



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

P.O. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

“Satyameva Jayate” - Truth Alone Prevails

Celebrating 86 Years of Selfless Service

PROTOCOL FOR SAMAJ AFTER-HOURS CARE CENTRE

PREAMBLE

A needs assessment conducted in October 2018, revealed that several parents of children attending the Balmandir School required an after-school care service. After due deliberation, the executive committee of the Samaj took the decision to commence with such a service from January 2019, but with the express proviso that all regulations governing such a service be strictly adhered to and that a proper protocol be drawn up to ensure uniformity.

REGISTRATION

The Samaj After-Hours Care Centre (SAHCC) will seek registration with the Department of Social Development. All requirements will be adhered to.

EQUIPMENT

The After-Hours Care Centre will be provided with the following:

- Sleeping Cots
- Bean bags
- Blankets
- TV
- Educational and Fun CDs
- First Aid Kit

ADMISSION TO SAHCC

All parents seeking to utilise the service must complete the prescribed admission form to the SAHCC.

SECURITY

For the purpose of security, only persons listed in the admission form will be allowed to pick up a child from the SAHCC. Should parents find it necessary to send a person not listed, the office must be informed of such an arrangement before time.

OPERATIONAL TIMES

The Samaj After Hours Care Centre will operate from 12:30pm to 5:30pm.

Parents are requested to ensure that their child is picked up before the 5:30pm deadline time. Children not collected by 5:30pm will be left in the care of the caretaker. However, should this occur more than twice, the parent will be asked to remove the child from the After-Hours Care Centre (SAHCC) as the caretaker is not trained to look after children.

VENUE

Classroom Two (2) will be used as the Samaj After Hours Care Centre.

ACTIVITIES

There will be set activities for the children from 12:30pm to 5:30pm. The activity may vary as per the requirement of the learner and as deemed fit by the caregiver.

A rough guideline is as follows:

12:30 PM	Lunch. Bathroom routine
1 PM	Rest(nap) time / Reading time for those who do not wish to nap
2 PM	Freshen up with juice and snacks
3 PM	Free choice of play in the play area
4 PM	Educational Videos / Games in the Multi Media Center
5:30 PM	Last Collection time

MEAL POLICY

The parents are requested to pack lunches as the SAHCC will not provide meals. Please make sure that the children carry a healthy meal for lunch at 12:30. Also, dry snacks should be provided, which the children will have at 2pm.

RESPONSIBILITY OF AFTER HOURS CARE GIVER

The SAHCC Caregiver will be responsible for the following:

1. Be present at the stipulated start time to receive the children registered for the service and be available until 6:00pm to lock up after all the children have left.
2. Inform the MMC Manager if a parent needs to be called in case of late arrival.
3. Ensure there is enough leisure activity, fun activity as well as educational activity for the children.

Samaj After Hours Care Centre – Protocol drafted in December 2018

4. Ensure all departmental requirements are adhered to.
5. Provide feedback to Balmandir teachers and MMC Manager of any changes / improvements to be made.
6. Give professional input to Balmandir teachers on the needs of the children in her care.
7. Ensure the children are properly occupied throughout their stay
8. All meals are eaten
9. Provide emergency first-aid care
10. Enrol for first-aid training

PROCEDURE IN THE EVENT OF AN EMERGENCY

In case of an emergency, and depending on the type of emergency, the caregiver must immediately contact the parent and the relevant service provider (medical practitioner/ ambulance/ fire brigade, etc to report the emergency and then call the MMC Manager or in his/her absence, the Head of Education to report the emergency. A chart with emergency numbers must be prominently displayed in the classroom.

SPHSS EXECUTIVE