


**APPLICATION FOR KENRIDGE PRIMARY
AFTER SCHOOL CENTRE**
(Separate from School Applications)

1. Print out all pages
2. Please complete the form by hand;
 - Complete pages 3 - 5
 - Complete separate forms for each child
 - All application forms must be handed in at the After School Centre office
(No responsibility will be taken for forms 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
3. Admission to Kenridge Primary, Pre-Primary and Fledglings 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 Petra Gustafson and /or Sharon De Vries, via SMS

EFFECTIVE COMMUNICATION RESULTS
IN HAPPY, SAFE AND SECURE LEARNERS

Pasport Photo  Paspoort Foto	Office Use Only		Slegs vir Kantoorgebruik					
	Application Accepted/Denied Aansoek Aanvaar/Afgekeur		Date Datum	Phone/SMS Gebel/SMS		Date Datum		
	After School Centre Laerskool Kenridge Primary Na-skool Sentrum Tel/Fax: (021) 976 - 4048 e-Mail: devries_s@kenridge.org.za Tel: (021) 979 - 0719 e-Mail: gustafson_p@kenridge.org.za		Every child Every chance, Every day Every child matters			Elke kind Elke kans Elke dag Elke kind tel		
			English	Afrikaans		Holiday Care Vakansiesorg		
	5 Days 5 Dae	3 Days 3 Dae	Emergency care Noodgeval					
First day of attendance Eerste dag van bywoning		D	M	20		Grade Graad	Teacher Leerkrag	

Learner Information	1.1	Leerder se Inligting
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Full Name Volle Naam	Surname Van					
ID number ID nommer	Date of Birth Geboortedatum	D	M	Y/J	Boy/Seun Girl / Meisie	

Siblings applied for/at After School Centre	1.2	Broers of susters ingeskryf/reeds in Na-skool Semtrum
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Name Naam	Grade Graad	Name Naam	Grade Graad
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Learner Information - Important	1.3	Leerder se Inligting - Belangrik
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Allergies (Medicinal, Food and Other) / Chronic Illness or Problems - Food allergies must be indicated on a food menu
 Allergieë (Medisyne, Kos en Ander) / Kroniese Siekte of Probleme - Kos-allergieë moet op 'n kos-spyskaart aangedui word

Emotional Problems e.g. ADD, ADHD Emosionele Probleme bv. AAS, AAHS	
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Mother's Information	2.1	Moeder se Inligting
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<input checked="" type="checkbox"/> Mother Moeder	Stepmother Stiefma	Guardian Voog	Occupation Beroep
Title Titel	Name Naam	Tel (H)	
ID number ID nommer	Tel (W)		
Home Address Huisadres	Cellphone Selfoon		
	Code Kode	E-mail E-Pos	

Father's Information	2.2	Vader se Inligting
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<input checked="" type="checkbox"/> Father Vader	Stepfather Stiefpa	Guardian Voog	Occupation Beroep
Title Titel	Name Naam	Tel (H)	
ID number ID nommer	Tel (W)		
Home Address Huisadres	Cellphone Selfoon		
	Code Kode	E-mail E-Pos	

Parent Information - Continued	2.3	Ouers se Inligting - Vervolg
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Parents are: Ouers is:	Married Getroud		Separated Woon apart		Divorced Geskei		Single Enkel		Widowed Weduwee/Wewenaar	
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If parents are separated or divorced, who is the primary caregiver? Indien ouers apart woon of geskei is, wie is die primêre versorger?	<input checked="" type="checkbox"/>	Mother Moeder		Father Vader	
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The Following Persons will fetch my child every day	3.1	Die volgende persone sal my kind elke dag oplaai
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<input checked="" type="checkbox"/>	Mother Moeder		Father Vader		Stepmother Stiefma		Stepfather Stiefpa	
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Other People	3.2	Ander Mense
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Please name only people who will fetch your child regularly (more than twice a week); You must still inform us if anyone other than yourself will fetch your child.	Noem asseblief net mense wat u kind gereeld sal oplaai (meer as 2 keer per week); U moet ons steeds in kennis stel indien iemand anders behalwe uself u kind oplaai.
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Name Naam	Contact Number Kontaknommer	Relationship with child Verwantskap aan Kind
1		
2		
3		

Confidential Information	4	Vertroulike Inligting
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Is there any other confidential information we need to know of? (ex. Adoption, Special needs etc.) Is daar enige ander vertroulike inligting waarvan ons bewus moet wees? (bv. Aanneming, Spesiale behoeftes ens.)

