



**EFFECTIVE: 28 MAY 2024**

**REVIEWED:**

## **AFTER CARE POLICY AND PROCEDURE**

After Care facility for pupils who need supervision after school hours and during holidays.

One full month's notice is required in writing, no later than the 1<sup>st</sup> of the current month when terminating aftercare services. (further refer to our fee policy for fees)

1. No resignations/ giving notice for aftercare / full day fees will be accepted after the **30<sup>th</sup> of September**.
2. During school terms, care commences weekdays 14:00 – 17h30.
3. During holidays from 07h30 until 17h30.
4. A register will be maintained daily for record keeping.

## **SECTION 1**

### **NON-PERMANENT AFTER CARE PUPILS AND PUPILS ATTENDING EXTRA-MURALS IN AFTER CARE TIME**

In instances where extramural activities do not commence immediately after school hours, parents are kindly requested to make necessary arrangements for aftercare or late pick-up for their child. Alternatively, parents may choose to collect and drop off their child again when the extramural activity begins.

Please note that the presence of an extramural activity does not automatically extend the designated pick-up time. Therefore, we kindly request that parents do not assume they can stay beyond the scheduled pick-up time without prior arrangements. aftercare fees may be charged for late pick-ups. We appreciate your cooperation and understanding in adhering to this policy.

1. Should a parent require After Care services for a single day, they need to contact the school on or before the day, and their child will be taken into Care according to the times mentioned in above.
2. Parents will be billed at the end of the month accordingly **(R60 per day, per child)**
3. In the event of a child not being fetched by 14h30 (all grades), they will automatically be placed in Afternoon Care and the parents will be charged accordingly.
4. Pupils remaining at school for extra-murals will not be charged if parents/their transport collect the child within ½ hour of their extra-mural conclusion time. If children are fetched later than this ½ hour window period, they will be charged the full days fees.

## **SECTION 2**

### **DRESS CODE**

Pupils attending After Care may change into sports attire or remain in their school clothes for the afternoon, no civvies. All clothing and shoes must be labelled with the child's name to ensure that items lost while changing can be returned to their owners.

Casual clothes will only be permitted during the scheduled school holidays.

### **SECTION 3**

#### **HOMEWORK & EXAM/CYCLE TIME**

1. Please note that the afternoon homework class is a supervised session for students to start their homework, but it is not a comprehensive lesson. Parents are responsible for ensuring their child completes all assigned tasks in the evening. While teachers are available to provide guidance during the homework class, they cannot review content with students during exam periods unless a private tutoring session has been booked in advance to assist with exam preparation. We encourage parents to monitor their child's progress and ensure all homework is completed in the evenings.
2. This class is compulsory for pupils and is supervised by a teacher.
3. Should pupils not have homework to attend to during their homework class, they may engage in a quiet indoor activity during this time e.g. reading a book, colouring in etc.
4. Pupils are excused from homework class to attend their extra murals. If a child attends an extra mural activity they will miss their allocated homework class. After the extra mural, pupils can either do their homework unsupervised at tables on the playground or at home. (refer to EXTRACURRICULAR POLICY)
5. Teachers may not have the time to do private reading with all pupils (Grade 1-3). therefore, this remains the responsibility of the parents.
6. Homework class teachers also do not check if homework has been completed, nor do they sign homework diaries/ cards, this remains the responsibility of the parents.
7. There are NO homework classes on a Friday afternoon.

### **SECTION 4**

#### **HOLIDAY PROGRAMME**

1. A fun holiday programme will be planned and shared a week in advance, our scheduled activity will conclude at a certain time daily, kindly consider we are unable to provide continuous entertainment for the primary & senior students throughout the day. We encourage students to bring along their favourite games, books, or other activities to keep themselves occupied during free time, however, we will offer additional planned activities for the remaining part of the day and provide older students with more independence and freedom to manage their free time.
2. We will not be responsible for valuables, damaged or lost.
3. The watching of TV is discouraged, if, however, a movie is shown, the rating will be "All Ages".

### **SECTION 5**

#### **MENU**

1. Pupils attending Aftercare during school terms are fed within the first ½ hour of their After Care session or at 13h00 onwards during holidays. Refer to our nutrition policy for our menu and terms.
2. Pupils will never be coerced to eat. But given sufficient opportunity to eat.
3. Enough food will be prepared for each pupil to have a full serving. Pupils may have second helpings if food remains left over.
4. Aftercare provides snacks for pupils at 15h00 daily.

### **SECTION 6**

#### **INJURIES ILLNESS & MEDICATION**

1. At least one staff member on duty will have a current first-aid certificate at all times.
2. MEDICINE: refer to our medication policy, available on the application form page 4.
3. Pupils who are injured will be attended to by the teacher on duty, in the event of concerning injuries or illnesses, parents and the school principal will immediately be notified.  
(further refer to our MEDICAL EMERGENCY POLICY available on the application form page 4)

4. Pupils who are ill will be placed on a mattress in the preschool classes to rest, while waiting for parents to fetch them. Staff members on duty must check on the ill child at least every ½ hour.  
(further refer to our HEALTH POLICY)

## **SECTION 7**

### **CONTACTING AFTER CARE**

The school's office is closed from 16h00 daily, kindly contact Chris on 076 994 2575 (in emergencies ONLY) for relevant and urgent calls, respect that this remains his private number.

## **SECTION 8**

### **LATE COLLECTION**

Staff do work diligently to keep pupils safe and cared for during the afternoons, they too have families, children and some rely on public transport.

Late pupil collection is regarded as negligent and disrespectful towards staff and will be fined.

Late collection fines will be added to monthly school fees accounts, after the 1<sup>st</sup> of every month.

### **SIGNATURE APPROVAL**

BEHALF OF HEADS		DATE	
BEHALF OF SGB		DATE	
PRINCIPAL		DATE	