

The action plan for morning and afternoon activities for schoolchildren



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1. The principles of organizing the activities

In Rauma, morning and afternoon activities in accordance with the Basic Education Act (No. 1137/2003) are organized by the City of Rauma Education, Culture and Leisure Division in cooperation with Rauma Teacher Training School and Rauman Avokas ry (Rauma Freinet School). The social starting point for organising morning and afternoon activities is to provide a safe environment for the child to grow up after the school day.

1.1. The objectives of afternoon activities

The objectives for morning and afternoon activities are based on the grounds for morning and afternoon activities confirmed by the Finnish National Agency for Education (1/011/2011 19 January 2011).

The activities should promote communality, responsibility and respect for individual rights and freedoms.

The objectives of the afternoon activities of the schoolchildren in Rauma is to

- support educational work in the home and school
- support the child's well-being, emotional life and social development
- support the child's ethical growth
- promote the child's inclusion, equality and to strengthen the social aspect

1.2. The scope and period of operation

There are places for around 500 children in the afternoon activities, of which approximately 400 children are located in afternoon activities arranged by the City of Rauma Education, Culture and Leisure Division. In addition, there is a small group at Kari School, where the group size is seven children.

The afternoon activities are primarily offered to 1st and 2nd grade students. There are also places for students who have been given a decision on special support. The Rauma Freinet School and the Rauma Teacher Training School arrange morning care for children who need it. The afternoon activities are offered on weekdays six hours a day from 11 AM to 5 PM.

In Rauma, the afternoon activities have been offered to all 1st and 2nd grade students and special needs children, if possible. The age limit for a child participating in afternoon activities is 10 years.

The aim of the afternoon activities is for children to receive support and guidance appropriate to their age level and development. The main focus of the activities is on the students at the beginning of their school journey.

60–90% of 1st grade students and 40–50% of 2nd grade students, depending on their area of residence, have applied for the activity.

The summer club activities have been organized during the summer holidays of the schools since the summer of 2008 as a continuum for the afternoon activities of the schoolchildren. Other holiday activities are decided separately each year.

1.3. Afternoon activities during special support for the student

In the afternoon activities, places are reserved for children who have been given a decision on special support. Each child's application is processed on a case-by-case basis. The resources of the club and the professional skills of the instructors influence the application process

The organizers offer integrated afternoon activities in their own clubs. There's also a small group at Kari's school. In special cases, a trial period may be introduced to establish the child's adaptability to the group. A child with a personal assistant on the school should have an assistant in the afternoon club so that the child can be guaranteed a place in the integrated afternoon club. During a child's special support, the starting point for afternoon activities is the general objectives and contents of the activities. In addition, the individual needs of the child must be taken into account.

From 1 January 2023, the responsibility for organising social welfare and health care tasks, including those included in the Act on Disability Services and Assistance and in the Act on Special Care for People with Intellectual Disabilities, was transferred from municipalities to the responsibility of the Wellbeing Services Counties.

If afternoon activities in accordance with the Basic Education Act are not sufficient to meet the child's need for care or the need for care is primarily attributed to their developmental disability, the activities must be arranged as special care for the student. Special care is the responsibility of the social services of the Wellbeing Services Counties. The guardian of a child participating in afternoon activities in accordance with the Basic Education Act can apply for supplementary services e.g. assistant services granted under the the Act on Disability Services in the Wellbeing Services Counties.

Forms of afternoon activities for children with special needs:

- ordinary group (integration into afternoon group)
- ordinary group + assistant
- small group (Kari school small group, group size up to seven)
- small group + assistant
- Papinpelto daycare, nonstandard hour child care
- private care and service homes (by decision of the social worker of disability services)

1.4. Application and selection criteria

Morning and afternoon activities respect children's own language and cultural background as well as lifestyle and values. No one should be placed in a worse position than others, for example because of their ethnicity, gender, age, religion or disability. When children are admitted to morning and afternoon activities, they shall be subject to equal selection criteria.

