



# Keystone Kids

## Grade 1 Aftercare



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 ACCOUNTS: Mrs Du Preez – 011 849 5311 [tnschool@mweb.co.za](mailto:tnschool@mweb.co.za)  
 ENQUIRIES: Mrs Croucamp – 011 849 5311 [carinc@tomnewbyschool.co.za](mailto:carinc@tomnewbyschool.co.za)

### General Information 2023: Keystone Kids Grade 1 Aftercare

Tom Newby Keystone Kids Aftercare is a private afterschool facility that is governed by the Tom Newby Trustees and managed by the Tom Newby School Principal. This aftercare centre is able to accommodate 30 children.

The Keystone Kids Aftercare facility caters for learners in attendance at Tom Newby School in Grades 1. It is situated on the Tom Newby Trust Campus 1 School grounds (Cnr. Gladiator and Master Street).

### Personnel and Contact Details

Trustee	:	Mr M Williams - 083 452 5421
Principal	:	Miss G Mynhardt - 011 849 5311
Administrators	:	Teacher Wendy – 082 786 8234 Teacher Magda – 061 407 3464
Emergency Number:	:	SMS only 082 554 6006
Admissions	:	Mrs C Croucamp - 011 849 5311
Finance	:	Mrs K du Preez - 011 849 5311
Email	:	<a href="mailto:carinc@tomnewbyschool.co.za">carinc@tomnewbyschool.co.za</a>
Land line	:	011 849 5311

### Calendar

#### CALENDAR 2023

	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term	4 <sup>th</sup> Term
Inland cluster	11 Jan - 24 Mar	12 April – 23 June	18 July – 29 Sept	10 Oct – 13 Dec
Number of weeks	11	11	11	10
Number of school days	51	49	52	47

#### PUBLIC HOLIDAYS

New Year's Day	1 January
Public Holiday	2 January
School Holiday	20 March
Human Rights Day	21 March
Good Friday	7 April
Family Day	10 April
Freedom Day	27 April
School Holiday	28 April

Worker's Day	1 May
Youth Day	16 June
National Women's Day	9 August
Heritage Day	24 September
Public Holiday	25 September
Day of Reconciliation	16 December
Christmas Day	25 December
Day of Goodwill	26 December

## Operating Dates and Times

1. The Aftercare is operational from the first official school day in January to the second last official school day in December (Except for public holidays or special school holidays). The first day for aftercare in 2023 will be 11 January and the last day for aftercare in 2023 will be 12 December.
2. Term times: 13:15 – 17:30
3. Holiday times: 07:00 – 17:30

## Collection and Absenteeism

1. The Junior Aftercare closes at 17:30. If late collection is likely, parents should advise the aftercare administrator. The Aftercare reserves the right to charge a levy of R25.00 per 5 minutes (or part thereof), in the event of late collection of children. This levy is payable, in cash, on the day of late collection and must be paid directly to the aftercare administrator – not the aftercare account. Please ask the administrator for a receipt.
2. In the event of a child being absent from school, parents should notify the Aftercare administrator of this absence.
3. Parents will be required to register themselves or an appointed adult for collection authority on a WhatsApp group. Only authorised persons will be allowed to gain entry to the Aftercare facility for collection purposes, by posting a message on the WhatsApp group.

## Standard Term Schedule of Activities

### **Monday to Thursday Standard Term Schedule**

- 13:15 - 14:00 Lunch and free time
- 14:00 - 14:45 Playtime and extra murals at Tom Newby School
- 14:45 - 15:00 Break and afternoon snack
- 15:00 - 16:00 Homework (3 sessions of 20 minutes)
- 16:00 - 16:30 Reading
- 16:30 - 17:30 Playtime and departure

**THE GRADE 1 LEARNERS LEAVE THEIR SCHOOL STATIONERY IN THEIR CLASSROOMS. THEY REQUIRE STATIONERY TO COMPLETE HOMEWORK ACTIVITIES. PLEASE ENSURE THAT YOUR CHILD HAS AN AFTERCARE STATIONERY BAG WITH AT LEAST THE FOLLOWING STATIONERY: PEN, PENCIL, RULER, ERASER, PENCIL SHARPENER, GLUE, SCISSORS (SMALL BLUNT NOSE) AND PENCIL CRAYONS/WAXCRAYONS. AFTERCARE ADMINISTRATORS WILL NOTIFY PARENTS IF ADDITIOANL ITEMS ARE REQUIRED.**

### **Friday Standard Term Schedule**

- 13:15 - 14:00 Lunch and free time
- 14:00 - 14:45 STEAM PROJECT AND ACTIVITY
- 14:45 - 15:00 Break and afternoon snack
- 15:00 - 16:00 STORYTIME
- 16:00 - 17:30 Playtime and departure

### **Standard Holiday Schedule (Subject to change)**

Keystone Kids holiday care merges with the Grade 2-7 aftercare. Activities and excursions may be arranged from time to time. These activities may require additional payment.

