



## **Solid Foundations Primary School**

### **After Care Policy and Procedure (2023/11)**

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 R1000 per month (January to November 2023) and R500 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 (R100 per afternoon in 2024) 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 (R100 per afternoon in 2024).

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. If a child is fetched in between 14h30 and 15h00 they will be charged a R50 penalty. After 15h00 they will automatically be placed in After Care and the parents will be charged R100 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 R100 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.

### 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.

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 may not have the time to do private reading with all their pupils (Grade 1-3). Therefore, this remains the responsibility of the parents. Homework class teachers also do

not check if homework has been completed, nor sign homework diaries/ cards. This remains the responsibility of the parents.

4.6. There are no homework classes on a Friday afternoon.

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 the janitors are on the premises during the holidays, one After Care teacher on duty is sufficient. Teacher Lindy 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 on the After Care WhatsApp group.

5.4. Pupils may not bring any banned technological devices to After Care (see Technology Policy).

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", or if supervised by the teacher on duty "PG".

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 cooked meals, and 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. The After-Care cook 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 Lindy 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 or illnesses, 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. The signing out register must be submitted to the school administration every Monday.

## 8. After Care timetables

- 8.1. Timetables for all staff members will be available on the school drive. It is the responsibility of the principal to ensure that these timetables are relevant and up-to-date. It is the After-Care staff member's responsibility to request any timetable adjustments or changes with the principal.

## 9. Contacting After Care

- 9.1. 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 Jo-Ann: 081-598-9005

Teacher Debbie: 082-440-4708

Teacher Kathy: 071-919-5921

Uncle Darrel: 078-294-5101

Teacher Sharon: 062-063-2361

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 will be charged for every 5 minutes late, and the amount added to monthly school fees accounts.