



APPLEWOOD

PREPARATORY SCHOOL

AFTERCARE POLICY

Introduction and welcome to the Aftercare Facility at Applewood Preparatory School

The Aftercare facility at Applewood Preparatory School is designed to help parents balance work and family commitments, whilst providing children with fun afternoon activities. Our goal is to create a homely environment where children can relax and play within a safe and friendly atmosphere.

Annie Aplas Hill supervises the running of the Aftercare facility. Porche Valentine runs the Aftercare and is assisted by Luyanda Dastile.

Operating times:

The Aftercare programme starts when school opens in January for Applewood children. Aftercare will not be provided on the days when school is not in session or on days when school is dismissed early preceding a holiday. Please ensure that you check the Applewood calendar on a regular basis for information updates.

Hours:

Applewood Preparatory Aftercare Programme will be held from 13:00 to 17:00 each full day that school is in session.

Fees:

The rate for children will be R20.00 an hour. Parents will be billed on a monthly basis.

Basic operations:

This programme is open to Applewood Preparatory children in Grades 000 to 7.

The Grade 000 – Grade 0 children are brought to the Aftercare under the supervision of the Aftercare team. The Aftercare practitioners are then responsible for the children from arrival to departure. A daily attendance register is taken by the Aftercare practitioners. Children must be picked up by no later than 17:00 and be checked out by a supervisor. You will be required to sign your child out on the daily log as well as the pick-up time. Only the parent or person authorised by the parent on the approval list may pick up a child. Other arrangements must be cleared with the Aftercare supervisors by the responsible parent and this should be done in writing.

Grade 1 -7 children arrive independently when their afternoon sport activities have ended.

Children not collected after school and sports will be taken to Aftercare and supervised. Parents will be charged for the afternoon.

Snacks:

There are no meals provided at Aftercare. We ask you please to ensure that you pack sufficient lunch and juice for your child each morning.

Clothing:

Children may remain in uniform or they may bring clothing from home to change into after snack time. Please make sure that your child has clothing appropriate for the weather and that children bring an additional hat to school on a daily basis as school hats will remain in class.

Accidents and Incidents:

Minor injuries such as cuts and bruises will be dealt with in the appropriate manner.

Aftercare practitioners may not give your child medication.

Serious injuries will be handled as follows:

- First Aid will be administered by a trained Aftercare staff member.
- Paramedics will be called in if necessary.
- Parents will be notified immediately.
- If hospitalisation is required, then the child will be taken to the nearest hospital or clinic.

Safety, Rules and Discipline:

Safety is a major concern of the Aftercare team. They will expect each child to behave in a manner that will insure the continuation of a safe and organised programme.

- Children may not leave the Applewood Preparatory grounds without the permission of the Aftercare team.
- No dangerous games, throwing of stones, bullying or any other negative behaviour will be tolerated.
- Play is confined to designated areas.
- Bathrooms are gender specific.

Communication:

We recognise the importance of all students' wellbeing and that we need to work in close partnership with parents.

Verbal messages brought by the children from parents to the Aftercare staff cannot be accepted. Discussions and notes written by the parents will be greatly appreciated.

Please notify the aftercare practitioners, in writing of any unusual event or deviation from the normal home routine, such as your child being collected by a trusted friend or family member or if he/she is going home with a friend at the end of the day.

Parent Grievance Procedure:

All complaints should be discussed with Porche Valentine. If the grievance is unresolved between the parties then the matter should be escalated to Annie Aplas Hill and the School Management team. All discussions should aim to resolve issues amicably.

Details to remember:

- Our Aftercare programme begins at 13:00 and ends at 17:00, Monday to Friday. Please adhere to these times and be considerate to staff as they too have families and commitments of their own.
- Please remind your child to bring his/her additional hat to Aftercare.