



## **Solid Foundations Primary School**

### **After Care Policy and Procedure (2021/1)**

Solid Foundations offers an After Care facility for pupils who need supervision after school hours and during holidays.

#### **1. Permanent After Care calendar**

- 1.1. Permanent After Care pupils are charged a monthly fee of R900 per month (January to November 2021) and R450 for December holidays regardless if the facilities are being used by the pupils through the holidays/ December or not. Parents objecting to being charged for holidays or December, must rather consider the non-permanent payment plan (R90 per afternoon in 2021) and pay adjusted fees monthly.
- 1.2. No resignations/ giving notice for the year will be accepted after the 31<sup>st</sup> of October for permanent members.
- 1.3. During school terms, preschool After Care commences weekdays 12h45 – 17h30. During holidays from 6h30 until 17h30.
- 1.4. During school terms, Grade 1-3 After Care commences weekdays 13h00 – 17h30. During holidays from 6h30 until 17h30.
- 1.5. During school terms, Grade 4-7 After Care commences daily 13h30 – 17h30. During holidays from 6h30 until 17h30.
- 1.6. An After Care register will be maintained and parents must sign out their children each afternoon.

## 2. Non-permanent After Care pupils and pupils attending extra-murals in After Care time

- 2.1. 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 After Care according to the times mentioned in 1.3.-1.5. above. Parents will be billed at the end of the month accordingly (R90 per afternoon in 2021).
- 2.2. At the end of a school day, pupils must wait for their transports on the tarred school field. They may not play on the playgrounds, which have been reserved for After Care pupils. In the event of a child not being fetched by 14h30, they will automatically be placed in After Care and the parents will be charged R90 accordingly.
- 2.3. Pupils remaining at school for extra-murals will not be charged After Care if the parents/transports sign the child out within ½ hour of their extra-mural conclusion time. If children are fetched later than this ½ hour window period, they will be charged R90 for the afternoon.

## 3. Dress code

- 3.1. Pupils attending After Care may change into civvies for the afternoon. This is not compulsory.
- 3.2. Civvies may not include clothing with skulls or fear-inducing imagery, very short shorts or skirts or clothing exposing midriffs.
- 3.3. 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.

## 4. Homework

- 4.1. Grade 1-7 pupils attending After Care are assigned to a homework class for an hour each afternoon. This class is compulsory for After Care pupils and is supervised by a teacher.
- 4.2. Pupils may first change and eat before attending their homework classes. Homework class times:
  - 4.2.1. Grade 1-3 from 13h30 until 14h30
  - 4.2.2. Grade 4 from 14h00 – 15h00
  - 4.2.3. Grade 5-7 from 14h30 – 15h30

- 4.3. 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.
- 4.4. 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 and an alternative homework class time will unfortunately not be arranged. After the extra mural, pupils can either do their homework unsupervised at tables on the playground or at home.
- 4.5. Homework class teachers do not do private reading with the pupils. This remains the responsibility of the parents. Homework class teachers also do not check if homework has been completed (and sign homework diaries/ cards). This remains the responsibility of the parents.

## 5. Holiday programme

- 5.1. Teacher Debbie is responsible for drawing up a holiday duty roster for After Care teachers. This must be drawn up and distributed to After Care teachers at least 2 weeks before the holidays begin.
- 5.2. As long as Darrel Fell and Thembi Ncube are on the premises during the holidays, one After Care teacher on duty is sufficient. Teacher Thembi is responsible for lunch preparation during the holidays and for cleaning of the After Care Centre daily.
- 5.3. The teacher on morning duty must prepare a small arts/ crafts or fun activity for pupils to voluntarily participate in. It is the teacher's responsibility to set up and clean up after this activity. Once the holiday programme has been drafted by Teacher Debbie, the staff on duty must write in their planned activities. The final programme will be posted by Teacher Sharon on the After Care Centre door at least 5 days before holiday begins.
- 5.4. Pupils may not bring technology devices to After Care
- 5.5. The watching of movies is discouraged in After Care. If, however, a movie is shown on a special occasion, the movie rating may only be "All Ages".
- 5.6. Pupils may bring bicycles, rollerblades, skateboards and roller-skates to After Care during the holidays. Pupils must wear a helmet while using these wheeled devices. The school does not accept responsibility for accidents, injuries, damages or loss incurred while using these devices.

## 6. Menu

- 6.1. Pupils attending After Care during school terms are fed within the first ½ hour of their After Care session or at 12h00 during holidays
- 6.2. The menu does not include a cooked meal, but is limited to food like toasted sandwiches and fruit. Pupils who have food allergies or avoidances due to religious reasons will be given alternative menu choices.
- 6.3. Pupils will never be coerced to eat. Teacher Sharon will, however, check that all the preschool pupils do arrive at the lunch table and have been given sufficient opportunity to eat.
- 6.4. Enough food will be prepared for each pupil to have a full serving (e.g. a bread roll) each. Pupils may have second helpings if food remains left over.
- 6.5. Teacher Annemarie is responsible for food preparation and menu planning
- 6.6. Darrel is responsible for purchasing of groceries for After Care
- 6.7. After Care provides snacks for pupils at 15h00 daily. This is usually in the form of fruit, or in the holidays a sweet treat.

