



Newton International Academy

www.newtoninternationalschool.edu.qa

An International community of learners striving for excellence and celebrating success



Aftercare Procedure

The Newton International Academy Early Years ASC is a service that is provided to parents whose children travel by school bus, or those that have to wait for older siblings to complete their school day.

Class Teachers

At the end of the school day all students that have not been collected by parents and caregivers will remain in the classroom with both the classroom teacher and the assistant classroom teacher.

The class teacher will be informed when parents arrive at the pickup area in the foyer either via class dojo or the security guard.

Students will be escorted to the parent/guardian by the class teacher or class assistant.

At 12:45, all remaining children will go to After School Care (ASC). Bags will be neatly placed outside the aftercare room.

A sign out sheet will be kept inside the aftercare room. Parents or guardian will sign the child out when they are picked up. Children are to be provided with age appropriate and interactive activities during this time with TA's on duty to look after children.

Bus children will wait in the aftercare room until their bus arrives. The children will be signed out by the bus attendant. An aftercare assistant will walk the children to the bus with the bus assistant and ensure that they are safely seated with seat belts fastened.

Siblings under the age of 16 may not pick up children from the Early Years, only parents, caregivers, nannies and drivers (previously notified) may do so. This is to ensure children's safety and following strict MOE guidelines. At the beginning of the year parents are asked to write the names, of persons that are allowed to pick their child up and give to their child's teacher. Parents are to ensure that this list is kept up to date.

If the parents or any elected person are unable to collect the child they can inform the teacher with a written note mentioning the name of the person that will collect the child.

If a person comes to pick up a child and the school has not been informed, the parents will be phoned to confirm and a copy of the person's ID will be made.

If children are not collected by 2:15pm, parents will be contacted by the receptionist. Children will be taken to the entrance of the building with their school bags and belongings. The students class TA will write the student's name in the Late Pick Up book. When parents, caregivers, nannies and drivers (previously notified) pick them up they need to sign the book. **Children not collected when the last TA leaves will be left with security to wait (unless emergency arrangement was made with the coordinator).**

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