

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 R1 400 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 R 100 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 o 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.
- R1 000 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