



# AFTER SCHOOL CARE PROGRAMME

International School of Hellerup



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of Hellerup





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# WELCOME

Welcome to the ASCP – for students 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.



**Warm Regards,**

A handwritten signature in black ink that reads "Chiara Gianì".

Chiara Gianì

ASCP Leader

# ABOUT



## 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 Enrichment 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



***“ The ASCP is the best way for our kids to spend the afternoon playing and having activities with their friends in a safe and fun environment! ”***

Olivia, ASCP Parent

# PLAN OPTIONS



## Morning Club

**Monday to Friday 7:00-8:15 AM (400 DKK per month).**

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

**Monday to Friday 2:20-3:30 PM (400 DKK per month).**

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 (1 hour and 10 minutes).

## Full Afterschool Care

**Monday to Friday 2:20-5:00 PM (1255 DKK per month).**

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

**Monday to Friday 7:00 - 8:15 AM + 2:20 - 3:30 PM (600 DKK per month).**

Both morning care and limited care.

## Morning Club and Full ASCP Combined

**Monday to Friday 7:00 - 8:15 AM and 2:20 - 5:00 PM (1450 DKK per month).**

Both morning care and full care



## 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 all 12 months of the year, including July. 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	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](mailto: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](mailto: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 (direct line: 35 55 50 43). 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 Leader: Chiara Giani – [cgiani@ish.dk](mailto:cgiani@ish.dk)



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**ASCP enquiries:**  
[ascp@ish.dk](mailto:ascp@ish.dk)  
+45 35 55 50 43

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# AFTER SCHOOL CARE PROGRAMME ENROLLMENT FORM

I am enrolling my child \_\_\_\_\_  
in the ISH Afterschool Care Programme.

**Plan:** (Please check the appropriate box)

- Morning Club (400 DKK)
- Limited ASCP (400 DKK)
- Full ASCP (1255 DKK)
- Morning Club and Limited ASCP (600 DKK)
- Morning Club and Full ASCP (1450 DKK)

**Additional Plan:**

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

Parent's Signature : \_\_\_\_\_

Parent's Name: \_\_\_\_\_

## Student Information

First Name:	Last Name
Grade:	Age:
Home Address:	
Allergies:	
Dietry Needs:	
Medical Notes:	
Start Date:	

## Parent/Guardian Information

First Name:	Last Name
Mobile Phone:	Home Phone:
Work Phone:	Email:

## Parent/Guardian Information

First Name:	Last Name
Mobile Phone:	Home Phone:
Work Phone:	Email:

## Approved list of individuals for pick up

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

Name/Relation:	Contact Number:

*Please note ASCP withdrawal must be communicated before the 15th of the month before – otherwise no refund is possible.*



# GRADES 3-4: SPECIAL PERMISSION FOR UPPER

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: \_\_\_\_\_

