



After School Care Program – 2024/2025

Kindergarten – Year 6

The school has an After School Care program for students from Kindergarten to Year 6 that operates from 2.30pm to 5.30pm. To support the increased need for after school care we have recently enhanced this program with additional qualified staff and greater resources. The program is staffed by full-time staff members and our teaching assistants as needed. The maximum ratio of staff to students is 15:1. Students are supervised in the canteens in two groups, infants, and juniors. The structured program includes time to relax and watch a movie, enjoy a healthy snack, take part in arts & crafts activities, do puzzles, and play games until 4:00 pm. Thereafter, the students move outside or to the hall for free play, games & activities, after our extra-curricular clubs have ended.

SCHOOL PICK-UP TIMES

We expect all students to be collected promptly from school at the end of the regular school day. As per the following hours.

KG	2.15 pm
Year 1	2.20 pm
Year 2	2.25 pm
Juniors 3-6	2.30 pm.

Many of our staff are engaged in running clubs, meetings and training afterschool, so are unable to supervise your children safety beyond regular school hours. Students not collected by the times shown below will automatically be registered for After School Care and charges for this service will then be charged.

KG	2.30pm
Year 1	2.35pm
Year 2	2.40pm
Year 3-6	2.45pm

The After School Care program ends at 5.30pm and all students are to be collected promptly by this time. Naturally we understand that plans occasionally go awry, and in the rare, unforeseen circumstances that you may be running late, please contact us on the Afterschool Emergency telephone number, to be used from 4:00pm onwards only, is **(345) 922-8433**. If a child is not picked up by 5.30pm, safe supervision will be arranged on site, an additional charge of \$18 will be applied to the monthly invoice and your child will be placed in the care of Primary Leadership Team (PLT).

A register of all students attending After School Care is taken at the beginning of the session and regular checks are made during each session. Parents / Carers are required to enter their name



on the register at the time of sign-out, so we can monitor collection. For the safety of all our children, the collecting adult is not permitted into the building but are asked to wait with the security guard who will call for the child.

ENROLLING IN AFTER-SCHOOL CARE

A registration form is available on our website www.cayprep.edu.ky under the heading SCHOOL LIFE, or via the school office. We ask that, should you wish to make regular use of our After School Care program, you complete the form prior to the start of the academic year. For occasional use, please notify the school office on the day that attendance is required and before 2pm via email psoffice@cayprep.edu.ky. Children attending ASC will be taken and registered by a staff member in their year group team. For their own safety, children are not to play on the fields or play equipment prior to attending ASC, as this is not staffed at this time.

Conditions of attendance require all students to adhere to the usual behaviour policies expected and outlined by the school in the normal school day. Failure to do so may result in withdrawal from the program.

CURRENT FEES (effective for academic year (2024/2025))

- CI\$10 for the first hour or any part thereof
- CI\$18 per day or for any time greater than one hour

CHARGES FOR AFTER SCHOOL CARE PROGRAM

Charges for After School Care are billed within 5 working days of the end of the calendar month. Invoices are sent to parents via email and are payable upon receipt. Payment can be made online through either Butterfield Bank or Cayman National Bank. Please note that in the event payments are not made promptly, we may ask that students be withdrawn from the After School Care program.