



Est 1935

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Christian Brothers' College Boksburg

Konig Rd, Boksburg, Gauteng

011 917- 9518 | www.cbc.org.za

AFTERCARE POLICY

We provide the service of a well-equipped Aftercare Area to our Year 000 – 7 learners in order to assist parents whose learners require supervision after a school day. Our aim is to provide a safe, relaxed and happy environment where the learners are encouraged to learn, play and participate in extracurricular activities.

The Aftercare Area is managed and supervised by staff employed by Christian Brothers' College, Boksburg who are well-equipped in the practice of supervising young learners.

Provision is made for supervised homework sessions overseen by qualified staff from the Junior and Senior Primary Schools.

AFTERCARE POLICY AND PROCEDURES

1. SERVICES OFFERED

- 1.1. Learners are assisted with some homework and are supervised by Junior and Senior Primary School staff.
- 1.2. Learners are assisted with access to extramural activities, sports and other afternoon activities within the confines of the College grounds.

2. SAFE ENVIRONMENT

- 2.1 The Aftercare Staff are responsible for the learners during their time at the Area.
 - 2.2 A register is kept of all learners in attendance at the After Care Area.
 - 2.3 Every reasonable precaution will be taken to provide a safe environment for the learners at the Area.
 - 2.4 It is the responsibility of the parents to inform the Aftercare staff, either telephonically or via email, if they are unable to collect their sons and to indicate who will be collecting the learners.
 - 2.6 Please be reminded that learners are not allowed to have or use their cell phones at Aftercare. The staff cannot be held liable for any theft of damage of electronic devices.
 - 2.7 Injuries will be dealt with in an appropriate manner. All staff have the appropriate First Aid training.
- Minor injuries, for example cuts and bruises will be dealt with in an appropriate manner.

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Serious injuries will be handled as follows:

- First Aid will be administered by a trained Aftercare staff member.
- Paramedics called in.
- Parents Immediately notified.
- If hospitalization required, then child will be taken to nearest hospital / clinic
- Parents will be responsible for all costs.

2.8 Parents must inform the Aftercare Staff or School Secretary if their child is ill and not at school.

3. HOMEWORK

3.1. Homework supervision takes place from Monday to Thursday and homework classes take place immediately after lunch.

3.2. Junior Primary School learners do their homework at the Aftercare Area under the supervision of Junior Primary School Staff. Senior Primary School learners will do their homework at the Senior Primary School venue under the supervision of their respective year teachers.

3.3. All homework completed under supervision will be initialled. The onus is still on the parents to check the homework diary and to sign it. Junior Primary School parents are encouraged to personally listen to their son read each day.

4. CLOTHING AND POSSESSIONS AT AFTERCARE

4.1. Learners must bring a school cap to Aftercare as a "no cap no play" policy applies.

4.2. All clothes and possessions must be clearly marked with the learner's name.

4.3. No toys from home are allowed in the Aftercare Area.

5. DISCIPLINE

5.1. The College Code of Conduct is applicable at the Aftercare Area and should be followed all times.

5.2. A learner will be taken aside for correction if he displays unacceptable behaviour.

5.3. The staff will endeavour to enforce consistent, fair discipline when necessary so that each learner will learn respect and self-discipline.

5.4. Parents will be contacted whenever a behaviour problem arises.

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

In order to achieve this:

- The staff of the Aftercare will discourage the following behaviour: bullying, name calling, swearing, racial or any other form of discrimination, kicking, smacking, pinching, fighting, biting, spitting or any other form of physical violence towards other learners and staff.
- No using or taking of anything that does not belong to you.
- No disrespectful behaviour or attitude towards any other learner or staff member.
- Reasonable behaviour is expected from all learners 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 learners's behaviour.
- Staff will not use any form of corporal punishment, humiliation, 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 learners.
- learners 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 learners confidence as effective problem solvers and promotes respect for their peers.

6. COMMUNICATION

6.1. Open, honest and clear communication is essential for good relationships. Parents should communicate at all times with the Aftercare staff in the event of absence or a change in a learner's extra-mural activities.

6.2. Aftercare staff may be contacted telephonically between 13h15 and 17h30 on weekdays. For less urgent matters, email correspondence may suffice.

7. PARENT GRIEVANCE PROCEDURE

All grievances should first be discussed between the parents and the Aftercare staff in a

spirit of understanding with the aim of finding a resolution. If the grievance cannot be resolved

between the parties concerned, the matter should be referred to the relevant Principal.

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8. OPERATING HOURS

8.1. The Aftercare Area is open between 13h15 and 17h30 on weekdays.

8.2 The main school entrance will be the only entrance and exit point for Aftercare.

8.3. A late collection causes a lot of stress and frustration and is therefore completely discouraged.

9. HOLIDAY CARE

9.1 Aftercare provide full day holiday care from 7:00 to 17:00 during specified weeks in school holidays

9.2 Learners who attend Aftercare during the school term are automatically accepted for Holiday Care. (Learners who attend Aftercare full time during the school term, will attend Holiday Care free of charge. Learners who attend Aftercare part time during the school term, will pay monthly rates.)

9.3 No learners from other schools will be accepted at Holiday Care.

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

9.5 Belongings to be marked clearly.

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