

# **After School Care Programme**

## **Parent Handbook**

### **2021-2022**



International School  
of Hellerup

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Rygårds Allé 131, 2900 København - Main Campus (Pre-K - MYP4)  
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## **Welcome to ISH ASCP - for students in Pre-K up 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 focuses on 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 enrolling 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..

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,

Chiara Giani  
ASCP Leader

## **Hours of Operation**

The After School Program is open Monday-Friday from 7:00 to 8.15 am (Morning Club) and from school's dismissal time to 5 pm (on Fridays from 1:30 to 5 pm).

The ASCP is closed on all national holidays and non-school days unless a Care/Camp is in session.

## **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/Clubs**

Workshops are led by an ASCP teacher and have a planned outcome. Children are given the opportunity to go in-depth with a topic and are exposed to new skills and ideas. Workshops run the whole afternoon.

## **Holiday Enrichment Camps**

In school holidays, students have the option to be enrolled in the Care Program from 8:30 to 16.30. During summer break, they can also be registered in different camps from 9:00 to 16:00.

The Enrichments Camps operate for the following holidays:

- October Break
- Winter Break
- February Break
- Summer Break

## Plan options

**Morning Club:** Monday to Friday 7:00-8:15 AM. 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. 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. Full ASCP students are welcome to join all ASCP activities and field trips. Parents are welcome to pick up their child anytime during ASCP hours.

## 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)

# Policies and Procedures

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## Eligibility

The ASCP accepts all internal ISH students, enrolled in Pre-K through PYP4. Registration takes place at the beginning of each school year. After the 1st of September, students may still join the ASCP starting on the following Monday. Change of plans must be submitted latest by the 15th of the month in order not to pay for the upcoming month.

## Enrollments

Please fill out the registration form, and return it to the ISH main office, (hard copies are also available there). Please read the handbook, and indicate that you have done so by checking the appropriate box.

## Daily Communications

The ASCP uses an all-in-one management and communication platform called Family for sign-in/out procedures and daily communication (photos, news feed). When a child is newly enrolled, a new account for the child will be created and parents/guardians will receive a login email. It is the parent's responsibility to communicate and update all the contacts, medical information, and dietary needs on Family. From August 2021, ASCP mail will no longer be available for daily communication like absences and pick-up times.

## Sign in/out

Signing in and out is a way to ensure safety for all children and is very important for our ASCP security. Right after school's dismissal, the ASCP Teachers check all the ASCP students in on Family. Homeroom Teachers assist them in this procedure. When picking up at the end of the day, parents must officially sign out their children on the touch-screen at the Reception Desk. No one will be allowed for pick-up, other than those listed on the child's Family profile. Parents can communicate with a different pick-up person via Family. If your child is present at school but is not attending ASCP, please inform the team via Family. (COVID-19 pick up procedure: no reception available for pick-up times. Students are signed in and out by their ASCP teachers. Moreover, students are picked up according to the time slots chosen by the parents: 3.00,3.30,4.00,4.30 and 5.00pm. These time slots need to be respected in order to promote the flow and stability of the student's and teachers' environment)

## Closing Time

The ASCP closes at 5.00 pm sharp. All children must be collected and out of the building at that time. In the unfortunate event of lateness, parents should immediately call the ASCP (direct line: 35 55 50 43). We reserve the right to bill 200 DKK for each additional late pick-up after the first warning.

## **Snack**

At ASCP we would like to encourage healthy eating habits so each child can grow to meet their potential. A healthy vegetarian snack of fresh fruit, vegetables and whole grains will be provided each afternoon. The ASCP must be updated regarding any children with specific food allergies or special dietary needs. Parents can update their children's status on the Family app.

## **Dress code and personal belongings**

Please dress your child appropriately for active indoor and outdoor play. Layers are encouraged, especially during colder weather. Keep in mind that your child will have the opportunity to work with paints, clay, glue, etc. For your child's safety and enjoyment on the playground, closed-toe footwear is encouraged, and roller skate shoes are not allowed in any areas. Please label all your children's belongings clearly with your child's first and last name (i.e. water bottles, backpacks, all clothing, books, notebooks). A change of clothes (underwear, pants, socks) is advised to be stored in the school's cubby. Please do not send toys, electronic games or devices, special sports equipment, etc. to the ASCP. If your child is bringing one of the aforementioned items to school, the item must remain in the child's backpack.

