



## TREE TOPS' SCHOOL AFTERNOON SESSION 2018

Welcome to Aftercare and a special welcome to parents of children who are joining us for the first time!

### Information Regarding the Aftercare Programme

The Afternoon Session at Tree Tops is run by trained educational staff employed by the Governing Body for the benefit of working parents who have children at the school.

### Times of operation

The Afternoon Session operates from 12 – 5pm during school terms. Parents have the choice of two exit times, with related fee structures ie. Children can attend up until 2.30pm, 3pm (extra snack fee) or for the full afternoon until 5.00pm.

Please contact the Silverton office if you need to know the cost of attending fewer days a week. Please note, however, that attendance must be on a regular basis and 'casuals' are not accepted. (The 'comings and goings' of casuals is difficult to monitor and compromises security.)

### Lunch

Tree Tops does not serve lunches. We have pupils from various cultures and religious groups with different dietary requirements/ restrictions. In addition, some children are prone to allergies and all children have personal likes and dislikes! We, therefore, find that it is better for parents to provide children with a lunchtime snack which caters for their particular needs. Please ensure that food provided is 'healthy' – NO sweets, cakes or sweet biscuits are acceptable.

Lunches should be packed in a separate lunch-box and placed in their special Aftercare bag. Children in the Afternoon Session, therefore, require 2 lunch boxes with juice bottles; 1 for morning snack in their main Tree Tops' bag & 1 for lunchtime snack in their Aftercare bag.

Tree Tops, does, however serve a snack for those children who stay past 2.30pm. This consists of a brown bread sandwich (with either jam or marmite) and a piece of fruit, with a cup of filtered water.

### Departure Procedure

If your child is new to Aftercare and you are not yet known to the staff, please introduce yourself to the staff and let them know who will be collecting your child in the afternoon.

Children must be collected by a parent or other designated person as stated in the Contact Details Form. If another relative or friend is fetching your child, the school must be notified by the parent IN WRITING. If it is a last minute change-of-plan, then a member of the Aftercare staff can be contacted on the Aftercare phone. Unless permission is received, children will not be allowed to leave – in the interests of their security.

Children who are in the 1<sup>st</sup> session (up until 2.30) must be collected ON or before that time.

There is a 3pm pick-up option (with an extra fee).

Children in the 2<sup>nd</sup> session must be collected by 5pm SHARP!

*The Aftercare staff are employed up until 5pm. Parents who collect their children after 5pm will be levied a fine of R30 for every 10 minutes (or part thereof) past the closure time. If parents repeatedly fail to collect their child by 5pm, the child will no longer be admitted to the Afternoon Session.*

**FOR SECURITY REASONS, PARENTS ARE KINDLY REQUESTED TO SIGN (and time) THE EXIT REGISTER WHEN LEAVING WITH THEIR CHILDREN.** Please do not allow siblings to collect children and sign the register.

#### Notice of Absence

If a child is ill, or will not be attending Aftercare at any time, the school must be informed by 11.00am on that day.

#### Illness, Injury

If a child becomes ill during the course of the afternoon, the group leader responsible will make contact with the parent/parents to see if an early collection can be arranged.

If a parent is not contactable and the illness is not severe, the child will be made comfortable and kept at school until the normal departure time.

In the case of severe illness, or injury, where parents are not contactable, the staff will try to contact the designated person on the child's contact form. Failing that, they will contact the Principal or Deputy Principal and act in loco parentis to take the child personally to a doctor or casualty department of a nearby hospital.

Note: If a child has an illness that requires medication, staff members will only be allowed to administer medicines orally, **if signed written permission and instructions are given by the parent/s.**

Facilitators are trained in First Aid and CPR on an ongoing basis. Each year one member of the Aftercare staff is sent on a refresher course.

#### Clothing

The Afternoon-Session is an extension of the programme at Tree Tops. Children must, therefore, wear the required 'uniform' during this time.

#### Groups

The children are divided into 3 'family' (mixed age) groups. Each group is named after a wild animal, with each one headed by a facilitator, these are as follows:

**Cheetahs – Mrs Frisith Khuzwayo**

**Springboks – Mrs Anne Walker**

**Buffalos –**

**There is a separate Junior Primary Group whose facilitator is Ms Lee Van Niekerk.**

Please note: Children address the Aftercare leaders by their surnames (as they do during the school morning).

Please introduce yourself to your child's leader, and approach her directly with any queries.

Each child will be given a badge with their group and 'leader's' name. This can be stuck onto your fridge (there is a magnet attached!) as it has the Aftercare number on it.

We ask that you bring any concerns about your child, or the Aftercare programme immediately to the attention of the Aftercare facilitators.

### Programme

The Afternoon Session programme has been devised to be enjoyable, relaxed and interesting. The groups alternate outdoor play, creative/craft activity and story-time. The programme is as follows:

- 12.00 Arrival and snack
- 12.30 Outside playtime
- 1.15 Creative activities
- 2.00 Story time for those children who leave at 2.30  
Outside play for those who leave at 5.00
- 2.30 Snack provided by the school
- 3.00 Children to be collected for this time option
- 3.15 Outside playtime
- 4.00 Inside play and storytime

### Norms and Values

The norms and values in terms of self-respect and respect for other people and property, as well as awareness of caring and sharing that are part of the Tree Tops ethos, are re-inforced during the afternoon.

### Communication

Should you need to contact the Aftercare staff urgently, please phone the **Aftercare cell phone 0837832548**

We ask that you bring any concerns about your child, of the Aftercare programme, immediately to the attention of the Aftercare facilitators. You may also contact the Principal, Mrs Robinson, either by email ([principal@treetops.org.za](mailto:principal@treetops.org.za)) or phone.

Likewise, if you have suggestions for improving the Aftercare programme in any way, please put these in writing, marked in an envelope 'Aftercare. Att: The Principal' or by email.

We look forward to having relaxed, happy and enjoyable afternoons with your children.

Regards,

The Aftercare Staff

**NB: In the interests of all the children in our Afternoon Session, please MAKE SURE that you close the gates behind you when entering and leaving the property.**