

CHELSEA PREPARATORY SCHOOL

Chelsea Campus:

30 Chelsea Drive
Durban North 4051
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Durban North 4051
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NORTHWAY CAMPUS AFTERCARE

2017 FEE STRUCTURE

GRADE R, 1 AND 2

12h30 – 15h30 - R1 925.00 (half) per term

12h30 – 17h15 - R2 950.00 (full) per term

GRADE 3

13h45 – 15h30 - R1 540.00 (half) per term

13h45 – 17h15 - R1 870.00 (full) per term

Please note that **fees are payable in advance each term.**

Payment Policy for Aftercare Fees:

A termly invoice will be issued within 7 working days of the start of the term.

Payment options are as follows:

- Upfront in full for the term before the end of the first month of the term;
- Ten equal monthly instalments commencing January to October. To calculate the amount of the monthly instalments, multiply the amount due per term x 4 and then divide by 10.

Please ensure that payments are made timeously with there being no deviation from the payment option chosen, failing which we reserve the right to refuse your child entry to Aftercare until payment is up to date.

VERY IMPORTANT

All payments for Aftercare must be paid into the following account:

The Chelsea Trust
Account number: 251151786
Standard Bank – Durban North
Branch Number: 042826

Reference: Your child's name - surname first, followed by initials

- Payment can be made by EFT or at the Northway Campus.
- Regret no payments will be accepted at the Aftercare.
- **School fees CANNOT be paid together with Aftercare fees**

Points for your information and attention

1. Please email or message me if your child is not attending Aftercare on any particular day and if your child will be fetched by anyone other than the usual. On collecting your child, you will be required to walk into the **front** gated area of Aftercare and sign your child out every day. Your child may then leave through the same gate assisted by you. Staff are not permitted to allow children to walk to cars unattended. As well as signing your child out, please be so kind as to let at least one of the staff know you are taking your child. Please be cooperative in this regard, it is most important to ensure security and safety of your child.
2. Sandwiches and juice are provided at 13h30 each day.
3. Please provide a set of **old** play clothes each day. If your child remains in his school clothes at Aftercare he/she may not **under any circumstances** leave the premises half-dressed or without shoes and socks. Please mark all clothing carefully.
4. Costumes, caps and towels may be brought on Friday during the summer months. Swimming will be under supervision only with parents' permission.
5. **Please ensure your child is fetched on time i.e. strictly by 17h15** or at the time required for Aftercare. We will charge for overtime. This has been an ongoing problem, and simply **WILL NOT** be tolerated. We suggest you have a back-up in such cases where you may be late and the name of the person nominated to collect your child in these circumstances be given to me. In addition when fetching your child please ensure that the correct bags/clothing etc. are taken home. This has been a problem in the past and it is most inconvenient when the incorrect bags are taken.
6. Homework is supervised if required. However, it is the parents' responsibility to check all homework. If children have extra-murals and arrive at Aftercare late, time constraints may prevent us being able to do homework on those particular days.
7. Swearing, disrespect towards any of the staff, bullying of other children or any other form of bad behaviour will not be tolerated. This could lead to expulsion.
8. Please inform your child's Aftercare teacher of any extra-murals/sport/etc he/she will be attending. We need to know the days and times of extra-murals in order to ensure your child gets there and back on time. **Please update each term.**
9. A small tuck shop is run for ½ an hour every Friday afternoon.
10. Please ensure the attached enrolment form is completed and returned to Mrs Sorour to secure 2017 placement to Aftercare. Please include any vital information on this form.
11. Aftercare is closed during the school holidays and on public holidays. Aftercare does not operate on two breakup days namely mid-year and end year, but does stay open on breakup day in the first term and third term. We are open directly after the gala and sports day each year.
12. We do not encourage children to bring their personal belongings such as toys and games to Aftercare. We will not be held responsible for the loss or damage to such items. We have a variety of toys, equipment and games at Aftercare so it is unnecessary for children to bring their own and they do so at their own risk

N.B. It is the parents' responsibility to enroll their own children into Aftercare. Chelsea Prep, Northway Campus provides the facility but it is not the Principal's responsibility to find placement for pupils.

In conclusion, please do not hesitate to phone me with any queries, special needs or instructions. My number is 083 648 2723 or at school on 031 581 7685 after 12h00. Email: lesleys@cdsp.co.za

Yours sincerely



Lesley Sorour (Mrs)
AFTERCARE COORDINATOR