COUNTRY HOUSE SCHOOL

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COUNTRY HOUSE SCHOOL

AFTERCARE POLICY AND PROCEDURE

EFFECTIVE & ADOPTED	LAST REVIEWED
28 MAY 2024	FEBRUARY 2025

Aftercare is a facility for pupils who need supervision after school hours and during holidays.

Parents have the right to cancel at any time, for any reason, provided that they give the School a full term's notice, in writing, of this intention. While changing to full-day is permissible at any time (pro-rata costs will be calculated in such instances), adjusting to half-day is not (further refer to our Fee Policy for fees).

1. During school terms, care commences weekdays 14:00 – 17:30.
2. During holidays from 07:30 until 17:30.
3. A register will be maintained daily for record keeping.
4. If Aftercare fees are not paid by the 7th of the month, the School may suspend the child's Aftercare place after 7 days' written notice. Schooling is not affected. The place is restored once paid in full, subject to space.

SECTION 1

NON-PERMANENT AFTERCARE PUPILS AND PUPILS ATTENDING EXTRAMURALS IN AFTERCARE TIME

In instances where extramural activities do not commence immediately after school hours, parents are kindly requested to make the 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 Aftercare for a single day, they need to contact the school on or before the day, and their child will be taken into Aftercare according to the times mentioned above.
2. Parents will be billed at the end of the month accordingly **(refer to the latest Fee Policy)**.
3. Pupils remaining at school for extramurals will not be charged if parents/their transport collect the child within 15 minutes of the end of their extramural activity. If children are fetched later than this window period, they will be charged the full day's fees.

SECTION 2

DRESS CODE

Pupils attending Aftercare 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: SCHEDULED 15:00 – 16:00 DAILY

1. Please note that the afternoon homework class is a supervised session for pupils 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 pupils 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 extramurals. If a child attends an extramural activity, they will miss their allocated homework class. After the extramural, 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 end at a certain time daily; please note that we are unable to provide continuous entertainment for the primary & senior pupils throughout the day. We encourage pupils 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 give older pupils more independence and freedom to manage their free time.
2. We will not be responsible for valuables that are damaged or lost.
3. Watching 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 Aftercare session, or from 14:00 during holidays. Refer to our Nutrition Policy for our menu and terms.
2. Pupils will never be forced to eat, but will be given enough 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 15:00 daily.

SECTION 6

INJURIES, ILLNESS & MEDICATION (further refer to our HEALTH POLICY)

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 serious injuries or illnesses, parents and the 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 pre-primary 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.

SECTION 7

CONTACTING AFTERCARE

The school's office is closed from 16:00 daily. Please contact Chris on 076 994 2575 (in emergencies ONLY) for urgent calls only, and respect that this remains his private number.

SECTION 8

LATE COLLECTION

FEES: (prior communication is essential; waiving of the fee may be considered for isolated incidents)

- A R50 fee will be charged for pupils collected after 14:15.
  - A R100 fee will be charged for pupils collected after 17:30.

RESPONSIBILITY:

- The school's responsibility for pupils ends at the conclusion of school hours or extracurricular activities.
  - Parents/guardians are responsible for collecting their children on time to ensure their safety.

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 1st of every month.

APPROVAL

ROLE	NAME	DATE
School Representative	Bonita Mellon	26 August 2025
SGB Representative	Anoeska De Villiers	26 August 2025