

**BOSTON PRIMARY SCHOOL**  
**POLICY: BOSTON AFTER – CARE CENTRE**

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## **1 INTRODUCTION**

The Boston After-School Care Centre (BASCC) operates under the control of the School Governing Body whose decisions are binding.

- 1.1 The Boston After-School Care Centre (BASCC) is open only to learners enrolled at Boston Primary School.
- 1.2 Supervision of the daily running of the Centre is under the control of the Principal, the Deputy Principal, a Supervisor, an Assistant Supervisor and two additional Assistants.
- 1.3 Learners will be accepted if space is available and at the discretion of the Principal and the School Governing Body.

## **2 OBJECTIVES**

Our aim is to provide a safe, nurturing environment for Boston Primary School learners with the following objectives:

- 2.1 Provide a setting in which a child may make friends, feel safe, and secure under the supervision of responsible adults.
- 2.2 Develop the child's respect for self and others.
- 2.3 Provide opportunities for the child to engage in activities that would develop social, physical and mental stimulation.

## **3 HOURS OF OPERATION AND TYPES OF CARE**

- 3.1 Grade R to Grade 2 Extended-care during the Term from 12:30 to 15:30.
- 3.2 Grade R to Grade 7 Full-care during the Term from 12:30 to 17:45.
- 3.3 Grade R to Grade 7 Full-care during School holidays from 07:30 to 17:45.
- 3.4 SPECIAL School holidays, the Centre is open for existing full-care learners only.
- 3.5 The Centre is closed on Official Public Holidays.
- 3.6 The Centre is closed from mid-December until the second week in January.

## **4 TYPES OF CARE**

- 4.1 Grade R to Grade 2 Extended-care during the Term from 12:30 to 15:30.
- 4.2 Grade R to Grade 7 Full-care during the Term from 12:30 to 17:45.
- 4.3 Grade R to Grade 7 Full-care during School holidays from 07:30 to 17:45.

## **5 FEES STRUCTURE**

- 5.1 The Annual Contract Fee, as determined by the School Governing Body, is payable from 1 February to 1 November, i.e. over 10 months.
- 5.2 Fees are payable in advance and by the 7th day of each month.
- 5.3 A once-off non-refundable placement fee, in addition to the first month's fees, must be paid before enrolment.
- 5.4 All School Tuition Fee obligations and other moneys owing to the School must be paid to date before application for Boston After-School Care Centre (BASCC) can be considered.
- 5.5 Parents applying for School Fee Exemption do not qualify for BASCC.
- 5.6 No fee exemptions are available for BASCC.

## **6 POLICY FOR FEES IN ARREARS**

- 6.1 All fees that are in arrears for ONE month will lead to automatic suspension of all Aftercare services.
- 6.2 Parents will be issued with a letter informing them of said suspension of services. Parents will be given SEVEN days to either pay the outstanding fees or find alternate Aftercare arrangements.
- 6.3 Learners will not be allowed to enter the Aftercare Centre.
- 6.4 Parents will be considered for re-admission once all fees are up to date. This is at the discretion of the

Principal.

## 7 STAFFING

- 7.1 Supervision of the daily running of the Centre is under the control of the Principal, the Deputy Principal, a Supervisor, an Assistant Supervisor and two additional Assistants.
- 7.2 The Aftercare staff will report all matters pertaining to the Aftercare to the Deputy Principal.
- 7.3 The cleaning staff of the Aftercare will be under the supervision of the General Foreman.
- 7.4 In the event of absenteeism, a suitable substitute assistant or cleaner may be used.
- 7.5 In the event of the Supervisor being absent, the Assistant Supervisor will act in this capacity.
- 7.6 All After-care staff responsible for looking after children must have a valid First Aid Certificate. The School will pay for this training and certification. It is the responsibility of the staff member to ensure that his / her certification is up to date.

