



AFTER SCHOOL CARE STRUCTURE

Time	Activity	Description
3.00 pm	Pick Up	➤ Children are rescued & shuttled from school(s)
3.15 pm	Roll Call - Sitting quietly	➤ Register is read out ➤ Big clear "YES"
3.25 pm	Game	Group Game
3.45 pm	Afternoon Tea - Line up, toilet to wash hands - Sit and eat - Always using manners - A chance to finish off any left overs in lunch box - Clear away own rubbish and dishes	A variety of snacks freshly prepared by our staff every day Fruits & Vegetables, Freshly made sandwiches, etc.
3.55 pm	Free Time	Quiet time while everyone has finished their lunches
4.00 pm	Options - Choose using the three chairs	➤ Board games ➤ Drawing and colouring in ➤ Relaxation & Chatting ➤ Homework (if no homework then silent reading)
4.30 pm	Story Time - Sit quietly - Quiet reading and homework time for those who do not want to listen to story	➤ Enjoy selected stories prepared by the staff
5.00 pm	Planned Activity - Skill Building	➤ A planned activity is organized and run by staff and varies from day to day
5.30 pm	Free Time - Winding down time - Inside crafts etc. - Quiet games	➤ A time for everyone to relax ➤ Chatting
6.00 pm	Home Time	➤ Picked up and signed out

Note for staff:

- Please check that parents have put in correct time and initialed
- Clean up room and resources are put away (i.e. vacuum and dishes)
- Staff roster filled out at end of day
- Any notes to be documented in daily dairy
- Lock up and set alarm