

Vulamasango Child and Youth Care Centre House Running Procedures

The Vulamasango OVC is part of the umbrella organization **Vulamasango CYCC**. Its functionality and structure is governed by the rules and regulations of the organization. This document tabulates the basic routines for childcare workers, volunteers and children in the CYCC. The housemother must use this document in conjunction with her job description and the volunteers with the volunteer manual.

1. House units running procedures

- Each child shall be responsible to take up chores around the house as decided upon by the house parent. They shall report upon completion to the housemother or to the volunteer responsible on completion of task.
- If a child is not able to carry out a task, it is their responsibility to consult with the house parent on how that task will be carried out.
- The duties outlined below and schedules are the base of how the house units will run but can and will be adapted to any changes that come up.

2. Mon – Friday - Mornings:

- Each child will get up on time, shower, and dress in full uniform as handed out by the organization.
- Each child is responsible for making their own bed unless they have been deemed too young.
- Each one shall ensure that all their belongings are packed neatly where they should
- It is the responsibility of every child to prepare his/her own lunch box unless they have been deemed too young, in which case the housemother is responsible.
- The housemother is responsible for ensuring that breakfast is available in the kitchen. Everyone is responsible for cleaning up after him/herself, but everyone will be held responsible for ensuring that the kitchen area is left clean after breakfast.
- Each child must be ready on time for the 1st or 2nd trip dependent on what time they need to get to school. The trips are decided upon at the beginning of year, children and youths may not change times without consulting with both the driver and the housemother the day before.
- No child is allowed to stay home during a school day, unless the Director Child Care or the housemother has given consent.

3. Mon – Friday - Afternoons:

- All school going children will report directly to the after school care unless given a different instruction.
- No child is allowed to be in the housing units until the end of programs for the day.

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- All homework and school projects must be done in the After School Care. Each child is required to show their homework to a volunteer or to the Program Facilitator for the day so it may be checked for errors.
- If a child requires assistance, it is important that they speak to any member of the facilitation team to get assistance. All homework due the following day must be completed during the afterschool care time.
- Research for assignments will be done in the computer room under the supervision of a volunteer or the Youth Facilitator. The rules of the computer lab apply to all children and youths who make use of it.
- All moneys for travel or school needs must be collected from the office during working hours.
- All young people must leave the After School Care when food is served for all external kids.

4. Mon – Friday - Evenings:

- Everyone shall assist in the house as per the chore register.
- Everyone will prepare their lunch boxes before dinner and pack them in the fridge.
- After dinner all dishes must be washed promptly and the kitchen must be cleaned.
- All school uniforms must be prepared and hung in the wardrobe.
- Everyone must be in bed by ten for all high school children. The housemother shall allocate sleeping time for all primary school kids. This must be communicated with all other respective childcare workers.
- All dirty clothes must be put in the respective laundry baskets.

5. Mon – Friday during holidays:

- Breakfast will be served between 9am and 10am; Lunch will be served at 1pm to 2pm; Dinner will continue to be served at 7pm.
- Every young person will be expected to assemble in the hall for the afternoon programs.
- The Director Child Care will compile a study timetable with the Youth Facilitator for March/June/September holidays and a list of the children who need assistance.
- The Volunteers will be responsible for extra mural activities during the day.
- The volunteers will be responsible for coordinating games during free time. Sporting equipment will be made available in recreational areas under their supervision.
- Children who wish to be away from the premises shall follow the protocol for leaving the premises. This shall always be communicated to the Director Child Care.

6. Sat – Sun (During term)

- Any child who has to attend Saturday classes or extra mural activities outside the premises must report this to the housemother who will report to the DCC as

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soon as they receive the information so that arrangements can be made for transport.

- All the rules that apply on school days will apply in the mornings.
- Everyone will have their breakfast and the kitchen cleaned by 10am. Lunch shall be between 1 – 2pm for lunch and dinner at 7pm.
- Children will complete their tasks as tabulated on the activity roster.
- Each child is required to spend a minimum of 90 minutes on their books on both Saturday and Sunday respectively.
- All children will assist in ensuring that their rooms are clean and that all dirty laundry is washed.

7. Laundry

- All dirty clothes must be placed in the allocated washing baskets and never left on the bed or around the bedroom.
- Washing shall be separated into different baskets by color.
- Volunteers shall take up the kids and wash them as per the laundry list below. All youths will be expected to assist in hanging the clothes as per chore register.
- In summer clothes must be hung and dryers can be used in case of bad weather.
- All laundry shall be hung in the designated areas. No clothes shall be hung over furniture
- Panties and towels shall be pegged on the washing line and must never be left in the bathroom/ bedroom and or on furniture in the house. These must be taken in every evening.

Laundry schedule

Tuesday: Babies
Wednesday: Boys
Thursday: Girls
Friday: Volunteers
Saturday: Uniforms
Sunday: Ironing of school uniforms

8. Leaving the premises:

- All children shall submit their wish to leave the premises as tabulated on the Holiday and Weekend Policy.
- All children who have arrangements outside the premises that are not school related must ask the housemother for consent so that arrangements can be made.
- The child must ensure that they are at the transport pickups on the time arranged and agreed upon.

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- It is important that they confirm with the housemother the time and pick up spot as agreed on with the drivers.
- Failure to be on time for pickup when returning to the premises without prior notice or a valid reason might result in the child not going out for weekends for a certain time.
- No child shall be allowed to walk to or from the premises from any place.
- The volunteer on duty shall be tasked with driving duties on weekends

9. Cleaning procedure

Bathroom

- The bath tub, the shower, the sinks, and all mirrors must be washed
- The floor must be mopped
- All bins must be cleaned and new bags must be placed in each bin.

Note: The bathroom must always be cleaned after use. Should anyone leave the bathroom in a mess, the next person must report it to the volunteer or housemother of the respective house.

Kitchen

- Everyone must wash dishes on their assigned day, unless given a different instruction by the volunteers or housemother.
- All dishes must be returned to the kitchen after dinner and washed
- The dining room must be cleaned; all tables must be wiped

10. Shopping:

- Shopping will be done monthly for all groceries and toiletries
- Fresh foods like fruit, vegetables and some foods for lunch boxes will be bought weekly.
- Special shopping will be done as needed under the approval of the PM.
- School needs need to be communicated with the Director Child Care or the Project Manager in person at the office and never in passing or during off work hours.
- Shopping for clothes for children younger than 12 will be seasonal (twice a year), the budget will always be allocated by the CEO through the Director Child Care. The housemother will draw up a list of items needed. Any clothing items needed in between these shopping periods will have to be communicated with and allocated a budget for by the Management.
- All children and youths 12 and above shall be allocated pocket money which they must use to buy the items they need. Using the money shall be as explained in the section below (Pocket Money).
- Each housing unit must complete and submit its stock take and requisition form by the end of the third week.

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11. Pocket Money

- All children 12 years and above shall be allocated pocket money towards their everyday needs.
- The organization shall be responsible for ensuring that the children and youths have all their basic needs met. Should a young person not use the allocated money to see to their needs on their own accord, the organization shall take money and buy the needed items.
- Each child shall withdraw money between Monday and Thursday from the Office Administrator who shall keep record of all withdrawals and deposits between 10h00 and 18h00.
- All children may add any additional monies they receive as gifts and this will be added to their total pocket money.
- Children shall bring receipts as far as possible for all withdrawals made. In case of hair and places without receipts, they shall ask the persons rendering service to sign the petty cash voucher with the total amount. This is to ensure that the monies allocated to the children and youths do not go towards alcohol and cigarettes.
- Should the children and youths spend less on the categories mentioned below and have money left over at the end of the year, they may use the remaining money for clothes.
- The pocket money shall be allocated as follows

Item	Girls	Boys
Toiletries	200	150
Clothing	200	200
Cellphone	100	100
Hair	100	50
Sundries	100	100
Total	700	600

Birthdays	800	800
Christmas	800	800