



Manor Gardens Primary School

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Manor Gardens Primary School
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PROCEDURE FOR LATE COLLECTION OF PUPILS NOT ENROLLED AT AFTERCARE

The end of the school day time is the time when a parent / legal guardian should collect their child if they are not enrolled at aftercare or involved in extra murals on that day. The additional 'grace time period' of 25 / 30 minutes is merely an allowance for parents who are running late. Children who are not enrolled at aftercare must be fetched timeously.

Children not fetched by the 'grace time period' will be sent to aftercare where they will be supervised by the aftercare staff. Parents will be invoiced as per casual rates listed below. This policy will only apply to those children whose school fees are up to date.

This procedure also applies to children who attend any extra-mural activity after school and are not collected within 15 minutes from the time that their activity ends. If the extra-mural activity ends at 15h45 the 'grace time period' will be 15 minutes. At 16h00 these children will be sent to aftercare.

See below timetable indicating end of the academic school day:

MONDAY - THURSDAY

GRADE	END OF SCHOOL DAY	GRACE TIME PERIOD BEFORE CHILDREN ARE SENT TO AFTERCARE
GRADES R, 1 and 2	12H35	13H00
GRADES 3 - 7	14H00	14H30

FRIDAY

GRADE	END OF SCHOOL DAY	GRACE TIME PERIOD BEFORE CHILDREN ARE SENT TO AFTERCARE
GRADES R, 1, 2 and 3	12H35	13H00
GRADES 4 - 7	13H00	13H30

CASUAL AFTERCARE RATES

CASUAL RATE	TIME SLOT	2024 CASUAL RATE PER DAY
A	12H30 - 14H00	R59.00
B	14H00 - 17H00	R66.00
C	12H30 - 17H00	R89.00

Parents can refer to the aftercare enrolment form and prospectus for further information (a copy is available on the website: www.mgps.co.za).

Kindly note that the policy regarding attendance at aftercare, be it on a full-time basis or part-time clearly states that a pupil may not make use of the aftercare facility at all should the school and / or aftercare fees be in arrears.

As such, where school fees are in arrears and the pupil is not fetched by the stipulated 'grace time period', the pupil will wait at the bottom of the stairs at the entrance of the school until fetched by the parent / legal guardian. Unfortunately, these pupils will not be supervised as there are no staff available for this.

Should you arrive a few minutes after the 'grace time period', you are not a few minutes late, you are more than 30 minutes late.

Parents will not be called to inform them that children have been sent to aftercare. All children attending aftercare must be collected by a parent / legal guardian, unless written notice is given for another party to collect them.

Should an emergency arise and parents are running late, please may we request that you contact the school on 031-261 1401. Alternately, you may contact the aftercare staff on 083 643 2212 between 12h30 and 17h00.

The aftercare facility will close at 17h00: Monday – Friday.

Your co-operation will be greatly appreciated.


Mr Charles Molgan
Principal

MANOR GARDENS
PRIMARY SCHOOL