



## AUBURN HOUSE SCHOOL POLICY

### AFTERCARE

A registration form must be completed for ALL After School Care enrolments.  
This includes casual aftercare.

#### PRE PRIMARY

Collection times:

Monday to Thursday at 12:15 pm and Fridays at 12.00 pm.

Any child remaining at school after 12:15 pm (12.00 pm on Friday) will be placed into aftercare.

*Fees are still applicable for Pre-primary children waiting for older siblings in the Junior or Senior Primary.*

#### JUNIOR PRIMARY

Collection times:

Monday to Thursday at 2 pm and Fridays 12.15 pm.

Any child remaining at school after 2:00 pm (12.15 pm on Friday) will be placed into aftercare.

*Children waiting for older siblings in the Senior Primary will not be charged. The daily casual rate will be charged if a child is not collected with their older sibling at 2:30 pm (Friday by 12.30 pm).*

#### SENIOR PRIMARY

Collection times:

Monday to Thursday at 2:30 and Fridays at 12.30 pm.

Any child remaining at school after 2.30 pm (12.30 pm on Fridays) will be placed into aftercare.

## COLLECTION

Children not collected at the times stated above will be placed into aftercare and the daily casual rate will be charged. This applies to children who are not registered for termly aftercare.

## CASUAL AFTERCARE

This applies to adhoc use. If a child requires aftercare more than 3 afternoons per week, the termly fee will apply. Casual aftercare will be charged to the school fee account on a weekly basis. The school fee account is issued monthly. A session can be arranged with the school office.

## LATE COLLECTION

Children remaining for longer than their registered aftercare collection time will be charged a late collection fee of R20 per hour or part thereof.

## EXTRA MURALS

Unless stated otherwise, there is no waiting period in aftercare for children attending extramural lessons. Children not collected directly after their extramural lesson will be placed into aftercare and the daily rate will be charged. This applies to children who are not registered for termly/casual aftercare.

## PAYMENT

Once termly enrolment has taken place the appropriate fee will reflect on the next school fee statement.

Please note that if you do not sign up for the year, a new form would need to be completed every term.

Please contact the accounts office with any questions.

## FEES

Please refer to the fees schedule.

## TIMES

Termly options	Casual
12.30 pm - 3.00 pm	Latest collection at 5.00 pm
12.30 pm - 5.00 pm	
2.00 pm - 5.00 pm	