## 8 TRANSPORTATION TO AFTERCARE CENTRE FROM SCHOOL

- 8.1 All learners will walk from the main school to the Aftercare Centre via Lincoln Street, under the supervision of TWO staff members.
- 8.2 During rainy weather the learners will be transported to the Aftercare Centre with the School transport
- 8.3 Under no circumstances must parents collect their children from school to drop off at the Aftercare Centre.
- 8.4 Aftercare staff must ensure that a Register is taken at School and all learners accounted for before walking/driving to the Aftercare Centre.

## 9 ENROLMENT AND WITHDRAWAL

- 9.1 Learners will be accepted if space is available and at the discretion of the Principal and the School Governing Body.
- 9.2 Acceptance of an application does not imply automatic admission in the following year. A new application must be submitted each year.
- 9.3 Enrolment may be cancelled or suspended at the discretion of the Principal and School Governing Body with immediate effect if it is considered in the interests of the School e.g. through poor conduct or non-payment of BASCC Fees.
- 9.4 One calendar month's **written** notice of cancellation must be given by the parent; otherwise the parent will be liable for the month's fee in lieu of notice.
- 9.5 Application Forms for enrolment must be collected from the School Reception Office. Approval/acceptance will be at the discretion of the School i.e. the Deputy Principal and Principal. **All** applications are to be submitted to the School Administration Office.

## 10 LEARNER CODE OF CONDUCT

Boston After Care Centre works to maintain a positive and nurturing environment at all times. In effort to achieve this, a policy has been drafted to express the conduct expected from everyone in our centre including staff, parents, children and guests. Those individuals who do not follow the guidelines will be subjected to the School's disciplinary measures. For learners, this may include having their care terminated without refund.

- 10.1 Learners attending BASCC will be subject to the same code of behaviour as that applicable at School
- 10.2 Are expected to follow a code of conduct when dealing with each other. This code of conduct includes but is not restricted to:
  - Treating others with respect
  - Being fair, honest and truthful
  - Using tone, words and gestures that are respectful and polite
  - Finding a cooperative solution to identified problems
  - Teachers and parents discussing concerns away from the child care area
  - Informing the staff about changes in the child's life
  - Following the illness guidelines

- 10.3 Behaviours considered inappropriate are:
- Shouting
  - Swearing
  - Talking in a negative, degrading manner about or to any child, family or staff member.
- 10.4 Parents are encouraged to discuss problems with the Supervisor.
- 10.5 If a parent does not follow the code of conduct, or behaves in a manner that is perceived to be threatening to other children or other parents, the Supervisor, after consulting with the Deputy Principal, will take appropriate action to ensure that the “difficult” parent is aware of the code of conduct and the consequences of not abiding by the code of conduct.
- 10.6 Staff will record instances of difficult behaviour and report them to the Supervisor. Repeated incidents of difficult behaviour will result in a phone call or meeting between the Supervisor and the parent.
- 10.7 The consequences of not abiding by the code of conduct will vary according to each situation. In the most extreme situation, the Deputy Principal / Principal has the right to remove the family from the After Care Centre We will strive to minimize the negative impact of the consequences on the affected child and eviction would be used in only the most extreme situations.

## 11 RELEASING CHILDREN

- 11.1 Learners are to be fetched punctually. Failure to do so may result in the cancellation of the child’s enrolment. Parents or a pre-designated person must sign out their children every day.
- 11.2 Learners are to be fetched personally by a parent or by a nominated adult where the Supervisor is notified beforehand.
- 11.3 Learners are to be fetched from the Supervisor and are not allowed to wait at the gate or to meet parents in the carpark.
- 11.4 Children will be released only to parent(s) or persons designated by the parent/guardian, upon authentication, if required. Emergency contact persons listed on the registration form still require verbal or written consent to pick up the child.
- 11.5 In special circumstances, parent(s) may require a person other than those listed on this form to pick up a child. Authorization must be made verbally in person or over the phone. The delegate must have identification before the child is released.

## 12 PARKING

- 12.1 Parents dropping – off and picking – up their children are to park at **the** change room parking bays adjacent to the tennis courts. **No parents are allowed to drive up the ramp.**
- 12.2 Supervisors as well as Grade R teachers are to park vehicles in designated bays parallel to Lincoln Street outside the Centre.
- 12.3 During sports activities when the gates are locked, parents are to either park in Lincoln Street or use the Uys Krige parking facility. Parents are not allowed to drive their vehicles onto the sports fields.
- 12.4 Parents are not to park in front of the chain but use the allocated parking bays when dropping off or collecting children.

