1s (by request) homework.
- Grade 2s do their spelling lists and number sense.
- Go to playground.
- Juice time at **15:00**.
- **14:30** senior grades have Lunch /juice time.
- **15:00 to 16:30 Grade 3 to 7 Homework**
- **16:30** senior grade goes to top field; and
- **17:30 A.S.C. closes.**

❖ **DISCIPLINE:**

- We do not tolerate rudeness, disrespect, stealing, lying, bullying, or any bad behaviour.

❖ **FORMS OF DISCIPLINE:**

- Time out.
- Break or Thursday detention.
- Meeting with parents.
- Meeting with Principal.
- Meeting before Governing Body.

❖ **LOST PROPERTY:**

- The school and A.S.C. are not responsible for any lost or stolen property.



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❖ **SECURITY:**

- Monday side gates locked at 16:00
- Tuesday to Friday side gates locked at 15:00
- When gates locked please collect children from foyer by the school office; and
- Please make sure you sign the A.S.C. Home Register before you leave.