



**Soneike Private School**  
**Aftercare and Before/Holiday Care Program: Operational Policy**

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### **Program Overview**

Our After School Program operates from the start of the school year in January through November. Please be advised that aftercare services are suspended during scheduled school special calendar holidays. Holiday care is offered *only* during the school breaks following Terms 1, 2, and 3. Enrollment in the aftercare program is a one-year commitment, and annual re-registration, along with payment of the registration fee, is mandatory for continued participation.

### **Facilitating Learning, Growth, and Development**

Our After School program provides on-site supervision from school dismissal until 6:00 PM, with Before-Care commencing at 6:00 AM. The program design ensures a productive balance between structured, counselor-led activities and periods of free time for self-directed exploration. Key components include daily enrichment activities, presentation opportunities (e.g., music and theater), literacy development, supervised outdoor physical activities and playground time, supervised homework assistance, and a nutritious afternoon snack. Daily afterschool activities encompass various centers, board games, building activities (such as Legos), crafts, and reading. A fully completed registration form, which must include Emergency Contacts and Authorized Pick-up information, is required for every attending child.

### **Aftercare Venues**

1. **Soneike Pre-primary (SPP) Center:** This center is designated *exclusively* for children attending Young Mind and SPP schools. While Before-Care takes place at each respective school, children enrolled in the Aftercare program will be transported to the SPP venue.
2. **Explorer Center:** This venue accommodates children from Explorer's Trailer Blazer and the STEM school. The Discovery school does not have children enrolled at this aftercare location. **All Grade 3 students requiring aftercare will be accommodated at the Explorer center.**

The strategic selection of these specific venues in Van der Stel aims to minimize travel distance for parents/guardians with children attending different schools. Furthermore,

this route was chosen for its reduced traffic congestion, facilitating a more efficient pick-up process.

### **Morning Schedule**

The morning program is strictly a supervised waiting period focused on ensuring the children's safety until the commencement of the school day.

### **Afternoon Schedule: Grade R to Grade 6**

<b>Time</b>	<b>Activity</b>
2:00 PM to 3:00 PM	Attendance Registration / Snack Service / Announcements
3:00 PM to 4:00 PM	Homework Assistance / Story Time
4:00 PM to 5:00 PM	<b>Group Enrichment Activities:</b> Monday - Arts & Crafts, Tuesday - Uno, 30 Seconds, Wednesday - Dance and Music, Thursday - Snakes and Ladders, Friday - Heads Up, Seven Up, Duck, Duck, Goose
5:00 PM to 5:30 PM	Outdoor Activity (Weather Permitting)
5:30 PM to 6:00 PM	Clean-up / Dismissal

### **Afternoon Schedule: Grade 7 to Grade 12**

<b>Time</b>	<b>Activity</b>
3:30 PM to 4:00 PM	Attendance Registration / Snack Service / Announcements
4:00 PM to 5:00 PM	<b>Homework Assistance.</b> <i>Special Note:</i> If the child has a private tutor, the parent/guardian must inform the school in writing, providing the tutor's name and identification number, so they may be

Time	Activity
	added to the child's file. Tutors are welcome to attend during this time. This period is also suitable for children attending special needs or therapy sessions, provided all necessary details are communicated to the school.
5:00 PM to 5:30 PM	<b>Group Enrichment Activity:</b> Quiet Self-Study Time.
5:30 PM to 6:00 PM	Clean-up / Dismissal

## Snacks

We provide an afternoon snack and homemade juice. Parents/Guardians are permitted to pack an alternative drink or snack. If your child has a diagnosed food allergy, please ensure the School is informed. In such instances, the parent/guardian assumes responsibility for providing a nutritious snack that meets the child's specific dietary requirements.

## Menu

Day	Snack
Monday	Hot Dog served with Homemade Juice
Tuesday	Jam Sandwich and Homemade Juice
Wednesday	NikNaks Chips and Fruit
Thursday	Muffins and Homemade Juice
Friday	Fruit

## Staff

All staff members have undergone screening procedures in accordance with the school's guidelines. All aftercare educators are at least 18 years of age. During the hiring process, we prioritize candidates who demonstrate responsibility, motivation, organization, creativity, diligence, and reliability.

## **Parent Involvement**

Feedback from parents/guardians is highly valued and encouraged. We recommend that parents/guardians schedule an appointment with the Principal to discuss their child's progress or address any concerns. In addition to the behavioral expectations set for our students, we require every parent/guardian to conduct themselves appropriately at all times. This includes all communications and interactions with the Principal and staff. Inappropriate language, conduct, or actions directed toward any staff member, child, or other parent will not be tolerated and may result in the termination of services.

## **Communication**

The Before and Aftercare program operates with an open-door policy. Please feel free to direct any questions or concerns regarding any aspect of the program to the Principal for discussion at any time. Inquiries concerning tuition, policies, staffing, activities, or a child's participation in the Program may be directed to the Director of Operations at [Zanrich@soneikeschools.org](mailto:Zanrich@soneikeschools.org).

## **Absent Students**

No deductions or refunds will be issued for days or weeks that a student is absent from the program. There is no charge for Before and After Care services during official school holidays.

