



After School Centre Policies



**Every Child Every Choice Every Day
Elke Kind Elke Kans Elke Dag
Every child matters / Elke kind tel**

KENRIDGE AFTER SCHOOL CENTRE POLICY

CUSTOMER CARE POLICY

- Focus on the triangle of children, parents & ASC teacher.
- Focussing on the needs of the children, with support from parents.
- Developing partnerships with parents / care givers, the school and the After School Centre.
- Recognising and respecting the needs and rights of individuals.
- Continuous improvement in what we do.

YOU MAY EXPECT THE STAFF TO:

- Give you a warm welcome.
- Treat you with courtesy, respect and consideration.
- Identify themselves by name.
- Listen and respond appropriately.
- Conduct their dealings with you with efficiency, integrity, fairness and professionalism.
- Provide you with relevant, accurate, up-to-date information.
- Ensure that you are aware of the standard of service which we aim to provide.
- Actively seek your comments on a regular basis through questionnaires and verbal input/discussions.

EFFECTIVE COMMUNICATION RESULTS IN HAPPY, SAFE AND SECURE LEARNERS

KENRIDGE AFTER SCHOOL CENTRE POLICY & HOUSE RULES

Cell phone and Uniform rules for After School Centre learners

The school's code of conduct and school rules as set out in the prospectus apply to ASC learners for as long as they are on school premises. Please note that the following rules apply with regard to cell phones and uniforms for After School Centre learners.

1. Cell phones

During a normal school day, only Grade Six and Seven learners are allowed to have cell phones at school. These are handed in to the teachers in the

mornings and are locked away for the duration of the school day. They are returned to learners at the end of the school day. The same procedure applies to ASC. Cell phones must be handed in to the ASC teacher who will take care of them until the learner is collected from ASC. This rule is to be enforced for the following reasons:

- The safety of the cell phone
- Learners using the cell phones during study time are disruptive and they do not focus on their homework

2. School Uniform.

The full school uniform must be worn at all times. Learners who are in ASC must either change into casual clothes after school, or wear the **full** school uniform for the duration of their time at ASC.

Lost Property

- Parents are kindly requested to **check** their children's bags **before leaving** the ASC.
- **Clearly marked** lost property will be returned to the learner.
- Unmarked lost property found at Pre-Primary will be removed at the end of the term and donated to a charity.
- Unmarked lost property at the Main ASC will be removed on a Tuesday and sent to the school's lost property department.

Written Notice

- One (1) **calendar month's** written notice must be given if your child will be leaving ASC (regardless of whether your child is in Full Care) or if you wish to change from 5 days to 3 days.
- Changing from 5 days to 3 days will only be allowed once per term.

COLLECTION POLICY

The parent's name and any other emergency contacts are recorded on the application form and the parents have to authorise the nominated person / people to collect their child/ren from the After School Centre. If a parent requires anyone other than themselves to collect their child/ren, they must inform the ASC beforehand and staff will record this on the daily collection roster. Parents still have the opportunity to add any other contacts to the application form, should they wish to nominate another individual to collect their child/ren.

TO ENSURE THAT ALL CHILDREN ARE COLLECTED BY THEIR PARENTS / CARER OR OTHER NOMINATED CONTACTS

- All children remain in the After School Centre until a registered nominated person collects them.
- NB! Only siblings aged 16 and older may collect learners.
- Anyone other than a nominated person, who arrives to collect a child, will be denied access until the parent has been contacted.
- Parents are aware of this policy and should not compromise this process by asking other unregistered persons to collect their children.
- Written notes from parents giving permission for children to be collected by someone else will not be accepted. Only direct telephonic arrangements or **e-mails will be accepted**.

Should unforeseen circumstances arise and parents need to make alternative collection arrangements and have forgotten to do so, the staff of the After School Centre will attempt to contact other designated names on the list. It is thus very important that **ALL contact numbers are kept up to date**

LATE PARENT / CARER POLICY

Should a parent / carer not arrive to collect a child, the child's welfare shall remain of primary consideration. The child will be cared for by a minimum of two After School Centre staff members. They will provide the child with suitable activities and refreshments.

Children become distressed very quickly when parents do not arrive. Parents will be informed of this policy verbally, so that they can make every effort to collect their child/ren on time.

