



De Jager Academy (Pty) Ltd

T/A **Tiny Kids Academy**

☎ 082 569 5031

Reg.No: 2016/463738/07

☎ 082 576 7891

🏠 15 Strauss St • Universitas • Bloemfontein • 9301

Play, learn and grow together!

Aftercare Rules and Regulations:

Please take note of the following rules and regulations – sign and return this document

1. Your **emergency contact number** must be answered at all times.
2. The school requires a **WhatsApp contact number** as this is our way of **communicating**. Letters will only be sent if the school deems it necessary.
3. **It is your responsibility to inform TKA staff Before 11h:00 EVERY DAY if your child must be collected and at what time. If you do not communicate this, your child will not be picked up.**
4. **The bus will collect from 12pm up to 1430pm and no later as our focus is on homework and time allocated to do so is limited.**
5. Aftercare hours are from **after school** until **17:30** – **if you are late there is a R200 penalty fee that will be levied on your Account.**
6. Should you arrange for **someone else to collect your child** we require that you contact us that morning to notify us of the arrangement. Under no circumstances will a child be given to any person other than the parents without prior arrangement for the protection of our children.
7. Children must be 13 years or older to be allowed to accompany a pupil out of the school and to sign out.
8. Please adhere to the **sign in and out policy**.
9. We ask that you practice **proper car safety** when fetching or dropping off your child. We recommend having a car seat fitted in your car and insist that parents/drivers accompany their children to and from the gate to ensure they do not get hurt by the cars that come and go. Please open the door for them and hold their hand until they are safely inside. We also ask that all parents that are arriving or leaving be aware of where the little ones are at all times. It is sometimes difficult to see children from inside your vehicle and accidents can happen very quickly.
10. **No sweets**, chips, chewing gum or cooked food that requires reheating or preparing, fast food, fizzy drinks or unhealthy food of any kind may be packed.
11. **No toys and/or phones** may be brought to school as we cannot take responsibility for it.
12. All **belongings must be marked** and an extra set of clothes must be sent every day. We also cannot take responsibility for jewellery lost at school, so rather not let them wear anything that you do not want broken or lost.
13. **Should your Aftercare fees fall into arrears you are advised to contact the financial department and advise on the situation. Arrears not communicated or settled could result in your child's enrolment to Tiny Kids academy Aftercare to be terminated and you will be advised to seek alternative institution for your child. Please also read and sign our Terms of Payment and Payment Option forms.**
14. It is required that a **notice of one month** is given should you need to remove your child from the aftercare programme for any reason. Notice should be given in writing to the principal.
15. We have a strict policy with regard to **sick children**, medication and food allergies:
 - a. If your child vomits at school or has a very upset stomach we will contact you to collect them as soon as possible. Sick children must be kept at home until they are well.
 - i. Should your child have a high fever we will contact you and request permission to give them the recommended dose of Panado syrup, we will contact you within 30min if the fever does not break in order for you to take your little one to the doctor.

- b. If your child has a chronic illness you are required to send the necessary prescription medication, as well as clear instructions on how to administer it.
 - c. No over the counter medication will be given to the children, only medicine prescribed by a doctor will be administered at the school. Please ensure you complete the medicine register in the morning.
 - d. If your child falls ill with a contagious illness you will be required to keep them at home until they are well.
 - e. If we hear of any serious illnesses making the rounds at schools we will notify our parents immediately and provide them with as much information as possible with regard to signs and symptoms as well as the severity of the illness. Parents are requested to check their children for such symptoms and when in doubt, please take them to the doctor first before sending them to school. This is just a measure to ensure the health and safety of all our children.
 - f. Please make sure that we are aware of any allergies that your child has in order for us to give your little one the best care possible, and also to avoid possible allergic reactions of any kind.
16. If your child has any **COVID 19 symptoms** consult the doctor, inform the aftercare staff and isolate.
17. **If your child's school closed due to COVID it is the parent/ guardian's responsibility to inform the aftercare staff.**
18. It is your child's responsibility **to write down all homework** given that day.
19. It is your child's responsibility to bring all **necessarily workbooks and guides** to the aftercare facility.
- 20. The aftercare programme INCLUDES:**
- a.) Collection from school
 - b.) Assist with homework
 - c.) Revision of tests and orals
- 20. The aftercare programme EXCLUDES:**
- a.) Assignments
 - b.) Writing of orals
 - c.) Learning for tests beforehand
 - d.) Lunch/ snacks, please pack something in for the children as they get hungry

The rules and regulations as stated here are for the protection of both the children and the school and we kindly request all parents to take note and abide by it.

Regards



Bronwen du Plessis

Director|Operations

Parent Signature

NB: Please read, sign and return to school

Child's name

Date

Parent signature _____