Time	Activity
07:00 – 08:45	Arrival and free play. Breakfast.
08:45 – 10:30	Structured activity and Free Play
10:30 – 11:15	Hygiene and Mid-morning snack
11:15 – 12:15	Free play
12:15 – 12:45	Lunch
12:45 – 16:30	Free play
16:30 – 17:00	Tidy up and hygiene programme.
17:00 – 17:30	Movies and home time.

### **Extra mural Activities**

- Parents are requested to inform the aftercare educator, in writing, of the extra mural activities being undertaken by their child/children.**
- Children taking part in school extra murals must report to the Aftercare Facility first, for registration purposes. Learners will be escorted to and from their extra-mural activity.

### **Safety and Security**

- Please ensure that parent contact details are regularly updated in case we need to contact you in the event of an emergency.
- Parents/authorised guardians must notify the administrators of their arrival via the WhatsApp group – Please send your name and your child's name, e.g. Mrs Dlamini for Themba Dlamini.
- Parents/authorised guardians must sign their child/ren out when collecting them in the afternoon.
- Parents or authorised persons must present their ID documents, if requested, in order to gain access to the Aftercare Facility.**
- If your child will not be attending aftercare on a particular day, please inform the aftercare via WhatsApp, email or in writing.

### **Clothing**

- There is currently no official uniform for the aftercare but it is recommended that children wear comfortable clothes and shoes. Please exercise discretion with regard to casual clothing – avoid styles that are too revealing or unsuitable for playing in. The trustees are currently considering the introduction of a Keystone Kids T-shirt/uniform. Parents will be kept abreast of developments in this regard.
- It is the parent's responsibility to ensure that all arbitrary clothing items and school uniform are packed in the child's bag before leaving the aftercare premises.**
- All clothing must be clearly marked with the child's name.**
- It is compulsory for children to change out of their school uniform/school PT kit for aftercare. Children who do not have casual clothes to change into will not be permitted to take part in 'free play' activities.**

## Behaviour

The Keystone Kids Aftercare operates under the guiding principles of the Tom Newby School Code of Conduct. Learners who repeatedly disregard the guidelines for behaviour set out in this document may be asked to leave the aftercare. Tracking sheets are used to monitor learner behaviour and determine intervention strategies. Listed, below, is some information about the Tracking system. Please ask the Aftercare administrator if you would like more information about this system. NB: The Tom Newby School KUDO system is NOT a part of the behaviour management program for the aftercare. Supervisors are not permitted to remove KUDOs when learners disregard the Code of Conduct.

### **Aftercare Staff Member Procedures for Tracking Sheet**

1. Staff members place a tick next to the learner's name in the appropriate column (Level R and 2 to 5) on the tracking sheet.
2. The tracking sheet runs on a weekly basis and learners begin afresh each week.
3. The following corrective action is taken by staff members for each level of inappropriate behaviour:

#### **Levels**

##### **R = Reminder**

Give a reminder the first time a learner exhibits disruptive behaviour. A reminder is important because it gives the learner an opportunity to choose more appropriate behaviour.

##### **2 = Time Out**

Speak quietly and calmly to the learner and explain that it is the second time they have misbehaved and therefore they have chosen to have a time out. This timeout may take the form of moving seats, placing the learner near the staff member or isolating the learner. Learners should not be isolated from the rest of the class for long lengths of time so time outs should be between 5 and 10 minutes. Learners on time out should not be isolated in a way that leaves them unsupervised.

##### **R = Reminder (repeat)**

##### **2 = Time Out (repeat)**

##### **3 = Written Communication to parents**

Parents need to form a partnership with aftercare staff members in the behaviour management process. Communicate the inappropriate behaviour in the School Homework Diary and/or a private WhatsApp message. Ensure that parents have acknowledged the communication.

##### **4 = Phone call to parent/guardian**

Where possible, the staff member should phone the parent/guardian, as soon as this level is reached and, the learner should be present when the call is made. A telephonic report must be completed and placed on record. If necessary, have the learner speak to the parent and explain why they are being disruptive.

## **5 = Written notification of misconduct**

The staff member must send one of the Parent Notification of Disruptive Behaviour letters to the parent and get a reply slip. The reply slip must be placed in the Tracking Sheet Control File.

