

Kenridge After School Centre

Kenridge Na-skool Sentrum

Van Riebeeck Avenue/Ryalaan

Durbanville 7550

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Web page

## LAERSKOOL KENRIDGE PRIMARY NA-SKOOL SENTRUM / AFTER SCHOOL CENTRE

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We at Kenridge After School Centre, pride ourselves in the care we give our learners. The After School Centre started out as two classes (shared with Pre-Primary) in 1993. It has grown so much over the years that we now have 22 individual classes spread over the Kenridge campus.

Ons personeel het gegroei tot 22 na-skool personeellede wat na die leerders omsien; 2 dames wat kos maak (huidiglik kook ons vir ±590 leerders elke dag), 2 skoonmakers, 1 Nutsman, Administratiewe bestuurder - Sharon De Vries en die Bestuurder van die Sentrum - Petra Gustafson.

We accommodate children from Fledglings, Kenridge Pre-primary and Kenridge Primary School.

Office hours are : 8:00 – 18:00 (Office)  
Hours we care for children : 06:30 ( Early Morning Care)  
12:00 – 18:00 (Normal ASC)

School Holidays : 07:00 – 18:00  
(Closed for three weeks over Christmas and New Year Public Holidays and extra one day School closures)

Kinders ontvang 'n gesonde middagete, koeldrank, water is deurlopend beskikbaar, toebroodjies, groenteborde, vrugte en 'n snoepappie.


Study time is held between 14:15 – 16:00. Children have the opportunity of doing their homework under supervision.

Kinders word na buitemuurse aktiwiteite gestuur soos deur die ouers aangedui op hul aktiwiteitstrookies. ( Gr Fledglings, R, 1 & 2 word begelei na en vanaf aktiwiteite op die skool terrein.)

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

**APPLICATION FOR KENRIDGE PRIMARY  
AFTER SCHOOL CENTRE**  
(Separate form 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 applications 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

	<b>Office Use Only</b>				<b>Slegs vir Kantoorgebruik</b>				
	Application Accepted/Denied Aansoek Aanvaar/Afgekeur		Date Datum	Phone/SMS Gebel/SMS	Date Datum				
	<b>Laerskool Kenridge Primary</b> <b>After School Centre</b> <b>Na-skool Sentrum</b> Tel/Fax: (021) 976 - 4048 e-Mail: devries_s@kenridge.org.za Tel: (021) 979 - 0719 e-Mail: gustafson_p@kenridge.org.za		English	Full Care	3 Days	Holiday Care			
					5 Days	Vakansiesorg			
		Afrikaans	Voldag	3 Dae	Early Morning Care				
				5 Dae	Vroeg oggenddiens				
		First day of attendance Eerste dag van bywoning		D	M	20		Grade Graad	Teacher Leerkrag

<b>Child Information</b>	<b>1.1</b>	<b>Kind se Inligting</b>
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Full Name Volle Naam		Surname Van	
Preferred Name Noemnaam		Date of Birth Geboortedatum	D M Y/J Gender Geslag

<b>Siblings applied for/at After School Centre</b>	<b>1.2</b>	<b>Broers of susters ingeskryf/reeds in Na-skool Semtrum</b>
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Name Naam	Grade Graad	Name Naam	Grade Graad
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<b>Child Information - Important</b>	<b>1.3</b>	<b>Kind se Inligting - Belangrik</b>
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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

<b>Mother's Information</b>	<b>2.1</b>	<b>Moeder se Inligting</b>
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<input checked="" type="checkbox"/> Mother Moeder	Stepmother Stiefma	Guardian Voog	Occupation Beroep
Title Titel	Name Naam	Tel (H)	
Surname Van		Tel (W)	
Home Address Huisadres		Cellphone Selfoon	
	Code Kode	E-mail E-Pos	

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

<b>Parent Information - Continued</b>	<b>2.3</b>	<b>Ouers se Inligting - Vervolg</b>
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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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<b>The Following Persons will fetch my child every day</b>	<b>3.1</b>	<b>Die volgende persone sal my kind elke dag oplaai</b>
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<input checked="" type="checkbox"/>	Mother Moeder		Father Vader		Stepmother Stiefma	Stepfather Stiefpa
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<b>Other People</b>	<b>3.2</b>	<b>Ander Mense</b>
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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.

Name Naam	Contact Number Kontaknommer	Relationship with child Verwantskap aan Kind
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1		
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2		
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<b>Confidential Information</b>	<b>4</b>	<b>Vertroulike Inligting</b>
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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. Religious)  
Het u kind enige spesiale behoeftes waarvan ons moet kennis neem? (bv. Godsdienstig)

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<b>Please Mark Your Choice</b>	<input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/>	<b>Merk U Keuse Asseblief</b>
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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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Due to logistical reasons learners who attend the Aftercare casually must enrol for a minimum of four (4) days per week.  
As gevolg van logistieke redes moet leerders wat die Nasorg deelyds bywoon, vir 'n minimum van vier (4) dae per week ingeskryf word.