Does your child have any special needs that we need to be aware of? (eg. Religion) Het u kind enige spesiale behoeftes waarvan ons moet kennis neem? (bv. Godsdiens)	
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Please Mark Your Choice	<input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/>	Merk U Keuse Asseblief
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School term Full Care Skoolkwartaal Voldag	5 days		→ (Please check that you have marked the same choice on the front of the application) → (Maak asseblief seker dat u dieselfde keuse voor op die aansoekvorm ingevul het))
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School term Full Care Skoolkwartaal Voldag	3 Days		→ (Please indicate on which days your child will be attending) → (Merk asseblief watter dae u kind sal bywoon)
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<input checked="" type="checkbox"/>	Monday Maandag		Tuesday Dinsdag		Wednesday Woensdag		Thursday Donderdag		Friday Vrydag		Emergency Noodgeval	
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Holiday Care Vakansiesorg		→ (You will receive a Holiday Booking notice for each holiday; Please phone the office if you do not receive one) → (U sal 'n Vakansiebesprekingsbrief ontvang vir elke vakansie; Bel asseblief die kantoor indien u nie een ontvang nie)
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Father or Mother to Sign	6	Vader of Moeder moet Teken
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I Ek	(Father or Mother) (Vader of Moeder)	of van	(Child) (Kind)
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hereby acknowledge reading the rules accompanying this application and will abide by the contents thereof.
bevestig hiermee dat ek die aangehegte reëls gelees het en my daaraan sal onderwerp.

Date Datum		Father or Mother (sign) Vader of Moeder (teken)	
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Complete this form and return with application to ASC

Special Menu

- According to your child's application, your child has food allergies/special dietary or religious requirements
- Please study the food menu below and highlight whatever your child may not eat
- If you have any further queries, please feel free to contact us (Religious , Festivals,etc)
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Kenridge After School Centre Menu Kenridge Na-skool Sentrum Spyskaart

Week 1	Monday	<i>Dinsdag</i>	Wednesday	<i>Donderdag</i>	Friday
	Mince and Rice - Spicy Yellow Normal white rice	<i>Savoury Tart</i>	Chicken Vegetable Pie	<i>Macaroni-en-Kaas</i>	Hotdogs Hoendermayo-toebroodjies
	Vegetable Platter	<i>Groentebord</i>	Vegetable Platter	<i>Groentebord</i>	Vegetable Platter
	Fruit and Sweet	<i>Vrug en Koekie</i>	Fruit and Yoghurt	<i>Vrug en Lekkertjie</i>	Popcorn/Eating Art

Week 2	<i>Maandag</i>	Tuesday	<i>Woensdag</i>	Thursday	<i>Vrydag</i>
	<i>Ham and pineapple pizza</i>	Chicken-a-la- King and Yellow (sweet) and white rice	<i>Viskoekies en "Baked beans"</i>	Cottage Pie	Hamburgers Eiermayonaisse Toebroodjies
	<i>Groentebord</i>	Vegetable Platter	Vegetable Platter	Vegetable Platter	<i>Groentebord</i>
	<i>Vrug en Lekkertjie</i>	Fruit and Biscuit	<i>Fruit and Yoghurt</i>	Fruit and Sweet	<i>Hot/Cold chocolate drink</i>

