

WILLOW ACADEMY AFTERCARE RULES FOR GR. 1 - 3

1. AFTERCARE GENERAL

- a. Our aftercare operates from the close of school until 17:15 daily.
- b. *If you require your child to attend aftercare for the day please notify the office by 09:30 in order for us to cater for your child.***
 - a. 14:30 learners**
 - We would like all these learners to have two packed lunches. One packed lunch will be for school and the other will be eaten during aftercare lunch time at 12:15. This must be a healthy packed lunch with a drink. No fizzy drinks, sweets or chips will be allowed, except on Fridays.
 - b. 17:15 learners**
 - A healthy cooked lunch is served during 2nd break & we also offer a light snack at 15:30 which is a sandwich.

2. HOMEWORK

- a. We do homework with our 17:15 aftercare learners. However, it still remains the parents' responsibility to make sure that the homework is completed correctly at home. It is not the aftercare staffs' responsibility to do homework with the learners, but it is done as a courtesy. We are here to assist our parents but we do not take the place of the parents.

3. EXTRA MURAL ACTIVITIES & SPORT

- a. All aftercare learners need to register before they go to extra mural activities. In this way we can keep a record of all children in aftercare. This is for the safety of our learners.
- b. Parents are asked to inform their child which activities they are to attend, and ensure that they have the correct clothing with them at school.
- c. Parents are also asked to inform the aftercare staff of their child's extra mural activities so that it can be included on the daily roster.

4. AFTERCARE UNIFORM

- a. To maintain a high level of discipline we encourage our learners to wear appropriate clothing to aftercare.
- b. Please ensure that all clothing items are marked and that an extra set of clothing is packed in case there is a need for a change of clothing.
- c. Learners are only allowed to wear the following:
 - Full school uniform (school shoes, blazer, etc.), or
 - Full sports uniform & sport shoes, or
 - Red T-shirt, sports jacket and blue shorts or blue jeans
 - *NB: 'Civvies' are only allowed to be worn on school 'civvies' days.*

5. COLLECTION OF LEARNERS

- a. All children must be signed out of the Aftercare Daily Register when they leave.

- b. The Aftercare Daily Register is a record of the number of children still in our care. We need to know this in case of an emergency.
- c. No child will be allowed to leave the aftercare premises without the parent or caregiver present. You have to come into the school yard to collect your child.
- d. We request a written letter AND photograph of the person, if your child will be collected by any other person. Under no circumstances will we release your child to another person without prior arrangement. The safety and security of your child is our priority.
- e. No hooting or shouting for your child will be allowed. We expect your full co-operation in this regard.
- f. Non-aftercare learners need to be collected promptly after school or sport.

6. FINAL COLLECTION OF LEARNERS

We expect our parents to adhere to the times given. The safety of our staff and children are very important to us.

a. 14:30 learners

- If your child is signed up for 14:30 aftercare, please note that if you are late your child will be placed on the 17:15 Aftercare Register and you will be liable for that fee for that day.

b. 17:15 learners

- 17:15 is the FINAL COLLECTION time. Anyone that arrives after this time (with or without a notice of excuse) will be charged a latecomer's penalty fee, which must be paid, in cash, to the aftercare staff.
- All non-aftercare learners will be placed on the register if they are still at school at 14:30. These parents will be expected to pay the full aftercare fee for that day, in cash, to the aftercare staff, and if children are collected after 17:15 they will also be liable for the latecomer's penalty fee.
- Additionally, latecomers will need to sign a late notice before the child is released into their care.

c. Latecomer's penalty fees:

- **First 10 minutes: R100.00**
- **Every 10 minutes thereafter: R50.00**

7. AFTERCARE WHATSAPP CHAT GROUP

The following chat group rules will apply to the Aftercare Chat Group:

- a. The Willow Academy Code of Conduct applies to this chat group.
- b. The chat group will be used for aftercare information only.
- c. No spam messages, advertisements or other general information will be allowed on the group.
- d. No foul language or personal attacks will be allowed.
- e. Before sending a complaint to the group, identify the "administrator" and share your thoughts with him/her in a personal message.
- f. The group will only be active until 18:00 – please respect each other's family time thereafter.