

Laerskool KENRIDGE Primary  
School  
After School Centre  
Naskool Sentrum  
Van Riebeecklaan/Van Riebeeck Street  
Kenridge 7550  
Tel: 021 976 4048  
SMS only: 076 714 0715  
Email: ASCAdmin@kenridge.org.za



## **CONTACT DETAILS OF THE AFTER-SCHOOL CENTRE**

TELEPHONE: 021 976 4048

CELL NUMBER: 076 714 0715 (WhatsApp, SMS- absentees only)

### **ADMINISTRATIVE CONCERNS:**

Contact Belinda van Dyk telephonically or via email:

[ascadmin@kenridge.org.za](mailto:ascadmin@kenridge.org.za)

- Applications (new and cancellations)
- Holiday Club
- Changing a booking (5 to 3 days per week)
- Account queries
- Emergency bookings

### **FOOD-RELATED CONCERNS:**

Contact Noelene Crommelin on 021 976 3046 ext. 215 or email:

[Noelene.crommelin@kenridge.org.za](mailto:Noelene.crommelin@kenridge.org.za)

- Daily menu – request a copy of the menu
- Informing of any food allergies

### **OPERATIONAL ACTIVITIES:**

Contact Linda Swanepoel via email: [ASCOperations@kenridge.org.za](mailto:ASCOperations@kenridge.org.za)

- Learners who are absent for the day – please inform office before 10h00
- Addition to the collection list for your child/ren's pick up from ASC
- Changes to extra-mural activity schedule.



**VISION**

We want to create a safe and happy environment where we deliver a unique service to our learners and parents of our school community.

**MISSION**

We learn and play and support our friends while we rise to the challenges around us every day!



**MOTTO**

The ASC is a safe place where learners feel at home. **“Home away from home” home!**



**ASC CLASS ASSISTANTS FOR 2021**

|               |                                      |
|---------------|--------------------------------------|
| GRADE RR      | MELANDRE LABUSCHAGNE                 |
| GRADE RR      | LESLEY-ANN SKEI                      |
| GRADE RR      | VENESSA GOODMAN                      |
| GRADE RR      | COURTNEY WEBB                        |
| GRADE R       | ANDRIETTE LABUSCHAGNE                |
| GRADE R       | CECILIA ROUSSEAU                     |
| GRADE R       | IRIS O'KENNEDY                       |
| GRADE 1       | PRAYERLENE BEUKES                    |
| GRADE 1       | CHARLENE DAVISON                     |
| GRADE 1       | COLLEEN LIEDEMANN                    |
| GRADE 2       | MEGAN JAYES                          |
| GRADE 2       | YOLANDA LIEDEMANN                    |
| GRADE 2       | THANDI MGQWETO                       |
| GRADE 2       | MICHNE SWAAK                         |
| GRADE 3       | DORET GELDENHUYS                     |
| GRADE 3       | ZAHN JOSIAS                          |
| GRADE 3       | TAMARA O'BRIEN                       |
| GRADE 4       | ANLI DEMPERS                         |
| GRADE 4       | VANESSA DU TOIT                      |
| GRADE 5       | LEONIE DEMPERS                       |
| GRADE 5       | JULIA JACOBS                         |
| GRADE 6 AND 7 | MARIETJIE AVENANT AND PAIGE TREMLETT |

**Please know that when the ASC assistants are absent, we need to adjust our system to accommodate all the classes. Thus, if your child comes home and perhaps says that she/he had a different ASC teacher, put it down to us making the plan of action operative.**

**Study time:**

Pre-Grade R and grade R have their own timetable of activities and do not form part of the classes who have a study time programme.

**All learners from grade 1 to grade 7:** Study time starts at 14:50 and ends at 15:45 -15:50.

This arrangement is in use so that the learners have enough time to, at the very least, invest in a good start to getting homework completed. We regret that we are not able to provide individual support to the ASC learners as we have class sizes which vary from 15 to 23 learners in a class group. We aim to provide the best possible service in working through the list of work sent to us from the teachers. The senior learners are guided and supported to the best of our ability and within the time frame provided.

|  |
|--|
| <b>Brief overview of After School Centre Rules</b> |
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**Collection of child/ren and absenteeism:**

- Should a parent fail to inform the ASC that their child/ren will be absent, a fine of R10-00 will be payable.
- Parents are asked to inform the ASC before 10h00 should learners –  
(a) Go home with a friend.  
(b) Go to a party and will be collected by someone other than the name/s on the pick-up list.
- Under normal circumstances, one calendar month's written notice is required should a parent need to change from a 5- day week to a 3- day week or the need arises to cancel the learner's attendance at the After School Centre.