### **Please note:**

- Three level five notifications – refer to school Principal. A letter of intention to request the learner to be placed at an alternative aftercare unit will be generated.
- Six level five notifications – refer to school Trustees. A request for the learner to be placed at an alternative aftercare unit will be generated.

Inappropriate behaviour of a serious nature, such as fighting, swearing, intimidation, sexual harassment, defacing school property and substance abuse should be reported to the Deputy Principal or Principal and does not form a part of this behaviour management programme. Misconduct that is illegal or endangers children may result in de-registration from the aftercare.

## Homework

### **Structure of the homework sessions**

1. **General homework (15:00 – 16:00)**
  - a. Three aftercare staff members have been appointed to assist with homework tasks. These staff members have each been allocated an area of speciality:
    - English (Phonics and reading flashcards)
    - Mathematics
    - Afrikaans and Life Skills
  - b. Grade 1 learners will spend 20 minutes with each staff member.
  - c. If there is not enough time to complete the homework for that area of speciality, then parents will be notified in the homework diary and parents may need to assist with completion at home.
  - d. If there is no homework or if there is time remaining after completion of homework activities, then concept consolidation and extension activities related to that area of speciality will be undertaken.
2. **Reading homework (16:00 – 16:30)**

Two aftercare staff members have been allocated to assist with reading. If there is not enough time to complete the reading homework, then parents will be notified in the homework diary and parents may need to assist with completion at home.

### **Responsibilities with regard to homework**

1. Aftercare staff members are ***not*** responsible for marking homework. This is the responsibility of the teacher who issued the homework. Aftercare staff members are only required to oversee completion of tasks and assist if their expertise is relevant. Aftercare staff members will sign the school diary and comment, where necessary. Parents should also view the diary and sign.
2. Although school educators might post homework on the D6 school communicator and Class Dojo App, this communication is not the official notification platform for homework tasks. The school homework diary is designed for this purpose.

3. Children who do not enter their homework tasks correctly or who are dishonest in reporting homework tasks to the Aftercare staff will be dealt with according to the School Code of Conduct.
4. **90 minutes of aftercare time is ear-marked for the completion of homework activities – 15:00 to 16:30.** Learners who attend extra-mural activities, who are collected early or who are not focussed on completion of tasks, may find it challenging to complete their homework tasks within this time frame. Homework tasks that are not completed within the allotted time will need to be completed at home.
5. Whilst every effort is made to assist children with homework activities, parents should not defer all responsibility in this regard to the aftercare supervisor. Time constraints do not always allow supervisors to complete all tasks and the nature of some tasks requires that they are completed at home. Parents should use homework, in particular reading, as an opportunity to bond with their children. Actively engaging with children in this way also gives parents an insight into their child's academic progress.

### Free Time Activities

Children are permitted to bring magazines and books to occupy themselves during free time. Children are not permitted to bring toys and games as items get lost or are damaged. Toys and games may also serve as a catalyst for conflict. Suitable games and toys will be provided by the aftercare.

### Nutrition

Halaal, Kosher, Vegetarian, Lactose-free or other special dietary arrangements can be accommodated, but may incur additional charges.

### Fees and Special Surcharges

1. **Full Year Annual Basic Fee for Standard Term Times**  
R16500.00 per annum, paid in 11 monthly instalments of R1500.00, in advance, by the 1<sup>st</sup> of each month from January to November. Payment MUST be made via Debit Order.
2. **Holiday Levy**  
Children who make use of the full day care facility being offered during school holidays will be charged an additional amount of R80.00 per day. An account for this service will be issued retrospectively and must be paid within 30 days.
3. The Newby Trust reserves the right to deregister children if fees are not paid by 10<sup>th</sup> of each month.
4. **Holiday Activities**  
Various non-compulsory activities may be arranged, during school holidays, from time to time. Some of these activities may require an additional payment. Parents will be notified in this regard as the occasion arises.

### Payment Options for Special Surcharges

1. For security reasons, cash payments cannot be accepted. However, a debit/credit card swipe machine is available at the main school Finance Office.
2. Payment can be made via EFT.

3. Only make a cash deposit into the school account if you have no other alternative. The Bank Charges for cash deposits are unreasonably high.

**Banking Details**

Account name: Tom Newby School Trust  
Bank: First National Bank  
Account number: 62698107391  
Branch code: 250655

**Please use your child's School Family Reference number as a reference or your child's name and surname & Aftercare.**

*Example:*

**32Y001 AFTERCARE**  
**or Y Kanupai AFTERCARE**