- If a parent / carer knows that he / she will be arriving late, they should contact the Centre prior to the cut-off time for collection.
- If the parent / carer does not arrive to collect his / her child/ren, the Centre Manager will first attempt to contact the parent / carer. If contact is not made, he / she will try to contact other nominated persons on the application form.
- If, after 30 minutes, the Centre Manager is unable to contact either the parent / carer or the nominated people on the application form, the Principal of the Primary School, Head of Department of the Pre-Primary School or the Head of Department of the Pre Grade R will be

contacted in order to formulate a plan of action to ensure the safety of the child.

FINES: LATE COLLECTION OF LEARNERS

After: 18:00 to 18:15 - SPOT FINE of R50,00 will be added to your account

After 18:15 to 18:30 - SPOT FINE of R150,00 will be added to your account

After 18:30 - SPOT FINE of R100,00 per hour thereafter added to initial fines.

Fetching your child - Absenteeism

- We are experiencing problems with communication regarding absenteeism.
- We constantly search for learners who should be at ASC.
- **If parents fail to notify the ASC of an absent learner, a R10,00 fine will be charged per call. (this is not the cost of the call it is for irresponsibility)**
- Parents fail to notify us on time in the following cases:
 - Learners going home with friends / to a party with someone else.
 - Learner is fetched early / directly after school by the parent or another party.

HOLIDAY CLUB RULES

- Learners are not automatically accepted for Holiday Club.
- Any learner **not booked** in for Holiday Club **will not be accepted** at the ASC
- Fine for late booking R50
- **No siblings under the age of four (4) or high school learners** will be accepted at the ASC.
- Parents **must accompany their child / ren to the office.**

Please sign the register in the mornings.

(Parents - **Signature and time only** whenever you sign in/out))

- Each child must **bring a bag which is clearly marked** for all of his / her belongings.

- We shall not be held responsible for your child's expensive toys or clothing which he / she has mislaid.
Please leave expensive items at home.

OUTSIDE PLAY POLICY

The After School Centre has fields and playground areas which have been allocated for use by our children. The outside play provides the children with an opportunity to develop their gross motor skills and imagination.

- Members of staff on duty during outside play take their cell phones and two-way radios with them in case of an emergency.
- The field and other play areas are checked on a weekly basis to ensure that all apparatus is safe and secure and that any danger is ruled out in order to facilitate safe play.
- All staff are on duty as per their duty roster to ensure safe outside play at all times.
- A first aid kit must be available on the field as well as on the play areas around the office (two areas).
- In the case of an accident, when first aid is required, the situation will be assessed in order to decide on the appropriate course of action.

BEHAVIOUR MANAGEMENT POLICY

The ethos of the After School Centre is that children and adults flourish best in an orderly environment in which everyone knows what is expected of them and children are free to develop their play and learning without the fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

IN ORDER TO ACHIEVE THIS

- The staff of the After School Centre will discourage the following behaviour: bullying, name-calling, racial or any other form of discrimination, kicking, smacking, pinching, fighting and biting, or any other form of physical violence towards other children and staff, as well as the use of toy guns.

- Reasonable behaviour from all children and clear, consistent rules will be established according to the child's own level of understanding.
- All staff must adopt a consistent and positive approach to management of children's behaviour; high expectations will be met through positive encouragement and appropriate praise of good behaviour.
- Staff will not use any form of corporal punishment, humiliation, segregation, shaking or the withholding of food to deal with unacceptable behaviour.
- Staff will not label a child in any way to indicate that he is "undesirable" or "naughty".
- Staff will inform parents / carers of particular serious incidents or persistent unacceptable behaviour. This will not be done in front of children.
- Children will be encouraged to solve their own conflict situations, whenever possible. Staff will act as mediators, acknowledge anger and related emotions, define the difficulty, ask appropriate questions and provide support in order to solve the problem. This approach gives children confidence as effective problem solvers and promotes respect for their peers.

