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Reg no: 2015/414027/07

# Aftercare



Email: [eduactivekidz@gmail.com](mailto:eduactivekidz@gmail.com)

## PARENTS GENERAL INFORMATION/CONTRACT 2018

Supervisor: Joanne Harrison (082 336 8768/076 818 9039)

We would like to welcome all our new children and parents to our Aftercare family. We hope your experience with us will be positive, exciting, fun and educational for your children.

We have a holistic approach and in so doing value the family unit and would like to work alongside you to offer your child the best care and assistance possible. We have an open door policy and welcome you to come in and talk to us at any time.

The Aftercare Centre, although run for your convenience from the Crossroads School premises, is being run as a completely separate entity.

### **Meet the Staff:**

Joanne Harrison, Chadene Langerman, Stacey Bartlett, Megan Robbertse, Paulina Bopape and Lyndall Crosbie

Having graduated as an educator and having a passion for children and adults with remedial and special needs, I have been involved with teaching and managing various education centres' catering for children and young adults of different education levels for the past few years.

Joining me is Chadene, who previously worked as a tutor. She has experience working with children in this field, she has also completed her level 2 First Aid Training. Chadene has a passion for working with remedial and special needs children.

Stacey and Megan work with us on our busy afternoons, usually four times a week. Stacey is currently busy with her teaching degree and Megan with a BA in APP (Applied Psychology in Practice) through Unisa. Both Stacey and Megan have worked locally tutoring remedial children.

Paulina concentrates on lunch and snack, which is served throughout the afternoon, she patiently attends to all the various requirements and requests that come in.

Lyndall concentrates on supervising the children on the playground, she enjoys interacting with the children and ensuring the safety.

**Enrollment:**

Enrollment and Indemnity forms are to be completed annually for each child who attends Aftercare whether on a regular or casual basis. It is of the utmost importance that all information, especially telephone numbers, are kept up to date.

**Membership:**

**Regular** - a child who attends Aftercare on a Monday to Friday basis during the school term.

**Casual** - a child who attends Aftercare on selected days

**Adhoc** - as the need arises throughout the term.

**Fees for 2018:**

For both regular and casual attendees, there is a non-refundable admissions fee of R650.00 (six hundred and fifty rand) which is payable on registration of the Child to secure a place. The monthly fees are payable by the 1<sup>st</sup> of each month.

**Regular** - R1650.00 per month (over 12 months)  
R1980.00 per month (over 10 months)

**Casual** - R 130.00 per day

**Adhoc** - R 130.00 per day

**Invoicing and Payment Arrangements:**

Aftercare fees are payable at the beginning of each month for Regular and Casual membership and on the day for Adhoc members.

**Banking Details:**

Eduactive Kidz

First National, Rosebank

Cheque Account,

Account No: 625 770 29 070

Branch Code: 253-305

Ref: (Child's name)

**Termination of Membership:**

For both Regular and Casual members, a terms notice, in writing, is required.

**Hours of Operation:**

The Aftercare is open daily throughout the term from 13:00 / 13:45 / 14:00 until 17:30 and on Fridays from 13h00 for all grades. On days where school closes early for annual events or holidays (i.e.: Bug Run, Movie Night etc.) the aftercare will be open from the School's closing time.

**Private School Terms for 2018 are as follows:**

**TERM 1**

Pupils Start: Wednesday 17 January

Close: Wednesday 11 April close 12:00

Half Term: Thursday 1 March close 12:00

Return: Tuesday 6 March

**Public Holidays:**

Wednesday 21 March (Human Rights Day)

Friday 30 March (Good Friday)

Sunday 1 April – (Easter Sunday)

Monday 2 April (Family Day)

**TERM 2**

Pupils Start: Wednesday 2 May  
Close: Friday 3 August close 12:00  
Half Term: Friday 22 June at 13:00  
Return: Monday 2 July

