



NORTHERN PARK PRIMARY

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PROCEDURES FOR THE USE OF THE AFTER-CARE FACILITY DURING THE COVID-19 PANDEMIC

Grade R – 3 & LSEN Learners:

12h30 – 13h00

1. Learners will be led down to the gate with their class teacher and the rest of their peers at 12h30.
2. The learners will line up with two Grade R educators and be lead down to the After-Care Facility.
3. Upon entry, all learners will sanitise their hands.
4. Each child will hang up their plastic packets on the designated hook.
5. Thereafter, the learner will be led to a seat at a designated chair and desk, with their lunch bags / packed lunch. Each hook and desk will be socially distanced and have the same picture to ensure that no other learners make use of the space in one particular day (before thorough cleaning and disinfection has taken place).
6. The learners will be taken to the bathroom in small groups, following all hygiene protocols.
7. Learners must bring a packed lunch with juice/water to eat and drink at After-Care. This is different from the snack packed for tea-break at school (at 10h30).
8. During this time, registration of the learners will be recorded.

13h00 – 14h00

1. The learners will be led down to the field where they will be allocated a square painted on the field.
2. Movement activities will be planned for the learners on a daily basis. These activities will be individual activities in order to prevent transmission of the Covid virus through the sharing of items. All items used will be thoroughly cleaned and disinfected after each use. Two JP educators will be allocated to conduct these activities with the learners.
3. Once the movement activities have concluded, then the learners will be led back up to the After-Care Facility and be seated at their same designated desk in the main After-Care hall.

14h00 – 14h30

1. The learners will again be taken to the bathroom in small groups by the After-Care Staff.

14h30 – 15h15

1. The learners will each be given activities and a set of wind-ups in which to draw, colour and complete the activities – examples are colouring in, dot-to-dot, tracing, cutting etc.
2. The learners will take their activity pages home and all stationery used will be sanitised.
3. The stationery supplied will belong to the After-Care facility and learners may NOT bring their own stationery to use.

15h15 – 15h30

1. Learners will be given cool drink and biscuits.
2. All cups will be properly washed and handled by the After-Care Staff.
3. Should a parent not wish for their child to use the school's drinking cups, then juice / water must be supplied.

15h30 – 17h00

1. A video / programme will be shown on the projector and screen.

Grade 4 - 7 Learners:

14h15 – 15h15

1. Learners will be led down to the gate with their class teacher and the rest of their peers at 14h15.
2. The learners will line up with one of the JP educators and be lead down to the bottom veranda of the After-Care Facility.
3. Upon arrival, all learners will sanitise their hands.
4. Each child will put their plastic packets and lunch bags in a designated area.
5. During this time, registration of the learners will be recorded.
6. The learners will be led onto the field where they will be allocated a square painted on the field.
7. Movement activities will be planned for the learners on a daily basis. These activities will be individual activities in order to prevent transmission of the Covid virus through the sharing of items. All items used will be thoroughly cleaned and disinfected after each use. These will be conducted by two JP educators.
8. Once the movement activities have concluded, then the learners will be led back up to the After-Care Facility and be seated at a designated desk in the main After-Care hall. Should a JP learner have sat at this desk prior to this, it would have been disinfected before allowing another learner to be seated.

15h15 – 15h30

1. The learners will be taken to the bathroom in small groups, following all hygiene protocols by the After-Care Staff.
2. Learners will be given cool drink and biscuits.
3. All cups will be properly washed and handled by the After-Care Carers.
4. Should a parent not wish for their child to use the school's drinking cups, then juice / water must be supplied.

15h30 – 17h00

1. The learners will each be given activities and a set of wind-ups and pencils in which to draw, colour and complete the activities – examples are crosswords, Sudoku's, word searches etc.
2. The learners will take their activity pages home and all stationery used will be sanitised.
3. The stationery supplied will belong to the After-Care facility and learners may NOT bring their own stationery to use.
4. During this time, a video will be displayed using the projector and screen.

Should it be a rainy and cold day, then the children will be kept indoors. Additional individual activities and videos will be shown. This will be managed whilst maintaining social distancing measures and hygiene protocols.

Use of Bathroom Facilities

Grade R – 1 learners will be escorted to the bathroom and the teacher or After-Care staff member will assist the learner in the hygiene practices required before and after the use of the toilets.

Grade 2 – 7 learners will be taken to the bathroom in small groups and a teacher or After-Care staff member will remain at the door, checking that the following procedures are followed:

- Any person requiring to make use of the bathroom facilities MUST sanitise their hands before entry into the bathroom.
- The toilet seat, toilet handle and door handle must be sprayed with the disinfectant spray (as labelled) that remains in each toilet cubicle.

- Wipe down the sprayed areas with toilet paper and discard the toilet paper in the pedal dustbin provided.
- Once finished utilising the toilet, flush as normal. Disinfect the toilet seat and toilet handle with spray, once again wiping down with toilet paper and discarding in the pedal bin provided.
- Spray the tap with disinfectant spray before and after use.
- Use elbow soap dispenser and wash hands for at least 20s. Do not leave the water running during this time.
- Dry hands with paper towel and discard in the large pedal bin provided.
- Bathrooms that have a number of toilets facilities may not be exceeded by a capacity of three persons at any given time.
- Social distancing stickers have been placed on the floor outside the learner bathrooms. It is imperative that these distancing regulations be adhered to whilst waiting to enter.

Collection of Learners and Screening

- Upon collection of learners, parents/guardians/authorised persons must sanitise their hands using the pedal stand hand sanitiser and must wear a mask at all times. No person will be allowed access to the After-Care facility without wearing a cloth mask.
- Parents/Designated persons are to wait outside the door for one of the After-Care Staff or the school's Security to come and take their temperature.
- Thereafter, the parent/designated person will be allowed entry into the foyer area. No parent/designated person is allowed access into any other area of the After-Care facility.
- Should the use of the bathroom facility be required, the same procedure that the learners follow will be explained to any parent / designated person. These protocols must be strictly followed.
- All children must be signed out by a person with permission to collect the child. Should a parent require another person to collect, the school must be notified in writing and a copy of the person's ID / Driver's Licence is required.

Casual After-Care Learners

Learners that are not collected by the following times, the latest, will be charged at the casual After-Care rate:

- Grade R – 3 & LSEN: 13h00
- Grade 4 – 7: 14h45

Learners can be collected from the After-Care Facility if parents are late in collecting them.

Learner Behaviour and Expectations

Learners are expected to follow all regulations and hygiene protocols. A cloth mask must be worn at all times. Failure to follow the regulations and health guidelines may result in your child being removed from the use of the After-Care facility.

Yours in the Health of your children,



Mrs Sarah Lemasson
(Acting) Principal