PROMOTING GOOD BEHAVIOUR

The After School Centre staff will promote desirable behaviour by encouraging co-operation and a caring attitude as well as being polite and sharing with others to help children to develop appropriately. Staff will work according to the following guidelines in order to promote positive behaviour:

- Praise is given for good behaviour rather than attention being given to negative behaviour.
- Encouragement of sharing and negotiation.
- Children will be consulted when creating rules and boundaries.
- Staff will use appropriate, positive language - e.g. "stand neatly and nicely" rather than "don't push into the line!"
- Staff will model good behaviour to set an example.
- Staff will encourage children to be responsible.
- Staff will help children to understand the consequences of their behaviour.

- Children will be assured that they are valued as individuals even if their behaviour may sometimes be unacceptable.

ANTI-BULLYING POLICY

Bullying can be described as a deliberate hostility or aggression towards another with the specific intention of hurting that person. It usually takes place over a period of time and can result in physical and emotional distress to the victim. It is recognisable in many forms.

- Physical - kicking, hitting, pushing or any other form of violence.
- Verbal - name-calling, spreading of rumours, teasing, racial abuse, making threats.
- Emotional - exclusion of an individual, tormenting, humiliating.
- Sexual - unwanted physical or sexually abusive comments.
- Cyber - threatening or abusive phone calls or sms messages.

RESPONSE TO BULLYING

All members of staff have a responsibility to respond quickly and effectively to incidents of bullying. In order to ensure that this responsibility can be met, they are advised to follow these guidelines:

- Ensure that the children all know that bullying will not be tolerated or ignored.
- Ensure that children know that they will be supported if they choose to disclose information about an incident.
- Where appropriate, invite parents / carers of all children involved in a problem situation to a meeting in order to discuss the problem.
- Ensure that all incidents are recorded appropriately and any agreed actions are followed through.

SUPPORTING VICTIMS OF BULLYING

- Offer the child an immediate opportunity to discuss the experience with a member of staff.
- Reassure the child that appropriate action will be taken.
- Support the child in re-building his / her self-esteem and confidence.

SUPPORTING THE CHILD WHO ACTS AS THE BULLY:

Young children who bully others must learn that bullying is unacceptable, and that there are consequences for this type of behaviour. Provide support and encouragement to change his / her behaviour through discussion, trying to establish why the child has resorted to bullying and explaining why his / her behaviour should change.

HEALTH AND SAFETY POLICY

We attach great importance to the health, safety and welfare of our staff and children and to all those who use facilities provided by the ASC and who participate in activities organised by it. We aim to ensure that all activities carried out or undertaken by our staff are managed in such a way as to avoid, reduce or control foreseeable risks to the health and safety of any person.

We shall achieve this by:

- Ensuring that nobody is exposed to health and safety risks.
- Establishing clear organisational and procedural arrangements to effectively carry out our duties.
- Providing a safe working environment for staff and children.
- Providing equipment that is maintained in a safe condition at all times.
- Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness.
- Ensuring the safe storage, handling and labelling of any hazardous material.
- Providing relevant information, advice, training, instruction and supervision.
- Maintaining health and safety records.
- Encouraging a positive attitude to health and safety and ensuring that all staff, by example, promotes safety.

HYGIENE POLICIES

EATING AND FOOD STORAGE

- All food prepared in the After School Centre will be nutritious. We shall respect children's dietary needs, taking into account cultural, religious and medical requirements and respecting parents' wishes.

- A list of all children's food allergies, religious and cultural food preferences will be prominently displayed in food preparation areas.
- All food will be stored at the appropriate temperature. Use-by dates will be strictly adhered to.

FOOD PREPARATION AND EATING AREAS

- Before and after handling food, staff will wash their hands. They will use gloves and cover their hair with the appropriate hair nets.
- Before food is prepared, the door handles, food cupboards and fridge handles will be cleaned with antibacterial cleaner, using a disposable cloth.
- All children will be provided with a bowl and suitable cutlery to use whilst having a meal.
- All cups, plates, bowls and kitchen utensils will be washed in hot, soapy water after use and dried with a clean kitchen towel.
- Clean dishcloths and tea towels are to be used at every mealtime and then placed in the appropriate disinfectant liquid for washing.
- At the end of each day, a member of staff will clean the kitchen and leave the area in a clean and tidy condition.
- Once a week, the fridges, cupboards and other storage spaces will be thoroughly cleaned. Spills which might occur will be cleaned immediately.

