



Early Morning Care & Aftercare Policy

Early Morning Care and Aftercare are services offered (and charged for) by the school for the parents. They are available as a full time option for parents or can be used on an ad hoc basis. Parents must complete the Aftercare Registration, Policy and Pledge. (Not necessary for Earlycare.)

Please see below for the Policy regarding Early Morning Care and Aftercare. We respectfully request that you familiarise yourself with the details.

It is the policy of the School that students are not left unsupervised at any time whilst they are on School property.

Early Morning Care

No students will be left unsupervised in the morning. If a child is dropped off **BEFORE 7:00am** they need to report to Early Morning Care at Forest Hall where they will be supervised.

Prep students: Early Morning Care Monday to Friday

6:15am	Prep students: Report to the Early Morning care person in Forest Hall . Register is taken from 6:15am up to and including 6.55am.
7:00am	All Prep school students will go to the field and be supervised by the Coaches, unless it is rainy weather, in which event they will go directly to their register class where their teacher will supervise them.

BILLING PROCEDURE:

- This is done monthly in arrears according to the register which is submitted to Accounts for billing.
- Early morning care is charged at **R40 per "session/day"**.

Aftercare

Prep students: Monday – Thursday

2:00pm	Report to Aftercare Supervisor (if not doing any extra murals, homework class or going on transport). First register at 2:15pm. Parents report to Reception to collect students – Aftercare students and students not collected by 2:15pm. A message will be sent on the Aftercare group and the student is sent to reception where person collecting is to correctly sign student out on either the JP or SP SIGN OUT REGISTER. <i>*Snack – students need enough food to sustain them. We suggest parents provide an aftercare snack wrapped separately so the student does not eat it beforehand.</i> All students will do the homework that they can manage unassisted in the Library which is used as the Aftercare Centre. Reading, spelling and other drill work will still have to be done at home. It remains the Parent's responsibility to ensure all homework is completed and to check the Student's communication book and sign it.
3:00pm	Report to Aftercare Supervisor. <i>*Snack – students need enough food to sustain them. We suggest parents provide an aftercare snack wrapped separately so the student does not eat it beforehand.</i> Register taken at 3:15pm for the sport / extra mural students not collected. Parents report to Reception to collect students – Aftercare students and students not collected by 3:15pm. A message will be sent on the Aftercare group and the student is sent to reception where person collecting is to correctly sign student out on either the JP or SP SIGN OUT REGISTER.
3:15pm to 4:00pm	Play/Free time: Students will be in one of the following areas: Inside the Aftercare Centre, on Aftercare playground, the sports field or behind Science class. Unless the weather is wet or really bad, supervised TV time starts at 3pm only.
4:00pm	All the students are taken to Forest Hall.
5:30pm	LATE – Students will be at Forest Hall awaiting collection. Late slips will be issued for Parents to sign. Late Fee is R60 for every 15 minutes or part of 15 minutes.

Prep students: Fridays (and half days)

1:00pm / or JP & SP time as per Parent Letter to 4:00pm	Report to Aftercare Supervisor (if not doing any extra murals, homework class or going on transport). First register at 15 minutes after SP exit time. Parents report to Reception to collect students – Aftercare students and students not collected by 15 minutes after SP exit time. A message will be sent on the Aftercare group and the student is sent to reception where person collecting is to correctly sign student out on either the JP or SP SIGN OUT REGISTER. <i>*Snack – students need enough food to sustain them. We suggest parents provide an aftercare snack wrapped separately so the student does not eat it beforehand.</i> Students will be in one of the following areas: Inside the Aftercare Centre, on Aftercare playground, the sports field or behind Science class. Unless the weather is wet or really bad, supervised TV time starts at 3pm only.
4:00pm	All the students are taken to Forest Hall.
5:30pm	LATE – Students will be at Forest Hall awaiting collection. Late slips will be issued for Parents to sign. Late Fee is R60 for every 15 minutes or part of 15 minutes.