## **Phone policy**

Students in possession of a mobile phone/smartwatch must keep it in their school bags, and take it out only if needed. The School is not responsible for any lost/stolen/damaged property. Students are allowed to call parents/caretakers, after getting permission from an ASCP teacher and only at the "phone zone" at the ASCP reception. The ASCP encourages parents to limit the calls while in ASCP. In case of need, the ASCP direct line (35 55 50 43) is to be preferred. During Covid-19, we are not using the Phone Zone, therefore students who need to contact parents, will ask their ASCP teacher to call them.

## **Inclusion in ASCP**

The ASCP follows the philosophy of the school's inclusion policy.

Any individual needs regarding Learning Support are evaluated on a case-by-case basis. The aim is to include all children. If viable, then an action plan is created with parents and its success is evaluated after a trial period. The Learning Support Department is consulted during this process. An action plan may include: reduced hours in ASCP; increased participation in electives, or increased support within ASCP paid by parents. The school may recommend, or require, the student to transition to an alternative option from ASCP if the action plan is not successful for the student.

## **Behavior Policy**

The ASCP is committed to creating a safe, respectful and successful environment for all children.

At ISH we expect responsible, safe participation in both school time and during After School/Electives. Respect and kindness are imperative. This is for student safety and to maximize participation, learning, and enjoyment for all students.

ASCP Teachers and Students must respect the ASCP agreements (see Appendix). Should there be a problem, your child will be given verbal warnings to correct their behavior. There will also be a quiet time of reflection to review the incident. Incidents are all communicated to the class teacher. In case of a major incident, an incident report will be filed and the ASCP leader, class teachers, PYP Principal, and LSS coordinator (when necessary) will be informed. Parents will be notified and may be asked to pick up the child promptly. Depending on the severity of the incident (e.g. violent behavior), the student may be suspended for 1-2 days.

The ASCP is committed to a safe, caring environment for all ASCP students. However, the ASCP is not able to provide dedicated one-on-one supervision for recurrent social-emotional and behavioral needs.

If a student has ongoing challenges with the ASCP structure, expectations, and environment, that the school and family can not resolve, the family is informed of the problem. If the behavior does not improve, then the student may be suspended, or eventually withdrawn from the After School Care Program/Elective with no refund.

## **Illness or absence**

In case a child is ill or absent from school, the ASCP will be informed by the classroom teacher. However, parents who are picking up their children right after school's dismissal should let the ASCP staff know that they will not attend ASCP for the day. ASCP and Electives follow the same school guidelines established during COVID-19 pandemic.

## **Medications**

We administer life-sustaining medications only. It is recommended that children needing medication should receive it from their parents prior to the beginning of the school day or after pick up. If your child needs life-sustaining medication (ex. Epi-Pen, Seizure medicines, etc.) we must have them stored for the school year with our program. The physician's prescription must also be on file with instructions to administer, signed by the parent or legal guardian.

## **Accidents and Emergency**

When a child becomes ill or is injured during the after school program, first aid will be administered and the parent/guardian will be contacted immediately. If the parent cannot be reached, our staff will adhere to the emergency contact information on your child's registration form. Please update the Family app immediately if changes occur in addresses, phone numbers, or emergency contacts for your child. Should we not be able to reach anyone, we will call 1813/112 and eventually transport the child to needed medical facilities.

## **Child Protection Policy**

Please see ISH Child Protection Policy. ISH staff are required by law to report known or suspected instances of child abuse to ISH Welfare team and to the Danish Authorities. A background check on criminal and child abuse record is mandatory for all ASCP teachers, substitute teachers and volunteers working at ISH.

## **Withdrawal and cancellation**

ASCP withdrawal must be communicated by email to the ASCP Leader before the 15th of the month before – otherwise, no refund is possible. If your child has been asked to no longer attend our program due to poor behavior choices, please see the policy regarding behavior policies. We also reserve the right to refuse to deal with any family that is rude to our staff and who repeatedly is late to pick up their child. We will do all we can to accommodate everyone's needs, but we will stop doing so when it affects others in our program or on our staff. We will also give you a 24-hour notice.