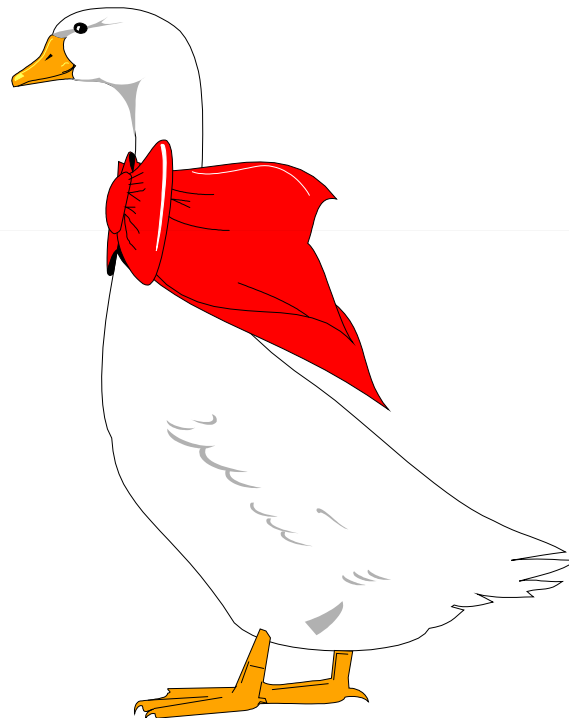


ASTON GOOSEY EDUCATIONAL CENTRE

GENERAL INFORMATION BROCHURE



Principal: L.J. Steenkamp

Eland Road, Nimrod Park
Kempton Park
P.O. Box 10617, Aston Manor, 1630
Entrance to Goosey in Oorbietjie Street

SCHOOL OFFICE: (011) 970-2171 / (011) 970-2196
Call times - 10:00 to 10:30 and 11:45 to 12:30.

FAX: (011) 970-1385
admin@amps.za.com

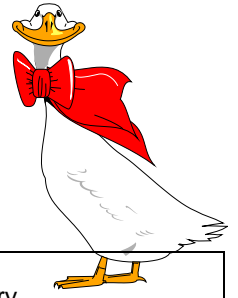
ACCOUNTS: (011) 970-3327
accounts@amps.za.com

WEB SITE: <http://www.amps.za.com>

August 2012
For 2013

ASTON GOOSEY EDUCATIONAL CENTRE

PLEASE READ AND KEEP THIS CIRCULAR FOR FUTURE REFERENCE AS IT CONCERNS THE REGULATIONS AND FEES FOR ASTON GOOSEY.



Aston Goosey is private and fees have to be paid timeously and in full.
No agreements will be entered into for a reduction in fees or for the non payment of fees.

SCHOOL FEES:

On enrolment you would have made a payment towards the January fees and paid for your child's stationery pack and golf shirt. Fees are payable for 11 months of the year. No fees are payable for December month.

Fees fully paid up by end of December for the following year – 15% discount.

Fees fully paid up by end of January for the current year – 10% discount.

We encourage parents to pay all fees via the internet or debit order as this is a far safer and convenient manner of payment. Note that the school will not be held liable for cash which is lost in transit for fees etc.

Please ensure that the following information is included when making any form of payment; the child's surname OR family account number and class, plus details of payment, i.e. fees.

Banking details

Standard Bank, Festival Mall, Kempton Park

Branch Code: 01-24-42-44

Account No: 02-02-504-52

N.B. The fees are payable per month strictly IN ADVANCE! i.e. before the 7th of each month.

Note: fees are payable whether the child is present or not in order to reserve his/her place.

Non payment of fees will result in your child having to leave Aston Goosey at the end of the relevant month.

Please note - Cheques for school fees must be made payable to Aston Manor Primary School.

Do not include sports academy, photo money or anything else in the school fee cheque.

If your child is going to do sports academy please ensure that the correct money is sent in separate envelopes, clearly marked with your child's name to the class educator.

SCHOOL TIMES:

The school times are from 08:00 to 13:15, however children may be dropped off from 07:15 and collected no later than 13:45, if there is a sibling in the Primary School.

OUTINGS:

Children are not allowed to attend any outings if fees are not up to date. The goosey golf shirt must be worn on all outings.

TIMES:

Phone calls will be put through between 10:00 and 10:30 and 11:45 and 12:30.