It is very important that you sign the student out on the correct JP or SP SIGN-OUT sheet when you collect students from Aftercare. This is **FIRSTLY for safety and security; and it also enables us to keep accurate accounts. We would appreciate your co-operation in this regard. Refusal to sign the book will be noted, investigated and your account will still be billed accordingly.**

SURCHARGE FOR LATE COLLECTIONS:

- Aftercare ends at 5:30pm.
- The surcharge for collecting students after 5:30pm is a minimum charge of **R60 for the 1st 15 minutes**. Thereafter, parents will be charged additional surcharge of **R60 per 15 minutes (or part thereof)**.
- This amount will be debited to your account.
- **You will be required to sign a "Late Collections" form.**

PROCEDURES TO FOLLOW IF YOU KNOW YOU ARE GOING TO BE LATE OR THERE IS A CHANGE OF PLAN:

- Contact the Aftercare Supervisor on the school's phone number (011 468 1414). We would appreciate being informed of:
 - late collection,
 - an alternative person who will be collecting or
 - that your child has already been collected earlier.
- No student will be left without supervision.
- Communication with the Aftercare Team is essential for planning as well as reassuring the student that all is well.

BILLING PROCEDURE:

- Billing takes place monthly in arrears and is based on the register which is submitted to Accounts for billing (not the JP & SP Sign Out Sheet).
 - First register is taken at 2:15pm.
 - Aftercare is charged for at the rate of **R55.00** per day.
- A register is taken 15 minutes after school ends. Any child in Aftercare at that time will be charged as above. Sport and extra mural students register is taken at 3:15pm.
- **Fridays:** register is taken at 2:15pm.
- Students who are not collected within 15 minutes of the scheduled school closing times will be sent to Aftercare so that they can be cared for and parents will be charged for the service as above. Please note that there can be no exceptions to this rule.

GENERAL INFORMATION:

Aftercare is also available on an ad hoc basis. Please notify Reception in advance.

Aftercare hours:

Monday – Thursday	2:00pm – 5:30pm
Friday	1:00pm – 5:30pm

On half days (e.g. end of term) school closes as per noted in the parent letter or on the school calendar. Aftercare is charged 15 minutes after the noted SP exit time.

During exams Aftercare hours are normal times. Classes will be available for study time for SP.

Aftercare Registration, Policy & Pledge

Student Name: _____ Grade: _____

Aftercare Requirements Term 1 – please circle applicable choices:

Monday / Tuesday / Wednesday / Thursday / Friday / **FULL WEEK** / **NONE**

Aftercare Requirements Term 2 – please circle applicable choices:

Monday / Tuesday / Wednesday / Thursday / Friday / **FULL WEEK** / **NONE**

Aftercare Requirements Term 3 – please circle applicable choices:

Monday / Tuesday / Wednesday / Thursday / Friday / **FULL WEEK** / **NONE**

We authorise the following people to collect the above student:

Name: _____ Cell: _____ Relationship: _____

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EMERGENCY CONTACT (NOT ONE OF THE ABOVE):

Name: _____ Cell: _____ Relationship: _____

Allergies/Medical Notes: _____

WALK HOME PERMISSION - YES/NO - unaccompanied/accompanied by:

_____ Cell: _____

Signature Student: _____ Date: _____

Signature Parent 1: _____ Date: _____

Signature Parent 2: _____ Date: _____

Aftercare hours:

Monday – Thursday 14h00 to 17h30

Friday 13h00 to 17h30

On ***Half Days** (e.g. end of term) 11h00/12h00 to 17h30

(*These days will be on the school calendar and noted in the Parent Letter)

Aftercare ends at 17h30 and a penalty charge of R60 is levied for the first 15 minutes late (or part thereof), and every subsequent 15 minutes late or part thereof. A Late Collection Slip must be signed as well as the relevant sign out register sheet.

Students who are not collected within 15 minutes of school closing times (closing times as per school calendar and Parent Letter) will be sent to Aftercare so that they can be safe and cared for and Parents will be charged for the service. Please note that there can be no exceptions to this rule.

Early Care hours:

Monday – Friday 06h15 up to & including 06h55 on an ad hoc basis.

