



Welcome to the DHPS Child & Youth Centre

Dear Parents

Welcome to the DHPS Child & Youth Centre (CYC). We are pleased, that you have chosen the afternoon care at the CYC and would gladly like to provide you with detailed information. The ABC serves as a guide that provides a brief overview of our activities: from **A** to **Z: Attendance to theft**. Don't hesitate to contact my team or me in case of any further questions.

We hope that your child will feel secure and comfortable and will become an active member of our community. It is a pleasure for us to support you in the upbringing and development of your child and to be a companion for the young people.

Strengthening the learners, supporting the families and organising the leisure time are our goals that we constantly bear in mind and are the motivation of our work.

You are welcome to arrange an appointment or a trial day to get to know us personally.

Yours sincerely



Lars Pickhardt



ABC of the CYC

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Attendance and signing out

An attendance list is kept during the entire afternoon care (2nd list in the dining room). On arrival at the CYC, children register independently with the responsible educator. The person, who picks up the child at the CYC in the afternoon, should say goodbye to the supervising staff so that the child can be signed out again.

At the **Youth Centre**, teenagers may sign out in the attendance register by themselves and have to indicate the time if they want to go to the sports fields or the library. Attendance is checked randomly.

Important information: If a child is missing, the parents will be informed and, if necessary, we will contact the authorities.

Possible consequences: We reserve the right to temporarily exclude learners from the afternoon care if a child repeatedly fails to show up, or leaves the supervising area or school premises without prior notice.

Casual wear

After lunch, the children may change their school wear for casual clothes brought from home.

Contact

DHPS Child & Youth Centre
Kreutzberger Building
Entrance Trift Street
Windhoek

Contact person: Lars Pickhardt
Tel. + 264 61 373 108
KJuZe@dhps-windhoek.com

If you have any questions, please do not hesitate to contact us.
Personal appointments can be arranged on request.

Contact details of parents

Please always update us on your current contact details. This includes your mobile phone number, private, office telephone number, and email address.

Daily schedule

The daily schedule is binding for all children and teenagers:

11h30 Supervision (Mo. – Fr.)
from **12h25** Lunch 1 in groups
13h10 Lunch 2 and leisure time
14h00 Homework time
15h30 Leisure activities and fruit snack

until **17h30** Clean-up and pick-up time
Child & Youth Centre closes

The CYC should be advised about attendance and participation in lessons, extra-murals and other activities in good time.

Educational staff

The CYC is managed by a full-time employee. He is supported by part-time and full-time educational staff and educators from Namibia, South Africa and Europe. The CYC also offers vocational and orientation internship. In addition to a second full-time employee, part-time employees are assigned with afternoon and homework supervision for the children and teenagers. The employee's education and professional experience differs depending on the position in the team; it ranges from pedagogical studies or vocational training to lateral entrants. The employees speak German and English.

Extra-mural activities / afternoon events

In the afternoon, children can participate in the extra-murals offered by the school. A list of all extra-murals of a child must be attached to the attendance list. The supervisors will ensure that children arrive at their extra-murals on time. Children walk to their extra-murals on the school grounds by themselves. During this time, the CYC does not assume responsibility for your child.

Extra-mural activities

Children, who have to attend extra-mural activities near the school, can be sent there by the CYC staff. It must however be ensured that children can go to the respective place by themselves. Otherwise, parents are responsible for organising transport. If children are expected to walk to an event on their own, our responsibility ends as soon as children leave the supervised area.

Holiday programme

During the holidays, we offer a varied holiday programme on various topics. In addition to games and sports, crafts and handicrafts, we offer a varied breakfast and lunch, as well as exciting themed excursions. Information is sent and registrations are made in good time before the holidays. The opening hours are usually from 7h00 - 17h00.

Homework

Homework is an important supplement to lessons at school and form part of the afternoon care. We teach learners to work and learn with commitment, as well as with independence and neatness. Silence and concentration are particularly important during homework supervision. Both teachers and qualified educators assist and randomly check the homework for completeness and correctness. Unfinished homework must be completed at home.

At 14h00, learners from the **Child Centre** go to the homework group to which we have assigned them. Each group consists of learners from different grades; if possible, we try to put two learners from the same school class in each group.

At the **Youth Centre**, there is a separate area for quiet work and homework for the teenagers. Two computers are available for Internet research.

Information

Our School Communicator keeps you up to date on all important innovations and events. In addition, all news is regularly communicated via the parents' letter. Please do not hesitate to contact one of our employees at any time in case you have any further questions, comments or personal concerns. If necessary, we approach parents personally and, if required, inform them about any important measures.

Kiosk

Children (Child Centre) have the opportunity to go to the tuck shop with one of our staff members on Fridays after lunch. Please provide your child with a maximum of N\$ 30.-

Leisure offers

In addition to crafts and games, we also have the gym and school swimming pool at our disposal. In the *Child Centre*, we offer a guided tour to the library on request. If necessary, children from the Youth Centre may visit the library or sports field independently with permission.

Note: In order to participate in swimming sessions, children need the permission from their parents.