Week 3	Monday	<i>Dinsdag</i>	Wednesday	<i>Donderdag</i>	Friday
	Spaghetti Bolognaise	<i>Hake strips and Mashed potatoes</i>	Lasagne	<i>Potato salad/Frikkadel(Sum)</i> <i>Potato bake/Frikkadel(Winter)</i>	Boerewors roll Tuna Mayo Sandwiches
	Vegetable Platter	<i>Groentebord</i>	Vegetable Platter	<i>Groentebord</i>	Vegetable Platter
	Fruit and Sweet	<i>Vrug en Koekie</i>	Marshmallows	<i>Vrug en Lekkertjie</i>	Jelly (Summer) Hot pud (Winter)

Week 4	<i>Maandag</i>	Tuesday	<i>Woensdag</i>	Thursday	<i>Vrydag</i>
	<i>Pasta & Chutney Mince</i>	Sausage Roll & Corn	<i>Chip and Dip</i>	Pasta and Bacon	Chicken Burger Kaastoebroodjies
	<i>Groentebord</i>	Vegetable Platter	Vegetable Platter	Vegetable Platter	<i>Groentebord</i>
	<i>Vrug en Lekkertjie</i>	Fruit and Biscuit	<i>Popcorn</i>	Fruit and Sweet	<i>Apple lick</i>

Everyday - Bottomless Cooldrink 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 .

I, _____ parent of _____ in grade _____
acknowledge reading the rules regarding the following:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Extra-mural Activities
<input type="checkbox"/> Absenteeism / R10 charge to my account
<input type="checkbox"/> Late coming fines
<input type="checkbox"/> Written Notice | <input checked="" type="checkbox"/> Study time
<input type="checkbox"/> Food allergies, special dietary or religious festivals.
<input type="checkbox"/> House Rules
<input type="checkbox"/> Cell phones and uniforms |
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Signature: Mother: _____ Father: _____ Date: ____/____/20____

Kenridge : After School Centre 2011 Naskool Sentrum

Emergency Care / Noodgeval Extra days / Addisionele dae		R 50 - 00 per day	Fledglings, Grade R, 1,2,3,4,5,6,7			
Full care Rates			Voldag Tariewe			
5	Days Dae	per week	Fledglings & Pre-Primary		Grade 1 & 2	Graad 3,4,5,6 & 7
	Per Annum		R 7220-00		R 6630-00	R 6340-00
	Term/Kwartaal 1 - 4 10 Payments 10 Betalings		R 722-00	Per Month Maand	R 663-00 Per Month Maand	R 634-00 Per Month Maand
3	Days Dae	per week	Fledglings & Pre-Primary		Grade 1 & 2	Graad 3,4,5,6 & 7
	Per Annum		R 4450-00		R 4210-00	R 3980-00
	Term/Kwartaal 1 - 4 10 Payments 10 Betalings		R 445-00	Per Month Maand	R 421-00 Per Month Maand	R 398-00 Per Month Maand
This includes lunch, snacks and cooldrink			Middagete, toebroodjies en koeldrank is ingesluit			
Holiday Club Vakansieklub	Halfday - 07:00 to 13:00	R 38-00	Fullday - 07:00 to 18:00	One Child / Een Kind	R 50-00	
	Halfdag - 07:00 tot 13:00		Voldag - 07:00 tot 18:00	Family of 2 Children	R 42-50 X 2 = R 85-00	
This includes breakfast, lunch, snacks and cooldrink			Ontbyt, middagete, toebroodjies en koeldrank is ingesluit			
				Family van 3 Kinders	R 38-33 X 3 = R 115-00	

THESE RATES ARE SUBJECT TO CHANGE AND WILL BE FINALISED ONCE THE BUDGET HAS BEEN CONCLUDED (August/September)



Extra - mural Activity Slip/Buitemuurse Aktiwiteitsstrokie						Term: Kwartaal:		
Name Naam		Grade Graad		Return by Stuur terug teen				
Day Dag	Time from Tyd van...	Time to Tyd tot...	Activity Aktiwiteit	Time from Tyd van...	Time to Tyd tot...	Activity Aktiwiteit	Please indicate 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			

