

KENRIDGE
NASORG SENTRUM / AFTER SCHOOL CENTRE

Phone no.: 021 976 4048

E-mail: ascadmin@kenridge.org.za

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The After School Centre takes pride in the valuable service which it offers to our parents and learners. This centre has grown from two classes in 1993 to 22 individual classes which are housed on the Kenridge campus.

Ons personeel bestaan tans uit 24 personeellede wat na die leerders omsien en 5 dames wat kos maak (huidiglik kook ons daaglik vir ± 600 leerders), Ons administrasie is bestuur deur Mev. Belinda van Dyk en die Bestuurder van die sentrum is Mnr. Mike de Villiers.

We accommodate children from Pre-Gr R (Fledgings) , Kenridge Pre-primary and Kenridge Primary School.

Office hours are: 08:00 – 18:00 (Office)
Hours we care for children: 12:00 – 18:00 (Normal ASC) (If school were to close early from then on)
School Holidays: 07:00 – 18:00
(**Closed** for three weeks over Christmas and New Year, public holidays and extra one day school closures as determined by the WCED).

Kinders geniet 'n middagete, koeldrank, toebroodjies, groenteborde, vrugte en 'n peuselhappie.

Signing in times: Vary from 12:15 - 14:10
Lunch times: Vary from 12:30 - 14:15

Study time for Senior learners: Grades Two – Seven

Monday to Thursday:

14:10 to 14:45 Register / signing in at ASC. Children who have extra mural activities are sent to change immediately and then have a quick lunch before going off to their extra mural activity. If they are unable to have lunch, then they are to remind the teacher to book a lunch for them.
Lunch will always be available.

14:45 to 16:00 Study / homework session, if a child has extra mural activities that clash with the study session then they are sent to the later session for all grades from 16h00 to 17h00 to complete homework or study. Children do their homework under supervision.

16h00 onwards till collected, Free play time on the respective playing areas per grade.

Friday:

13:20 to 13:45 Register / signing in at ASC if there is extra mural children are sent to change immediately and then have lunch before going off to their respective extra mural activity. If they are unable to have lunch, then they are to remind the ASC teacher to book a lunch for them.
Lunch will always be available.

14:00 to 15:00 Study / homework session. Children do their homework under supervision.

15:00 onwards till collected. Free play time on the respective playing areas per grade.

Kinders word na buitemuurse aktiwiteite gestuur soos deur die ouers aangedui op hul aktiwiteitstrokie.
(Pre Graad R, Graad R & Graad Een word begelei na en vanaf aktiwiteite op die skoolterrein.)

EFFECTIVE COMMUNICATION RESULTS
IN HAPPY, SAFE AND SECURE LEARNERS

APPLICATION FOR KENRIDGE PRIMARY AFTER SCHOOL CENTRE

(Not to be confused with school applications)

1. Print out all pages.
2. Please complete the application form by hand:
 - Complete **separate** application forms for each child
 - All application forms must be handed in **at the After School Centre office**
(Responsibility will not be taken for forms which are not handed in **at** the After School Centre office)
 - **No faxed** applications will be accepted
 - Please attach a recent, passport size photo of your child, to the application form (left hand top corner)
3. Admission to Kenridge Primary, Pre-Primary and Pre Grade R does not guarantee admission to the After School Centre.
4. The abbreviation ASC will be used in this application.
ASC – After School Centre
5. Successful applications will be confirmed by the After School Centre.

EFFECTIVE COMMUNICATION RESULTS
IN HAPPY, SAFE AND SECURE LEARNERS

Kenridge : After School Centre 2016 Naskool Sentrum

Emergency Care / Noodsorg	R 71,00 per day	Pre Grade R, Grade R, Grades 1,2,3,4,5,6 and 7
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Full care rates

Voldag Tariewe

5	Days	Per Annum	Pre Grade R and Grade R		Grades	1 and 2	Grades	3,4,5,6 and 7
	per week		10710,00	9840,00	9410,00			
Term/Kwartaal 1 - 4			1071,00	Per	984,00	Per	941,00	Per
10 Payments / Betalings				Month		Month		Month

3	Dae	Per Annum	Pre Grade R and Grade R		Grades	1 and 2	Grades	3,4,5,6 and 7
	per week		6610,00	6250,00	5910,00			
Term/Kwartaal 1 - 4			661,00	Per	625,00	Per	591,00	Per
10 Payments / Betalings				Month		Month		Month

This includes lunch, snacks and cooldrink

Middagete, peuselhappies en koeldrank is ingesluit

Holiday Club:	Half day - 07:00 to 13:00	58,00	Full day - 07:00 to 18:00	One Child / Een Kind	72,00
				Only applies if children attend on the same day.	
Vakansieklub:	Halfdag - 07:00 tot 13:00		Voldag - 07:00 tot 18:00	Family of 2 Children	126,00
				Familie van 3 Kinders	R170,00

This includes breakfast, lunch, snacks and cooldrink

Ontbyt, middagete, peuselhappies en koeldrank is ingesluit

SETTLEMENT OF THE FULL YEARLY FEE BEFORE THE 22 JANUARY 2016 - 5% DISCOUNT

Special Menu

- Please study the food menu below and highlight whatever your child may not eat.
- If you have any further queries e.g. religion, festivals, etc., please feel free to contact us.

