

AFTER SCHOOL CARE PROGRAMME

PARENT HANDBOOK

2018 – 2019



International School
of Hellerup

International School of Hellerup
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Updated: June 12, 2018

Introduction

Welcome to the ASCP – for student in Pre-K to PYP 4!

After School Enrichment activities are available to students of all ages through Student Life programming. The Afterschool Care Programme is the department for the youngest students of the school, where children from Pre-K through PYP4 are enrolled for care and creative enrichment. The ASCP is a dedicated children’s space where we experience learning, play, support and exploration in a collaborative environment.



The ASCP is dedicated to the well-being of each child in our care and works closely with the PYP teaching staff in order to provide the best experience for our children. Our aim is to provide opportunities for discovery in a warm and comfortable setting where attention is on children’s needs, ideas, interactions and awareness of their surroundings. We consider our program to be a stepping stone between home and school. By placing your child in the Care Program, you ensure a flexible routine and primary supervision in the hours before and after school, as your family needs demand.

As always, activities will be creatively based and self-expressive with a balance of imaginative play, visual art, crafts, drama, literature, sports, and music. We are looking forward to a year of building a strong sense of community, filled with exploration and discovery.

Sincerely,

Elana Thoren

ASCP, Enrichments and MTP Coordinator (Maternity Cover for Chiara Giani until March 2019)

ASCP Organisation 2018-2019

Building Community

Children are encouraged to consider the ASCP their own space, as a children's zone between school and home where they can build confidence in their own decision making and strengthen their relationships. We work enthusiastically to assist children in treating the ASCP as another type of 'home.' At 'home' we can relax, follow our own interests, study, create, play, but we do so in a 'family' where there are always the desires and feelings of other people to consider. At the ASCP, adults and children cooperate to build a comfortable lifestyle with exciting experiences within a community atmosphere.

Activities

Activities are offered on a child-initiated basis, and set up according to the rooms in which they can be found. Activities are supervised by a staff member, but it is the child who chooses the way in which the activity evolves.

Workshops

Workshops are led by a leader and have a planned outcome. Children are given opportunity to go in depth with a topic and are exposed to new skills and ideas. Workshops run the full afternoon.

Holiday Enrichments Camps

In school holidays students have an option to enroll in extra Holiday camps, which provide interest and care. The Enrichments Camps operate for the following holidays:

October Break

Winter Break

February Break

Summer Break

Plan Options

Morning Club: Monday-Friday 7:00-8:15 AM (340 DKK). The Morning Club is open daily from 7:00-8:15 a.m. Students are welcome to have free play or eat a packed breakfast until the school doors open at 8:20 a.m.

Limited Afterschool Care (1 h. and 10 min): Monday-Friday 2:20-3:30 PM (340 DKK). The Limited Plan is open to students who are able to be picked up before 3:30 p.m. each day. Limited ASCP students will not be able to join field trips and activities, due to time constraints.

Full Afterschool Care. Monday-Friday 2:20-5:00 PM (1140 DKK). Full ASCP students are welcome to join all ASCP activities and field trips, including Homework Club. Parents are welcome to pick up their child anytime during ASCP hours.

Morning Club and Limited Afterschool Care (570 DKK). Both morning care and limited care.

Morning Club and Full ASCP Combined (1370 DKK). Both morning care and full care

Homework Club (no extra fee) Homework Club is available to all ASCP students Tuesday and Thursday from 3 p.m. The ASCP Teacher will be on hand to help students with any homework questions they may have. If you would like your child to participate in the Homework Club please check the space provided in the registration form.

Field Trips (no extra fee). Occasionally we will leave the ISH campus for field trips. Field trips will be scheduled and announced in advance. In order to participate in field trips each student must have checked the space provided on the Registration Form.

Eligibility. Registration takes place in the beginning of each school year. After the 1st of September, students may still join the ASCP starting on the following Monday. Changes of plan must be submitted at latest by the 15th of the month in order not to pay for the upcoming month.

IMPORTANT NOTES:

- Please note that the ASCP fee will be billed monthly for 12 months (July included). If you cancel for July, you will be eligible to apply for ASCP again 3 months later for October.
- If your child is attending Pre-K, the ASCP fee is included in the monthly school fee.
- No one will be allowed to pick up your child other than those listed on your child's ASCP information sheet or in the Family app. If someone other than those listed on the information sheet or in Family is coming to pick up your child, you must call the ASCP.
- The ASCP closes at 5.00 p.m. sharp. All children must be collected and out of the building at that time.

Practical information

ASCP Opening Hours

The ASCP runs from 2:20 until 5:00 p.m., Monday to Thursday and 1:20 until 5:00 p.m. on Fridays.

Daily Schedule

| Time | Activity | Description |
|------------|---|--|
| 2.20-3.00 | Check In, snack and outside free play | As children finish school, they are checked in ASCP. They eat snack together and then head out for some outside free play. |
| 3.00- 4.30 | Homework Club, Activities and Workshops | Children are given the opportunity to choose an activity or workshop. Staff assists, ensuring that all children are engaged, that the stations are not overburdened and that everyone gets a chance at what they want to do. |
| 4.30-5.00 | Day's End | Quiet wind down activities for the end of the day. |
| 5.00 | ASCP closed | All children collected, ASCP closes for the day. |

Famly Application

Famly is an all-in-one management and communication platform that we use to check-in and check-out students in ASCP, share photos of the day and activities coming up with you, store information such as who is allowed to pick up your child and contact information, and also gives you the ability to see what your child chose to do in ASCP that day. We also will use it to communicate messages if necessary. When you register for ASCP, you will receive an email invitation from Famly to create an account. Please create an account and we recommend you download the app to have easy access to it. Once you have created an account, please make sure the contact information and pick-up list is updated.

