



# GOLDEN GROVE PRIMARY & PRE-PRIMARY SCHOOL

Stuart Road, Rondebosch, 7700

Telephone: 021 674-2155

E-mail: [admin@ggps.co.za](mailto:admin@ggps.co.za) / [postmaster@ggps.co.za](mailto:postmaster@ggps.co.za)

Website: [www.ggps.co.za](http://www.ggps.co.za)

## AFTERCARE POLICY 2019

### 1. PURPOSE OF AFTERCARE

To provide a safe environment for children who cannot be collected after regular school hours. This is a service applicable to children from Grade R to Grade 7.

### 2. OPERATING HOURS

Aftercare runs during the term from Monday to Thursday at these times:

- Grade R: 13h00 to 17h30
- Grade 1&2: 13h20 to 17h30
- Grade 3: 13h20 to 17h30 Wednesday and Thursdays
- Grade 3: 14h40 to 17h30 Mondays and Tuesdays
- Grade 4 – 7: 14h40 to 17h30

Above times are normal times for a child who does not have extra murals.

Fridays: Grade R comes out at 12h15 and Grade 1 to 7 come out at 12h20.

**Aftercare closes strictly at 17h30 every day unless you are informed otherwise. Aftercare does not open on public holidays and school holidays.**

### 3. FEES: 2019

FEES	GRADE	MONTHLY X10	TERMLY	YEARLY
FULL DAY	GR R, 1 & 2	R600	R1500	R6000
HALF DAY	GR R, 1 & 2	R430	R1075	R4300
HALF DAY	GR 3 - 7	R550	R1375	R5500



#### **4. EMERGENCY AFTERCARE**

This is a temporary arrangement with a parent whose child does not attend aftercare but who cannot collect a child at the designated time and needs the child put in aftercare. This facility will be offered to parents, up to 2 sessions a month per child, at R 100 per session. Parents must sign the emergency aftercare form on collection of the child.

#### **5. CONDITIONS**

A fine of R60 for every 10 minutes will be charged for any child collected after 17h31. If the parent collects a child late, a First Warning letter will be issued. On the second occasion, the child will be removed from Aftercare. On both occasions, the parent must sign the late collection form. Parents must contact Aftercare Coordinator with alternative arrangements if they (parents) are delayed in collecting their children. This should be at least an hour before closing of Aftercare ( i.e. 16h30 for 17h30).

#### **6. BASIC OPERATIONS**

Grades R to 3 children are brought to aftercare under the supervision of the Aftercare Assistants. The assistants are then responsible for the children from arrival to time of departure.

In winter or on rainy days, the school bus lifts from pre-primary to Aftercare.

A daily attendance register is taken by the aftercare assistants, in which a child books in and out on arrival and when they leave.

Grades 4 – 7 arrive independently when school or extra murals end.

#### **7. HOMEWORK**

The children are divided into grades and each group has an assistant designated to them. For example, Grade R is given an assistant to fetch them from pre-primary to the aftercare facility and to monitor them during snack and bathroom time. They are then directed by an assistant to the "sleepy room." The nap routine is from Monday to Thursday.

On a Friday it is Treat Day at aftercare so the grade R children do not nap- they join the rest of the aftercare children for free play.

During this time, every reasonable precaution is taken to provide a safe and secure environment.

Grade 4 – 7 will after school or after extra murals arrive independently and do homework or study with an assistant monitoring and helping where help is required.

#### **8. CHILD COLLECTION (other than the usual person)**

Parents to please notify the Aftercare Coordinator in writing if collection is more than 2 days in advance, phone in if it's just one day, giving consent for a third party to collect their child /children.





Parents are requested to collect their children from aftercare premises. **NO** child will be allowed to walk out on his/her own, **NO** child will be allowed to wait by the gate for parents.

## **9. ACCIDENTS AND INCIDENTS**

### **Minor injuries**

Injuries such as cuts and bruises will be dealt with in an appropriate manner.

### **Serious Injuries**

- First Aid will be administered by a trained Aftercare Staff member.
- Paramedics will be called in, if required.
- Parents will be informed / notified immediately.
- If hospitalisation is required, the child will be taken to the nearest hospital or clinic.
- Parents will be liable for costs incurred.
- An accident /incident report will be completed by the Aftercare Coordinator.

## **10.EXTRA MURALS**

Parents or children must inform Aftercare Staff of child's extra murals or extra lessons. This is written in the Sports Activity Book. The child must come to Aftercare first to state what activity he/she is doing and also after the sport or lesson to report to aftercare teachers when the activity is finished.

Once the child is fetched or goes to an activity, the service provider or coach is responsible for the child. Aftercare responsibility only resumes when child returns to Aftercare after the activity.

Whilst children of all age groups are given appropriate assistance at Aftercare, it is imperative that parents reinforce homework and that they monitor and sign homework diaries daily .

## **11.RULES AND DISCIPLINE**

Aftercare is located at the aftercare facility centre. Children will report to the facility from different phases once the school day has ended.

Grade R may play in area designated for them after nap time.

Grades 1-3 will be requested to complete homework from 13h20 to 14h40. Children involved in extra murals must do homework once their extra murals have finished.

Grades 4 – 7 do their homework from 14h40 or after their extra murals at 16h00.

Children cannot leave the Aftercare demarcated areas without the teachers' permission.

No dangerous games, throwing of stones, bullying, or any other bad behaviour will be tolerated.

Play is designated/confined to certain areas, please adhere to these.

Bathrooms are gender specific, and integration between two phases is discouraged and also closely monitored.







## 12.MEALS

Aftercare provides a nutritious snack from 15h00. However, children are also encouraged to eat from their lunch boxes as well.

DRINKING WATER IS AVAILABLE AT ALL TIMES.

## 13.DISCIPLINE

The school code of conduct and the aftercare code of conduct are to be adhered to.

The discipline management team discusses and aims at resolving issues amicably.

The Code of Conduct shows the parents the Grievance Procedure to be followed against the learner.

## 14.DISPENSING OF MEDICATION

Aftercare assistants do not give children medication (be it prescribed or over the counter medication) unless it is accompanied by a written letter with full instructions , parent's name, date and signature. However, we do encourage parents to give children medication at home.

We will notify parents if a child is not well and needs to be collected from aftercare.

## 15.REQUIREMENTS

Every term, aftercare will request requirements for the term from parents. Parents are asked to please supply these within the first two weeks of each term. This helps to keep the Aftercare fees affordable. This is **COMPULSORY FOR EACH CHILD**.

### Revision and Acceptance of Policy:

This policy has been reviewed on 20<sup>TH</sup> day of AUGUST 20 19.

The revision of this policy has been accepted by:

Name of SGB member: AHMED DALVIE

Signature: [Signature] Date: 20/08/2019

Name of SMT member: DAWN PETERSEN

Signature: [Signature] Date: 20.08.19