House Rules of

Extra -mural Activities

- Written confirmation of your child's activities is needed 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 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 (eg. Ballet)
- It is your responsibility to organise times with the appropriate coaches (eg. Swimming)

Telephone & Fax: (021) 976-4048 Sharon

Telephone Only: (021) 979-0719 Petra

SMS Only: 076 714 0715

E-mail Sharon at: devries_s@kenridge.org.za

E-mail Petra at: gustafson_p@kenridge.org.za

YOUR CHILD'S SAFETY LIES IN YOUR COMMUNICATION WITH US

Fetching your child - Absenteeism

- We are experiencing problems with communication regarding absenteeism.
- We constantly search for learners who should be at ASC
- If parents fail to notify the ASC of an absent learner, a R10 fine will be charged per call
- Parents fail to notify us on time in the following cases:
 - Learners going home with friends/to a party with someone else
 - Learner is fetched early/directly after school by the parent/someone else

Fines for coming late

- A fine will be levied for learners fetched after 18:00
- Fines: 18:01-18:15 (or part thereof) - R30-00
- R30 will be added for every 15 minutes thereafter
- This will be doubled for two children and tripled for three children
- The fine will be added to your school account

Written Notice

- One (1) calendar month's written notice must be given if your child will be leaving ASC (regardless of whether your child is in Full Care or Early Morning Care) or if you wish to change from 5 Days to 3 Days
- Change over from 5 Days to 3 Days will only be allowed once per term

Kenridge After School Centre

Cellphone and Uniform rules for After School Centre learners

The school 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 cellphones and uniforms for After School Centre learners.

1. Cellphones

During a normal school day, only Grade 6 & 7 learners are allowed to have cellphones at school. These are handed in to the teachers in the mornings and are locked away for the school day. They are returned to learners at the end of the school day. The same procedure applies to ASC. They 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 cellphone
- Learners using the cellphones 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

Lost Property

- Parents are kindly requested to check their children's' bags before leaving 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.

Study time

- Study time is from 14:30-15:15. Break 15:30 -16:00 from Mondays to Thursday and until 15:00 on Fridays
- The children will require their own stationery to do their homework;

EFFECTIVE COMMUNICATION RESULTS
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Daily Routines

Fledglings - Daily Routine:

- 12:15 Learner is fetched from his/her class
- 12:20 Register is taken
- 12:25 Lunch is served. (They sit and eat at tables)
- 12:50 ASC teachers walk the Fledglings to their own class at Pre-Primary
- 13:00 – 13:45 Learners lie down for a nap/quiet time during story reading

Pre-primary - Daily Routine:

- 12:30 Learner is fetched from his/her class (Learners are prepared for /taken to activities)
- 12:40 Register is taken
- 12:45 Lunch is served (They sit and eat at tables)

Fledglings & Pre-primary - Daily Routine

- 13:00 – 14:30 Supervised playtime outside
- 14:30 – 15:30 Inside playtime
- 15:30 – 16:00 Tidying up and snack time
- 16:00 – 16:45 Supervised playtime outside
- 16:45 – 16:50 Tidying up and getting ready to go to “big” ASC
- 16:50 – 17:00 Walking down to “big” ASC
- 17:00 – 18:00 Supervised playtime outside on Junior side/home time

General Information for Fledglings & Pre-primary:

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

Grade 1 & 2 Daily Routine: (the first two weeks)

- 12:30 Learners are collected from a specific point.

Grade 1 & 2 Daily Routine thereafter:

- 12:45 Learners walk down to ASC from school, under supervision
- 12:55 Register is taken, under supervision; children sign themselves in
- 13:00 Gr 1 Lunch is served
- 13:15 Gr 2 Lunch is served
- 14:15 – 16:00 Study time
- 16:00 – 18:00 Supervised playtime outside on junior side/home time

- The learners are taken to and fetched from Extra Murals on the school grounds

Grade 3 - 7 Daily Routine:

