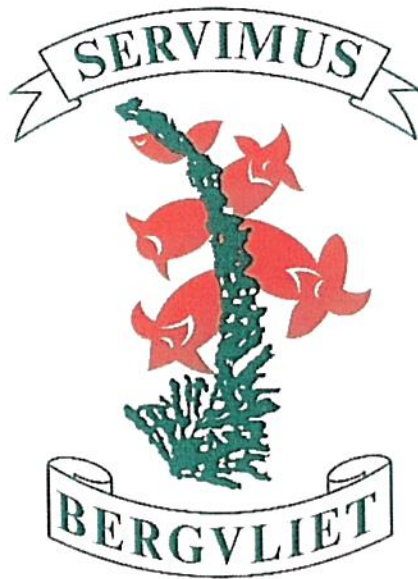


BERGVLIET PRIMARY SCHOOL

After-School Care (ASC) Programme 2026 Policy





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CHILDRENS WAY BERGVLIET 7945 TEL: (021) 715 1103 FAX: (021) 715 24

EMAIL: secretary@bergvlietprimary.co.za WEBSITE: www.bergvlietprimary.co.za

After-School Care (ASC) Programme 2026 Policy

Our After-School Care Programme serves as a home-for-the-afternoon for many Bergvliet Primary School learners from Grade R to Grade 7. Aftercare is a service provided by the school for families who require a safe, structured environment for their children in the afternoons. Please note that there is currently a waiting list and immediate placement cannot be guaranteed.

Our dedicated team creates a friendly, structured and safe environment in which your child can feel secure while you are at work. Please read the information below carefully. Parents and guardians will be required to acknowledge and accept these terms before enrolling their child.

1. Enrolment

Enrolment is valid for one academic year only.

Between October and November, parents will be asked to confirm in writing to **Ms Katharina Gensicke** whether their child will continue in the After-School Care Programme the following year.

If confirmation is not received, the space may be offered to the next learner on the waiting list.

2. Fees (2026)

- R 17 600.00 per annum
- R 4 400.00 per term, payable within the first two weeks of each term
- R 1 600.00 per month (11 months: February to December)
- R 1 760.00 per month (10 months: February to November)

Please note:

- All fees are payable in advance by the seventh day of each month.
- Payment may be made via direct deposit, debit order or electronic transfer. Debit and credit card facilities are available.
- Proof of payment must be forwarded to the school so that your payment can be correctly allocated.
- Failure to pay by the due date will result in your child being removed from the register and no longer permitted to attend the After-School Care Programme with immediate effect.
- School fees take precedence. Learners will not be permitted to attend the After-School Care Programme if school fees are in arrears.

PRINCIPAL: BM HILL



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Banking Details:

Account Name: Bergvliet Primary School Levy Account

Bank: Standard Bank, Blue Route

Branch Code: 025609

Account Number: 270071520

For account queries, please contact the **Bursar's Office** on **(021) 715 1103** between **08:00 and 15:30**.

3. Termination of Attendance

One calendar month's written notice is required if your child no longer requires the After-School Care Programme. Notices must be addressed to **Ms Katharina Gensicke** and may be handed in personally or emailed.

4. Supervision

- The After-School Care Programme operates from **13:00 to 18:00** and is staffed by a team of carers.
- Learners must report directly to the After-School Care Programme after school where a daily register will be taken.
- Once your child's extra-mural timetable is finalised, a copy must be given to the After-School Care staff.
- Only individuals listed on the enrolment form may collect your child. Written permission is required for any change. In an emergency, verbal confirmation may be accepted.
- All parents, guardians and transport providers must come onto the premises and sign out the learner. This is a compulsory safety procedure and helps to maintain good communication between families and staff.
- If your child will not be attending After-School Care on a particular day, or if there is a change to the authorised person collecting them, please email **afterschoolcare@bergvlietprimary.co.za**. Only an email will be accepted for record purposes.
- Children who are absent from school may not attend the After-School Care Programme on that day.