## 7. Injuries and illness

- 7.1. At least one After Care staff member on duty will have a current first-aid certificate at all times
- 7.2. Pupils who are injured in After Care will be attended to by the teacher on duty, using the medical aid box in the hall. In the event of concerning injuries, parents and the school principal will immediately be notified.
- 7.3. Pupils who are ill during After Care will be placed on a mattress in the preschool classes to rest, while waiting for parents to fetch them. After Care staff members on duty must check on the ill child at least every ½ hour.
- 7.4. Staff on duty must complete accident, illness and injury reports for all major incidences occurring during After Care times. These reports must be submitted weekly to the office together with the signing out register.

## 8. After Care staff members

Timetable for Sharon (all days except Fridays)

<u>12h30 – 13h30</u>	<u>Collect preschool children</u> <u>Coordinate the feeding of Grade 1-3</u>
<u>13h30 – 14h30</u>	<u>Coordinate the feeding of Grade 4-7 on senior primary playground</u>
<u>14h30 – 16h30</u>	<u>Supervise preschool and Grade 1 pupils on senior primary playground</u> <u>Coordinate the feeding of snacks for preschool and Grade 1</u>
<u>16h30 – 17h30</u>	<u>Supervise all pupils on junior primary playground</u>

Timetable for Anna (Monday to Friday)

<u>11h00 – 12h45</u>	<u>Prepare lunch</u>
<u>12h45 – 14h30</u>	<u>Coordinate the feeding of preschool on junior primary playground</u> <u>Supervise preschool on junior primary playground</u>
<u>14h30 – 16h30</u>	<u>Supervise Grade 2-7 pupils on junior primary playground</u> <u>Coordinate the feeding of snacks for Grade 2-7</u>

Timetable for Debbie (Monday to Thursday)

<u>15h30 – 17h00</u>	<u>Gate duty</u>
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Timetable for Debbie (Friday)

<u>13h30 – 16h30</u>	<u>Supervise Preschool and Grade 1 on senior primary playground</u> <u>Coordinate the feeding of snacks for preschool and Grade 1</u>
<u>16h30 – 17h00</u>	<u>Supervise all pupils on junior primary playground</u>

Time table for Joanne (Monday to Thursday)

<u>12h00 – 12h30</u>	<u>Senior primary break duty</u>
<u>12h30 – 15h30</u>	<u>Gate duty</u>

Timetable for Joanne (Friday)

<u>12h45 – 17h30</u>	<u>Gate duty</u>
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**Timetable for Darrel (Monday to Friday)**

<u>17h00 – 17h30</u>	<u>Gate duty</u>
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9. Rainy day programme

9.1. In the event of a rainy day, parents are requested to leave their vehicles parked and fetch their children from their respective classes

9.2. Pupil and teacher schedule on rainy days (Monday to Thursday):

	Grade 1-3	Grade 4	Grade 5-6	Grade 7	Mickey Mouse
13h00-13h30	*Eat on stoep outside HW class				Eat in Kathy's class(Annamarie assists)&%
13h30 – 14h00	Homework class	*Eat on stoep outside HW class	*Eat on Laura's stoep		Play in Michelle and Estelle's class(Annamarie and Thembi together)&%#
14h00 – 14h30	Homework class	Homework class	Homework class	*Eat on Laura's stoep	
14h30 – 15h00	*Play in Laura / Candice's class	+Play in Kathy's class	Remain in homework class Mr Swiegers supervises	Homework class	
15h00 – 15h30				Remain in homework class Mr Swiegers supervises	
15h30 – 17h00					
17h00 – 17h30	#Play in Kathy, Michelle and Estelle's class				

**Key for teacher supervision: &Annemarie \*Sharon #Joanne %Thembi +Debbie**

Darrel – gate duty all afternoon

9.3. Pupil and teacher schedule on Friday rainy days:

Darrel – gate duty all afternoon

Debbie takes Grade 1-3 in Candice and Laura's classroom

Thembi takes Mickey Mouse in preschool centre

Joanne takes Grade 4's in preschool centre

Annemarie takes Grade 5-7's in prefab 3

If Mr Swiegers is available, Annemarie helps Debbie while Mr Swiegers takes Grade 5-7 in his classroom

#### 10. Contacting After Care

10.1. The school's office is closed during the school holidays and the afternoons. Numbers for contacting After Care staff are given to parents, with staff members permission. Parents are reminded that the numbers are only to be used for relevant and urgent calls, and that staff privacy is to be respected.

Teacher Joanne: 081-598-9005

Teacher Debbie: 082-440-4708

Teacher Kathy: 071-919-5921

Uncle Darrel: 078-294-5101

Teacher Sharon: 062-063-2361

Teacher Annemarie: 060-803-8075

10.2. The After Care staff do have the parent's contact details. The school should always be informed if parental contact details change.

#### 11. Late collection

The After Care staff do work diligently to keep pupils safe and cared for during normal working hours. 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.