



5:2

## PROCEDURES FOR AFTER-SCHOOL CARE

### REGISTRATION:

- Pupils may be booked into ASC by parents before school and during the school day, via the school office.
- At 3.00 pm children in ASC report to ASC rooms to ensure that their names are recorded on the register. Children need to bring their bags and blazers to the ASC rooms. On fine days children may then play outside until the 3.20 pm bell.
- A handbell will be rung at 3.20 pm as a signal to the children in ASC to line up for an additional attendance check. Children who are in ASC must register with the ASC staff before going to their activity.
- When the register has been marked children will be taken to the ASC room – Years 0-3 in the Art room and Years 4-8 in the Science room.
- When children have been settled in their room, the Supervisor will check the school to ensure that all children who should be in ASC are accounted for.
- Any child in the school grounds after 3.30 pm is automatically deemed to be in ASC and must be entered in the register.
- Any child remaining at the school after the conclusion of after school activities such as extension classes, Kapahaka and sports practices must report to ASC.

### PROGRAMME:

- Children are expected to work on Homework tasks with assistance from ASC staff until afternoon tea is served: at 4.00 pm for Years 0-3 and 4.15 pm for Years 4-8. On Fridays homework time may be replaced by other activities.
- At the conclusion of afternoon tea a programme of supervised activities will be provided, eg. art, craft, organised games, board games, video/DVD. The Library is available for pupils who wish to read or continue working on Homework. The hall is available for indoor games.
- ASC children need to be supervised at all times and it is the responsibility of ASC staff to know the whereabouts of all children in attendance.

### BEHAVIOUR:

- School policies, procedures and rules apply during ASC.
- Children are not to return to their classrooms or lockers while in ASC except under adult supervision.
- Concerns regarding children's behaviour should be referred to the Principal or Deputy Principal.

### SIGNING OUT:

- It is the responsibility of parents to report to the ASC Supervisor for their children to be signed out each day.

### STAFFING:

- ASC staff must be police checked before being employed.
- ASC staff will have an up-to-date first aid certificate. The cost of appropriate training will be met by the school.

- A minimum of two ASC staff will be rostered each day. This allows one staff member to check pupils in while one staff member is on duty in the playground from 3.00-3.20 pm.
- Requests for leave will be made in writing to the Supervisor.
- Staff who are unable to work because of sickness or other circumstances are to inform the Supervisor by 10.00 am.
- Information regarding children is to be regarded as completely confidential.

#### **SUPERVISOR'S RESPONSIBILITIES:**

- To ensure appropriate professional standards and relationships are maintained
- Organisation of staff including the delegation of duties and contacting relieving staff to cover short term absences
- Planning an appropriate programme and activities
- Maintaining accurate attendance registers for years 0-3 and years 4-8
- Preparing a weekly summary of hours attended for each child and forwarding it to the Bursar each week.
- Ensuring staff time sheets are completed
- Supervision of ASC staff
- Ensuring that rooms are left clean and tidy
- Ensuring that the school building is locked each day and that the playground gate is opened at 4.30 pm
- Liaison with the Principal, who indicates when he is departing from the premises and his likely return.

#### **FIRST AID:**

- ASC staff may administer first aid for minor injuries and record treatment in the ASC first aid book
- More serious injuries/concerns need to be reported to school staff as per guidelines in the School Health and Safety Policy and recorded in the ASC first aid book

#### **ACCOUNTS:**

- Accounts will be issued by the school Bursar who will also handle any queries regarding accounts.

#### **RESOURCES:**

- Requests for afternoon tea supplies and other resources are to be made by the ASC Supervisor to the Deputy Principal.

Refer also 5.1 Policy on After-School Care.