



# SUNLANDS PRIMARY SCHOOL

NEWENT STREET, KENWYN, 7800

PHONE: 021-7978010

E-MAIL: [admin@sunlands.co.za](mailto:admin@sunlands.co.za)

WEBSITE: [www.sunlands.co.za](http://www.sunlands.co.za)

## AFTERCARE PROCEDURES

### 1. PREFACE

**Non-compulsory Service:** Sunlands Aftercare is optional and provided for the convenience of parents and learners. Parents can arrange alternate care if preferred.

**Service Aim:** The aftercare aims to ensure the safety of learners after school and supervise homework when needed.

**Medical:** Parents will be contacted immediately if urgent medical attention is needed. Parents must inform aftercare in writing about any medical conditions and provide written consent for any necessary medication to be administered.

**Learner Safety:** Parents must notify the school reception by 13:00 or the aftercare staff thereafter if someone other than the parent or regular driver will collect the child.

**Extra Mural Activities:** Aftercare staff will escort children to and from school for extra mural activities and collect them after these activities are finished.

**Queries:** All aftercare queries must be directed to [aftercare@sunlands.co.za](mailto:aftercare@sunlands.co.za)

**Applications:** An application form must be completed annually for full-time attendance and sibling care and returned to the finance office for consideration. Where accounts are in arrears, parents must commit to a reasonable payment arrangement before permission will be granted for a child/ren to attend aftercare.

### 2. AFTERCARE HOURS:

The aftercare hours are as stated below unless school closes earlier, in which instance the child/ren will go to aftercare directly after dismissal.

**Monday – Thursday: 13:15/13:45 – 17:30 (Grade R – 2 & Grade 3 Mon + Thurs)**

**14:45 – 17:30 (Grade 4 -7 & Grade 3 Tues + Wed)**

**Friday: 12:30 – 17:00**

**Last day of term: 11:00 – 17:00**

**Sibling care: 13:30/13:45 – 14:45 (Mon to Thurs for younger siblings in Grade R to Grade 3)**

**Ad hoc care:** This service is for learners who are not full-time attendees at aftercare but need supervision for a period of time on a particular day when their usual transport is unavailable. **The cost is R70 per day, payable upon collection of the learner**

**AFTERCARE IS OPEN ON THE LAST DAY OF TERM BUT WE DO NOT OFFER HOLIDAY CARE.**

### 3. LOCATION OF AFTERCARE

The aftercare facility is located at our sports field in Woodbury Road, Kenwyn. Children will walk from the school to the aftercare premises under the supervision of the aftercare staff. If needed, the aftercare staff will escort children back to school for any extra mural activities and will also collect children who stay behind for these activities once they are finished. In the event of bad weather or any other safety concerns, children will be supervised at school, and parents will be notified via SMS.

#### **4. FEES & PAYMENTS:**

- Aftercare fees are divided into 10 equal monthly instalments, payable on or before the third day of each month from February to November, to ensure affordability for parents. Fees can also be paid quarterly (4 equal instalments) or annually in advance. No discount is applied to annual payments. Quarterly payments are due within 7 days after the commencement of the new term. Annual payments are due by January 31. A refund of any credit may be requested in writing if a child withdraws from aftercare before the end of the quarter/year and fees have been paid upfront.
- Aftercare fees will be billed on the same account as school fees and cover all holiday periods. No credit will be given for school holidays, public holidays, etc., when the service is not available.
- Casual/ad-hoc fees are R70 per attendance, regardless of the time spent. The fee must be paid upon collection of the child. If not settled on the day, it will be billed to the respective school fee account at the end of the relevant calendar month.
- Sibling care is available for families with two or more children attending Sunlands, where the younger child(ren) are in Grade R to Grade 3 and finish school earlier than the older sibling(s). If the younger sibling(s) are dismissed earlier, they will be taken to aftercare and supervised until the older sibling(s) are dismissed. The younger sibling(s) must be collected from aftercare by 15:00, after which the ad-hoc fee will apply. This does not apply to extra murals, which end at 15:00, or on Fridays.
- A fee of R20 per 15 minutes or part thereof from 17:45 onwards is payable immediately to the staff member on duty. Penalties are applied on an individual child basis. **Ensure you receive a receipt when paying cash.**
- Aftercare fees may be paid via debit order (preferred – arrange with the bursar), EFT into the school's bank account (same as for school fees), Karri or by card swipe at school. Payment may be combined with your school fees.
- If a school fee account falls into arrears, parents will be notified that their child(ren) will be suspended from attending aftercare until the account is up to date.

