



05 November 2019

Dear Parents / Guardians

### AFTERCARE / HOMEWORK CLUB 2020

The Penzance Staff would like to welcome you and your child / children to our Aftercare / Homework Club facility. Our aim is to provide a high standard of well-supervised homework, care, fun and love.

Completion of the Indemnity Form will ensure enrolment into the above facility.

Please ensure that all forms are completed and returned to us, as we encounter many problems in contacting parents where phone numbers are no longer valid and this puts us in a difficult position as we are unable to reassure your child of your whereabouts or what arrangements must be made for them.

Please bear in mind that Homework Club **finishes at 5.00 p.m.** and your children need to be fetched timeously.

**The Homework Club cellphone number is: 082 448 2380.**

**Please note that the following play clothes are compulsory and your child / ward will not be allowed to attend if they are not dressed accordingly.**

T-shirts are available from our Clothing Shop and are to be worn with black shorts / leggings / pants and the School track suit top must be worn when it is cold.

GRADE 1	STONE
GRADE 2	GREY
GRADE 3	LIGHT BLUE
GRADE 4	ORANGE
GRADE 5	LIME
GRADE 6	PURPLE
GRADE 7	TURQUOISE

Many thanks,

Mrs B. Lagesse  
 AFTERCARE / HOMEWORK CLUB

Mr H. Havemann  
 PRINCIPAL

## AFTER CARE / HOMEWORK CLUB ACCOUNTS

### 2020 CHARGES

#### **After Care (Grade One and Two) 12.30 - 2.00 p.m.**

Per day	R45-00
Per month	R440-00
Per annum	R4840-00
Upfront	R4430-00

#### **Homework Club (Grades One to Seven) 2.00 - 5.00 p.m.**

Per day	R50-00
Per month	R490-00
Per annum	R5390-00
Upfront	R5030-00

- **Daily rates will be charged according to the number of days attended. It would be feasible to select the monthly option if your child / ward is going to attend for more than 10 days. School holidays are not charged for.**
- **If the Upfront option is chosen, payment must be made on or before 28<sup>th</sup> February 2020.**
- **Monthly / daily rate payments are due by the 1<sup>st</sup> of the month. In the event that Aftercare / Homework Club accounts are not paid, your child / children will be terminated from the facility and they will not be allowed to re-attend until your account is settled in full. Should your arrears not be settled in full within 30 days, your account will be handed over to our Debt Collectors. Please note that all collection fees will be for your account**

Please be reminded that charging is done from the 21<sup>st</sup> of the month until the 20<sup>th</sup> of the following month, except for January which will be charged out from 15<sup>th</sup> to 20<sup>th</sup>.

Accounts will be emailed between the 20 & 25<sup>th</sup> of each month and are payable immediately. If you do not receive your statement by the 25<sup>th</sup> of each month, please contact the Finance Office.

### Methods of Payment

1. Debit Order (Form attached).
2. Speed Point (available at the Finance Office).
3. Directly into the School's bank account:  
Please use your child's admin number as reference and email proof of payment to [kraused@Penzance.co.za](mailto:kraused@Penzance.co.za)

Name:	PENZANCE PRIMARY SCHOOL
Bank:	STANDARD BANK
Account No:	05 031 8314
Branch:	KINGSMEAD
Code:	040026

## AFTERCARE

GRADES	1 and 2
TIME	12.30 - 2.00 P.M.
VENUE	NKULISA CENTRE
CONTACT NUMBER	082 448 2380 (12.30 - 5.00 P.M.)