SPECIAL MENU

- Please study the food menu below and highlight whatever your child may not eat.
- **If you have any further queries e.g. religion, festivals, etc., please feel free to contact the Kitchen Supervisor via the admin office.**
-

Monday	Dinsdag	Wednesday	Donderdag	Friday
Chicken, chips and carrot salad	Tuna pasta and sweet-corn	Mince and veg with rice	Chicken wrap	Hotdog

Fishcakes, mash and peas	Pita with mince	Chicken-a-la- king, rice and salad	Spaghetti Bolognaise	Ham and salad roll
-----------------------------	--------------------	--	-------------------------	-----------------------

DAILY ROUTINE

Pre Grade R

12:15	Learner is fetched from his/her class
12:20	Register is taken
12:25	ASC teachers walk the Pre Grade R to their own classes at the Pre-primary school building
12:40	Lunch is served. (Learners sit and eat at tables.)
13:00 - 13:45	Learners lie down for a nap/quiet time during story reading

Grade R - Daily Routine

12:30	Learner is fetched from his/her class (Learners are prepared for /taken to activities)
12:40	Register is taken
12:45	Lunch is served (Learners sit and eat at tables)

Pre Grade R and Grade R - Daily Routine

13:00 - 14:30	Supervised playtime outside
13:45	Pre Grade R playtime outside
14:30 - 15:30	Inside playtime
15:30 - 16:00	Tidying up and snack time
16:00 - 16:45	Supervised playtime outside
16:45 - 16:50	Tidying up and getting ready to go to "big" ASC
18:45 - 18:50	Walking down to "big" ASC
18:50 - 18:00	Supervised playtime outside on the Junior side until home time

General Information for Pre Grade R and Grade R

- These times may vary according to needs (major changes will not take place without timeous notice)
- The ASC will continue as normal on special days, such as the last day of school, Orientation Day, outing days etc.

- The learners are taken to and fetched from Extra Murals which take place on the school grounds.

Planning of After School Centre time structure

Grade One:

12:45 School ends
12:50 Arrive at ASC & register
12:50 Eat and change
13:20 - 13:30 Go to activities
13:20 - 14:30 Free play

14:30 Go into classes
14:30 - 15:30 Homework
15:30 - 15:45 Free play

Grade Two:

13:00 School ends
13:05 Arrive at ASC & register
13:05 Eat and change
13:15 Free play
13:20 - 13:30 Go to activities / sport
Free play continues
14:40 Go into classes
14:40 - 15:35 Homework
15:35 - 15:45 Free play

Special Support Groups (SSG)

15:45 - 16:00 SSG classes
Maths
Reading
Other - co-ordination games, cutting, gluing, painting or puzzle building activities.

16:00 - leave classes for free play

Special Support Groups (SSG)

15:45 - 16:00 SSG classes
Maths
Reading / Comprehension
Other - co-ordination games such as cutting, pasting, painting or puzzle building activities.

1. Books and registers on tables in front of classes.
2. Classes in registers divided and indicated in register books so that parents can see which SSG classrooms their child /children are in for the afternoon.

Planning of After School Centre time structure

Grades Three to Seven

14:10 School ends
14:15 Register / Sign in, eat and change
14:15 - 14:30 Go to activities
14:45 - Go into classrooms
15:00 - 16:00 General homework to be done

15:35 - 16:00 SSG programme	Special Support Groups (Selected learners) Karen Sherwood Mondays and Thursdays 14:30 - 15:15 Mathematics Reading and comprehension in both languages (alternating) Other - Geography History Science
16:00 - move down to ASC	General play - Free time
16:15 - 17:00 Extra study class:	In Technology room - Teachers: Maryna / Prudence to supervise.
18:00	Home time!

1. Books and registers on tables in front of classes.
2. Classes in registers divided and indicated in register books so that the parents can see which SSG classrooms their child / children are in for the afternoon.

ACCIDENT AND FIRSTAID POLICY

All accidents and incidents must be reported and recorded immediately. First aid kits must, as far as possible, be available in all areas of outside play.

All medical information must be on hand in the case of any child requiring hospital treatment. Should the child be on any medication, it must be recorded and given to the medical attendant.