However, schoolchildren do not have a so-called subjective right to morning and afternoon activities; instead, the municipality decides on the scope of the activities, the locations of the activities and the number of children. A minimum of 10 daily children are required to set up a group. In addition, consideration can be given to the size and needs of the group in a child-oriented manner.

Priority is given to 1st grade students. The place can also be granted on child welfare and special care grounds. If seats are limited, 2nd graders are selected by drawing lots. If one of the twins gets the place, the other gets it automatically as well.

Each co-operation partner selects the children for their clubs in accordance with the service agreement. In the Education, Culture and Leisure administration, the choices are made by the Afternoon Activities Manager. The partners provide lists of selected and non-selected children to the Afternoon Activities Manager. 1st and 2nd graders can apply to the club of their choice.

The afternoon activities are applied for with either an electronic program (Wilma) or a paper form. Decisions on places will be mailed to homes during the spring. At the same time, contact information is sent to the offices for information, an afternoon activity checklist for parents, a pre-information form and an attachment on monthly payments. An open doors day has also been arranged in all afternoon activities places before the start of schools in the autumn. After the application period, the aim is to place the children in the locations applied for, if there is room in the locations. After the application period, only paper forms are used to apply for the activity. The application and return times for the co-operation partners' afternoon activities also follow the city's policy.

1.5. Operating charges

The Education and Culture Committee sets the operating fees for afternoon activities. The operating prices can be found on the City of Rauma website.

In all afternoon activities places, decisions on the exemption of fees are made by the Afternoon Activities Manager. The fee and exemption decisions comply with the amendment to Section 48f of the Basic Education Act approved by the Government in October 2015, according to which the equality of the participants is realised. Payments are based on the Act on Customer Payments in Early Childhood Education. Income limits have been frozen at the level of the 2020 income limits. A fee discount and exemption may be applied for the customer fee.

The exemption from the fee as a child welfare support measure may be granted for a fixed period according to the written notice of the social worker.

According to the decision of the Education and Culture Committee, a child whose fees for afternoon activities are not paid may be dismissed from the activities and may not be granted a new place for afternoon activities before the old fees are paid.

The person must resign from afternoon activities in writing. Forms are available from both club directors and those in charge of the organizers. Invoicing only ends when the activity has been resigned in writing.

The child cannot be dismissed from afternoon activities due to the reason for the behaviour, etc., if the child has been decided on a place for the whole academic year. Problem situations are dealt with the child, their parents, the child's teacher, the principal and other professionals in the school. If repeated proceedings do not produce results, temporary dismissal must be considered. The decision on dismissal is made by the Afternoon Activities Manager at the proposal of the supervisor of the afternoon activities.

1.6. Operating environment (facilities)

According to the Basic Education Act, a child participating in morning and afternoon activities has the right to a safe operating environment. Afternoon activities use the school premises or other environments suitable for the activities, which also include the surrounding nature. The operating environment must support the child's growth and learning; it must be physically, psychologically and socially safe and support the child's health. The aim is also to support the learning motivation and curiosity of the child and to promote their activity, self-direction and creativity by providing interesting challenges and problems.

The learning environment should guide the child to set their own goals and evaluate their own actions. The children can be given the opportunity to participate in the construction and development of their operating environment. The goal is an open, encouraging, non-hurried and positive atmosphere, the responsibility for maintaining which lies with both the instructors and the children. Children must not be subjected to bullying, harassment or violence. Efforts are made to address problem situations as quickly as possible.

In Rauma, the majority of afternoon activities of the Education, Culture and Leisure Division are located in the premises of schools, so the field of education is responsible for the requirements of the safety of physical teaching facilities in its schools according to the current Basic Education Act. The partners are responsible for the premises they own or rent, which are used in the operation. The buildings must have valid rescue and safety plans in writing and in accordance with the law.