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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Early Morning Care Vroegoggendsorg		→ (Please note: Early Morning Care is only form 6:30 to 7:40 in the Junior Computer Room during the schoolterm) → (Let wel: Vroegoggendsorg slegs vanaf 6:30 tot 7:40 is in die Junior Rekenaarklas, gedurende die skoolkwartaal)
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<b>Father or Mother to Sign</b>	<b>6</b>	<b>Vader of Moeder moet Teken</b>
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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 to ASC**

<b>Extra Mural Activity Slip/Buitemuurse Aktiwiteitsstrokie</b>	Term: Kwartaal:
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Name Naam	Grade Graad	Return by Stuur terug teen	
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Day Dag	Time from Tyd van...	Time to Tyd tot...	Activity Aktiwiteit	Time from Tyd van...	Time to Tyd tot...	Activity Aktiwiteit	
Monday Maandag							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!
Tuesday Dinsdag							
Wednesday Woensdag							
Thursday Donderdag							
Friday Vrydag							

Parent Ouer	Signature Handtekening	Date Datum	
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- 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)

<b>Kenridge After School Centre Menu</b>	<b>Kenridge Na-skool Sentrum Spyskaart</b>
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<b>Week 1</b>	<b>Monday</b>	<b>Dinsdag</b>	<b>Wednesday</b>	<b>Donderdag</b>	<b>Friday</b>
	Mince on Rice	<i>Viskoekies en "Baked beans"</i>	Hotdogs	<i>Macaroni-en-Kaas</i>	Homemade Chicken &veg Pie Hoendermayo-toebroodjies
	Vegetable Platter	<i>Groentebord</i>	Yoghurt	<i>Groentebord</i>	Vegetable Platter
	Fruit and Sweet	<i>Vrug en Koekie</i>	Fruit and Yogurt	<i>Vrug en Lekkertjie</i>	Popcorn/Eating Art
<b>Week 2</b>	<b>Maandag</b>	<b>Tuesday</b>	<b>Woensdag</b>	<b>Thursday</b>	<b>Vrydag</b>
	<i>Pasta met Tuna</i>	Chicken-a-la-King on Rice	<i>Hamburgers</i>	Cottage Pie	<i>Chip 'n Chip day</i> Eiermayonaisse Toebroodjies
	<i>Groentebord</i>	Vegetable Platter	Vegetable Platter	Vegetable Platter	<i>Groentebord</i>
	<i>Vrug en Lekkertjie</i>	Fruit and Biscuit	<i>Vrug en "Bunnylick"</i>	Fruit and Sweet	<i>"Bunnylicks"</i>
<b>Week 3</b>	<b>Monday</b>	<b>Dinsdag</b>	<b>Wednesday</b>	<b>Donderdag</b>	<b>Friday</b>
	Spaghetti Bolognaise	<i>Visvingers&amp; Kapokaartappels</i>	Boerewors roll	<i>Pasta met Spek</i>	<i>Spuds 'n Sauce</i> Tuna Mayo Sandwiches
	Vegetable Platter	<i>Groentebord</i>	Vegetable Platter	<i>Groentebord</i>	Vegetable Platter
	Fruit and Sweet	<i>Vrug en Koekie</i>	Fruit and Bunnylick	<i>Vrug en Lekkertjie</i>	Popcorn
<b>Week 4</b>	<b>Maandag</b>	<b>Tuesday</b>	<b>Woensdag</b>	<b>Thursday</b>	<b>Vrydag</b>
	<i>Pasta &amp; Chutney Mince</i>	Sausage Roll & Corn	<i>Chicken Burgers</i>	Potatosalad & Cold meat	<i>Lasagné</i> <i>Kaastoebroodjies</i>
	<i>Groentebord</i>	Vegetable Platter	Vegetable Platter	Vegetable Platter	<i>Groentebord</i>
	<i>Vrug en Lekkertjie</i>	Fruit and Biscuit	<i>Vrug en "Bunnylick"</i>	Fruit and Sweet	<i>"Eating Art"</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)

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"/> Cell phones and uniforms <input type="checkbox"/> Food allergies, special dietary or religious requirements <input type="checkbox"/> Early Morning Care <input type="checkbox"/> House Rules
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Signature: Mother: \_\_\_\_\_ Father: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