REMEMBER TO CONTACT THE PARENT / CARER AS SOON AS POSSIBLE.

Do not administer any medication unless you have written permission from the parent / carer.

GUIDELINES FOR FIRST AID

- Assess the situation, be aware of any obvious dangers to yourself and make use of protective clothing and gloves.
- Comfort the child.

- Report the accident and decide upon the appropriate course of action.
- Apply appropriate First Aid.
- Complete the accident / emergency report form.
- Should a child require hospitalisation, and the parents cannot be contacted, a member of staff will accompany the child to hospital - TAKE THE CHILD'S APPLICATION FORM AND ALL RELEVANT INFORMATION WITH YOU.
- IF A SERIOUS ACCIDENT HAS OCCURRED, INFORM THE PRINCIPAL OF THE KENRIDGE PRIMARY SCHOOL, THE HEAD OF DEPARTMENT OF THE PRE-PRIMARY SCHOOL AND THE HEAD OF THE PRE GRADE R IMMEDIATELY (depending on which phase the child is in).

INFECTION CONTROL POLICY

In order to prevent the spread of infectious diseases, any child or staff member who has any infectious disease, will undergo a period of exclusion from the Centre. Exclusion periods are set out as follows:

DISEASE	EXCLUSION PERIOD FROM THE ASC
CHICKEN POX	Minimum of 6 days from the onset of the rash.
CONJUNCTIVITIS	1 day, following onset of treatment.
DIARRHOEA	48 hours from time of symptoms subsiding.
BLISTERS ON HANDS, MOUTH AND FEET.	Only return when blisters have cleared up completely.
HEADLINE	Return after treatment.
HEPATITIS A	Minimum of 7 days after the onset of jaundice
MEASLES	Minimum of 7 days after the onset of the rash.

MENINGITIS	When the GP considers the child to be fit and well.
MUMPS	Until swelling subsides.
RUBELLA (GERMAN MEASLES)	Minimum of 4 days following the onset of symptoms.
SCABIES	When treatment has been received.
SCARLET FEVER	Until clinically well.
SHINGLES	Minimum of 6 days after onset of rash.
STREPTOCOCCAL DISEASE	24 hours after the start of antibiotics
THRUSH	Until treatment has commenced.
WHOOPING COUGH	Minimum of 21 days from onset of the cough.
VOMITING	48 hours from the time symptoms have subsided.

**EFFECTIVE COMMUNICATION RESULTS
IN HAPPY, SAFE AND SECURE LEARNERS**

**FIRE EVACUATION PRECEDURES LINKED WITH THE EVACUATION
PLANS ALREADY IN PLACE.**

If you discover a fire:

- Raise the alarm.
- Calmly leave the building as per the fire evacuation drill plan.
- Close the windows and doors as you leave, if possible.
- Do not stop to collect any personal items.
- Proceed quickly to the assembly point.
- Wait for the marshal to complete the roll call - make sure that you know where every child is at that point in time.
- Do not re-enter the building until the marshal gives the all clear.

If you hear the fire alarm:

- Calmly leave the building. Do not run.
- Close the windows and doors on your way out, if possible.
- Do not stop to collect personal items.
- Proceed quickly to the assembly point.
- Carry out a roll call and double check that you know where every child is at that point in time.
- Wait for the marshal to do the roll call and give the all clear.
- You may now re-enter the building.

DATA PROTECTION POLICY

All employees and representatives shall always operate within the law, complying with all requirements and obligations.

All personal data shall be obtained, maintained, stored and used and shared only in strict accordance with the Primary School's Head of HR and IT departments.

The After School Centre is required to keep a considerable amount of information regarding the children who attend the ASC, such as names, addresses, ages, ethnicity, family details, etc.

For this reason, all of the children's personal information will be collected, used fairly and lawfully and stored safely.

The storage process is as follows:

ITEM	MODE OF STORAGE	SECURITY
Child's information	Filing cabinet	Locked at end of day.
Medical details	Filing cabinet	Locked at end of day.

CONTACT AFTER SCHOOL CENTRE FOR HOLIDAY APPLICATION FORM

Tel: 021 976 4048

SMS Only: 076 714 0715

Please SMS us if you only need to leave a message.

e-mail: ascadmin@kenridge.org.za