2. The main contents of the afternoon activities

Surrounding nature is put to good use in activities. Groups visit nearby sports facilities when possible. The contents of the afternoon activities are designed in such a way that the activities form a complete and versatile entity for the child. The activities should offer social interaction, aesthetic experiences, exercise and outdoor activities that promote alertness, as well as an opportunity for one's own activities, relaxation and rest. The content for the activity is also provided by various informational topics.

The themes of the seasons and holidays are used strongly in the activities. Time is also set aside for tasks related to school work. The responsibility for making the school work and its correctness rests with the guardians. Each organizer of afternoon activities can include activities in accordance with their own organisation and the values they represent.

Morning and afternoon activities consist of the following entities

- ethical growth and equality
- play and interaction
- exercise and outdoor activities
- dining and rest
- culture and traditions
- handicrafts
- visual, musical, bodily and linguistic expression
- media skills
- everyday activities, living environment and a sustainable way of life
- separate topics of knowledge and skill

3. Cooperation

3.1. Coordination of activities, division of tasks and responsibilities

On 1 June 2017, the main responsibility for the afternoon activities in Rauma was transferred to the Education, Culture and Leisure division from the Education Department. The morning and afternoon activities are the responsibility of the Afternoon Activities Manager, who is also responsible for the rest of the holiday time activities of schoolchildren. Each partner has their own person in charge, who is responsible for afternoon activities through their partner.

3.2. Division of tasks and responsibilities with service providers

Each service provider is responsible for their own afternoon activities, selecting children for activities, sending selection letters to homes, taking responsibility for billing, and getting snacks for their clubs as they see fit. Each service provider is responsible for the employer obligations of its own employees.

Service providers are also responsible for determining the criminal background of their employees in accordance with the law. The service providers are responsible for ensuring that their instructors also have the hygiene passport required by law, and at least the instructor's qualification requirement prescribed by Government Decree No. 115/2004 (from 31 July 2009).

The responsibility for information, evaluation and cooperation with homes and schools has been agreed upon through a service agreement between service providers. Service providers undertake to comply with the valid regulations and regulations in matters concerning the confidentiality of their operations. Service providers are also responsible for the safety of the premises and equipment they use in their operations and the purchase of equipment.

Each co-operation partner for afternoon activities is represented in the steering group, where the guidelines and principles for afternoon activities are decided. The steering group meets in the autumn and spring. If necessary, each party will also make its own expertise and expertise available in the planning of afternoon activities.

3.3. Cooperation with schools and other professional cooperation

Most of the afternoon activities in Rauma are in or near the schools. For shared use, the general rules and manners of the schools must be taken into account.

Morning and afternoon activities may be part of the learning and schooling support provided to the student in basic education. When planning activities, cooperation between the guardian, school and morning and afternoon activities is particularly important. It will be agreed with the guardian and the school personnel how the needs of the student receiving intensified and special support as well as growth and development goals will be taken into account.

Multiprofessional cooperation increases the prerequisites for sufficient support of the student. The instructor of morning and afternoon activities can participate in the preparation of a learning plan that is part of the student's intensified support, or individual educational plan (IEP) that is part of the special support, with the permission of the guardian.

If a child moves to morning and afternoon activities organized by another organizer, the former organizer shall without delay, without prejudice to the confidentiality provisions, provide the

information necessary for the organisation of teaching or activities. Corresponding information may also be provided at the request of the organizer of the new teaching.

3.4. Cooperation with homes

Cooperation with homes and parents is done through daily conversations as parents pick up their child or call the instructors. The organizers of afternoon activities in Rauma make a joint satisfaction survey for parents about afternoon activities once a school year. The results are published on the City of Rauma website.

The afternoon activities of Rauma schoolchildren are also included in the national assessment of afternoon activities by the Finnish National Agency for Education. Depending on resources, the afternoon activities include open doors for parents, parents' evenings or discussion sessions. Information about afternoon activities is regularly sent to homes. If possible, instructors participate in parents' evenings for 1st and 2nd graders to showcase afternoon activities.

