

# DRESDEN INTERNATIONAL SCHOOL

After School Care  
Homework  
Handbook

WORLD  
CITIZENS  
MADE IN  
DRESDEN



DRESDEN  
INTERNATIONAL  
SCHOOL

## Location and Hours of Operation

ASC and DIS Homework Lab will both be held at the  
Dresden International School Annen Campus  
Annenstrasse 9  
01067 Dresden  
+49 351 440070 Main Office  
**+49 351 44007 250 ASC directly**

Structured programs begin at 16:00 and end promptly at 18:00.

## Days of Operation

ASC and Homework Lab runs Monday through Friday.  
(Both programs in accordance with the DIS calendar.)

A separate schedule and sign-up on early dismissal, student conference, and professional development days as well as school breaks, vacations and national holidays maybe provided.

## Program Goals

After School Care provides participants with a safe and stimulating environment in which to work and play. They have a choice of structured activities such as sports, art and craft or supervised free play. When a child gains competence in such activities, the confidence and skills that come from these experiences are transferable to academic skills and vice versa. ASC stresses good communication, teamwork, perseverance, problem-solving and conflict resolution.

DIS Homework Lab combines the opportunity for students to work in a quiet, homework friendly environment, while being able to utilize available resources on campus. The DIS Homework Lab is staffed with individuals who are there specifically to help students use these tools. The staff is also available to guide student through assignments, and help them stay on task, so that students can complete their work.

***DIS Homework Lab is not a tutoring program***

## Program Activities

16:00	Program begins
	ASC: small group time, to be determined daily, e.g. group games, arts and crafts, silent reading, organized outside activity, outside free play Homework Lab: homework, reading and computer time
17:00	Homework Lab finishes
18:00	Program ends

## Program Coordinator and Staff

The After School Care Program Coordinator, and the Homework Lab Coordinator, as well as all other staff members undergo first aid training and a background check prior to hiring.

## Payment Schedule

ASC/Homework Lab

	16:00–17:00	16:00–18:00
1 day per week	3.60 €	6.20 €
2 days per week	7.20 €	12.40 €
3 days per week	10.80 €	18.60 €
4 days per week	14.40 €	24.80 €
5 days per week	18.00 €	31.00 €

The bill is sent home at the end of the month.

### **Examples:**

1 child is signed up in January for Homework Lab 3 days per week until 17:00. Family is billed for 4 weeks = 43.20 € for the month (4 x 10.80 €).

2 children are signed up for February, one for ASC, one for Homework lab, 5 days per week until 18:00. Family is billed for 3 weeks (winter break excluded) = 186 € for the month (3 x 31 € x 2).

### **Day Care Contract (ASC, Homework lab, and Holiday care)**

The maximum amount pursuant to the statute of the city of Dresden corresponds with the parental contributions which are paid annually for day care. Fees are annually reviewed by the city of Dresden and are published in August every year. The current annual fee for the day care we offer amounts to the following:

1. counted child	815,20 € (eldest sibling)
2. counted child	489,12 € (second eldest sibling)
additional children	0,00 € (younger siblings)

These are the maximum amounts for each school year. Should your payable amount, according to the DIS fee schedule be lower, you will only be charged the lesser amount.

Each child that attends a recognized daily child care centre of the city of Dresden counts as a so called 'counted child.' Should your second child or more children attend such an institution fees for child care are reduced accordingly.

Parents who want to make use of these regulations are asked to complete and sign the day care contract. For all parents of students of grade 1-4 who do not wish to sign this contract, the current arrangement will remain in place.

## Late Pickup Procedures and Fees

**Late pickup is defined as more than five minutes after the program ends, i.e. 18:00.** Proper staffing is required for safety and activity planning. Staffing is directly determined by the number of participants and the time(s) for which they are registered. When a parent is consistently late, this directly affects everyone in the program. For this reason, **a fee of €1.00 per minute** (after 18.05) will be charged. Parents have to sign a prewritten notice of late pick-up charge given by ASC staff member. The finance department will invoice the parents for the late pick-up.

## Student Health Policy

The following are guidelines for excluding a student from ASC & DIS Homework Lab due to illness:

- A temperature of 38° C or above
- Nausea, vomiting or severe abdominal pain
- Marked drowsiness
- Acute cold, sore throat, persistent cough
- Red, inflamed or discharging eyes
- Acute skin rashes or eruptions
- Suspected scabies or impetigo
- Swollen glands around jaw, ears, or neck
- Any weeping skin lesions unless protected and diagnosed as non-infectious
- Head Lice

Other symptoms suggestive of acute illness

## Behavior and Discipline Policy

ASC aims to develop an attitude of individual responsibility towards the quality of life among the campus community. The code of behavior expected from our students rests on the PYP Rules of Be Safe, Be Fair, and Be Respectful and the Student Rights & Responsibilities outlined in the DIS Parent/Student Handbook.

There are inevitably times when it may be necessary to impose disciplinary procedures. When problems or behavior issues arise, they are dealt with by the program staff, in a consistent manner with the school's regulations. When necessary, problems will be referred to the administrative staff for their supportive actions. For more detailed information, see the DIS Parent/Student Handbook.