

McAuley House

Aftercare Centre

1. All fees are payable in advance and are due on the first day of the month.

2. **FEE STRUCTURE 2024:**

2.1. The Aftercare Centre will be open during school terms only.

2.2. **Aftercare Fees for 2024: R800.00 per month for 10 months (Pro-rata fees NOT applicable).**

2.3. NO credit will be given for days not attended.

2.4. One (1) calendar month's written notice will be required if you are leaving the Aftercare. Alternatively, full payment of one month's fees in lieu of notice is required.

2.5. Aftercare fees will be billed in full for the month, irrespective of when a child joins.

2.6. **Casual attendance rates: The casual rate for 2024 is R150.00 per child per afternoon attended.**

Payments for Casual Fees must be settled by the end of the month in which the child attends Aftercare.

2.7. The Terms and Conditions for payment of fees, the Financial Agreement, and the Consent Form that were signed by you on the School Application Forms are all applicable to Aftercare as well.

3. **AFTERCARE RULES & REGULATIONS**

3.1. The Aftercare is open from the time school ends for a specific grade until 17h30 Monday to Friday.

3.2. ALL primary school students on the premises after 15h00 must report to Aftercare unless they are attending an extramural activity. Once the activity has finished, they must either be collected from school, or they must report to Aftercare.

3.3. Primary School students on school grounds may not be supervised by High School siblings after 15h00; they must report to Aftercare and will be billed the Casual attendance fee.

3.4. Casual Aftercare will be charged from 15h15 or 15 minutes after the scheduled finish time of the extramural.

3.5. Students not collected after their Extramural activities have ended will be billed for Casual Aftercare.

3.6. The FINAL COLLECTION time for both Registered and Casual students is 17h30. We ask that prompt collection of students be a priority for all.

3.7. **A Late collection fee of R150.00 will be billed for every 15 minutes or part thereof that a parent is late.** This is applicable to both Registered and Casual Aftercare students.

3.8. Should anyone other than the nominated person on the Application form be fetching your child, please notify the Aftercare Supervisor by WhatsApp on 083 694 8193 or email aftercare@mcauleyhouse.co.za, in advance, before 13h00 daily. Please note that if no such notification has been received, the child concerned will not be released from our care. You will be liable for all late collection charges incurred as a result thereof.

3.9. Parents who collect their Registered Children before 17h30 must report to the Security Guard, who will inform the teacher to send the learner to the gate. Parents who are later than 17h30 will need to come inside and sign their child out.

3.10. Irrespective of collection time, parents of Casual students must come into the premises and sign their children out.

3.11. All queries regarding Aftercare billing must be raised with the Accounts department within ONE MONTH of the statement being sent.

4. RIGHT OF ADMISSION

- 4.1.** The Aftercare Centre reserves the right to ask for the removal of any child due to behavioral/discipline problems as well as for nonpayment of Aftercare fees.
- 4.2.** Any child who has been excluded from Aftercare for whatever reason must leave the school premises by 15h00.
- 4.3.** All placements at the Aftercare are subject to the availability of space.
- 4.4.** Should a child be absent during school hours, he/she will not be allowed to attend Aftercare.

ACTIVITIES

Homework is encouraged and supervised, and the staff on duty will assist students wherever possible. However, the onus remains with the parents to ensure that all homework is completed.

The above rules have arisen out of concern for the well-being of our students and the smooth running of our facility. We ask you to please take note of all the above for future reference. We look forward to getting to know the little ones in our care and spending many happy hours together.

Aftercare Supervisor