4. Personnel

4.1. Required qualifications

According to the Act, there must be a sufficient number of skilled instructors in morning and afternoon activities, taking into account the way in which the activities are organized. Each afternoon office must have at least one person with relevant training (qualification requirements are defined by Government Decree 115/2004). The directors' criminal record is reviewed in accordance with the law. Each service provider is responsible for determining the criminal background of its own directors. At the same time, the requirement for the qualifications of instructors brought by children with special support is taken into account. The number of assistants must be sufficient and the assistant's competence is assessed by the organizer of the activities.

Hygiene passes are required for those instructors who prepare and provide children's snacks.

4.2. Number of personnel

The organizers of the afternoon activities in Rauma decided together on the recommended number of instructors to be one per 10–12 children. Each club has at least one trained instructor and is assisted by afternoon club or school instructors, employed instructors and trainees.

The permanence of qualified instructors in operations is important for the development, continuity of operations as well as for children.

In addition, there are temporary instructors in the afternoon activities as responsible instructors and assistant instructors, some of whom also work as school instructors in schools. Kari's small group as well as the largest afternoon activities locations have several permanent instructors as well as temporary trained assistant instructors. In this case, each club has at least one professional instructor required by law.

In total, more than 60 instructors are involved in the afternoon activities in Rauma, as well as a variable number of trainees and trial workers.

4.3. Further training for instructors

Further training for instructors is provided on a regular basis and also when necessary. At the beginning of the school, all the instructors take part in an orientation, during which current issues are discussed and activities are planned. Each month there is a monthly meeting for the directors to go through the current issues.

5. Evaluation

Afternoon activities are assessed as required by the Ministry of Education. The organizers of the afternoon activities have agreed to conduct a joint survey for the parents of the club members each year. The results of the evaluations are available on the City of Rauma website. The survey is based on the basis found in the morning and afternoon activities manual for schoolchildren. The survey is conducted to promote the achievement of the objectives set for children's afternoon activities and to develop the activities.

The results of the survey will be taken into account when drawing up new action plans. In addition, the Education, Culture and Leisure Division may require an internal or external assessment to ensure the quality of operations. The afternoon activities in Rauma also participate annually in the national evaluations of the Finnish National Agency for Education.

6. Transportation and arranging transportation to afternoon activities locations

The afternoon activities places are located in or near the schools. Children move from schools to afternoon activities themselves. For the first few weeks of school, afternoon activities instructors teach children to safely transition from schools to afternoon activities.

Children who have been granted a school transport benefit may use the benefit when transferring to the nearest afternoon activities at their own school or to the afternoon activities closest to the address in the child's population register. Guardians are responsible for taking the child home from the afternoon activities.

7. Organizing a snack

A snack must be provided for the child participating in the afternoon activities. Snacks are designed to be versatile and varied so that they comply with national dietary guidelines and take into account the specific needs of the food.

In the afternoon activities the snack is delivered from Nanu central kitchen. The snack is versatile and in accordance with the recommendations. Guardians of children who follow a special diet should also provide a copy of the special diet notification filled in with the school nurse for the afternoon activities. The special diet data is updated annually.

Afternoon activities instructors can influence the planning of a snack in meetings with the food service. Children's opinions on snacks are thus also heard. Other parties organizing afternoon activities take care of providing a nutritious snack themselves, either by preparing the food themselves or by buying from the school's kitchen.

8. Insurance

The city has insured children in the morning and afternoon activities of the City of Rauma Education, Culture and Leisure Division with accident insurance. The insurance is also valid during direct trips related to morning and afternoon activities.

The insurance is valid if the main organizer is the City of Rauma. The city is considered to be the main organizer when the city contributes more than half of the operating costs. If the payment is less than half, the insurance of the city is not valid for the activities organized by the partners.

When concluding service agreements, the insurance matters of their children in operation are clarified with the partners.

9. Economy

The municipality receives a state share in morning and afternoon activities in accordance with the Act on the Financing of Education and Culture.