

Jubilate Primary School
P O Box 30925
Kyalami
1684

54 Mercury Road
Crowthorne
1685

Tel: 011-023-7020
Fax: 086-505-2296
E-mail: aftercare@jubilateprimary.co.za



Dear Parents,

AFTERCARE – 2016

We welcome you and your child to Jubilate Primary School's Aftercare Facility. My name is Mrs. Kerryan Andrews, and I manage the Aftercare facility, whilst taking a group of the senior children for homework too. My team at Aftercare for 2016 includes our newest staff member starting with us in January 2016, Ms. Gail Buys (Assistant Manager and senior homework), Mrs. Martha Zitha (grade 2 homework; grade 0 facilitation), Mrs. Charmaine Jacobs (grade 1 homework; grade 0 facilitation) and Ms. Hlengiwe Mohutsiwa (playground and reading assistant).

Attached please find the following forms:

- enrolment form to be completed and returned;
- emergency contact information and collection information sheet to be completed and returned;
- indemnity form to be completed and returned;
- Aftercare information sheet simply for your information. Please do read it carefully though as it does contain important information.

We intend for Aftercare to be a place of safety and care for your child. Part of this care involves a supervised homework time, as follows:

Grade 0's, 1's and 2's:

Grades 1 and 2 each have their own homework assistant. The homework assistant will supervise their written homework fully. Spelling and sight words for the week will most often be practised, at times in writing and at times by recognition. Reading is done on an individual basis with the children. We do ask though that parents still listen to reading every day. This is quality time that you can spend with your child and a vital way for you to remain involved in their education. We also suggest that you check the homework your child has done at Aftercare, as it is possible for us to overlook something when we've done homework with many children. Grade 1 children do not use a diary, and we will pencil in any communication we may need to have with you as the parent. Grade 0's do not receive homework from their teachers. We however incorporate them into our homework sessions with a worksheet or two for them to do each afternoon, which reinforces the learning they are doing throughout the year during class time. Grade 0 children are split between the grade 1 and 2 classes, number dependent.

Grades 3, 4, 5, 6, 7:

This group of children are split into 2 groups and this is also a supervised homework time. Although for the most part, your child should be able to complete their homework for the day in this time period, at times for various reasons e.g. a sport activity, this may not happen. The duty person will tick those items in the homework diary that were completed at Aftercare, and then duly sign the diary. We may also stick a small sheet in which would assist you in knowing where there were issues of struggling to avoid too many notes in the diary. Please do check on the homework your child is doing from time to time. You may see something that the duty person has overlooked. Please also check your child's diary daily for any communication from us. Thank you for your understanding in this regard.

All grades are allowed to leave the class as they complete their homework.

Please do take time to read the attached sheet containing general information pertaining to the day-to-day running of Aftercare.

Hurt-Free Programme:

As is the practise at school, we also run the "Hurt-Free" programme at Aftercare. This programme is designed to encourage our children to be kind, courteous and considerate of other people, respecting each other and themselves by not using bad language, being kind to each other and not hurting each other physically. Before we will use the Hurt-Free programme, we will make use of "time-outs" where we feel it necessary. This is usually very effective in that it gives the child a chance to think over their behaviour. At the end of a time-out, we will do basic conflict resolution between the children involved giving each an opportunity to speak, helping them to see how they have hurt the other child, and give each child also then the opportunity to apologise. I believe that these are good life skills for children to learn. Failing this working, there are 3 groups in the Hurt-Free programme, as in a robot. Green is where all children begin and where we hope they will stay. Orange signifies that they have been cautioned as they have behaved badly towards another child. Being placed in the red group means that they have transgressed after being cautioned. Children receive 3 dots in the red group, with the 3rd dot meaning that they now have to wear a red badge at Aftercare. This method has proven very effective and I would ask for the parents' support as keeping our children in check means that both your child and the other children at Aftercare will in the long run be happier. You will not always be informed if your child has been placed in the orange or red group as the intention is not to humiliate your child, but rather to give them an opportunity to do the right thing. Once a child has been placed in the orange or red group, they need to prove themselves over the next day or so, to be able to be moved back to the green group. More serious offences will of course be discussed with parents as is required.

In conjunction with the Hurt-Free Programme, Aftercare will be instituting the "Daily Report Programme" from 2016. This will apply specifically to a child's behaviour and conduct at Aftercare. Whilst we don't expect "perfect" children, and also understand that Aftercare is a different set-up to the classroom situation, we can and do expect children to be well behaved for the most part. If a child continues to disrupt the homework room and the assistant needs to continue speaking to your child, or they continue to be disobedient to playground rules, and if time-outs have not been effective, we will have a 3-strike system. Children will be warned twice that their behaviour is out of line. You as the parent will be informed by the 2nd strike. On the 3rd strike, they will receive an "Aftercare Daily Report" form which will accompany them to Aftercare every day, be filled in by the assistant every day, and is to be signed by you as the parent every day. Continued disruptive behaviour will result in us requesting your child be removed from Aftercare.


Forms and Fees:

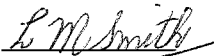
Kindly return all forms (as listed above) to be completed as soon as possible. These forms are kept separate from the information forms that you have completed for the school office in order that they may be easily accessible in an emergency. **For our returning parents, the forms do have to be completed each year as information does change.** Please note that Aftercare is billed monthly, in advance, together with your school fees at R14 800-00 per child, per year. Any and all queries regarding fees are to be directed to the bursar, Mrs. Stapelberg at: bursar@jubilateprimary.co.za

Please remember that I am always available should you feel the need to discuss anything regarding your child's Aftercare attendance. As far as possible, we will also inform you of things we may feel you need to know about. Please also do keep us informed as to any changes in your child's life. It helps us to understand certain behaviour changes and to deal more effectively with your child at Aftercare.

Together with the Aftercare Staff, I look forward to a special year with your child.

Sincerely,


Mrs. K. Andrews
Aftercare Manager


Mrs. L.M. Smith
Principal