

Rules, Regulations and Policies governing the “Vulamasango After School Care”



VULAMASANGO
OPEN GATES

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Vulamasango After School Care is part of the Umbrella Organisation **VULAMASANGO – Open Gates**, and is as such governed by the organisational policies of the latter. Children are required to comply with these under all circumstances. These policies may be reviewed and altered from time to time. Specific policies laid down for the **Vulamasango After School Care** are the following:

1. Registration:

- 1.1 The application form for registration or re-registration must be handed in not later than the 25th of January. Late applications will only be considered under special circumstances. The confirmation of a child's placement will be given not later than the 01st of February.
- 1.2 Since we are limited in the number of children we can accommodate, all applications will be considered on a “first-come, first-serve” basis. However, preferential treatment will be given to children who were registered during the previous year. It is therefore important to hand in applications for registration as well as re-registration as early as possible. Applications will be accepted from the 15th of November each year.

2. Parents Meetings:

- 2.1 Parents meetings will be convened from on a regular basis by the organisation. This is to ensure a balanced approach to the development of all children and youths in the After School Care.
- 2.2 Parents are to attend all meetings. Should parents not be able to attend a parents meeting, it is upon each parent to send an apology directly to the Director Child Care. It is compulsory that both parents attend such meetings to ensure continuity.

3. Attendance:

- 3.1 Attendance of the After School Care is voluntary only up to a certain degree. If our attendance register shows that a child has been absent more than 50% of the days of each month, the placement may be reviewed and it may be suggested to the parent to give up the placement to allow other children to attend. Children are thus encouraged to attend as often as possible, as regular attendance will also mean that our education and childcare principles can be properly implemented and the child will benefit the most from our structured programs.
- 3.2 Our Childcare and Youth Workers will be present **Tuesdays to Fridays** from 1pm to 7pm and on **Saturdays** from 10am to 4pm. Children will be looked after and given structured activities as well as a light snack or warm meal during this time.

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4. Photographic and Video material

4.1 By signing this document, parents agree that photos or videos may be taken of their children, which may be used for fundraising purposes in the future. The funds raised in this way will only be used to the benefit of the organisation and thus the children themselves. Parents waive all claims to benefit financially or in any other way from these pictures and their use on information brochures, our website, Facebook page and public presentations for fundraising purposes, The copyright for these pictures will remain with Vulamasango.

5. Physical activities

5.1 The children will participate in certain physical exercises and sports activities. Parents herewith agree that their children take part in these activities on their own risk and that the organisation will not be held responsible for injuries resulting from participation in these activities, unless they result from gross negligence on the part of our childcare workers and volunteers. Should parents not want their children to take part in those activities, they must let the management know beforehand in order to come to a relevant agreement.

6. Fees

6.1 Attendance at Vulamasango After School Care is FREE! However, this is only under the following conditions, which must be taken seriously and followed at all times:

The child must attend the After School Care **REGULARLY!**
The parents must attend meetings **REGULARLY!**

I,..... Have read and understood the abovementioned rules and regulations and hereby agree to comply with these to the best of my abilities at all times.

SIGNED:.....

DATE:.....