Leisure activities

At the CYC, learners may freely pursue their interests. In our game cabinet, there are numerous indoor games, such as dice or board games, Lego bricks, building blocks, a marble run, a toy-car garage and wall bars. For children, who prefer to play outside, there are various balls, ropes, sandpit moulds and other outdoor games to get rid of their energy while playing basketball on the "big field".

Lunch

Lunch is offered in the school dining hall. Between 12h30 and 13h45 daily, a balanced lunch with a variety of regional and international dishes is available. We go to the dining room in two groups. Learners of the first group (grades 1 - 4) jointly go for lunch at 12h25 together with the responsible educators. Learners of the second group (grades 1 - 4), who have attended an extra-mural, meet the responsible educator at the dining hall, who accompanies them during lunch and on their way back to the Child Centre. Grade 5 - 10 teenagers also meet their educator at the dining hall, but independently return to the Youth Centre afterwards.

Illnesses or accidents

In case of injuries and wounds, we can provide children with plasters, cool packs and bandages. If necessary, we will contact the parents. In the event of accidents, we will contact the ambulance and the parents. Therefore, we need the current telephone and mobile phone numbers, the medical aid number and for security reasons the contact details of another person.

As a general rule: Sick children should not attend the CYC. In case of fever, abdominal pain, headaches or other complaints, we will ask parents to pick up their child immediately.

Objectives and pedagogical values

Strengthening learners, supporting families, organising leisure time

The focus of our work is on the children entrusted to us. We accompany them for a while in their daily life through their school career. We encourage the children to individual learning. It is important for us to develop values such as honesty and shared responsibility, punctuality, acceptance and respect. The individual child learns motor, emotional, cognitive and social skills in a group. This includes movement and consideration during play and sport, new problem-solving strategies and linguistic and social competences through interaction. Rituals help children to assume commitment and responsibility for themselves and others. The afternoon care at the CYC is a place to live and learn together. The afternoon care is also a special service for parents who are looking for a suitable care solution for their children – be it because of their work situation, absence or the contents we offer.

Opening hours

Monday & Tuesday: 12h25 - 17h30

Wednesday - Friday: 11h30 - 17h30

Office hours: 08h00 - 17h30 (Mo. - Fr.)

During the holiday programme we are open from 07h00 - 17h00.

Parents' evenings

At the beginning of the term, a parents' evening is offered to inform you about current happenings, events and changes. The parents' evening is an opportunity for exchange, questions and expressions of opinion.

Parents' Representative Committee

At the beginning of the year, two representatives from the CYC are elected as the Parents' Representative Committee (PRC); if possible, one from the Youth Centre and one from the Child Centre. Their function is to communicate information, concerns and complaints between parents and the CYC management. In addition, the elected parents also represent the CYC at disciplinary conferences and attend the regular PRC meetings. The term of office is one (1) year.

Pick-up

Children may not leave the premises of the afternoon care without permission and/or their parents (authorised adult person). When picking up your child, please ensure that the responsible employee has seen you and that your child has been signed out in the attendance list. If other persons are authorised to fetch your child, please enter the names of all contact persons in the list and inform us in advance in exceptional cases. If a child is picked up directly after school, parents must inform CYC in good time. The school secretary will forward messages for you.

Pigeonholes

Each child is assigned a pigeonhole to store his/her school bag, clothing and private belongings. Learners are not permitted access to other children's pigeonholes.

Premises & School Grounds

The Child Centre offers numerous play and working rooms to relax, handicrafts and games, depending on the wishes of the child. Outside, a large lawn area with a jungle gym and a sandpit offers the

children the opportunity to get rid of their energy or play football on the "big field" on request. The **Youth Centre** is sub-divided into a work area and a leisure area. Workstations and computers offer space for homework. The leisure area offers space to rest and social interaction. Various board games as well as large games (table soccer, basketball, table tennis, ...) and a shady garden are available for the teenagers.

Reading

Reading and learning to read play an important role in homework supervision. Reading exercises form part of the homework time and are individually adapted to each child. For continuous improvement, intensive reading training at home is necessary.

Rules & Consequences

Rules are important for smooth co-existence. The well-being of the individual child and the good atmosphere in the group are particularly important to us. Respectful interaction with each other, the environment and the things entrusted to us are an essential part of our education. The rules and agreements of the afternoon care are available on the notice board at the Child & Youth Centre, in parents' letters and on our homepage. The Disciplinary Code of the DHPS applies to particularly gross breaches of the rules or repeated misconduct.

Supervision

The employees are always available and/or visible for your child. At least one supervisor is on duty inside the building and one outside to keep an eye on the sports field. For reliable care, the cooperation and communication with parents is of great importance. Please inform us about all school or extra-mural activities of your child, so that we know about his/her whereabouts. Parents must also inform the CYC well in advance if their child is picked up directly after school.

Theft

We assume no liability for the loss or damage of private belongings. To prevent theft and damage, school bags and clothes should be neatly stowed in the children's pigeonholes.

Status: 21 January 2019

Attachment 1: If a student is missing.

