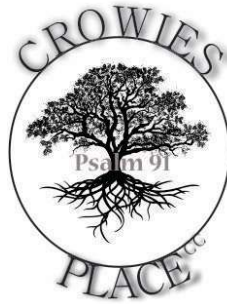


Crowies Place cc

2009/125805/23
147 Beaufort Street
Goodwood
7460



Email : info@crowiesplace.co.za

Cell : 082 046 5862

CROWIES PLACE CC OPERATIONS & GENERAL POLICY

OPERATIONS & GENERAL

Focus: Crowies Place CC primarily helps children with their homework. We provide a clean, safe, loving, and encouraging learning environment. We cater to children from Grade 1 to Grade 7.

Operating Hours:

- Mornings: 6:00 am - 7:30 am
- Afternoons: 1:30 pm - 5:30 pm (Monday to Thursday)
- Fridays: 12:15 pm - 4:30 pm
- Closed: Public holidays.
- Holiday Programme

The centre operates according to its normal hours during the school term. During school holidays, a structured holiday programme will be provided. Details of the programme, including dates and operating hours, will be shared with parents/guardians ahead of each holiday period.

MORNINGS:

Arrival and School Walk: Children arrive and play quietly until Bible time. We walk to school between 7:15 am and 7:20 am, ensuring children are vigilant about their surroundings and traffic. We cross at the pedestrian crossing and walk children into the school grounds safely.

AFTERNOONS:

Fetch and Safety: We follow the same procedure when fetching children. Children are encouraged to walk around our shadow. They are taught road safety and are reminded not to run or play while walking to and from aftercare. These safety rules are also practiced at aftercare and routinely throughout the year.

LIFE SKILLS:

Topics covered include bullying, online safety, peer pressure, being a friend, and respect.

Emotional intelligence: Empathy, Increased Emotional Vocabulary, Be Values Driven, not Rewards Driven, encouraged to have a Growth mindset versus Fixed Mindset, and Model Accountability.

NOTICE PERIOD:

One **terms (3 months) notice** in writing or via email is required for withdrawal.

NOTICE OF ABSENCE:

Parents must inform us if their child is sick or absent before we go to fetch the children. A fine of R50 will be charged if a staff member must look for a child who is not at school or has already been picked up by the parent. We will work on a three-strike rule.

First offense: reminder. **Second offense:** written warning, **Third offense:** R50 fine

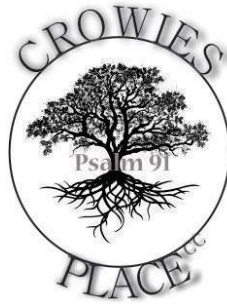
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BIRTHDAY CELEBRATIONS:

Only cupcakes or party packets may be sent. Birthday parties cannot be held during the week due to homework and sports commitments.

HYGIENE RULES:

Children's nails should be kept short. Children with head lice will be sent home immediately. Parents may send a face cloth, deo, and small towel in summer for refreshing after sports or hot days. In winter make sure your child has a raincoat or umbrella, Pack in spare socks, shoes, extra clothes and a small hand towel.

OUTSIDE PLAY:

Specific times for outdoor activities will be scheduled. Grades 1, 2, and 3 will use one playground, while Grades 4 to 7 will use the senior playground.

COMPLAINTS AND GRIEVANCES:

Parents can address complaints or grievances directly with Sharon Crowie.

STATIONERY:

Children from Grade 3 must have their own clearly marked stationery.

CLOTHES AND PERSONAL ITEMS:

All clothing, bags, lunch boxes, etc., should be clearly marked.

Crowies Place CC is not responsible for lost items but will encourage children to pack their belongings away.

Bags should be packed and ready to go by 4:30 pm Monday to Thursday and by 4:00 pm on Fridays.

MEDICATION:

Crowies Place CC does not dispense medication; this remains the responsibility of the parent/guardian. **(Refer to sick child policy)**

FOOD:

Parents must provide lunch for aftercare. A small tuck shop is available.

Parents to provide the following:

- 2 packs of printing paper per year
- One 5lt bottle of water per month
- 2 boxes of tissues per term
- 1 pack of wet wipes per term
- 4 toilet rolls per term
- One 2 arch lever file when child is enrolled in Aftercare for revision.

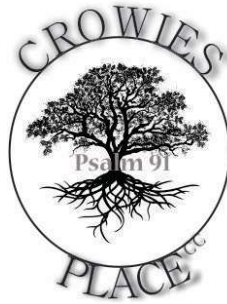
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Late pick-ups:

A late fee of **R100** will be applied for pickups exceeding the scheduled time by more than 15 minutes, with an additional R100 charged for every subsequent 15-minute increment. Pickup times will be accurately recorded, and fees calculated proportionally.

Sick Child Policy

At Crowies Place CC, the health and well-being of our children, staff, and families are our top priority. We have established the following policy to ensure a safe and healthy environment for everyone:

- 1. Symptoms of Illness:** Parents are requested to keep children at home if they exhibit any of the following symptoms: fever (temperature over 38°C), vomiting, diarrhoea, severe coughing, rash, pink eye, or any other contagious illness.
- 2. Contagious Illness:** If a child is diagnosed with a contagious illness (e.g., strep throat, chickenpox, flu), they must remain at home until they are no longer contagious, as determined by a healthcare professional.
- 3. Notification:** Parents are required to inform the aftercare centre if their child is sick and will not be attending. This helps us monitor illness trends and take necessary precautions.
- 4. Exclusion and Readmission:** Children who have been excluded from the aftercare centre due to illness must be symptom-free for at least 24 hours (without the use of fever-reducing medication) before they can return.
- 5. Medication:** As per South African law, our staff is not permitted to administer any medication. Parents are responsible for administering medication to their children before or after aftercare hours.
- 6. Hygiene Practices:** We encourage regular handwashing among children and staff to prevent the spread of illness. Hand sanitizers are also available throughout the centre.
- 7. Cleaning and Disinfecting:** Our facility is regularly cleaned and disinfected to maintain a clean and healthy environment. High-touch surfaces are cleaned frequently.
- 8. Staff Safety:** For the safety of our staff, we are unable to fetch a sick child from school, as they may pose a risk of contagious illness. Parents are requested to make alternative arrangements for their child's transport.
- 9. Staff Training:** Our staff is trained in recognizing symptoms of illness and following proper hygiene practices.
- 10. Communication:** We strive to maintain open communication with parents regarding our sick child policy and any health-related concerns.
- 11. Compliance:** It is important for all parents and staff to comply with this policy to protect the health and well-being of everyone in our community.

Review and Updates:

This policy will be reviewed annually and updated as necessary to ensure it continues to meet the needs of the children we serve and complies with relevant regulations and best practices.

"Please initial each page and provide your full signature to confirm your review and comprehension of all policies and procedures."

Signature: _____