

Aftercare Policy of Monument Primary School

1. MANAGEMENT

- The Aftercare operates as part of the school and is being managed by the School Management Team (SMT) of the school.
- A member of the SMT will be in charge of the Aftercare. He /She must be a Head of Department.
- The governing body plays a supporting and approving role in respect of physical amenities and the policy of the Aftercare.
- The principal or co-ordinator serves automatically on the committee.

2. PURPOSE OF AFTERCARE

To provide a safe environment for a child from Grade RR to Grade 7 whose parents cannot or prefer not to collect him/her immediately after regular school hours.

3. ENROLMENT

- The enrolment form must be completed by the parent or guardian at the time of enrolment of the learner. By doing this, it means that the parent / guardian accepts and approves of the objectives, goals and rules of the Aftercare Centre. Learners will only be enrolled on receipt of a signed completed form.
- Please take note that if rules are not followed, the service will be terminated. The learner will no longer be accommodated and a month's notice will be given to make other arrangements.
- Should the parent/ guardian wish to terminate the service; one month's notice will also be required.

4. SUPERVISION

- Monday – Friday: After school until 17:15
- Last school day of term: 12:00
- School holidays and public holidays: No Aftercare
- Full term fee of R1000 will be applicable
- The learners must report at Aftercare immediately after the school day has ended.
- Supervisors will take the register to determine which learners are present.
- Parents must Inform Aftercare Staff / School secretary if their child is ill and not present at school.
- At the beginning of each term, parents must also provide the Aftercare Staff with their child's extra-mural programme.

- All learners are to report to Aftercare prior to any extra-mural activity, to be registered.
- PLEASE NOTE: An extra amount will be charged if parents / guardians are late to collect learners without prior arrangement. If parents experience a problem collecting their child/children on time, they must phone the supervisor after they, themselves, have made alternative arrangements to collect the learner on time. If not, an additional fine of R100 will be added to your account.
- Parents (or guardians) must collect the learners from aftercare.
- If parents wish to make alternative arrangements, they must inform the supervisor or school secretary.
- Learners may not wait for their parents outside the school premises.
- One entrance gate only (with buzzer) to be used to fetch learners.

5. SAFE ENVIRONMENT

- The Aftercare staff is responsible for the safety of learners at Aftercare.
- During this time, every reasonable precaution will be taken to provide a safe environment.
- Minor injuries will be dealt with in an appropriate manner.
- Serious injuries will be handled as follows:
 - parents immediately notified and further arrangements will be made
 - If parents could not be contacted, the staff on duty will take the appropriate measures.
- An injury report must be completed.
- First aid kits are checked regularly and expiry dates of medication are being monitored.
- In case of medication that needs to be administered to a learner, a written letter of consent as well as the dosage of the medicine, from the parent/ guardian is required.

6. ADDITIONAL SERVICES OFFERED

- Help with homework.
- Creative, social and other play activities.

7. CLOTHING AND POSSESSIONS AT AFTERCARE

- All clothes and possessions must be clearly marked with your child's name.
- No toys from home are allowed in the Aftercare as Aftercare Staff cannot be responsible for the toys.
- The aftercare personnel take **no responsibility** for any loss or damage to any articles.

8. REFRESHMENTS

- Learners are welcome to bring additional food or refreshments.

9. HOMEWORK

- Homework supervision takes place from Monday to Thursday from 15:00 to 16:00.
- Parents are responsible for checking the homework and for the signing of homework books.

10. DISCIPLINE

- The Monument Primary School Code of Conduct for learners is also applicable to aftercare learners.

11. COMMUNICATION

- Good communication is essential for good relationships.
- Parents may leave messages for the supervisors at the office regarding:
 - o attendance/absence
 - o change in a child's extra-mural activities
 - o medication to be administered
- Aftercare supervisors may be contacted telephonically during normal school hours.
- One month's written notice must be given if a learner intends stopping aftercare attendance.

12. FEE STRUCTURE

- All payments to be made in advance. Quarterly payments are to be made within the first week of the term.
- Payments to be made at the School financial office with the Bursar or at the Aftercare Centre.
- R1000 per Term
- No late payments will be accepted and parents / guardians will be contacted to collect learners if payment has not been received on time.
- The aftercare committee and School Governing Body will reconsider the aftercare fees annually.

SIGNED AT LADYSMITH ON THIS 15th DAY OF AUGUST 2014



Governing body chair