**Public Holidays:**

Saturday 16 June (Youth Day)  
Thursday 9 August (National Woman's Day)

**TERM 3**

Pupils Start: Tuesday 4 September  
Close Pupils: Thursday 6 December  
Half Term: Thursday 18 October at 12:00  
Return: Tuesday 23 October

**Public Holiday:**

Monday 24 September (Heritage Day)

**Extra Murals:**

At the start of each term, once your child's extra murals have been determined, it is of *utmost* importance that the Aftercare Centre is furnished with this information (which days, extra murals and times your child will be attending) this needs to be given to the Aftercare in writing. When you are notified of matches that your child will be participating in, please let the Aftercare Centre know and whether or not they will be returning to Aftercare after the match.

**Daily Procedure During Term Time****Sign in times:**

Directly after school each day, children are to go to the Aftercare Centre (In the Middle Unit Opposite the new building) in order to be marked present. Except grade R children who will be collected from their classroom.

**Monday-Thursday**

Grade R - 13h00  
Grade 1 and 2 - 13h30  
Grade 3 and 4 - 13h45  
Grade 5 to 7 - 14h00

**Fridays**

Grade R - 12h45  
Grade 1 and 2 - 13h00  
Grade 3 and 4 - 13h00  
Grade 5 to 7 - 13h00

We do all extra OT and Speech Therapy homework that is required with our full time children

Children participating in extra murals need to go directly after their extra mural to the Aftercare Centre in order to be marked present or straight after school if the extra mural has been cancelled for whatever reason.

The children are expected to sign in and change into civvies, they then eat their lunch.

**Summer Lunch Menu:**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>LUNCH</b>	Toasted Cheese and Tomato sandwich	Rice and Chicken Nuggets with Gravy	Pasta Salad with Shaved Chicken on the side	Mashed Potato, Mini Chicken Rolls and Gravy	Pizza
<b>SNACK</b>	Seasonal Fruit / Yoghurt	Seasonal Fruit / Yoghurt	Seasonal Fruit / Yoghurt	Seasonal Fruit / Yoghurt	Popcorn / Seasonal Fruit

**Winter Lunch Menu:**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>LUNCH</b>	Vegetable Soup and fresh bread	Chicken-a-la King and rice	Macaroni Cheese	Mash Potato with Chicken Nuggets with Gravy	Pizza
<b>SNACK</b>	Seasonal Fruit / Yoghurt	Jam or Peanut butter sandwich	Seasonal Fruit / Yoghurt	Jam or Peanut butter sandwich	Popcorn / Seasonal Fruit

Drinks: Water, Rooibos tea or Fresh fruit juice (100%) (watered down), Ice tea (watered down)

The watered down Ice tea, we find is very good for stabilising moods as children come off the medication and doesn't have a negative effect on children with hyperactivity (as yet). Please if you don't want your child to have Ice tea, let a staff member know.

Should your child have specific religious or dietary requirements, we will do our best to accommodate it. If you would prefer that your child have any other type of food or fluids, please supply them yourself.

All food is freshly prepared on the day

We have a lunch table, there are always toasted sandwiches, seasonal fruit and yoghurt available. Prepared (hot lunch) is served every hour (1pm, 2pm, 3pm) to accommodate children who don't eat until their medication wears off and extra murals.

**Homework times:**(Monday to Thursday)

Grade 0 - 13h30 to 14h00

Grade 1 and 2 - 14h15 to 15h15

Grade 3 and 4 - 14h30 to 15h30

Grade 5 to 7 - 14h45 to 16h30

Once their homework is complete they may go outside and play. Grade 4 and up do their homework in the 'Homework Room' which is located next door to the tuckshop.

**Snack times:**

Grade 0 - 16h00

Grade 1 and 2 - 16h00

Grade 3 and 4 - 16h00

Grade 5 to 7 - 16h00

After 16h30 any leftover food/snacks will be left for the children to help themselves.