## 13 LATE PICK-UP POLICY

- 13.1 Learners are to be fetched punctually. Failure to do so may result in the cancellation of the child’s enrolment. A penalty of R10 per five minutes or part thereof is payable to the Supervisor when a learner is fetched late.
- 13.2 Parents paying penalties for late collection of learners are to be issued with a receipt and such moneys are to be sent to the Financial Secretary
- 13.3 Parent will be phoned at home, at work or on cell phone at 6:00pm. In the event that the parent(s) cannot be located within a 15 minutes, the emergency contacts named on the registration form will be phoned and asked to pick up the child
- 13.4 If neither the parent(s) nor the emergency contacts can be reached after 30 minutes, Social Services (Child Protection Services) will be phoned and asked to take custody of the child. Should it be necessary to contact Social Services parent(s) will be informed that their child can be located through Social Services.

- 13.3 Parents will be liable for all telephone call costs and other costs incurred related to late pick-up of learners.

## 14 CLOTHING AND SUPPLIES

Your child must be suitably clothed for the time of the year. Children do spend a lot of time outside and when inside we often do activities that may result in clothes getting dirty. We discourage the children from wearing “good” clothing, as it may get dirty. Below are some guidelines to keep in mind when thinking about what is appropriate in our learning environment.

- Clothing should be appropriate for children in a school setting.
- We do not want to see undergarments of any kind.
- The midriff area is to be covered at all times.
- Tops need to cover adequately
- Shorts and skirts should be a respectable length and style.
- Clothing is to have no reference to alcohol, drugs, sex, inappropriate and insensitive comments or bad language.

Please ensure that your child has a spare set of clothes (underwear, socks, pants, shirt etc.). Clothes should be stored in a plastic bag labelled clearly with the child’s first and last name.

## 15 ABSENCE AND ILLNESS

- 15.1 In the event of your child’s absence from Boston After School Care Centre (BASCC), you are requested to notify the Supervisor in writing or telephonically (021 913 2686). Verbal messages from other learners are not acceptable.
- 15.2 Learners participating in sport matches are required to report to the Centre immediately after the match.
- 15.3 After Care fees are not pro-rated when learners are absent i.e. all fees are payable irrespective of whether learners are present or absent.

## 16 MEDICAL POLICY

- 16.1 All medication must be accompanied by a parent letter / doctor’s note that will be signed by the parent/guardian. The medication forms must be completed with the following information: Child’s name, medication name, dosage, time, date and parent’s signature. The staff who administers the medication shall complete the medication form.
- 16.2 The staff member must include the date, actual time the medication was administered, the name of the medication and signature each time the medication is administered
- 16.3 Only staff having a valid first aid certificate will administer medication.
- 16.4 Staff can refuse to give medications or to do a procedure for which clear instructions have not been provide or for which they are not trained.
- 16.5 All prescription medication must come in its original container, with the label intact containing the following information: child’s name, name of physician, date of issue, instructions and time.
- 16.6 Over the counter medication will only be administered according to the labelled direction.
- 16.7 No over the counter medication will be administered for more than three consecutive days without a physician’s order.
- 16.8 Emergency Medication: All children requiring emergency medication (Ventolin, allergy medication, epi-pens, etc.) will have action plans completed and put in the room and put into the emergency binders.

## 17 ACCIDENT / ILLNESS POLICY

- 17.1 If your child is seriously injured we will contact you immediately. This includes possible broken bones, bleeding lasting more than 10 minutes, injuries requiring stitches or injuries to the head or back. In some instances, the children may be taken to the hospital by the After School Care Centre staff by the

way of taxi. If a serious injury/illness occurs, an ambulance will be called and the parent will be responsible for the cost of the taxi or ambulance.

