



Welcome to the After School Care 2019/20

Welcome

We look forward to welcoming your family in the After School Care (ASC) from 1st August 2019. Your child is embarking on a new and exciting chapter at the European School Copenhagen, and together we will make sure that your child gets the best possible start to school and after school care. On the next few pages, you can read about our introduction programme for the new children and some general information about the After School Care.

Introduction for new children

Children who will be joining the school at the beginning of the new school year, can start in the After School Care from 1st August (see further information under Enrolment). The new children in Primary 1-3 will each be received by a pedagogue, who will be their primary contact during the first weeks. The pedagogue will ensure that they receive the support they need and are introduced to the other children and routines in the After School Care. If any of the children feel a little overwhelmed, a parent/caregiver is welcome to stay the first day.

Focus areas

Here are some of the areas we will focus on with the children:

- Friends
- Fun
- Tabulex
- Checking-in and out
- Rules
- Social skills

Opening hours during the school year

School days 06:30-17:00

On school days, the ASC is open every morning from 6:30 to 8:00. We send the children to school at 08:00 each morning and are open to receive them again when school finishes.



School holidays: 07:00-17:00

- During the school holidays, the ASC is open from 7:00-17:00.
- You are required to register your children's days off/holidays or enrolment via Tabulex (SFOWeb.dk)
- Your child needs to be at the ASC by 09:30, because certain days are designated field trip days. Field trips usually take place between the hours 09:30-15:00.

Closing days

The ASC is closed during weekends and the following days in 2019/20 (all days included):

- 23 December 2019 to 1 January 2020 (Christmas)
- 6 April 2020 to 13 April 2020 (Easter)
- 8 May 2020 (Great Prayer Day)
- 21-22 May 2020 (Ascension Day Holiday)
- 1 June (Pentecost)

Registration

We are obligated to register your child's attendance and absence every day. This is done via an electronic check-in system, which your child is required to use every day that he/she attends the ASC. We will contact you if your child does not turn up and we haven't received any information from you that explains his/her absence. Therefore, it is in everyone's interest that you remember to inform the ASC of any days off, doctors/dentist appointments and/or illness. We also need to be informed if any person other than yourself will be collecting your child. If we are not informed, we are not allowed to let your child leave the ASC!

Your child **MUST** check themselves in and out each day and say goodbye to a member of our staff!

Co-operation

All members of staff, teachers and pedagogues work closely together to build and develop a strong and harmonious working relationship. All the classes from grade 0/nursery class to Primary 3 have a pedagogue working with the class. The After School Care also cooperates closely with the After School Club Bryggergården, which many of the children at the school decide to join when they finish Primary 3 and can no longer attend the After School Care.



Enrolment

Children who start in the new nursery classes each year are automatically enrolled in the After School Care. If your child is starting in one of the Primary classes, you must write to the Head of After School Care Uri Harlam (mailto: HG5V@kk.dk) to enrol and inform him of the date you would like your child to start (from 1st August). If you wish to cancel your enrolment, a full month's notice is required.

Payment

The After School Care fee is DKK 962 per month per child (if the child resides in the Municipality of Copenhagen, the month of July is free of charge). From 1st September 2019, the price will increase to DKK 1,005 per month due to longer opening hours. Please be aware that the price may differ if you reside in another municipality!

Contact information

If you have any questions, please come and see us or call us. The After School Care phone number is +45 2491 3687 (hours: 14:00-17:00 Monday through Friday).

We look forward to welcoming you and your child in August and wish you a wonderful summer.

Kind Regards,

Uri Harlam
Head of After School Care