After School Centre Rates 2010		Na-skool Sentrum Tariewe 2010			
<b>Full care Rates</b> <b>Voldag Tariewe</b>	5 Days 5 Dae	Fledglings & Pre-Primary	Grade 1 & 2	Graad 3,4,5,6 & 7	
Per Annum		R 6650-00	R 6120-00	R 5810-00	
Term/Kwartaal 1 - 4 10 Payments 10 Betalings		Per R 665-00 Month Maand	Per R 612-00 Month Maand	Per R 581-00 Month Maand	
This includes lunch, snacks and cooldrink			Middagete, toebroodjies en koeldrank is ingesluit		
<b>Full care Rates</b> <b>Voldag Tariewe</b>	3 Days 3 Dae	Rates to follow /Tariewe sal later deurgegee word			
Emergency / Noodgeval		R 41-00 per Day Dag	R 36-00 per Day Dag	R 36-00 per Day Dag	
Full day / Voldag		Middagete, toebroodjies en koeldrank is ingesluit			
This includes lunch, snacks and cooldrink		Middagete, toebroodjies en koeldrank is ingesluit			
<b>Early Morning Care</b> <b>Vroegoggend Sorg</b>	From 06:30 to 07:40 Van 06:30 tot 07:40	Casual rate : R15-00 per day Per month / Per maand One child/ Een kind R152-00 Family/ Familie: R161-00	No Breakfast included Geen Ontbyt Ingesluit		
<b>Holiday Care</b> <b>Vakansiesorg</b>	Halfday - 07:00 to 13:00 Halfdag - 07:00 tot 13:00	R 38-00	Fullday - 07:00 to 18:00 Voldag - 07:00 tot 18:00	One Child / Een Kind Family of 2 Children Familie van 3 Kinders	R 50-00 R 42-50 X 2 = R 85-00 R 38-33 X 3 = R 115-00
This includes breakfast, lunch, snacks and cooldrink			Ontbyt, middagete, toebroodjies en koeldrank is ingesluit		

THESE RATES ARE SUBJECT TO CHANGE.IT WILL BE FINALISED AFTER THE BUDGET HAS BEEN CONCLUDED (August/September)



COMPLETE THIS ONLY IF YOU WILL BE MAKING USE OF EARLY MORNING CARE

Early Morning Care

- Early Morning Care is held in the junior computer room of the school; (main entrance; turn left; third door on the left)
- Times: 06:30 - 07:40
- No breakfast is served
- Rates may be obtained from Sharon
- Please contact Sharon at the ASC for further inquiries

I, \_\_\_\_\_ want to make use of Early Morning Care for my child/ren from \_\_\_\_/\_\_\_\_/20\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

You may contact me at: Cell: \_\_\_\_\_ and/or E-Mail: \_\_\_\_\_

Signature: Mother: \_\_\_\_\_ Father: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

## House Rules of Kenridge After School Centre

### Extra Mural Activities

- Written confirmation of your child's activities is needed at the beginning of each term and for this purpose, you will receive an activity slip to complete
- If these slips are not returned, we will 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 case.
  - 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 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); if you wish to change from 5 Days to 3 Days
- Change over from 5Days to 3Days only allowed maximum once per term

### Cell phone 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 cell phones and uniforms for after school centre learners.

#### 1. Cell phones

During a normal school day, only Grade 6 & 7 learners are allowed to have cell phones 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 cell phone
- Learners using the cell phones during study time are disruptive and not doing their homework

#### 2. School Uniform.

The school uniform may not be worn partially. The full uniform is worn at all times. Learners who are in ASC must either change into other clothes after school, or wear the full school uniform for the duration of their time at ASC

### Early Morning Care

- Early Morning Care is held in the junior computer room of the school; (main entrance; turn left; third door on the left)
- Times: 06:30 - 07:40
- No breakfast is served
- Rates may be obtained from Sharon
- Please contact Sharon at the ASC for further inquiries

### Lost Property

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

### Study time

- Study time is between (14:30-15:15)Break (15:30 -16:00 from Mondays to Thursday and till 15:00 on Fridays
- The children will need their own stationery to do their homework;

## Daily Routines

### Fledglings - Daily Routine:

- 12:15 Learners are 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 Learners are 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 a specified 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 tick 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 tick themselves in
- 13:15 or 14:20 Lunch is served
- 14:15 – 16:00 Study time Mondays – Thursdays
- 13:10 – 14:00 Study time – Fridays
- 14:00 – 15:00 Urban Edge / Inside Games
- 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

SANDWICHES WILL BE SERVED DURING THE FIRST AND LAST WEEKS OF SCHOOL (BEGINNING AND END OF YEAR) AS THE NUMBER OF CHILDREN VARIES ON THESE DAYS.

### 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**. Play station games . Be responsible for checking the age restriction, please. J-boards: **safety gear must be worn (gloves, elbow pads, knee pads. They must wear shoes)**
- NO MP3 or GAMEBOYS . They are too expensive and we have too many problems (tears).
- If a child does not behave appropriately, the parents will be contacted to collect the learner immediately.
- Dress Code for outings – eg. Movies  
- Fledglings/Pre-Primary tops - 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 4<sup>th</sup> Term.

CONTACT AFTER SCHOOL CENTRE FOR HOLIDAY APPLICATION FORM

## Discipline

- What is the Cooler?" The cooler does not refer to a specific place, but rather the cooling period;
- The "time out" period is for the child to think about the consequences of his/her actions;

### 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 of the register
- 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 Aftercare boundaries without permission, e.g. 7- Eleven
- Absence without pre-arrangement between parents and staff
- Vandalism
- Forging of parents' or guardians' 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 a 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**

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