**Cell phones and uniform rules:**

- The school rules are set out and are valid at the ASC for the time span that the learner is on the school premises.
- School rules serve as a guideline.
- It provides clear parameters for all learners and it helps them to safely negotiate and build levels of tolerance towards their fellow learners.
- School rules are upheld in the After School Centre.
- **No cell phones or any electronic devices are allowed on the school premises. Please adhere to this rule, especially during holiday club periods.**
- Should the learner decide to change into casual clothes after school, the girls are asked to dress appropriately, please. Girls who have long hair must still tie their hair, as stipulated in the school policy.
- Uniforms must be worn as prescribed by the school rules and never be mixed with casual clothes.

## Discipline (CODE OF CONDUCT)

- We entrench a good level of discipline so that a fair and balanced approach is followed. We believe it helps our learners to practise self-discipline and the readiness to accept responsibility for their actions.
- The school has a Code of Conduct which was compiled according to the ethos of the school. Parents/Guardians are expected to support the Code of Conduct.

**The above section is applied in the ASC as part of general behaviour requirements on our school campus.**

**The following information is supplied to ensure a sound operational system.**

We include these details for your perusal. Should you need any further assistance, please feel free to contact the administrative staff of the After School Centre.


- Payment structure for the year.
- Application form for the After School Centre.
- After school extra-mural activity slip
- Holiday club rules and daily structure.

| <b>Kenridge : After School Centre 2021 Naskool Sentrum</b>                 |          |                           |                       |  |                       |   |                    |
|--|----------|---------------------------|-----------------------|--|-----------------------|---|--------------------|
| <b>Emergency Care/Noodsorg</b>   |          | R 100,00 per day          |                       | Pre Grade R, Grade R, Grades 1,2,3,4,5,6 & 7               |                       |   |                    |
| <b>Full care rates</b>   |          |                           |                       | <b>Voldag Tariewe</b>                                      |                       |   |                    |
| <b>5</b>   | Days     | Per Annum                 | Pre Grade R & Grade R |  | Grades                | 1 and 2   | Grades 3,4,5,6 & 7 |
|  | per week |                           | R 15,170.00           |  | R 13,920.00           |   | R 13,310.00        |
| Term/Kwartaal 1 - 4  |          |                           | R 1,517.00            | Per Month  | R 1,392.00            | Per Month   | R 1,331.00         |
| 10 Payments / Betalings  |          |                           |                       |  |                       |   |                    |
| <b>3</b>   | Dae      | Per Annum                 | Pre Grade R & Grade R |  | Grades                | 1 and 2   | Grades 3,4,5,6 & 7 |
|  | per week |                           | R 9,360.00            |  | R 8,850.00            |   | R 8,360.00         |
| Term/Kwartaal 1 - 4  |          |                           | R 936.00              | Per Month  | R 885.00              | Per Month   | R 836.00           |
| 10 Payments / Betalings  |          |                           |                       |  |                       |   |                    |
| This includes lunch, snacks and cooldrink                                  |          |                           |                       | Middagete, peuselhappies en koeldrank is ingesluit         |                       |   |                    |
| <b>Holiday Club:</b>   |          | Half day - 07:00 to 13:00 | <b>R 82.00</b>        | Full day - 07:00 to 18:00                                  |                       | One Child / Een Kind                                    | <b>R 100.00</b>    |
| <b>Vakansieklub:</b>   |          | Halfdag - 07:00 tot 13:00 |                       | Voldag - 07:00 tot 18:00                                   |                       | <b>Only applies if children attend on the same day.</b> |                    |
|  |          |                           |                       |  |                       | Family of 2 Children                                    | <b>R 180.00</b>    |
|  |          |                           |                       |  | Familie van 3 Kinders |   | <b>R 240.00</b>    |
| This includes breakfast, lunch, snacks and cooldrink                       |          |                           |                       | Ontbyt, middagete, peuselhappies en koeldrank is ingesluit |                       |   |                    |
| SETTLEMENT OF THE FULL YEARLY FEE BEFORE THE 15 JANUARY 2021 - 5% DISCOUNT |          |                           |                       |  |                       |   |                    |
| <b>Early Morning care:</b>   |          |                           |                       | Per month/maand  | Per annum             | Casual per day  |                    |
| <b>Voorskool sorg:</b>   |          | One child/Een kind        |                       | <b>320</b>   | <b>3200</b>           | 36  |                    |
| Contact: glynis.woods@kenridge.org.za                                      |          | Family/Familie            |                       | <b>344</b>   | <b>3440</b>           |   |                    |

