

AFTER SCHOOL CARE



School contact details:

Office: 032179521

Email: admin@salford.school.nz

Website: www.salford.school.nz

School Stream APP.

After School Care Coordinator:

Gaye Templeton – direct contact details:

Cellphone – **02102202296 – Text** - Emergency use only.

Please use the school details either email, website or School Stream notification in the first instance.

Philosophy:

Salford School, After School Care, is a casually structured, caring, sharing, and fun programme where children are able to play and create their own fun, under supervision.

The children will have opportunities to learn new skills, play games and learn to socialize with other primary school- aged children. They will also be able to relax, as they would at home, read a book, or run around and play with others.

Service Provider:

Salford School, After School Care, is a service provided under the control of the Salford School Board of Trustees. The service will operate from the School grounds at all times.

Fees:

- 1 Child—\$5.18 per hour GST included
- 2 Children—\$8.63 per hour GST included
- 3 Children—\$13.80 per hour GST included

Accounts will be issued fortnightly and payments can be made directly online, eftpos, cash or cheque payable to Salford School.

AFTER SCHOOL CARE ACCOUNTS must be kept current or the service will be withdrawn.

Confidentiality:

All personal information shared will remain confidential. All sensitive conversations including telephone conversations shall be held discreetly.

All forms will be filed and secured with the School files.

Hours

Monday to Friday - 3:00p, to 5:30pm

All children attending Salford School are welcome to attend.

Attendance Bookings:

Children attending After School Care **must be enrolled** in the programme.

Parents must indicate on the enrolment form whether the child will be a permanent or casual attendee.

Parents can make bookings in one of the following ways:

1. By recording regular days on the enrolment form
2. By phoning the school office
3. By completing the attendance/absence form on the Salford School Website
4. By completing the attendance/absence form on School Stream

Cancellations can be made up until the time the session begins, but preferably before **2:30pm**.

Cancellation can be by telephone, email, completing the online form on the website or School Stream, or if after 2:30pm text to Gaye Templeton cell phone number direct.

If a cancellation is not made on the day the child is to attend, the full fee will be charged. Exceptions—student is absent from school due to illness/injury and the school has been advised.

Roll Call

Children will go directly to the hall with their backpacks, jackets etc (this is for them the end of their school day) at school finishing time.

A roll and head count will be taken.

If any child on the permanent booking list, or booked in for the day has not arrived by 3:15pm, the following procedure will be carried out:

- Check Class Teacher/Office to see if child at school or a late cancellation received
- A visual check of the playground
- A phone call to parent/caregiver by 3.30pm
- Regular checks will be made during the afternoon
- Daily attendance records will be maintained

Failure to advise the School of an absence **may incur a penalty charge**.

Programme Content:

Salford School will provide a safe, child focused, varied and stimulating programme that meets the developmental, emotional, cultural and physical needs of the attending children. The daily programme will allow for choice.

Some of the following activities will be offered on a daily basis:

- Toys available
- Supervised sport or active games
- Supervised group quiet game or activity
- Free use of games and equipment
- Free outdoor play e.g. adventure playground
- Homework supervision



Children will be encouraged to participate in planned activities but may choose not to. Whenever possible, alternative activities will be provided. The equipment will be well maintained and the area cleaned with activities and games packed away in the containers provided.

Programme content development will include consideration of the needs and interests of the attending children, with special attention given to traditional games and other activities that would be safe, inclusive and enjoyable for the children and caregivers.

FOOD

Children will be provided with afternoon tea, which will follow nutritional guidelines, e.g. sandwiches and toast, crackers, popcorn and cut up fruit. Parents/Caregivers are to advise in writing of any food allergies.

Sign Out Procedures—Late pickup arrangements:

Children will not be permitted to leave after school care until collected by parents/caregivers and sign out procedure is completed. If you require any other arrangements this will be discussed with the supervisor and a signed note by parents taking all responsibility, must be received and attached to the child's attendance agreement.

After school care will not take any responsibility for children once they have left our care at the arranged time with the authorized person, or in the pre-arranged manner.

The supervisor will not release any child to persons not identified on the information sheet. If any unauthorized person comes to collect a child the parents/caregivers will be contacted first for permission.

If contact cannot be made the child will not be released to that person. If the child has not been collected by **5:30pm**, a penalty charge of **\$13.80 per half hour** will incur at the supervisors discretion.

General Supervision:

- Children will be informed of the boundaries they are expected to stay within and must inform the supervisor when they are going to the toilet, and return immediately.
- Only one child to go to the toilet at any one time.
- Children will not be permitted to play in the school car park or alongside the fences or school boundaries.
- Children will be within the sight and sound of the supervisor at all times.

Missing Child Procedure:

- Children will be grouped together and head count taken.
- Thorough search within the school boundary and streets if required.
- Parents/Caregivers will be contacted immediately after search is complete.
- If child found before Parents/Caregivers called—Supervisor will discuss the incident when the child is collected.

Behaviour Management:

Salford School After School Care operates a restorative justice programme for behaviour management, based on the programme used during school.

At the beginning of each term, the supervisor and children will discuss the rules and the consequences when they are broken.

The rules are based on:

- Respect for each other
- The environment
- The equipment

Positive reinforcement will be used at all times and a stimulating and varied programme will be provided to avoid boredom.

Consequences for bad behaviour may include:

- Being removed from the activity and placed in time out in a clearly visible spot for 5 minutes.
- The student having to find a way to fix the problem with the injured or aggrieved party.

If the child continually misbehaves, parents will be informed and will be asked to support the supervisor in their attempts to encourage good behaviour.

If the agreed course of action is not followed by child and/or Parents/Caregivers, the child may be excluded from the After School Care Programme for a period or permanently.

The Principal will be involved in this decision.

Injury/Incident Management:

Salford School will use every endeavour to ensure a safe environment for all children in After School Care.

All accidents/injuries will be treated using the Salford School Student injury/ management procedure.