Aftercare Policies for Parents, Authorised Collecting Persons and Students:

- ✓ It is the Parent's responsibility to ensure that the Parents, Authorised Persons and Students are aware of the relevant Aftercare policies, rules and responsibilities and that these are firmly adhered to.
- ✓ It is the Parent's responsibility to ensure the student is collected on time after school ends. Late collection will result in Aftercare for the student which will be billed, and needs to be paid - regardless of the amount of time spent at Aftercare.
- ✓ It is the student's responsibility to ensure that they know where the Aftercare designated area is and to ensure that they report on time, and that they remain in the designated area if they are scheduled for Aftercare, (or after 15 minutes past collection time but before 20 minutes after collection time), if they are not collected on time.
- ✓ Students who do not have the correct uniform or kit for their sport or extra mural must report to Aftercare instead of the practice session, as Coaches cannot host the session and supervise students not participating.
- ✓ After sporting events, students not collected within 30 minutes of the time stated on the permission slip, will be sent to Aftercare.
- ✓ Students participating in 3rd party activities (like the Summerhill Football Club) and waiting for activities to begin, and who are not engaged in school activities between 14h00 and 15h00, must report to Aftercare until activities commence. Should students not be collected within 15 minutes of the conclusion of these activities, they need to be signed into Aftercare. A single billing will be applicable.
- ✓ Students not adhering to all of the above will face implementation of disciplinary code - starting with demerits.
- ✓ Once students are signed into Aftercare and need to attend Extra Murals or go to a teacher's classroom after sign in, they need to be signed out by the relevant adult. Should they return to Aftercare after the Extra Mural, etc. they will be signed into Aftercare a second time (only a single billing will occur).
- ✓ All students must, for safety and security reasons, be correctly and legibly signed out in the relevant book by the authorised person collecting them. Refusal to sign out will be noted, billed and appropriately actioned. Preparatory students may not sign siblings out.
- ✓ No bullying behaviour by persons collecting students will be tolerated. This especially relates to students sent to Aftercare due to late collection and to sign-out procedures.
- ✓ All changes in student aftercare plans must be communicated to the school at the earliest opportunity to ensure safety and that the student is not unduly distressed, and to ensure the relevant staff are aware of the situation. Contact the Aftercare Supervisor on the school's phone number (011 468 1414).
- ✓ Supervisors do not have any information about billing, costs, etc. and merely apply the Summerhill Aftercare Policy as instructed. Therefore, kindly forward any communication to Head of Aftercare, Mrs Oates at teressa@summehill-school.co.za.

Student's Aftercare Pledge

I pledge to:

1. Always have good manners, be polite and helpful to all people I encounter while in Aftercare.
2. Treat the Aftercare Supervisors and fellow students with kindness and respect, in word and deed.
3. Take care of all Aftercare toys, equipment and facilities and to let the Aftercare Supervisor know if anything breaks, goes missing or is a potential danger to myself or anybody else.
4. Take care of my possessions and keep my school bag, uniform, kit, lunch items, hats and any / all other items belonging to me, together in a neat and orderly fashion in the designated area.
5. To keep all areas I use clean and tidy, remembering at all times that we are to be good stewards of our school property and its natural environment especially by ensuring that I do not litter, that toilets are correctly used and left clean, and taps are properly closed at all times.
6. Familiarize myself with the Aftercare Policy and adhere to it.
7. To always ensure the Aftercare Supervisor is aware if plans have changed before I leave the school.
8. Be accountable for my whereabouts and time keeping at all times.
9. Communicate - speak to a Supervisor, Mrs Oates, or an Admin Staff member if I am in trouble or need help. Also if I am aware of any problem, injury, danger, bullying or suspicious person/ behaviour.
10. Have loads fun and help my fellow students have fun, in a friendly, safe and fair manner.

Note: All students will have the Aftercare Registration, Policy & Pledge read and explained to them from either their communication books (Gr. 1-3) or their diaries (Gr. 4-7).

Student's Signature: _____ Date: _____