### PROCEDURE

1. Learners are taken to the Nkulisa Centre by the Teachers in Training.
2. The register is taken.
3. Learners eat their lunch. Please pack extra lunch.
4. At 1.00 p.m. all learners will be sent in to do their homework.
5. Only once homework is complete, will learners change into Aftercare clothes or P.E. kit for extra murals.
6. Learners will line up at 1:50pm to go to extra murals / home / homework club.
7. **Learners not staying for Homework Club must be collected by 2.00 p.m. and signed out at the register table.**  
The collection point is at the tennis court in front of the Nkulisa Centre. If not collected by 2.10 p.m. they will be automatically sent to Homework Club and **charged** for their attendance irrespective of the length of stay.
8. **After-Care services are not provided during the holidays or on Break-Up Day.**
9. Please make sure that all items belonging to your child are clearly marked with their name.

All lost property is placed in the lost property bin at the end of the day.  
Areas are designated in the building for each grade to place their belongings during the course of the afternoon. The bags must remain in the lockers provided until the child goes home.

## HOMEWORK CLUB

GRADES	1 to 7
TIME	2 p.m. - 5 p.m.
VENUE	Nkulisa Centre
CONTACT NUMBER	<b>082 448 2380 (12.30 – 5.00 p.m.)</b>

1. Only those children who report to Homework Club are marked off in the register at 2.10 p.m. and again at 3.25 p.m. The educators on duty **DO NOT** go looking for children if they do not report to Homework Club as the reason for non-attendance varies from day to day.
2. After the Reading session, the children proceed with their set homework. The teacher on duty will assist with problems but they **DO NOT** mark the Homework. The class educator will do this. It will be necessary for your child to do further studying and revision for tests and assignments at home.
3. Once ALL homework is done, the children must change into their Homework Club clothes and report to the educators on duty at the tennis courts area. Grade 1 and 2 children remain in their designated area by the Jungle Gym. Playing with any type of ball, is only permitted on the field.
4. Children are allowed to purchase from the Tuck Shop after 2:30pm or once their homework is complete.
5. All children, on completion of their Extra-Murals must report to the Educator on duty for their Grade to do their homework.
6. If the main field is not in use for extra-murals, children may play under supervision.
7. Please can parents collect their children then proceed to sign them out at the register table. You will be issued with a security card which needs to be given to the security at the gate.
8. At 4.30 p.m. all children who have not been collected, will be gathered together to wait for you in the tennis court area.
9. **If you are running late please phone to inform us of your whereabouts and what arrangements to make with your child.**
10. Please ensure that at **ALL** times your contact details are up to date and **AVAILABLE** (voicemail is of no help to us at all).
11. Please also ensure that your child knows where they live and they know a contact number. At 5.10 p.m. the children are taken to the main gate in Bartle Road and are left with the Guard. Children will only be left with the guard under dire circumstances. It is not his function to babysit your child.
12. If there are any matters you wish to discuss, please speak to the educators on duty. Please do not sort out your child's issue with another child. Report the matter to us and we will deal with it accordingly.
13. Please introduce yourself to the educators on duty and encourage your child to say thank you and goodbye to them. We endeavour to encourage good manners at all times.
14. All Lost Property is collected at the end of each day and placed outside the Deputy Principal's office, if it is not collected from there it will placed in the Lost Property room.



## AFTERCARE / HOMEWORK CLUB INDEMNITY FORM

I / We, \_\_\_\_\_, hereby acknowledge receipt of all the above-mentioned documentation.

Furthermore, We / I declare that we / I fully understand the rules and conditions as set out in the documents provided and we / I will abide by the rules and conditions as set out by Penzance Primary School.

We / I confirm that the person/s mentioned below is the only person/s responsible for the payment of the Aftercare / Homework Club fees in respect of the above-mentioned child / children and that we / I undertake to make timeous payments as and when any such fees become due.

### PERSON/S RESPONSIBLE FOR THE ACCOUNT

<b>Child's Name &amp; Grade</b>			
<b>Relationship to child</b>			
<b>Full Name/s and Surname</b>			
<b>ID Number</b>			
<b>Work Contact Number</b>			
<b>Home Contact Number</b>			
<b>Cellphone Contact Number</b>			
<b>Email Address</b>			
<b>Occupation</b>			
<b>Employer</b>			
<b>Home Address</b>			
<b>Payment structure – 2020</b>	<b>UPFRONT</b>	<input type="checkbox"/>	<b>MONTHLY</b>

Please note that all applications must be accompanied by an **ID copy** of the person/s responsible for payment. No application will be accepted without the relevant documentation.