#### **5. LATE COLLECTION**

- Should a learner(s) not be collected within 15 minutes of their respective dismissal time from school and the parent did not communicate with the school, they will be sent to aftercare and the parent will be liable for the ad-hoc fee of R70 per child irrespective of the amount of time spent at aftercare.
- **Aftercare does not provide care later than 17:30. Please consider the staff who also have family commitments.**
- Parents **MUST** inform the aftercare staff if they are going to be late due to circumstances beyond their control.
- A penalty of R20 per 15 minutes or part thereof from 17:45 onwards will be **payable immediately to the staff member on duty**. Penalties are applied on an individual child basis and is intended as a deterrent.
- **Late collection of younger (Foundation Phase) siblings will be charged the Ad Hoc fee amount of R70 per child should they not be collected by 15:00.**

#### **6. NOTICE/TERMINATION**

- One calendar month's written notice **must** be given by no later than the 1<sup>st</sup> day of the month if you are withdrawing your child/ren from aftercare. Notice must be sent/emailed to [aftercare@sunlands.co.za](mailto:aftercare@sunlands.co.za).
- Fees for the month will be charged and remain payable by the parent if notice was not received as specified above.
- Non-payment or repeated late payment of fees will result in your child(ren) being suspended from the aftercare facility. During the suspension period, parents will be contacted to collect their child(ren) from school. The full monthly fee will still be payable during the suspension.

## **7. SECURITY**

- Control registers are kept and children are required to report at school before leaving for aftercare and on arrival at aftercare.
- For the safety of the children, parents MUST come inside to collect their child/ren where the parent/s MUST sign their child/ren out of the centre. Children will not be allowed to leave the centre until they have been signed out by the parent/guardian collecting them.
- Only nominated persons (as per the application form) will be allowed to collect the child/ren.
- If the child is to be collected by a 3<sup>rd</sup> party (i.e. any person other than a parent) PARENTS are responsible to notify the school reception telephonically before 13:00 and the aftercare staff thereafter.
- Parents need to advise the school in writing if:
  - Their child/ren will not be attending the aftercare centre for a period
  - Going for extra lessons or attending an extramural activity (details must be given i.e. days, times, etc.)
  - Being collected by another parent/going home with another child
  - Will be collected straight from school during the day or directly after school.

## **8. DISCIPLINE/CODE OF CONDUCT**

While your child(ren) are in our care, we are responsible for their safety, happiness, and conduct. Children who are destructive, disrespectful, dishonest, use foul language, harm others, or damage property will be disciplined according to the Sunlands Learner Code of Conduct, which applies to all children at aftercare. We appreciate the full cooperation of parents/guardians with our discipline policy.

## **9. HOMEWORK & STUDY TIME**

Homework is supervised and is compulsory for all. The aftercare does not accept responsibility for the child/ren's homework. Reading homework will not be done at aftercare. The onus is still on parents to check the homework with the child/ren at home on a daily basis. Aftercare teachers WILL NOT sign homework diaries. Unsatisfactory test and exam results must be taken up with child's teacher and not with the aftercare staff.

## **10. INDEMNITY**

Every effort will be made to ensure the safety of all the children at aftercare. Aftercare, however, does not accept any liability whether direct, indirect or consequential arising out of any injuries that may occur while the child/ren is/are en-route to/from aftercare or at aftercare. Parents who enrol their child/ren at aftercare do so willingly and will not hold Sunlands Primary School (including aftercare) responsible for any loss, harm or injury that may arise due to the conduct of any child/ren at aftercare.

## **11. LOST PROPERTY:**

All lost/left articles are placed in the lost property box and parents should search for lost/left articles there. **PLEASE MARK ALL ITEMS CLEARLY.** All unclaimed items are either given back to the school or given to charity at the end of the month.

## **12. ILLNESS & MEDICATION**

There are no facilities for a sick child. Parents will be contacted to collect their child(ren) if they become ill. The aftercare supervisor must be informed in writing by the parent(s) of any specific medical conditions (including allergies) their child(ren) might have, so that appropriate care can be taken. Should medication be required (e.g., asthma pump, insulin, etc.) this must be supplied to the aftercare supervisor, clearly marked with the child's name and written consent to administer such medication when necessary. Any special instructions must also be noted.



### **13. CELL PHONES AND ELECTRONIC DEVICES**

All devices must be handed to a staff member for safe keeping when signing into aftercare. Aftercare does not accept responsibility for any device (cell phone, tablet, etc.) brought to aftercare by a child/ren. Parents needing to contact their child/ren must do so via the staff on the aftercare number 066 143 0220.

### **14. ABSENCE**

Parents must notify the school or aftercare in the event of the child/ren not attending for any reason, including illness, holiday, etc.

### **15. REQUIREMENTS**

A full change of clothes (including a hat/cap and sunscreen for outdoor activities) must be sent with your child/ren to school. Children will change into their casual wear at aftercare. Children are responsible for folding and packing their own school clothes, after changing, into their school/tog bag. Staff will help where necessary. **Parents are to ensure all items are clearly marked with the learner's name.**

Each child must bring their own **healthy** packed lunch or snack that they can eat at aftercare.