|  |  |              |           |
|--|--|--------------|-----------|
| <i>Learner Information<br/>Leerder Inligting</i> | <b>FAMILY AND LEARNER INFORMATION FORM<br/>FAMILIE EN LEERDER INLIGTINGSVORM</b> | Year<br>Jaar | <b>20</b> |
|--|--|--------------|-----------|

**OFFICE USE ONLY** **SLEGS VIR KANTOORGEBRUIK**

|                        |                     |                   |               |               |   |               |
|------------------------|---------------------|-------------------|---------------|---------------|---|---------------|
| Application<br>Aansoek | Accepted<br>Aanvaar | Denied<br>Afgkeur | Date<br>Datum | Date<br>Datum | ASC info or med Parents: Phoned / SMS<br>NSS het Ouers ingelig: Gebel / SMS | Date<br>Datum |
|------------------------|---------------------|-------------------|---------------|---------------|---|---------------|

|  |  |                          |                             |                              |        |                               |                              |
|--|--|--------------------------|-----------------------------|------------------------------|--------|-------------------------------|------------------------------|
| <br><b>ASC</b><br>NSS | <b>After School Centre</b><br>Laerskool Kenridge Primary School<br><b>Naskool Sentrum</b><br>Tel: 021 976 4048<br>SMS Only: 076 714 0715<br>e-mail: ascadmin@kenridge.org.za<br>or mike.devilliers@kenridge.org.za | <b>Learner / Leerder</b> | Surname & Name / Van & Naam |                              |        |                               | Grade / Graad<br>KPS Teacher |
|  |  |                          | ID Number / Nommer          |                              |        | Date of birth / Geboortedatum |                              |
|  |  |                          | English                     | School term<br>Skoolkwartaal | 5 Days | Boy / Seun                    |                              |
|  |  |                          | Afrikaans                   |                              | 3 Days | Girl / Dogter                 |                              |

**Learner Information - Important** **Leerder se Inligting - Belangrik**

|  |              |   |                       |  |
|--|--------------|---|-----------------------|--|
| School term attendance<br>Skoolkwartaal bywoning | 3 days / dae | → Please indicate on which days your child will attend<br>→ Merk asseblief watter dae u kind sal bywoon | Emergency / Noodgeval |  |
|--|--------------|---|-----------------------|--|

|                                     |                   |  |                    |  |                       |  |                       |  |                  |
|-------------------------------------|-------------------|--|--------------------|--|-----------------------|--|-----------------------|--|------------------|
| <input checked="" type="checkbox"/> | Monday<br>Maandag |  | Tuesday<br>Dinsdag |  | Wednesday<br>Woensdag |  | Thursday<br>Donderdag |  | Friday<br>Vrydag |
|-------------------------------------|-------------------|--|--------------------|--|-----------------------|--|-----------------------|--|------------------|

Food: Allergies (medicinal, food & other), chronic illness, food preferences - on grounds of religion, Vegan, Vegetarian, or Diabetic  
 Ko: Allergieë (medisyne, kos & ander), kroniese siekte, Voedselvoorkeure op geloofsgodsdiens, "Vegan", Vegetaristies, of Diabetis

**ADD, ADHD - Indicate please.  
AAS, AAHS - Dui aan asseblief**

Please indicate:  
Dui aan asseblief:

**Father's Information** **Vader se Inligting**

|                           |  |                 |  |                      |              |
|---------------------------|--|-----------------|--|----------------------|--------------|
| Title<br>Titel            |  | Name<br>Naam    |  | Occupation<br>Beroep |              |
| ID Number<br>ID Nommer    |  | e-mail<br>e-pos |  |                      |              |
| Tel (h)                   |  | Tel (w)         |  | Cell<br>Sel          |              |
| Home address<br>Huisadres |  |                 |  |                      | Code<br>Kode |

