



Preparatory

113 - 117 Dunmaglass Road, Glenferness

Prep Switchboard: 011 465 9830
Emergency: 071 609 7253

College Switchboard: 011 467 4889
Emergency: 072 617 5291

www.cedarwoodschool.co.za

AFTERCARE POLICY

This policy must be read in conjunction with the POPIA Manual.

Purpose of the Policy

To provide an overview and guidelines for the procedures at Cedarwood School Aftercare. Cedarwood Prep School Aftercare is operated by Cedarwood School and provides an all-inclusive, safe, and caring environment for your children. No food is provided. Parents will need to provide extra lunch/snacks for aftercare should their children require it.

Children are always cared for in a controlled, structured, and loving environment. Only adults designated by the parent/guardian may collect Aftercare children. Homework supervision will be done within a small group setting. Should a parent be late in collecting their child (after 18h00) on three occasions, their place in Aftercare may be forfeited.

One month's written/emailed notice is required should you wish to withdraw from Aftercare.

Important to note: All staff are First Aid qualified.

The annual cost of Aftercare is divided over 11 months (January to November); therefore, you will be charged for the months that your child is not at aftercare in order to alleviate a much higher monthly rate over fewer months (i.e. holiday periods).

AFTERCARE FEE STRUCTURE

	Times	<u>Full Time</u>	<u>Part-Time (max 3 days)</u>
<u>Foundation Phase</u>	13h15 – 18h00	R850pm	R500pm
<u>Intermediate Phase</u>	13h45 – 18h00		
<u>Ad hoc rate (per day) per child per day</u>		R100.00 per day	If your child needs to attend aftercare on an Ad hoc basis, please inform the school timeously on the morning concerned.
<u>Late Penalties</u>	After 18h00	R50.00 per hour or part thereof	3x late penalty results in aftercare forfeit

No child will be released from Aftercare without a designated adult signing the child out. Please communicate with our caregivers at aftercare as to who the adult(s) are. Any change of collection time/adult needs to be communicated timeously, please. College children may not sign their siblings (or any other child) out of Aftercare.

Parents are to supply the names and contact numbers of any other people (apart from the parents above) who may be likely to collect your child from Aftercare.

Parents are to give details of any medical condition that your child has that the Aftercare needs to be aware of.

RECORD OF CHANGES

Date	Page no., heading, brief description of change	Entered by
30 Sept 2019	None	Management
11 Sept 2020	No Food will be provided.	Management
13 Sept 2021	None	Management
03 Nov 2022	None	Management
13 Nov 2023		