Sign In/Out

ASCP staff members check all the ASCP students in on Famly. Class Teachers assist them in this procedure. When you collect your child, your child must officially be signed out on the touch-screen at the Reception Desk. Signing in and out is a way to ensure safety for all children and is very important for our ASCP security. Thank you for your assistance with the procedure.

IMPORTANT NOTE: If your child is present at school, but is not attending ASCP, please inform the ASCP team – ascp@ish.dk

Collecting Your Child

Children may be picked up any time between 2:20 and 5:00pm. Please inform your child's leader that they are leaving and collect their belongings from their cubby or hook. Make sure to sign out at the reception desk.

IMPORTANT NOTE: No one will be allowed to pick up your child other than those listed on your child's ASCP information sheet or in the Family app. If someone other than those listed on the information sheet or Family is coming to pick up your child you must inform the ASCP – ascp@ish.dk

Closing Time

The ASCP closes at 5.00 p.m. All children must be collected and out of the building at that time. In the unfortunate event that something occurs and you must be late, please call the ASCP. We understand that this may happen occasionally, due to transportation difficulties. However, if you are late picking up your child more than 1 time in one month, a fee of 200 DK will be charged to your account.

Cubbies, Clothing & Shoes

Each child will have his/her own cubby or hook in the ASCP to store personal belongings. We recommend each child have an extra pair of slippers or indoor shoes, as outdoor shoes are not allowed in the ASCP area. It is also a good idea to keep extra pair of pants, underwear, and socks in your child's cubby or in a bag on their hook, especially in the wet season.

Illness or absence

If your child is ill or absent from school there is no need to call the ASCP as we will be informed by your child's classroom teacher. However, if you are picking your child up after school, please stop by and let the staff at reception know they will not be attending ASCP for the day.

Snack

A healthy vegetarian snack of fresh fruit, vegetables, whole grains will be provided each afternoon. If your child has any food allergies or special dietary needs, please let the ASCP teacher know. At the ASCP we would like to encourage healthy eating habits so each child can grow to meet their potential. Therefore, we are a Sugar Free Zone!

Contact Information

ISH Main Office until 2:00pm: 70 20 63 68

ASCP Reception from 2.20 pm: 35 55 50 43

ASCP Coordinator: Elana Thoren – Ethoren@ish.dk

(Maternity cover for Chiara Giani until March 2019 - Cgiani@ish.dk)

After School Care Programme Enrolment Form

Please print clearly in the white space provided. Return to the School Office.

Student Information

| | |
|----------------|----------------|
| First Name: | Last Name: |
| Grade: | Age: |
| Home Address: | |
| Allergies: | Dietary Needs: |
| Medical notes: | |
| Start date: | |

Plan (Please check the appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> Morning Club (340 DKK) | <input type="checkbox"/> Morning Club and Limited ASCP (570 DKK) |
| <input type="checkbox"/> Limited ASCP (340 DKK) | <input type="checkbox"/> Morning Club and Full ASCP (1370 DKK) |
| <input type="checkbox"/> Full ASCP (1140 DKK) | |

Additional Plan

- My child will attend Homework Club (no extra fee)
- My child has permission to attend field trips at announced times (no extra fee)

Parent/Guardian Information 1:

| | |
|------------------|----------------|
| First Name | Last Name |
| Mobile Telephone | Home Telephone |
| Work Telephone | Email |

Parent/Guardian Information 2:

| | |
|------------------|----------------|
| First Name | Last Name |
| Mobile Telephone | Home Telephone |
| Work Telephone | Email |

Please list the names, contacts and relations of individuals who are approved for collecting your child:

Approved list of individuals for pick up

| Name/relation | Telephone |
|---------------|-----------|
| | |
| | |

Parent's Signature: _____ Date: _____

Grades 3-4: Special Permission for Upper Primary Sign Out

The upper primary years have the option to make two forms of special arrangements for sign out time from the ASCP. These arrangements are for grades 3-4 only. Grades Prep through 2 use the Standard Sign Out only. In grades 3-4 parents can choose from three options for sign out procedure:

Independent Sign Out

Children are able to tell their House Leader that they are leaving, sign themselves out of the ASCP and go home. This ultimately means that families would make their own internal agreements on a daily basis, and the ASCP would not need daily contact with parents. With the choice of this option, children are more independent; however the family takes responsibility for the safety of the child once they leave the ASCP.

Agreed Sign Out

Parents contact the ASCP and inform us that their child may sign themselves out and go home on their own. This option has more adult control, and requires that the parent call our telephone line. Calls will not be accepted unless the parent and staff member have directly communicated over the ASCP phone. (In other words, the child cannot say 'my dad called and told me I can go home.' We have to talk to dad.) When the child is signed out of the ASCP, the family takes responsibility for the child's safety.

Standard Sign Out

Children must be signed out by an approved responsible person listed on the enrollment form. They are able to go with older siblings if the older sibling is listed as approved by the parents. This is the standard sign out procedure and will continue in grades 3-4 unless parents return this form

Student's Name: _____ Grade: _____

- Independent Sign Out
- Agreed Sign Out
- Standard Sign Out

Please also update the "Permission" section in the Family application which asks if your child may go home by himself/herself.

Parent's Signature: _____ Date: _____

ASCP Withdrawal Form

To the kind attention of the ASCP Coordinator

Please take note that my child _____ in

grade _____ will stop attending the ASCP from _____ (date*).

Best regards,

Parent/Guardian signature:

Date:

* The deadline to stop the ASCP is the 19 of every month. After that, your child's enrolment will be automatically renewed for the next month.