**Mother's Information** **Moeder se Inligting**

|                           |  |                 |  |                      |              |
|---------------------------|--|-----------------|--|----------------------|--------------|
| Title<br>Titel            |  | Name<br>Naam    |  | Occupation<br>Beroep |              |
| ID Number<br>ID Nommer    |  | e-mail<br>e-pos |  |                      |              |
| Tel (h)                   |  | Tel (w)         |  | Cell<br>Sel          |              |
| Home address<br>Huisadres |  |                 |  |                      | Code<br>Kode |

**Person / persons who may collect / sign out Learner from the After School Centre** **Persoon / persone wat Leerder mag afhaal / uitteken by die Naskool Sentrum**

Please name other people who will collect your child/ren. **Only siblings aged 16 and older may collect learners.** You are still required to inform us if anyone other than yourself will be collecting your child.

No em asseblief ander persone wat u kind sal afhaal. **Slegs broers en susters 16 en ouer mag u kind afhaal.** U moet ons steeds in kennis stel indien iemand anders behalwe u u kind afhaal.

| Name / Naam | Contact number / Kontaknommer | Relationship / Verbintenis |
|-------------|-------------------------------|----------------------------|
| 1.          |                               |                            |
| 2.          |                               |                            |
| 3.          |                               |                            |
| 4.          |                               |                            |

|                                  |                                |
|----------------------------------|--------------------------------|
| <b>Marital status of parents</b> | <b>Huwelikstatus van ouers</b> |
|----------------------------------|--------------------------------|

|                                  |                    |                          |                         |                          |                    |                          |                 |                          |                                    |                          |
|----------------------------------|--------------------|--------------------------|-------------------------|--------------------------|--------------------|--------------------------|-----------------|--------------------------|------------------------------------|--------------------------|
| <b>Parents are:<br/>Ouersis:</b> | Married<br>Getroud | <input type="checkbox"/> | Separated<br>Woon apart | <input type="checkbox"/> | Divorced<br>Geskei | <input type="checkbox"/> | Single<br>Enkel | <input type="checkbox"/> | Widow ed<br>Weduwe e /<br>Wewenaar | <input type="checkbox"/> |
|----------------------------------|--------------------|--------------------------|-------------------------|--------------------------|--------------------|--------------------------|-----------------|--------------------------|------------------------------------|--------------------------|

|              |              |
|--------------|--------------|
| <b>Other</b> | <b>Ander</b> |
|--------------|--------------|

|  |  |
|--|--|
| <b>Doctor<br/>Dokter</b>   | <b>Contact number<br/>Kontaknommer</b> |
| Name of medical fund & number<br>Naam van mediese fonds & nommer |  |

|                                      |   |
|--------------------------------------|---|
| <b>Siblings applied for / at ASC</b> | <b>Broers of sisters ingeskryf / reeds in NSS</b> |
|--------------------------------------|---|

|              |                      |                |                      |              |                      |                |                      |
|--------------|----------------------|----------------|----------------------|--------------|----------------------|----------------|----------------------|
| Name<br>Naam | <input type="text"/> | Grade<br>Graad | <input type="text"/> | Name<br>Naam | <input type="text"/> | Grade<br>Graad | <input type="text"/> |
|--------------|----------------------|----------------|----------------------|--------------|----------------------|----------------|----------------------|

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Confidential information</b> | <b>Vertroulike inligting</b> |
|---------------------------------|------------------------------|

Is there any other confidential information we need to know of? (Ex. Adoption, special needs etc.)  
Is daar enige vertroulike inligting waarvan ons bewus moet wees? (Bv. Aanneming, spesiale behoeftes ens.)

