



## 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 & signing out

An attendance list is kept throughout the afternoon care. When learners arrive for the joint lunch, they check in independently with the educator on duty, who enters them on the attendance list of the Child & Youth Centre

The person who picks up the child from the Child & Youth Centre in the afternoon, has to sign the child out with the supervisor.

In the **Child Centre**, an extra-mural list provides an overview of the current regulations that parents must regularly update and communicate. This is the only way to ensure that the child is at the right place.

In the **Youth Centre**, teenagers sign themselves out on a weekly planner independently (with the respective time) when they go to the sports grounds, library, afternoon lessons, are picked up, etc. The weekly planner offers an overview on upcoming events. Attendance is randomly checked.

**Important information:** If a child is missed, parents are informed and we will have the learner sought publicly: see Appendix 1

**Possible consequences:** We reserve the right to temporarily exclude learners from the afternoon supervision if they did not turn up without prior notification, or if they leave the supervision area on the school premises without prior notification: see Appendix 1

### 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  
[KiJuZe@dhps-windhoek.com](mailto:KiJuZe@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:

	<b>11h30</b>	Supervision (Mo. – Fr.)
from	<b>12h25</b>	Lunch 1 in groups
	<b>13h10</b>	Lunch 2 and leisure time
	<b>14h00</b>	Homework time
	<b>15h30</b>	Leisure activities and fruit snack
until	<b>17h30</b>	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 activities at the Child Centre

In the afternoon, children can participate in extra-mural activities offered by the school on the school grounds. All extra-murals are listed in a general overview, which is appended to the attendance list. The supervisor ensures that children arrive at their extra-mural activity in time. Children walk independently across the school premises to their extra-mural activity. The Child & Youth Centre does not assume any responsibility during this time.

## 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.

## 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.

## 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 programme

In addition to handicrafts and games, the gym and the school swimming pool are available to us every week. On request, learners enrolled in the Child Centre can go to the library with a supervisor. Children from the Youth Centre may sign out in the weekly planner and go to the library and sports fields independently.

**Note:** In order to participate in the swimming extra-mural, children need the consent of their parents.

### **Lockers**

Grade 3 learners are recommended to hire a locker, so that they can store their school bags during lunch time, as they cannot bring them to the school canteen.

The school accepts no responsibility for lost or damaged items.

### **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.

### **Mobile phones or electronic devices**

In the afternoon, learners enrolled in the Youth Centre may communicate with their parents using their own mobile phones.

Learners enrolled in the Child Centre are not allowed to use mobile phones or electronic devices. In urgent cases, children may use the telephone of the Child & Youth Centre management.

The school is not responsible for any loss or damage of electronic devices.

### **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

We organise a parent-educator meeting at the beginning of the term, to inform you about current and upcoming events or changes. The parent-educator meetings offer an opportunity for exchange, questions and expressions of opinion. The invitation together with the agenda will be sent 7 days in advance by e-mail via the parents' representatives. Parents can add topics to the agenda under the item "Miscellaneous". Any additions should be communicated in advance.

## 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.

## Registration, Fees, Change of Option & Cancellation

The DHPS administration is responsible for registrations, changing options and terminations. The fees are determined annually by the school board of the Deutscher Schulverein Windhoek (1949)

and published together with the applicable fee structure. The fees for the Child & Youth Centre are added to the school invoice. Options (14:00 option or 17:30 option) can only be changed once a year. Short-term registrations (min. 5 days) are subject to availability. The cancellation period for the Child & Youth Centre is three months from the first day of the month. Learners are deregistered from the Child & Youth Centre upon timely notice.

### **Regulations for the use of PCs**

Two PCs are available for learners to complete their homework. Private use for meaningful leisure activities is only possible upon prior consent and at fixed times. Further regulations are put up on notice boards in the relevant locations.

### **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 within the range of hearing and sight of the children. At least one employee is on duty inside and also outside, having a view of the sports grounds. Cooperation and communication with parents is crucial for reliable supervision and we therefore ask you to inform us about all your child's school activities and extra-murals, so that we are aware of this/her whereabouts. In addition, parents must inform the Child & Youth Centre, when the 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.,

### **Use of mobile phones**

In the afternoon, learners enrolled in the Youth Centre may communicate with their parents using their own mobile phones.

Learners enrolled in the Child Centre are not allowed to use mobile phones. In urgent cases, children may use the telephone of the Child & Youth Centre management.

The school is not responsible for any loss or damage of electronic devices.

### **Waiting class**

The waiting class is also managed by the Child & Youth Centre. The afternoon care of the Child & Youth Centre and the waiting class is partially offered jointly at the Kreuzberger building (Mo. - Fr. 11:45 - 12:25). The employees of the Child & Youth Centre divide the care tasks among themselves according to need.





*Status: 22 January 2020*

**Attachment 1: If a student is missing.**