### **16. GENERAL RULES**

- Parents must provide aftercare with a complete list of their child/ren's extra mural activities at the beginning of each term.
- The aftercare telephone is for business only. No child/ren are permitted to make or receive calls.
- Personal toys and games **are not allowed** at the aftercare centre and aftercare takes no responsibility for any loss or damage to toys/games brought to aftercare.
- Parents are responsible to notify the aftercare and school of any changes to their personal information (new contact numbers – work or cell, change of address, etc.)
- Money or valuables should preferably be handed in to the aftercare staff for safekeeping.

**KINDLY RETURN PAGE 5 AND 6 OF THIS DOCUMENT WHEN  
APPLYING FOR SUNLANDS AFTERCARE SERVICES**

# **AFTERCARE APPLICATION FORM**

*An application PER CHILD must be completed on behalf of a child seeking admission to Sunlands Aftercare.*

Please indicate whether you require AFTERCARE ☐, SIBLING CARE ☐ or ADHOC ☐ services.

| <b>AFTERCARE FEES 2026</b>                    | <u>PER MONTH x10</u> | <u>PER ANNUM</u> | <u>PAYABLE</u>       |
|-----------------------------------------------|----------------------|------------------|----------------------|
| 1 CHILD                                       | R 825                | R 8 250          | 01 FEB - 01 NOV      |
| 2 CHILDREN                                    | R 1 550              | R 15 500         | 01 FEB - 01 NOV      |
| 3 CHILDREN                                    | R 2 275              | R 22 750         | 01 FEB - 01 NOV      |
| 4 CHILDREN                                    | R 3 000              | R 30 000         | 01 FEB - 01 NOV      |
| SIBLING CARE<br>(13:45 – 15:00) (Mon - Thurs) | R 390                | R 3,900          | 01 FEB - 01 NOV      |
| AD HOC SIBLING FEE (PER CHILD PER DAY)        |                      | R40              | <u>ON COLLECTION</u> |
| AD HOC FEE (PER CHILD PER DAY)                |                      | R70              | <u>ON COLLECTION</u> |

NAME AND SURNAME OF CHILD: \_\_\_\_\_

GRADE (in 2026): \_\_\_\_\_ CLASS \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DESIRED DATE OF ADMISSION TO AFTERCARE: \_\_\_\_\_ 2026

Please indicate if you would like your child to do homework at aftercare: Yes ☐ No ☐

## **MEDICAL INFORMATION**

Allergies: \_\_\_\_\_

Medication given for the above (if any): \_\_\_\_\_

Doctors Name: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

Medical Aid and plan name: \_\_\_\_\_

Medical Aid contact number: \_\_\_\_\_ Medical Aid No.: \_\_\_\_\_

Has your child broken any bones or had any operations? (Please give details):

HOSPITAL (in an emergency) CONSTANTBERG ☐ VICTORIA ☐ \_\_\_\_\_  
(other)

**CONTACT PERSON (Parent): Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**TEL. NO: (C)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(H)** \_\_\_\_\_

**Email (print clearly):** \_\_\_\_\_

**2<sup>nd</sup> CONTACT PERSON (in an emergency):**

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELNO: (C)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(H)** \_\_\_\_\_

**INDEMNITY:**

I/We \_\_\_\_\_

*Please print full name(s) of parent(s) or guardian(s)*

Residing at \_\_\_\_\_

*(enter full residential address please)*

In my/our capacity as the parent(s) and/or guardian(s) of \_\_\_\_\_

*(Child's full name and surname)*

INITIAL

Hereby indemnify Sunlands Primary School and do not hold them responsible for any injury, harm or loss that may arise due to the conduct of the above child. I hereby exempt Sunlands Primary School from any liability incurred on account of any injury to or illness of the above child and from any liability for loss or damages suffered to or loss of article brought onto the Aftercare's property by the above child.

INITIAL

I/We undertake to abide by the rules and regulations applicable to Sunlands Primary School as well as the Aftercare facility and will ensure that my child adheres to the same. By signing below, I acknowledge that I have read and understood this document. I agree to comply with all procedures and regulations stated herein and accept the responsibilities and obligations as described.

**ACCOUNT FEES:**

INITIAL

I/We the undersigned, understand that the Aftercare is managed by Sunlands Primary and it is not compulsory to make use of this service. Sunlands Primary reserves the right to accept any child/children for aftercare. **I/We agree and undertake to pay such aftercare fees as are levied in respect of my/our child/children by no later than the 3<sup>rd</sup> day of each month after which my child/children may be suspended until the fees are paid up to date. I/We understand that should our school fee account not be kept up to date our child/children may be suspended until the account is brought up to date. I/We understand that I/we will be liable for the full months' fees in lieu of notice should I/we decide to withdraw my/our child/children from the Aftercare without the required notice.**

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_ 202

*(suburb)*

*(date and month)*

\_\_\_\_\_  
Parent/Guardian Signature (1)

\_\_\_\_\_  
Parent/Guardian Signature (2)