



POLICY

After Care Centre & Holiday Care Programmes

This policy consists of 5 pages.

ROSEWOOD AFTER CARE CENTRE & HOLIDAY CARE PROGRAMMES POLICY

1. INTRODUCTION

- 1.1. **The objective** of this policy is to give overall direction for the operation of the **Rosewood After Care Centre & Holiday Care Programmes**.
- 1.2. **The aim** is to use the guidelines of the policy to create and foster educational and caring atmosphere that answers to the general characteristics of a well-functioning and safe environment for maximum care and development of the children in our care.

2. BACKGROUND

Rosewood Academy aims to provide a welcoming, safe and stimulating environment where children are able to enjoy learning and grow in confidence. We offer high quality learner after care at an affordable price. Working on a child/caregiver ratio of no more than 15:1, we deliver a fresh and vibrant approach to aftercare. It aims to give children “such a good time they just don’t want to go home!”

We offer parents an out-of-school-hours solution which is not simply child-minding, it also guarantees homework supervision which improves homework completion rates and thereby reduces the burden on teachers and parents.

3. PROGRAMME & INFORMATION

Rosewood After Care Centre offers activities ranging from arts and crafts to sports and fun food and experiments. In collaboration with the school, and supporting its values and ethos, our programs are tailored to complement the curriculum and themes running in the school.

A typical After Care weekly routine is:

- Monday: Arts & Crafts
- Tuesday: Music & Drama
- Wednesday: Sport & Games
- Thursday: Fun Food & Experiments
- Friday: Fun Activities

A typical After Care daily routine is:

- Roll call and recharge with a light lunch
- Homework
- Planned learning activity (e.g. Art and Craft)
- Outside play (weather permitting)
- Tidy up, Quiet time and children picked up.

These routines are a guide only and they are flexible enough to cater to children’s enthusiasm and interest on the day and can be altered to suit at the discretion of the AfterCare Coordinator.

Homework

Time is allocated for each child to complete his/her homework activities. This is a particularly important time as it allows children to focus on tasks in a supervised environment. If a child has no homework or finishes prior to the time planned, they will be allowed to choose other suitable activities which have an education focus.

Rosewood Academy staff will provide support to children in order for them to complete homework tasks. If there are any issues regarding homework or your child has specific needs please make sure the After Care Coordinator is aware of this and the information is included on the AfterCare Enrolment form.

Our staff is trained in the following:

- Behaviour Management
- Risk Management
- Health and Safety
- First Aid

Times

Rosewood After Care Centre only operates during school terms. The After Care Centre is open from 13:00 to 17:30 on school days (excluding the last day of each term - parents will be informed of a specific pick-up time).

Holiday Care

Wherever possible Rosewood Academy will try to provide holiday programmes based on the same parameters as our After Care - safe, stimulating, fun, and engaging. We offer full days from 07:30 am to 17:30, which will include lunch and snacks. The program may run anything between one and three weeks, depending on the duration of the holiday. Such programmes will be advertised during the school term.

Meals & Snacks

- Parents are to pack an additional lunch and snacks if their child attends After Care.
- Should you require a light lunch, this can be ordered weekly. A variety of healthy food choices will be on offer and the menu will be displayed each week. We welcome suggestions from parents. Order forms will be made available a week ahead of time
- Holiday Care programmes include a lunch and snacks in the daily fee.

Pick-up Arrangements

- Children must be fetched by 17h30 - a penalty fee of N\$50 will be charged for late pick-ups - **payable immediately**.
- Please ensure that your child is collected from the After Care Centre. No child will be allowed to go outside the gate unsupervised.

- When collecting your child, please allow him/her a few minutes to pack away whatever he/she is busy with. Please ensure that your child says goodbye to the supervisors.
- Should anyone other than the parent or guardian be fetching your child, notify the supervisors in advance by note, phone call or sms. For safety and security reasons, note that if no such notification has been received, the child will not be released from our care.
- If your child will not be attending After Care for any particular reason, e.g. dentist appointment or going to play with a friend, etc., please notify the supervisors. The supervisors will not be held responsible for any child who fails to report to After Care.

General Arrangements

- Children must bring a change of clothing, as they will not be allowed to play outside in their uniforms. NB: All clothing must be clearly marked.
- As a safety precaution, children attending After Care are required to remain within set boundaries at all times. Children will be informed as to where these boundaries are.
- Children must adhere to School rules and After Care Centre rules at all times.
- Parents are welcome to arrange an appointment to discuss any problems or suggestions with the After Care Coordinator at aftercare@rosewood.edu.na

Fees

- Fees are payable strictly in advance. **No credit will be given for days not attended.**
- One month's notice in writing is required for children leaving the Centre.
- A child will not be accepted in After Care if attendance fees have not been paid as per above or other prior arrangements have been made. The After Care Coordinator will receive instructions to this effect from the School office.

AFTER CARE FEES (Excluding Lunch)	
Early Learning Centre pick-up @ 17:30	N\$500 per month during the School Term
Primary School Learners pick-up @ 17:30	N\$900 per month during the School Term
Holiday Care Programme - 07:30 - 17:30	N\$200 per day