Parents are not allowed to congregate on the school property.

Parents are requested not to fetch their children before 13:15, as this disturbs the story time.

NO PARENTS ARE ALLOWED TO DRIVE ONTO SCHOOL PROPERTY.

CONTACT NUMBERS:

If any of your information or contact details change at any time, please inform your child's educator or the school office immediately.

LEAVERS:

One calendar month's written notice is required if you transfer your child from Aston Goosey. If your child is removed from Aston Goosey and you have not informed the school in writing, you will be billed for that duration.

If your child leaves during the year, your child will not automatically be allowed to return to Aston Goosey – you will be required to re-apply for enrolment and will only be accepted if a vacancy exists.

REQUIREMENTS:

1 x box of tissues and 1kg EMPTY rectangular margarine container to be sent in at the beginning of the year.

SHOES:

Children must wear suitable walking / running shoes. No high takkies, "heelies" or platform shoes are permitted as these are apt to cause accidents. Some children are unable to run or climb properly yet.

GOOSEY SHIRT / STATIONERY PACK:

Some of the stationery items will be issued to your child at the beginning of the school year as well as the Goosey golf shirt. The balance of stationery items are supplied as required during the year.

No uniform is worn at Aston Goosey, the golf shirt may be worn whenever they want to, but must be worn on all outings. A child will not be allowed to go on an outing if he/she is not wearing the golf shirt. Please ensure that your child is dressed in play clothes appropriate to the weather. Please purchase a school bag which is large enough to fit a lunch box, water bottle, A4 folder and any item of clothing that your child may remove during the day.

TOYS:

Please do not send toys to school as staff cannot be held responsible for broken or lost items.

MARKING OF PROPERTY:

Mark all your child's items such as clothing, lunchboxes, suitcases etc clearly. All unclaimed, unmarked property will be distributed to charities at the end of each term.

BREAKAGES:

If it is proven that your child is responsible for breaking or damaging any school property or items, the cost to repair / replace said items will be for your account.

SWEETS AND DRINKS:

No meal is provided for your child during school hours. Parents must either pack a lunch or children are allowed to purchase food from the tuck shop, (see tuck shop procedure attached). No sweets, fizzy drinks, juice or yoghurts are allowed at school, this is to prevent fighting amongst children and to avoid attracting bees for allergy prone children.

Where possible rather encourage your child to bring a refillable bottle of water to school on a daily basis.

BIRTHDAYS:

If you are considering supplying something for your child's class to eat on his / her birthday, please do not send in whole cakes or party packs, but rather cupcakes which can be handed out to each child in the class.

ILLNESSES:

Owing to the seriousness of medicating a child, the staff have been instructed not to issue medicine to children. Therefore if your child is on medication for an illness, eg. flu, please keep your child at home or ensure that the medicine is given to your child before coming to school.

A reminder that your child must have had all the necessary childhood inoculations before starting Grade 1 and ensure that you keep your child out of school if he / she has any of the following childhood illnesses for the specified time periods. Consider other families and children and keep your child at home if he / she is not well.

Chicken Pox	-	Minimum period of exclusion from school is 14 days. Re-admittance to school requires the production of a medical certificate.
Conjunctivitis	-	After complete recovery and when the eyes are no longer red or discharging.
Measles	-	7 days after first appearance of the rash.
German Measles	-	On production of a medical certificate.
Mumps	-	7 days after disappearance of swelling.
Ringworm	-	To remain off school until the ringworm is completely cleared.
Lice	-	Should your child's hair be infested with lice, the child may <u>only</u> return to school once the hair is completely clear of all <u>nits and lice</u> . Remember to wash and iron all bedding, clothing and hair accessories as well. The school may request a clinic clearance certificate when your child returns.
Persistent cough	-	See a doctor to ensure that your child does not have whooping cough or tuberculosis.
Injuries	-	In case of serious injuries the parents will be contacted and failing that the Principal will act on their behalf by the authority vested in him.

AFTERCARE:

Enrolment into the Aftercare is not automatic.

If you are interested in aftercare for your child you are required to complete the relevant application forms in the AMPS office.

Thanking you,

GOVERNING BODY

TERM DATES FOR 2013

TERM:	DATES:
One	9 th January to 20 th March
Two	9 th April to 21 st June
Three	15 th July to 20 th September
Four	1 st October to 4 th December