- 13:00 or 14:10 Learners leave the school classes and report to the ASC classes
- 13:05 or 14:10 Learners sign themselves in
- 13:15 or 14:20 Lunch is served
- 14:15 – 16:00 Study time Mondays – Thursdays
- 13:30 – 15:00 Study time – Fridays
- 14:00 – 15:00 Urban Edge / Inside Games (Where applicable)
- 16:00 – 18:00 Supervised playtime outside/home time;

- These times may vary according to needs (major changes will not take place without timeous notice)
- On special days, such as the last day of school, Orientation Day, outing days etc., the ASC will run as normal

Rules of Holiday Club

- Learners are not automatically accepted into 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 clearly marked** for all their belongings.
- We shall not be held responsible for your child's expensive toys or clothing which he/she mislays.
Please keep expensive things at home.
- Scooters and DVD's must be **clearly marked**. Playstation games . Please be responsible and check the age restriction. J-boards: **safety gear must be worn (gloves, elbow pads, knee pads. They must wear shoes)**
- NO MP3 players or GAMEBOYS . They are too expensive and we have too many problems.
- If a child does not behave appropriately, the parents will be contacted and asked to collect the learner immediately.
- Dress Code for outings – (leaving the ASC premises) eg. Movies
 - Fledglings/Pre-Primary - their school tops
 - Grade 1 – 7 learners - school tracksuit
- Breakfast will be served at 8:30

We close for three weeks over the December/January holiday period.
Dates will be published late in the 4th Term.

CONTACT AFTER SCHOOL CENTRE FOR HOLIDAY APPLICATION FORM

Discipline

- Discipline is dealt with in an effective and pro-active manner.
- Issues are addressed by the ASC teachers and Mrs Gustafson

Transgressions and Corrective Measures at Kenridge ASC

Level 1

- Accessing restricted or demarcated areas
- Moving out of the boundaries of the ASC
- Failure to sign in or out
- Arriving late (tardiness)
- Unacceptable behaviour during study time

Level 2

- Recurrent breaking of ASC rules
- Disruption of routine
- Rudeness and disrespect to adults
- Insulting or crude language
- Undermining of authority
- Dishonesty
- Fighting on ASC property
- Intimidation or bullying of other learners
- Damage to other learners' property
- Damage to ASC property

Level 3

- Out of ASC boundaries without permission, e.g. 7- Eleven
- Absence without pre-arrangement between parents and staff
- Vandalism
- Forging of parent's or guardian's signatures
- Harmful graffiti, vindictive language, sexism or racism
- Possession of pornographic or racist material
- An accumulation of minor offences

Level 4

- Behaviour that endangers the safety of others
- Possession of dangerous weapons, fighting, assault or maltreatment of others
- Theft, or possession of stolen goods
- Possession, use of, supplying or visible proof of drugs, illegal substances, alcohol, cigarettes or intoxicating substances of any kind;

Correctional Measures

In case of transgressions, correctional measures may be taken. These measures may include one or more of the following:

1. Verbal or written warning from the manager of the ASC or an ASC teacher
 2. Homework which would benefit the learner's progress at school, will be done under supervision
 3. Performing tasks which will benefit the person against whom the transgression took place
 4. Agreed affordable compensation
 5. Replacement of damaged property
 6. Suspension from certain ASC activities
 7. Suspension from ASC for a period of one (1) week
 8. Expulsion from ASC
- Level 1 and level 2 transgressions - Corrective measures 1-5 will come into effect
 - Level 3 and level 4 transgressions - Corrective measures 6-8 will come into effect

Procedure

- The learner will receive a verbal warning if he/she does not react in a positive manner to corrective measures
- Learners will receive a written warning of transgression. It must be signed by the parents and returned to the ASC to be placed in the learner's file
- Should the learner transgress in any other way, he/she will attend a disciplinary hearing before a disciplinary committee, with his/her parents

Please refer to Kenridge Primary's Code of Conduct for further details

Tel/Fax: 021 976 4048

Tel: 021 979 0719

SMS Only: 076 714 0715

Please SMS us if you only require leaving a message.

E-mail: gustafson_p@kenridge.org.za

E-mail: devries_s@kenridge.org.za

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