Late Collection Fees:

- R25.00 per five minutes or part thereof (first offence)
- R45.00 per five minutes or part thereof (second offence)
- R55.00 per five minutes or part thereof (third or subsequent offences)

These fees compensate staff and security who are required to remain on duty. Repeated late collection may lead to the child's place being reconsidered.

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5. Discipline

Bergvliet Primary School's **Code of Conduct** applies at all times, including during the After-School Care Programme. Usual school disciplinary procedures will be followed when necessary. Parents may be called in to discuss their child's behaviour, and members of the Governing Body may attend such meetings.

Inappropriate conduct from parents or guardians, including abusive language or disrespectful behaviour towards staff, will not be tolerated and may lead to the learner being excluded from the After-School Care Programme.

All concerns about other learners must be directed to After-School Care staff. Parents may not confront or reprimand a learner.

6. Collection of Children

- Everyone collecting learners must come inside the school premises and sign the learner out. This is a strict, non-negotiable safety rule.
- Staff may not open the gate for a learner to leave unless accompanied by an authorised adult.
- All changes to collection arrangements must be emailed to afterschoolcare@bergvlietprimary.co.za so that the message can be passed on to the After-School Care staff and recorded.
- The school prioritises safety and asks for the full co-operation of all families.

7. Clothing

- Learners must bring a change of clothes in a separate bag.
- Learners may not play outside in school uniform.
- Clothing should be practical and appropriate, for example shorts, T-shirts, tracksuits and closed shoes such as trainers. Crop tops are not permitted.
- All clothing must be clearly labelled.
- The After-School Care Programme does not accept responsibility for lost clothing.

8. Toys

Children may not bring toys or games from home, except on Fridays. The school and After-School Care Programme accept no responsibility for lost or stolen items.



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9. Food

- Many learners eat most of their lunch at break and are hungry before the After-School Care snack at 16:00.
- Parents are asked to pack an extra snack such as a sandwich, fruit or nuts.
- Juice is provided by the After-School Care Programme after school and a sandwich is provided at 16:00.
- Learners may not share food due to religious or medical dietary requirements.
- Sweets are not permitted.

10. Homework and Study Environment

After-School Care staff are not responsible for doing homework with learners, however they will facilitate an environment that supports homework and studying. A quiet space will be made available during assessment periods. The final responsibility for the completion and quality of homework rests with parents.

11. Extra-Murals

All learners are expected to attend at least two afternoons of extra-mural activities. Senior learners are encouraged to participate in up to four afternoons. These activities help promote structure, positive behaviour and healthy social interaction.

12. Medical

- Please inform the After-School Care staff of any allergies or medical conditions your child may have.
- Contact details must always be up to date so that parents can be reached in an emergency.
- The After-School Care mobile number is **078 560 2333** and is available between **13:00 and 18:00**.

13. Holiday Care

Holiday Care is provided to all Bergvliet Primary School learners. Current After-School Care learners may attend Holiday Care free of charge. Learners who are not enrolled in the After-School Care programme will be charged R80,00 per child per day. Holiday Care dates will be communicated timeously.

14. Mobile Phone Policy

Bergvliet Primary School has a **zero-tolerance cell phone policy**. If a learner brings a mobile phone or smart device to school or After-School Care, a **written request** from the parent or guardian must be submitted by 08:00 on that day, including an **indemnity clause** releasing the school from responsibility for loss or damage.

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Devices must be **handed in for safekeeping** and may not be used during After-School Care hours unless permission is granted by the After-School Care Supervisor for emergency communication. If a device is found **switched on or used without permission**, it will be **confiscated** and stored in the school strongroom for a period determined by the school.

Learners may **not bring gaming devices or other electronic items** to school or After-School Care. The school and After-School Care Programme accept **no responsibility** for the loss, theft or damage of any personal device.

This policy is in accordance with Section 8 (Valuables and Personal Belongings) of the Bergvliet Primary School Code of Conduct 2025.

This policy was adopted by the SGB on the 19 January 2026.

PRINCIPAL: Mr B. M. Hill
SCHOOL GOVERNING BODY 2026

PRINCIPAL: BM HILL