## **Cancellation of Service and Payment**

Cancellation of the service requires one full calendar month's written notice. The official cancellation link is available on our website or can be requested from the Director of Operations. The fee for this service is combined with the school tuition and cannot be separated.

## **Authorized Pickup and Emergency Contact**

Only individuals explicitly listed on a child's registration form are authorized to pick up the child. Family members, if not listed, are *not* authorized to collect a child. Verification

by the Principal or an assigned designee is required before any child is released to an individual not listed on the registration form.

### **Changes in Dismissal Procedures**

Should there be any modification to a child's dismissal procedures, the parent/guardian must notify the Before and After School Principal in writing immediately. Strict adherence to this procedure is essential to ensure the child's safety. A child will not be released to any person not listed on the enrollment form unless the Director is notified in writing by the parent/guardian that an additional person will be picking up the child. A copy of the parent/guardian's driver's license must be attached to the email notification concerning the new authorized adult for pick-up.

### **Illness & Injury**

Minor cuts and abrasions will be treated using standard first aid procedures. In the event of serious illness or injury, the Principal or designated staff will immediately contact the parents/guardians. If the parents/guardians cannot be reached, the designated 'emergency contact' will be called. The school reserves the right to contact public hospitals at any time deemed necessary for the child's safety, which may include transportation to an emergency medical facility. We kindly request that sick children remain at home.

### **Medication**

Teachers are *strictly prohibited* from administering any type of medication to any student. All medication must be administered by authorized, trained personnel. To administer any medication, a Medication Permission Form, signed by both the doctor and the parent/guardian, must be submitted along with the medication to the school's Main Office. The Before and Aftercare Program adheres to the same procedures outlined in the Student Handbook, which is available on the school website.

### **Personal Belongings**

Jackets, backpacks, lunchboxes, and other items left at the end of the afternoon session will be placed in the school's Lost & Found. Parents/Guardians are encouraged to check the Lost & Found frequently. Children are kindly asked *not* to bring personal items to the Before & After School Program. The Before & After School Staff accepts no responsibility for items that are lost, broken, or stolen during program hours. Prohibited

personal items include, but are not limited to, video games, cellphones, iPods, iPads, toys, money, jewelry, or any other items of high value.

## **Discipline Policy**

Students are expected to conduct themselves in a respectful manner while under the supervision of the After Care staff (this encompasses all after-school activities or any activity where school staff members are responsible for the students).

Parents/Guardians and students are provided with a Student Handbook detailing student behavioral expectations and the corresponding consequences for misconduct. The handbook is reviewed and revised annually and is shared with families at the beginning of each school year for review and acknowledgment.

Disrespect toward staff, destruction of property or equipment, vandalism, the use of profanity, or any other unacceptable act will result in disciplinary action. We expect all students to exhibit politeness, courtesy, and respect. Persistent or severe misbehavior may lead to the student's expulsion from the program. For comprehensive details, please refer to the Student Handbook on the school's website.

## **Fees & Payment Policies**

A special reduced rate of R450 is available for children who require part-time care. No discounts will be applied for days not attended. Fees are required to be paid in advance on a monthly basis, due by the 6th day of each month. Before and After Care fees are calculated based on a full-time monthly rate. Sibling discounts are not offered for this service.

## **Registration Fee**

A non-refundable registration fee of R300 per student is required for all program participants prior to commencing attendance. Registration fees must accompany the registration packet. Registration will be deemed complete **ONLY** upon the submission of the online Registration Form, which must include two EMERGENCY CONTACTS, and receipt of the registration fee payment, which must be processed 24 hours prior to the starting date. Hard copy registration forms are not available; registration must be completed *exclusively* via our Google Form. Families with prior unpaid balances will be ineligible to register and participate in the Before and Aftercare program.

### **Late Pick-up**

A late fee of R2.00 per minute per child will be assessed, commencing immediately after the program's official closing time of 6:00 PM. Late fees will be added to the child's tuition bill. Consistent late pick-up may result in the child's removal from the program. Staff are unable to remain on site after the program closure for activity updates or consultations regarding children. The Before and Aftercare teacher can schedule meetings during the hours of 1:00 PM to 6:00 PM. Communication via phone calls and emails is also welcome.

As our staff are already working late hours, we kindly request that parents/guardians ensure their child is collected promptly at 6:00 PM.

### **Acceptance and Signature**

I, the undersigned Parent/Legal Guardian, confirm that I have fully read, comprehensively understood, and unequivocally agree to comply with and abide by all terms and conditions stipulated within this Soneike Private School caregiving service Agreement.

Detail	Signature	Date
<b>Student Name</b>		
<b>Parent/Guardian Name</b>		
<b>Parent/Guardian Signature</b>		

For School Use Only:

Reviewed By:	Date Service Commences:	Route No.:

### **Acknowledgement**

I understand the above content and agree to abide by this policy. Any associated fines will be added to my outstanding bill. I understand that should the bill become overdue, the school's policy regarding non-payment of school fees will apply. I acknowledge



that this fine will not be treated as a separate payment. Should the outstanding balance be handed over for legal collection, I will not attempt to separate this payment.

**Sign here**

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**Name of the parent**

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**Registered Child**

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