Kenridge After School Centre Menu			Kenridge Na-skool Sentrum Spyskaart		
	Mondays	Dinsdae	Wednesdays	Donderdae	Fridays
Week 1	Macaroni-en-Kaas	Chicken-a-la- King and white rice	Vetkoek and cheese	Cottage Pie	Chip Roll
	Vegetable Platter	Groentebord	Vegetable Platter	Groentebord	Vegetable Platter
	Fruit and Biscuit	Vrug en Suiglekker	Fruit and Biscuit	Vrug en Lekkertjie	
Week 2	Pasta and Bacon (*chicken vienna)	Mince and Rice	Sausage Roll and Sweet corn	Chicken Mayo Rolls	Toasted Cheese
	Groentebord	Vegetable Platter	Vegetable Platter	Vegetable Platter	Groentebord
	Fruit and Biscuit	Vrug en Suiglekker	Fruit and Biscuit	Vrug en Lekkertjie	
Week 3	Chicken Strips	Spaghetti Bolognaise	Pizza's	Ham and Potato Salad	Hotdog
	Vegetable Platter	Groentebord	Vegetable Platter	Groentebord	Vegetable Platter
	Fruit and Biscuit	Vrug en Suiglekker	Fruit and Biscuit	Vrug en Lekkertjie	
Week 4	Fish Fingers and Baked Beans	Potato Bake and Sausage	Chicken Pasta	Chips and Vienna	Salad Roll
	Groentebord	Vegetable Platter	Vegetable Platter	Vegetable Platter	Groentebord
	Fruit and Biscuit	Vrug en Suiglekker	Fruit and Biscuit	Vrug en Lekkertjie	
Everyday - Bottomless Coldrink and Extra Sandwiches with different spreads.					
Hierdie spyskaart mag verander volgens behoeftes (somer of winter) This menu may change according to needs (summer or winter)					
Special Diet - No pork , beef , ham will be replaced with chicken , cheese .					

Extra -mural Activities

- Written confirmation of your child's activities is required at the beginning of each term and you will receive an activity slip to complete for this purpose.
- If these slips are not returned, we shall not be held responsible for learners who do not attend their activities.
- No learner will be sent to activities without this written confirmation.
- Please notify the ASC (in writing) of any changes or cancellation of your child's activities.
- Please send the correct clothes and accessories for extra-murals (e.g. ballet)
- It is your responsibility to organise times with the appropriate coaches (e.g. swimming)

Extra Mural activity slip/Buitemuurse aktiwiteitsstrokie							Term: Kwartaal:			
Name Naam				Grade Graad		Return by Stuur terug teen				
Day Dag	From Vanaf	To Tot	Activity Aktiwiteit	From Vanaf	To Tot	Activity Aktiwiteit	Please indicate on which days your child will be attending ASC this term! Dui asseblief aan op watter dae u kind die NSS hierdie kwartaal sal bywoon!	✓		
Monday Maandag										
Tuesday Dinsdag										
Wednesday Woensdag										
Thursday Donderdag										
Friday Vrydag										
Parent Ouer				Signature Handtekening			Date Datum			

KENRIDGE AFTER SCHOOL CENTRE POLICY

CUSTOMER CARE POLICY:

- Putting children and parents first.
- Meeting the needs of the children and the parents in an appropriate manner.
- Developing partnerships with parents / care givers, the school and the centre.
- Recognising and respecting the needs and rights of individuals.
- Continuous improvement in practice and process.

YOU MAY EXPECT THE STAFF TO:

- Give you a warm welcome
- Treat you with courtesy, respect and consideration.
- Identify themselves by name.
- Listen and respond appropriately.
- Conduct their dealings with you with efficiency, integrity, fairness and professionalism.
- Provide you with relevant, accurate, up-to-date information.
- Ensure that you are aware of the standard of service which we aim to provide.
- Actively seek your comments on a regular basis through questionnaires and verbal input/discussions.

**EFFECTIVE COMMUNICATION RESULTS
IN HAPPY, SAFE AND SECURE LEARNERS**

House Rules of Kenridge After School Centre

Cell phone and Uniform rules for After School Centre learners

The school's code of conduct and school rules as set out in the prospectus apply to ASC learners for as long as they are on school premises. Please note that the following rules apply with regard to cell phones and uniforms for After School Centre learners.

