



**DOXA DEO EDENDALE SCHOOL**

**AFTERCARE PROSPECTUS**

**2025**

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***“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 part of the Doxa Deo Edendale family at the Aftercare Centre! 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 therefore invite you to always discuss any uncertainties or problems with us. 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**

Doxa Deo Edendale 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 staff. The centre is therefore an extension of our school and is managed according to specific educational structures and falls under the help and support 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. 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 Aftercare centre will be open Monday to Thursday from 14h15 – 17h30 and Friday from 13h15 – 17h30.
- 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 of R1200 per month for 2025 is payable over a period of 11 months (from August to November for 2025). These fees are strictly payable in advance. This package includes full aftercare on days that the centre is open, Monday to Thursday from 14h15 – 17h30 and Friday from 13h15 – 17h30.
- 2.2.2 The fees also include a healthy lunch for the children. The Centre will be closed on weekends, public holidays and during the school holidays, as well as on long weekends.

## 2.3 SUPERVISION AND DISCIPLINE

- 2.3.1 If a permanently enrolled learner cannot attend the Aftercare Centre on a particular day, the coordinator is to be notified either in writing or via a WhatsApp message (Number will be provided).
- 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 and in the homework class.
- 2.3.4 Serious transgressions will be brought to the attention of the Principal of Pre-Primary and Primary School after which the parent will be contacted.
- 2.3.5 The Principal of Pre-Primary and Primary School, after consultation with the involved parents and After care Coordinator, is entitled to refuse any learner who does not uphold the code of conduct of Doxa Deo Edendale School.

## 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 schoolbooks 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. **Please ensure that all clothing is marked with your child's name and surname.**

## 2.5 LUNCH

- 2.5.1 A complete menu is available on 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 COLLECTING 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 must pick up a child, the involved parent must inform the Aftercare Centre either in writing or via a WhatsApp message (Number will be provided), and the person's details as set out in the application form.
- 2.6.3 Learners are to be signed out by their parents daily – it is imperative that all parents always adhere to this arrangement.
- 2.6.4 Please note: In the event of being late – a fine of R50-00 is imposed for the first 10 minutes after 17:30 and a further R20-00 for each consecutive 10 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. **Your aftercare contract can be terminated if you are continuously late.**

## 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. Unfortunately, due to the direct cost involved no arrangement will be available.
- 2.7.2 The amount due will be debited to your account at the beginning of each month.
- 2.7.3 A calendar months' written notice must be given in advance should you wish to end his/her attendance at the Aftercare Centre.

- 2.7.4 **Please note** that all aftercare fees will reflect on your school account statement. Please do not make any payments directly to aftercare staff.
- 2.7.5 Payment is made into the same school fee account using the family code, used to pay school fees as reference number. (family code used to pay school fees)
- 2.7.6 Aftercare fees payable in advance.
- 2.7.7 Penalties will be billed in arrears.
- 2.7.8 Please note that **no** sibling discount applies for aftercare billing.

## **2.8 STUDY TIMES**

- 2.8.1 There is a compulsory study session. 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. It is therefore the learner's responsibility to complete the remaining homework at home. 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.

## **2.9 SCHOOL FACILITIES**

Learners make use of the school facilities. 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.

**Educator on Duty:** (Number will be provided)

## **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.

**Doxa Deo Management**

### 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

Matches/Events in which my child may participate:

Matches/Events: \_\_\_\_\_ Time: \_\_\_\_\_ Day: \_\_\_\_\_

Matches/Events: \_\_\_\_\_ Time: \_\_\_\_\_ Day: \_\_\_\_\_

Matches/Events: \_\_\_\_\_ 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 \_\_\_\_\_ Cell No: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Cell No: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Cell No: \_\_\_\_\_

\_\_\_\_\_

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 R1200 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 R50-00 is imposed for the first 10 minutes and a further R20-00 for each consecutive 10 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.***