



AFTERCARE POLICY AND PROCEDURES

1. PURPOSE OF AFTERCARE

To provide a safe environment for children who cannot be collected after regular school hours. This service is applicable to all 345 Nursery School and Carlswald House Preparatory children from Gr 0000 to Gr 7.

2. AFTERCARE HOURS

Monday – Friday 2:00pm – 5:30pm

On half days (e.g. end of term) school closes at 11:00am or 12pm aftercare hours are from then until 5:30pm

3. CONTACT TELEPHONE NUMBER

The aftercare staff have cordless phones with them. You can contact them on **011 029 0802/3**.

4. FEES FOR CHP Gr R-7

1. Monthly aftercare: **R900** per month, including a snack.
2. Ad Hoc: This is an Ad Hoc option for random days in aftercare at **R85** per afternoon, including a snack.

FEES 345 NURSERY SCHOOL

Aftercare is only available to **HALF DAY** children.

If your child is a half day child, there is an ad hoc option for random days in aftercare. Billed at the end of the month at **R85** per day including a snack.

5. WITHDRAWAL

Withdrawal of a child from aftercare must be given in writing to our finance department or emailed to fees@carlswaldhouse.co.za or fees@345.co.za . We require a months' notice in advance. If this is not done, parents will be invoiced for the months fees.

6. ABANDONED CHILDREN

Children **not collected** after school, after co-curricular or after their extra-mural (i.e. by closing time) will be taken to aftercare and supervised. Parents will be charged the ad hoc fee of R85 per afternoon. Contact the aftercare staff on the school's phone number (011 029 0802). We would appreciate being informed of: Late collection or an alternative person who will be collecting your child. We will not leave your children without supervision. Communication with the Aftercare staff is essential.

7. CONDITIONS

A penalty fee of **R100** will apply for late collection of children after 17h30 and **R200** for collection after 18h00. An Invoice will be issued to you by the Aftercare staff. The amount will be added onto your school fee account.

8. SAFE ENVIRONMENT

The aftercare staff are responsible for a child immediately on their arrival in aftercare and this responsibility will only end when the parents or a designated guardian signs to collect the child.

During this time, every reasonable precaution will be taken to provide a safe environment.

Parents are to inform the aftercare staff in writing who will collect their child each day. If the child is collected by any other person, parents must notify the aftercare staff / school reception prior to collection, telephonically or email.

9. ACCIDENTS AND INCIDENTS

Minor injuries, for example cuts and bruises will be dealt with in an appropriate manner.

Serious injuries will be handled as follows:

- First Aid will be administered by a trained Aftercare staff member
- Paramedics called in
- Parents Immediately notified
- If hospitalization required, then child will be taken to nearest hospital / clinic
- Parents will be responsible for all costs

The main school entrance will be the only entrance and exit point for Aftercare.

Supervisors will check the register to determine which children are present.

Parents must inform aftercare staff, school secretary if their child is ill and not at school.

At the beginning of each term, parents must also provide the aftercare Staff with their child's extra-mural programme.

10. EXTRA MURAL ACTIVITIES

1. Parents are to inform the class teacher of their child's extramural time table.
2. Once the child is fetched by the designated service provider the responsibility will immediately fall upon that person. Aftercare will resume responsibility when the child is brought back and signed in by the Aftercare staff.

11. SNACK

Aftercare will provide a nutritious snack to all children in aftercare. Snack is served at 15:30. Drinking water is available at all times.

12. HOMEWORK

- Grade 0000-R Children are not offered homework assistance, they are supervised by aftercare staff throughout the afternoon.
- Gr 1,2 and 3 children will be assisted with the homework daily. Homework supervision is from 14:00-15:00. If the homework is not completed during homework time, it is the parent's responsibility to ensure that the homework is completed and that the diary is signed daily.
- Grade 4 to 7 children are expected to complete their homework independently. Assistance is available to these children if it is needed. Tests and projects require independent research and study time at home. These aspects remain the responsibility of the individual child and his/her parents.
- Children must have readers and all necessary stationery in their school bags for homework.

13. RULES/ DISCIPLINE

1. The School Code of Conduct must be followed at all times.
2. Aftercare is located at designated areas. Children will report to the facility from the different phases once school day has ended.
3. Gr 0000-R children may play on the climbing equipment at the Toddler section and the Gr R play area and in the sand pit.
4. Gr 1-7 children are requested to complete their homework from 14h00 to 15h00. Children who are involved in co-curricular or extramural activities must report to aftercare once their activity has been completed.
5. Children may not leave the Aftercare area with out the permission of the Aftercare staff.
6. No dangerous games, throwing of stones, bullying or any other bad behaviour will be tolerated.
7. Play is confined to designated areas.
8. Bathrooms are gender specific and integrations between phases is discouraged and closely monitored.

14. PARENT GRIEVANCE PROCEDURE

1. All concerns should first be discussed between the parents and the Aftercare Supervisory Staff in a spirit of understanding and forgiveness with the aim of resolution and restoration of relationship. If the grievance has not been resolved between the parties concerned, the matter should be referred to the School Management Team.
2. All discussions should aim to resolve issues amicably.