1. Cell phones

During a normal school day, only Grade Six and Seven learners are allowed to have cellphones at school. These are handed in to the teachers in the mornings and are locked away for the duration of the school day. They are returned to learners at the end of the school day. The same procedure applies to ASC. Cell phones must be handed in to the ASC teacher who will take care of them until the learner is collected from ASC. This rule is to be enforced for the following reasons:

- The safety of the cell phone
- Learners using the cell phones during study time are disruptive and do not focus on their homework

2. School Uniform.

The full school uniform must be worn at all times. Learners who are in ASC must either change into casual clothes after school, or wear the **full** school uniform for the duration of their time at ASC.

CONTACT THE AFTER SCHOOL CENTRE FOR HOLIDAY APPLICATION FORM

Tel : 021 976 4048

SMS Only: 076 714 0715

Please SMS us if you wish to leave a message.

e-mail: ascadmin@kenridge.org.za

Lost Property

- Parents are kindly requested to **check** their children's bags **before leaving** the ASC.
- **Clearly marked** lost property will be returned to the learner.
- Unmarked lost property found at Pre-Primary will be removed at the end of the term and donated to a charity.
- Unmarked lost property at the Main ASC will be removed on a Monday and sent to the school's lost property department.

Pre Grade R - Daily Routine:

12:15	Learner is fetched from his/her class
12:20	Register is taken
12:25	Lunch is served. (Learners sit and eat at tables.)
13:00 - 14:00	Learners lie down for a nap/quiet time during story reading
14:00 - 14:45	Inside classroom structured play
14:45 - 17:45	Free play outside (weather permitting) then move down to ASC

Grade R - Daily Routine:

12:30	Learner is fetched from his/her class (Learners are prepared for /taken to activities)
12:35	Register is taken
12:40	Lunch is served (Learners sit and eat at tables in the classroom)
13:00 - 14:30	Supervised free play outside
14:30 - 16:00	Inside classroom structured play
16:00 - 17:45	Free play outside(weather permitting) then move to ASC

General Information for Pre Grade R and Grade R:

- These times may vary according to needs (major changes will not take place without timeous notice)
- The ASC will continue as normal on special days, such as the last day of school, Orientation Day, outing days etc.
- The learners are taken to and fetched from Extra Murals which take place on the school grounds.

Planning After School Centre time structures for 2012

Grade One:

12:45	School ends
13:05	Arrive at ASC
13:05	Sign in, eat and change
13:20 - 13:30	Go to activities
13:20 - 14:00	Free play

14:30	Go into classes
14:30 - 16:00	General homework
16:00 - 15:30	Free play

Special Support Groups (SSG)

15:30 - 16:15	SSG classes
Maths	
Reading	
Other - co-ordination games, cutting, gluing, painting or puzzle building activities.	

Grade Two:

13:00	School ends
13:05	Arrive at ASC
13:05	Sign in, eat and change
13:15	Free play
13:20 - 13:30	Go to activities / sport

Free play continues	
14:45	Go into classes
14:45 - 16:00	General homework
16:00 - 18:00	Free play

Special Support Groups (SSG)

15:30 - 16:15	SSG classes
Maths	
Reading / Comprehension	
Other - co-ordination games such as cutting, pasting, painting or puzzle building activities.	

16:00 - leave classes for free play

1. Books and registers on tables in front of classes.
2. Classes in registers divided and indicated in register books so that parents can see which SSG classrooms their child /children are in for the afternoon.

Planning of After School Centre time structure for 2012
Grades Three to Seven

14:10 School ends
 14:15 Sign in, eat and change
 14:15 - 14:45 Go to activities
 14:50 - Go into classrooms
 14:50 - 15:50 General homework to be done
 16:00 - Free play in demarcated grade areas.

14:50 - 15:50 SSG programme	Special Support Groups (SSG) Mathematics Reading and comprehension in both languages (alternating) Other - Geography History Science
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16:00 - move down to ASC General play - Free time

16:15 - 17:15 Extra study class: In a school classroom -
 Homework is also supervised.

18:00 After School Centre closes. Home time!

1. Books and registers on tables in front of classes.
2. Classes in registers divided and indicated in register books so that the parents can see which SSG classrooms their child / children are in for the afternoon.

Rules of Holiday Club

- Learners are not automatically accepted for Holiday Club.
 - Any learner **not booked** in for Holiday Club **will not be accepted** at the ASC
 - **No siblings under** the age of **four (4)** or **high school** learners will be accepted at the ASC.
 - Parents **must accompany** their child / ren to the office and ensure that they are marked as present.
- Please do not sign the register in the mornings.**
(Parents - Signature and time only on collection)
- Each child must **bring a bag which is clearly marked** for all of his / her belongings.
 - We shall not be held responsible for your child's expensive toys or clothing which he / she has mislaid. Please leave expensive items at home.