- 17.2 If the staff are unable to get hold of the parent/guardian(s) or emergency contacts and your child requires immediate medical attention, the staff member is responsible for seeing that they receive the appropriate care until a parent can be contacted.
- 17.3 All serious injuries must be reported to the Deputy Principal / Principal within 24 hours of the occurrence of the accident. This includes all injuries to the head (with the exception of small bruises, scrapes, loss of tooth not resulting from blow to the head and cut lips)
- 17.4 All minor injuries must be documented on an Incident Report Form. Include date, time, child's name, description, how the accident occurred, any first aid performed, and the staff member reporting it. This will be signed by the principal and will be kept in the child's file.
- 17.5 If the child becomes ill at After Care, parents will be contacted and asked to come and pick up the child or arrange for another family member to come and pick up the child. Until the parent is able to do so, the child will be able to lie down in a quiet corner of the classroom

## **18 TOYS FROM HOME**

- 18.1 Our programs do not allow children bringing toys from home, as they could get broken or stolen. Toys from home include iPads, gaming systems, and any other electronics. Toys from home cause unnecessary distractions.
- 18.2 During the holidays, however, children may bring toys to the After Care. No staff member or for that matter the School will be liable for any loss / damage to such toys.

## **19 SPECIAL DAYS**

- 19.1 Parents are requested to liaise with the Supervisor in the event of a special day celebration to be held at the After Care Centre, for example, birthdays or other special days.
- 19.2 Parents sending snacks / birthday cakes or gift packs must take cognisance of the dietary requirements of all children, especially nut allergies, halaal requirements or other food related allergies. Parents are encouraged to send healthy snacks.

## **20 HOMEWORK SUPERVISION**

- 20.1 Opportunity and facilities will be provided for homework to be done. However, the responsibility for the satisfactory completion or preparation of any work remains with the learner and parent.

## **21 CELLULAR PHONE / SOCIAL MEDIA POLICY**

- 21.1 All cellular phones should be switched off during your child's stay at After Care.
- 21.2 All telephone calls to parents must be made by the After Care staff using the office telephone line.
- 21.3 Learners are not allowed to use their phones to go onto social media sites, share pictures or videos with other learners or call parents during their stay at the After Care Centre.
- 21.4 The School will not be liable for ANY loss / damage / theft of any child's cellular phone.

## **22 NUTRITION / SNACKS / MEALS**

- 22.1 The school recognizes the importance of nutrition for proper growth, energy and health. That is why parents must provide a healthy snack for their children each day. On days that the children are in full day care parents/guardians will be responsible for providing a snack for the morning, lunch and the afternoon.
- 22.2 A refrigerator and microwave will be available if needed. However, learners are not allowed to use these unless supervised by one of the staff members.
- 22.3 Staff members are NOT allowed to prepare food (either heating or cooking) for children. All food provided by parents must be ready to eat.
- 22.4 The After Care will provide learners with cool drink or a fruit. Other snacks provided will be at the discretion of the School.

22.5 There are no Tuckshop facilities available. No staff member is allowed to sell anything to children attending the Aftercare Centre.

### 23 GENERAL OPERATIONAL MATTERS

- 23.1 All private lessons (art, ballet, swimming, speech and drama, etc.) are the responsibility of the parents. The BASCC Staff do not escort or collect learners from these lessons.
- 23.2 In some cases, the more senior learners are allowed to play on the top fields within sight of the Supervisors. They do **not** have permission to play on the embankments, lower fields or in the Tuckshop area.
- 23.3 The Recreation Centre will be used as an additional After Care venue on a rotational basis for learners from Grade 4 to 7.
- 23.4 During inclement weather, especially rainy days, the Grade R classroom may be utilized as an additional venue for the After Care children.

The implementation date of this Policy is March 2020 and this policy will be reviewed annually.

#### SIGNATURES

<b>SGB CHAIRPERSON</b>	<b>SGB SECRETARY</b>	<b>PRINCIPAL</b>
<b>C. Clark</b>	<b>L Eksteen</b>	<b>N Mangalparsad</b>
Signature:	Signature:	Signature:
Date:	Date	Date: