

After-school care centre

After-school care centre serves for upbringing, education and recreation of the pupils of the school. After-school care centre is divided into departments – the care centre operates in morning hours before the start of the classes – often from 6:30 o'clock until the start of the class and in afternoon hours after class until 17:30 o'clock. Pupils are being taken care of in after-school care by educators, who oversee them even in the time of lunch. After the lunch, various interest-educational activities in the form of recreational and interest activities take place – art class, technical working, musical and movement-related, recreational and social sciences. During self-serving activities pupils are led towards strengthening of hygiene habits and cultural habits and towards care for personal property.

· After-school care centre coordinates its activities with the school so, that it allows pupils participation in other forms of interest activities organised by school.

· If the pupils attend extracurricular interest activity, their departure from the care centre is of course influenced by the time of start of extracurricular activity.

· Care centre organizes program so, that it would allow students the choice in between different care centre activities. (Interest groups.)

Attendance in the care centre

- Pupil is accepted into the care centre after proper completion of enrolment list and after paying a fee. Each school principal provides allowance for one pupil per calendar month. Fee is always charged for the period September - December and January - June of a given school year through transfer on school account.
- Parents or other authorized custodians of pupil provide to care centre the range of attendance of a pupil and method of departure from care centre.
- Excuse for absence of pupil in care centre, deviations from attendance or a method of departure is provided to care centre in a written manner.
- **It is not possible to release pupil through phone agreement, or through a form of SMS message.**
- **It is not possible to physically release pupil to any other person (for example to a neighbour), unless a written agreement is provided by parents!**
- Pupil unbeknownst to educator does not leave the building of after-school care centre. In the case of the attendance in the morning care centre pupils are required to notify educator about themselves before entering the school building by home phone. If they do not do so, the care centre does not take responsibility for them.
- Pupil does not bring in the care centre items, which could endanger health and security of them or other persons. Does not bring valuable items in the care centre, mobile phone-could be switched on- in schoolbag in the schoolroom of care centre.
- The head educator, school principal or borough decides about inclusion of a pupil into care centre. Preferential right for inclusion in the care centre have pupils of 1. – 3. class, who have parents in employment, single parent and pupils of parents in situation of social hardship.
- If parents in case of emergency need to temporarily place pupil in care centre, they turn to the head educator.
- If pupil is not taken from care centre until 17.30 o'clock., legal custodians of pupil are notified by phone.