



## Sizabantu Aftercare Operations Manual



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Abstract: This operations manual serves as a set of guidelines to run the Sizabantu Aftercare Programme in the Mandela Park WaSH Facility in the informal settlement of Langrug. The rules and procedures outlined here were collaboratively created with the 2014 CTPC WaSH-Services and our four co-researchers in the community, who also run the aftercare programme, with other members of the working group. Though the manual is explicit about the rules and procedures, often they serve as a rough guide to how the aftercare is actually run and are a goal for the community to strive for as the aftercare becomes more established and integrated into the community. In addition to showing the operations, many of the documents we used to help the creation of the aftercare are contained in the appendices. Not only is this document for use by the members of the community, but it can also be useful to future projects both in Langrug and in other informal settlements and disadvantaged communities wishing to create a similar programme.

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## General Operations

### Hours of Operation

The aftercare programme will be run Monday, Tuesday, Wednesday, Thursday, and Friday from 2:30- 18:30 during the school year and 10:30 – 16:00 during the breaks.

### Registration Process

The registration form **must** be filled out by parents of any child in the aftercare programme (Appendix A).

Included in the Registration Form is:

- Parent name, phone number, workplace, address
- Child's name, crèche he/she attends, age, birthday
- Child's medical information
  - Allergies, immunizations, etc.
- Emergency contact, other than parent name, phone number, address
- A note with immunizations is needed from the clinic. Show the child's card and keep it updated whenever child gets new immunizations

If a child shows up who is not registered, he is allowed be there; but later on that day, the caretakers will go to that child's parents and ask them to register their child.

### Pick Up and Drop Off

Only family members can pick up children. Caretakers should keep a list of authorized family members who can pick up each child.

Crèche-aged children should be signed in by a parent or teacher. A parent will be contacted if a child 5 or under comes without a parent.

Kids over the age of 5 may sign themselves in.

### Age Range

- 18 months-5 years for crèche age
- 6-12 years for Grade R – Grade 3

### Rules

- There will be at least 3 caretakers/teachers to manage the children at a time.
- Children must sign-in and sign-out every day.
- Children do not have to wear their uniforms from school on Fridays; but they should still look nice.
- Children should be neat and clean every day. Parents should pack a change of clothes as necessary.
- If a child is very sick, the child should stay home until his/her medication is done. If the child comes and is already sick, the caretakers will contact the parents.

## **Emergency Protocol**

If a kid runs away and doesn't come back, then a caretaker will go to the Ward Councilor's office and they will help find the kid. When necessary, the caretaker will call the police at 0798941250.

If a child gets very sick while at aftercare, a caretaker will contact the parent and take the child to the clinic.

In case of emergencies to the facility, the emergency protocol outlined in the WaSH Facility Operations Manual should be followed.

## **Toy and Equipment Usage**

### **Maintenance**

The games and equipment will be cared for and rules enforced by the person(s) running the aftercare that day.

Inventory (appendix B) and a copy of this manual will be kept in the appropriate binder on the bookshelf of the facility.

At the end of every day, compare games and equipment to inventory and note any missing games or equipment.

### **Expectations for Usage**

Games are available for use by children during the aftercare programme.

Students must return equipment half an hour after checking them out. If students don't return the equipment, the teachers must get them to return them.

A sign-out sheet will be outside and on a clipboard so students and teachers can see it at all times.

If a kid runs out of sight with equipment, then the teachers will come bring them back and not allow them to use them the same day and the next day as well.

## **Library Usage**

### **Rules**

Students can check out books from the library to bring home.

All rules on checking books out normally apply to the students in the aftercare, including books must be returned on Friday for the weekend

Students in the aftercare programme will have a library card that lists which books they have taken and a reminder to return. Additionally, parents sign to take responsibility if book is lost or stolen

Inventory, library operations, and sign-out sheet will be kept in the appropriate binder on the bookshelf of the facility, as specified in the library operations manual.

# Appendices

## Appendix A: Aftercare Registration Form

### Sizabantu WaSH Facility Aftercare Programme Registration Form

#### PARENT'S INFORMATION

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Workplace: \_\_\_\_\_

Address: \_\_\_\_\_

#### CHILD'S INFORMATION

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Birthday: \_\_\_\_\_

Crèche/School: \_\_\_\_\_

People Able to Sign-Out Child: \_\_\_\_\_

Allergies: \_\_\_\_\_

Immunizations (show child's immunization card at time of registration): \_\_\_\_\_

Other Medical Information: \_\_\_\_\_

#### EMERGENCY CONTACT



Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Workplace: \_\_\_\_\_

Address: \_\_\_\_\_

## Appendix B: Equipment Inventory

Equipment/Game	Photo	Quantity	Date Acquired
Balls		4	
Hula-hoops		3	
Jump Rope		3	
Globe		1	
Plastic Letters Bag		1	

Puzzles		4	
Toy Bricks		1	
Workbooks		4	
Crayon Boxes		Variable	
Coloring paper		Variable	



## Appendix C: Aftercare Trial Run Report Form

This is the aftercare trial programme reporting form designed to figure out how the programme ran initially and what changes needed to be made.

### Aftercare Trial Report

**Date:**

**Filled Out By:**

1. How many children came?
2. How many children signed in?
3. How many children stayed for the whole time?
  - a. How many children stayed for an hour?
  - b. How many children stayed for 2-3 hours?
4. Was the equipment used?
  - a. Was it cared for properly?
  - b. Is any missing, broken, or dirty?
  - c. Which games were played the most?
5. Was the library used?
  - a. Were the books cared for?
  - b. Are any books missing or broken?
  - c. Did children use the check-out when they used a book?
  - d. Which books were most popular?
6. Did any children want to play with equipment but did not get the chance?

7. Did children play both loud and quiet games?
8. Did you do any songs or games or lessons with the children?
9. What do you think went well?
10. What do you think could have been better?