### **After Homework and on Fridays:**

Relaxing, structured and supervised activities such as singing, dancing, games, drawing etc. will be offered. Craft type activities, science experiments and baking will also be available on Fridays and certain days.

### **General:**

- If your child should be absent, leave early to go home ill, or to go home with a friend or be fetched by persons other than those designated, parents must inform the supervisor in writing or SMS on the cell phone (082 336 8768). No child may leave Aftercare Centre unless the supervisor has been informed by the parent/guardian of the child.
- No child will be permitted to leave the Aftercare Centre without being signed out by the parent/guardian.

### **Closing time**

The Aftercare Centre's official closing time is 17h30, the school gates will be locked at 17h30 sharp. Please ensure that you collect your child timeously and **NO LATER THAN 17H30**. Failure to do so will result in a penalty fee of R150 (one hundred and fifty rand) per 30 minutes or part thereof of being charged and you will have to fetch your child from 88-8<sup>th</sup> Street, Parkhurst. After 16h00 please use the 'EXIT' gate on 2<sup>nd</sup> avenue. The gates will be kept closed for security reasons, if no one opens for you, please phone us to let you in.

In case of an emergency please call us on 082 336 8768 so we know what is happening and we can inform your children so they do not become traumatised.

### **Lost Property:**

Please ensure that all items of clothing, stationary and juice bottles are clearly marked with your child's full name. There will be a lost property box, please have a look through it when you fetch your child from the Aftercare Centre.

### **What your child needs to bring daily to Aftercare:**(Clearly marked with child's name)

- Change of clothing
- Jersey
- Erasable pen (should we need to provide pens for your child the cost will be added to your invoice)

### **Health and Safety Procedures**

- All staff are trained in paediatric first aid
- First aid box
- Visible list of emergency contact numbers.
- ADT linked response
- Security Guard until 16h30

### **General Aftercare Centre Rules**

Please refer to the Crossroads School building positive outcomes and disciplinary procedure and code for pupils on the D6 communicator which applies to the children attending Aftercare.

The children are expected to behave in a socially acceptable manner and to show respect to each other and the staff of the Aftercare Centre.

No jewellery may be worn at aftercare except watches, 'medic alert' bracelets or necklaces, crucifixes or Star-of-King-David necklaces, which need to be concealed and not visible. Girls may wear simple earrings such as silver/gold studs or small hoops.

Children are expected to be punctual and report to the aftercare at the close of school, in order to be marked present.

Children who are participating in extra-murals are expected to report to the aftercare directly after their extra-mural, in order to be marked present.

No child may enter the swimming pool area with a staff member present

1. Always be polite and speak politely.
2. Always be courteous to each other. Say "Hello", "Goodbye", "Please" and "Thank you".
3. Listen to each other with respect, even if you disagree with each other.
4. Be respectful of others' personal space.
5. Take responsibility for your own behaviour.
6. Always ask for permission to leave the class or go to the bathroom.
7. Be punctual.
8. Display an attitude of caring, sensitivity and helpfulness towards each other.
9. Display maturity if someone is unkind to you. Tell the person how you are feeling.
10. Walk on the corridors.
11. Clean up after yourself, throw rubbish into the dustbin.
12. Treat equipment with care and respect.
13. Leave the toilets as you would like to find them.
14. Dress appropriately in civvies.
15. Bikes, skates, roller blades, scooters and skateboards are only to be used on the grade 0 playground or the upper field under supervision.
16. Cell phones, tablets and Ipads are permissible at aftercare. The children are responsible for their own electronics, Crossroads, the aftercare and the staff are not responsible for loss or damage. Electronics are only to be used once all homework is complete and if a staff member has agreed to it (time is limited – the children are not permitted to sit all afternoon on them). If the children do not abide, the device will be confiscated and returned at the end of the day to a parent or guardian.

***Be the best you, you can be and be safe!***

***Right of Admission Reserved***