### INDEMNITY

I accept that all reasonable care and precaution will be taken to ensure the safety, security and well-being of my child / children.

If an injury is sustained by my child / children that cannot be ascribed to negligence, I will be held responsible for any medical and / or hospital bills where applicable.

**I accept that whilst my child / children are at Penzance Primary School Aftercare / Homework Club, Penzance Primary School cannot be held liable for any loss, damages or injuries sustained.**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Signed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

## AFTERCARE AND HOMEWORK CLUB - 2020

Dear Aftercare and Homework Club Parents,

We have a cellphone for our club, so should you need to reach the teachers on duty, please phone 082 448 2380.

Please furnish the following details:

<b>PUPIL'S NAME</b>	
<b>GRADE AND TEACHER'S NAME</b>	
<b>MOTHER'S NAME</b>	
<b>HOME TELEPHONE</b>	
<b>WORK TELEPHONE</b>	
<b>CELLPHONE</b>	
<b>E-MAIL</b>	
<b>FATHER'S NAME</b>	
<b>HOME TELEPHONE</b>	
<b>WORK TELEPHONE</b>	
<b>CELLPHONE</b>	
<b>E-MAIL</b>	
<b>PERSON TO CONTACT SHOULD THE ABOVE BE UNAVAILABLE NAME AND TELEPHONE NUMBER</b>	1.
	2.
<b>PHYSICAL ADDRESS</b>	
<b>DOCTOR'S NAME</b>	
<b>TELEPHONE NUMBER</b>	
<b>MEDICAL AID NAME AND NUMBER</b>	
<b>FULL NAME OF PARENT/GUARDIAN</b> _____	
<b>IDENTITY NUMBER OF PARENT/GUARDIAN</b> _____	
<b>SIGNATURE OF PARENT/GUARDIAN</b> _____	



Dear Aftercare and Homework Club Parents

We would like to confirm our collection procedure when fetching your child in the afternoons from either Aftercare or Homework Club.

Procedure:

1. Please locate and fetch your child first, then proceed to the table to sign out your child in the register.
2. After you have signed your child/children out, you will then receive a card to exit at the gate.
3. Should someone else be collecting your child, other than the usual person, please either send a letter with your child or send a SMS or WhatsApp to Mrs Lagesse on the Aftercare cellphone number 082 448 2380 prior to the collection of your child. Your child will not be released without your consent.
4. **Please do not call and request your child to be sent to the gate, as they need to be signed out by an adult.**
5. Nobody will be allowed to drive into the premises to collect a child even if it is raining.
6. At 17h10, all children who have not been collected, will be walked down to the main gate of the School in Bartle Road and they will need to be collected from there.
7. If you are running late, please contact Mrs Lagesse and let her know.

We would like to thank you for your compliance with this procedure. This is for the safety of your children.

Yours sincerely

  
 Mrs M Havemann

PRINCIPAL

Dear Aftercare and Homework Club Parents

Please will you complete this form and return it to School.

Child's Name: \_\_\_\_\_

1. Name of person collecting: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Contact Number/s: \_\_\_\_\_
2. Name of person collecting: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Contact Number/s: \_\_\_\_\_
3. Name of person collecting: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Contact Number/s: \_\_\_\_\_
4. Name of person collecting: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Contact Number/s: \_\_\_\_\_

Should someone else whose name is not on the above list be collecting your child, please send a letter or send a SMS or WhatsApp message to Mrs Lagesse on the Aftercare cellphone number 082 448 2380 prior to the collection of your child. Your child will not be released without your consent.