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|                                |                               |
|--------------------------------|-------------------------------|
| <b>Please mark your choice</b> | <b>Merk asseblief u keuse</b> |
|--------------------------------|-------------------------------|

|                              |                          |  |
|------------------------------|--------------------------|--|
| Holiday club<br>Vakansieklub | <input type="checkbox"/> | → You will receive a holiday booking notice for each holiday; Please contact the office if you do not receive one.<br>→ U sal 'n vakansiebesprekingsbrief ontvang elke vakansie; Kontak asseblief die kantoor indien u nie een |
|------------------------------|--------------------------|--|

|                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>Father or Mother to sign</b> | <b>Vader of Moeder moet teken</b> |
|---------------------------------|-----------------------------------|

|         |   |           |                        |
|---------|---|-----------|------------------------|
| I<br>Ek | (Father or Mother)<br>(Vader of Moeder) | of<br>van | (Learner)<br>(Leerder) |
|---------|---|-----------|------------------------|

hereby acknowledge reading the rules and policies accompanying this application and will abide by the contents thereof.  
Bevestig hiermee dat ek die aangehegte reëls en beleide gelees het en my daaraan sal onderwerp.

|               |                      |  |                      |
|---------------|----------------------|--|----------------------|
| Date<br>Datum | <input type="text"/> | Father or Mother sign<br>Vader of Moeder | <input type="text"/> |
|---------------|----------------------|--|----------------------|

|                        |                                 |
|------------------------|---------------------------------|
| <b>Office use only</b> | <b>Slegs vir kantoorgebruik</b> |
|------------------------|---------------------------------|

|  |                          |  |
|--|--------------------------|--|
| Captured on ASC system                 | <input type="checkbox"/> |  |
| Finance department input               | <input type="checkbox"/> |  |
| Captured on ASC register / class lists | <input type="checkbox"/> |  |
| Original application on learners file  | <input type="checkbox"/> |  |
|  |                          |  |
|  |                          |  |

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


Please return this slip directly to AFTERCARE!

- If this slip is not returned by the due date we WILL NOT send your child to his/her activities.
- Please notify the Aftercare, IN WRITING, of any changes, additions, cancellations. (Please remember that all changes, addition and cancellations must still be done, by you, through the School office, for account purposes)
- It is YOUR responsibility to organise the time and day of activities with the relevant coach.
- Please make sure that your child brings the CORRECT CLOTHES/ EQUIPMENT, on the correct day.

Stuur asseblief die strokie direk aan die NASORG!

- Indien die strokie nie teen die gegewe datum teruggestuur word nie, sal u kind NIE na sy/haar aktiwiteite gestuur word nie.
- Laat asseblief die Nasorg SKRIFTELIK weet van enige veranderinge, byvoegings of kansellaties. (Onthou asseblief dat alle veranderinge, byvoegings of kansellaties, deur u, nog steeds by die Skoolkantoor gedoen moet word, vir rekening doeleindes.)
- Dit is U verantwoordelikhed om die tyd en dag van die aktiwiteite met die betrokke afrigter te reël.
- Maak asseblief seker dat u kind die KORREKTE KLERE/TOERUSTING bring op die korrekte dag.



| HOLIDAY CLUB RULES  | DAILY ROUTINE  |   |
|---|--|---|
| <p>Parents must accompany their child(ren) to the various gates as stipulated below:</p> <ul style="list-style-type: none"> <li>• All learners to enter at the Tyger Valley Road security gate. (next to the recycling)</li> <li>• On collection of learners, the Gr RR and Gr R learners to be collected at the Pre-Primary gate. We shall send older siblings to that gate, if requested.</li> <li>• All other learners must be collected at the security gate, Tyger Valley Road.</li> <li>• Each learner must bring a bag, clearly marked for all his/her belongings.</li> <li>• All belongings must be clearly marked.</li> <li>• We shall not be held responsible for the loss of any items.</li> <li>• Please keep expensive items at home.</li> <li>• No electronic toys, games, playstations, PSP's or cell phones may be brought to the ASC.</li> <li>• Should a learner behave in an inappropriate manner, parents will be contacted to collect the learner immediately.</li> <li>• No scooters, skateboards, etc may be brought to the ASC Holiday Club.</li> </ul> | <p>07:00</p> <p>08:30</p> <p>09:00</p> <p>13:00</p> <p>14:00</p> <p>17:00</p> <p>18:00</p> | <p>Holiday Club opens</p> <p>Breakfast is served to 09:00</p> <p>Free play and Activities</p> <p>Lunch</p> <p>Free play and Activities</p> <p>Clean up</p> <p><b>Holiday Club Closes</b></p>  |

**We strive to keep the Holiday Club learners happy, entertained and as actively involved as possible. Therefore, we mostly employ the use of professionals to ensure that the activities are up to date and modern and that they are well supervised and safe!**