



After School Care Policy

AFTER SCHOOL CARE POLICY

Introduction

The After-school care program is dedicated to providing a safe and caring environment, filled with educational and recreational activities where children can grow academically, socially and become well-rounded individuals. The After-school care program has a variety of activities, including homework supervision, screen time, indoor and outdoor games, arts & crafts.

Hours of Operation:

The After-school care program begins at 2:00 pm and ends promptly at 5:00 pm. Pupils must be picked up no later than 5:00 pm. If pupils are not picked up by 5:00pm, there will be a late pick up charge of **N2,000.00** per 15 minutes. This will be deducted from the child's incidental fees.

Enrollment:

In order to enroll your child in the After-School Care Program, the after-school care form, should be filled out appropriately, including the emergency contact. Payments must be made in full before the child is included in the program.

Accident & Incidence

We are committed to ensuring that the children and staff involved in the After-school care activity, do so in a safe and secure environment:

- There will be at least one member of staff on duty in each venue at all times with a relevant first aid qualification.
- An accident and incident recording book are available to record all events.
- Accidents/incidents involving children/staff/anyone within the After-school care program are recorded.
- Accidents/incidents involving children, are reported to parents/guardian, after school care coordinator and Head Teacher verbally, recorded in the accident/incident book and signed by the parent/guardian, After school care coordinator, Head Teacher and a member of staff.

Child Protection

We will ensure that staff have a clear understanding of their roles and responsibilities in protecting the children from harm, abuse, bullying and neglect. Our staff are trained on each type of abuse and the signs and indicators for each type. They are also trained to respond professionally with care and sensitivity if a possible abuse is fully or partially disclosed to them. As trained professionals the staff will immediately report any disclosures or suspicions to the Head Teacher.

- We will meet the recommended adult to child ratios at all times
- All relevant information on disclosed or suspicions of abuse shall be recorded.



After School Care Policy

Confidentiality

- Provide guidelines for staff on required records/reports.
- Provide guidelines for staff in the handling of confidential/sensitive information.
- Provide secure storage for files and information.
- Adhere to all relevant legislation in the keeping of records
- We will not disclose confidential information unless required to do so in matters of child protection

Management will ensure:

- Adequate staffing ratios
- Equipment/resources provided is age appropriate and plentiful for the numbers attending the program
- A yearly budget is set for the regular purchase of resources
- Strategies are in place to regularly assess the environment and program
- Staff are trained in child protection

The After-school care Supervisor will ensure:

- Activities are varied, age-appropriate and enjoyable;
- Daily routines are well organized, appropriately timed, and pleasant to participate in;
- Children are provided with opportunities to engage in individual, small group, and larger group activities;
- Children can participate in inside, outside, active and passive play;
- At all times, staff will maintain a fair, consistent, and positive approach to children's behaviour.

Behaviour Management

Behaviour management techniques will focus on the positive encouragement of acceptable behaviour. At no time will staff engage in any practice that is detrimental to the physical and emotional wellbeing of the children. This includes punishing children by physically hitting, withholding food and drink, isolation from the group, abusive, demeaning or condescending comments. There will be clear rules and boundaries of acceptable behaviour which staff and children will be aware of.

For inappropriate behaviour staff will:

- Remind the child in a firm manner what is expected;
- If the behaviour continues the child will be reminded again and warned of the consequences that will result.

Consequences must be appropriate and may include:

- Being removed from the activity and put into 'time-out', that is the child will be made to sit away from the group in a clearly visible spot for a period of time set by the staff member. Before the child returns to the group the staff member will review with the child what behaviour is expected;
- Having physical boundaries reduced (e.g. when a child continually leaves the



After School Care Policy

- defined boundaries);
- Not being allowed to play with a certain piece of equipment (e.g. when child continually misuses that piece of equipment);
- Children may be given duties to carry out (e.g. cleaning, picking up rubbish). If a child continually displays inappropriate behaviour, parents will be notified and will be asked to support the staff in their attempts to encourage appropriate behavior;
- When children are in conflict with each other, staff will encourage the children to resolve the situation themselves and aid them by making suggestions on how to do so. If children cannot resolve the conflict they will be removed from the situation.

Children with Special Needs

Children with special needs will not be excluded from the program providing that the supervisor is confident that the child's needs can be catered for, without negatively affecting the other children and to ensure that the child will benefit from being at the program.

Full information about the child's requirements including medication, diet and supervision requirements must be obtained from the parents and included with the child's enrolment form.

It is the supervisor's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and that they feel confident to provide necessary care. If the child will require further special aids, for example modified facilities, extra staff or staff training the supervisor will consult with the coordinator and Head Teacher who will make the final decision.

Each case will be considered individually and every effort will be made to include the child within the limits of the program resources.

Barakah Saleh Mutallab

BARAKAH SALEH MUTALLAB

School Director