



2019-2020 Manual

Objectives

What we want to achieve

Program Overview

Daily/Weekly/Monthly/Year

Staff

Standards

Accountability

Budget

Summary



“School Plus Program is a place where new **ideas**, creation and innovation come in along with love, peace and **respect**.”

-Rajesh



IGWR
In Giving We Receive



School Plus



IGWR School + Plus2

Objectives

School+Plus provides an environment to provide “after school” support for children in the local community.

Our program focus is to enhance:

CREATIVITY
ENGLISH LANGUAGE
WRITING
CONFIDENCE
SPEAKING
SOCIAL SKILLS





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CREATIVITY

Encourage participation
Assist with tools for discovery
Invent your own answers
Do not be bound by right & wrong answers
EVERYONE has something to offer.



ENGLISH LANGUAGE

An essential for schooling
A benefit later on for job application.
Each project should highlight NEW words
Music sessions teach English songs
Discover where children have difficulties
Learn English in fun ways (like play acting!)

WRITING

Writing is creative
Helping and encouraging good writing
Playful writing (Posters, large words, small words)
Handwriting pictures
Writing in different colours



CONFIDENCE

Equality, Difference, Respect, Affirmation,
Mutual respect
Setting examples
Playing non-competitive games
Listing Qualities for each other
Examples from stories/films

SPEAKING

Encourage through acting and song
Word games
Sharing news
Be mindful of giving girls a voice
Pronunciation games
Recording voices – copying voices





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SOCIAL SKILLS

Every activity and every interaction with the School+Plus kids is an important example...

We all learn so much by copying and our instructors set a good example.....



Social Skills and Relationships



Important Skills

- Learns and uses feeling words such as happy, sad, mad, frustrated, disappointed, excited.
- Knows how to re-focus, calm down and bounce back.
- Makes friends and plays with other children.

How to Develop the Skills

- Talk with your child about friendship and family.
- Read books that describe different emotions and talk about them.
- Have your child make faces that show different feelings (sad, happy, angry, etc.).
- Have your child describe his/her own feelings.
- Create a play box with clothing, hats and inexpensive items to use for imaginative play.
- Talk with your child about traditions.
- Have your child invite a friend over to play.
- Find opportunities to problem solve, such as sharing a toy.
- Celebrate accomplishments even if they're small.
- Model ways to handle frustration calmly.





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Program Overview

The **Daily Program** runs for two hours from 4pm to 6pm and the Monday, Tuesday, Wednesday and Thursday sessions have the same format:

40 minutes	Project Time
15 minutes	Snack time
5 minutes	Teeth brushing
25 minutes	Art & Craft
15	Circle time
5 minutes	Meditation
10 minutes	Exercise
5 minutes	Wrap-up

Friday is MY day and Sunday is FUN day

We start and end each week with a more free-format day of
MUSIC, DANCING and ACTING

This is an opportunity to uncover and develop gifts that are outside of the school curriculum.

Again, we are looking to build confidence and allow kids to find their creativity.





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Program Overview

The **Weekly Program** runs for six days each week.

Sunday	Fun day
Monday	Project program
Tuesday	Project program
Wednesday	Project program
Thursday	Project program
Friday	My Day

One project
each week

The four days of the **Project program** provides a 40 minute session each day that will build toward a weekly project that is related to the monthly theme.

So, one project will be completed each week and each project will have 4 x 40 minute sessions.

The Art and Craft sessions will provide creative activities that are demonstrated via internet teaching programs, and these are also related to the theme for the month.

In planning both Project and Art&Craft activities the instructors will highlight:

New words
New Concepts
Difficult Words
Words that are hard to pronounce.

These words will be emphasised during the sessions and written down so that the children will broaden their understanding of English language and their vocabulary.





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Program Overview

The **Monthly Program** gives an opportunity to follow different themes throughout the year and each month we have selected a theme around which the activities will be organised.

APRIL

Group Games to develop cooperation



MAY

Literature and famous quotes

JUNE

Science & experimentation

JULY

Water

AUGUST

Food (especially festival foods)

SEPTEMBER

Festivals & celebrations

OCTOBER Holiday Season – School+Plus break

NOVEMBER

Health & Development

DECEMBER

Environment

JANUARY

Transport

FEBRUARY

Professions

MARCH revision and help with school exam preparation.





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Staff

Our School+Plus program follows the In Giving We Receive philosophy, and our senior (university) students provide the team of instructors that create and share the program with the local kids....

Rajesh
Manger

Caretaker
& Cook

Pramilla
Interim Assistant Mgr

Our three School+Plus classes



SAGARMATHA
Older



ANAPURNA
Youngest



AMADABLUM
Middle



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Standards

Maintain Attendance register
List of all children, parents and home address and contact numbers
Maintain monthly record of progress

Safety

First aid Kit
First aid training program for instructors
Fire extinguishers on site
Annual Fire training
Evacuation drill every quarter
Exit points highlighted

Accountability

Compliance with Nepal Children's Welfare Board
Compliant with Child welfare policy (Nepal)
Registered NGO
A monthly progress report is produced showing progress and achievements
A quarterly project report is produced for all sponsors & supporters

Visitors

We encourage visitors to observe and assist in the School+Plus program.
Names and email addresses of all visitors must be provided
Visitors must always be supervised by instructors
Long-term visitors are encouraged to design and share a project with the kids
Short-term(daily) visitors are encouraged to join in Monday or Friday activities.

Support

IGWR-Nepal has a broad network of sponsors and supporters and the School+Plus team are encouraged to seek support from this network especially to gain practical support from teaching professionals.





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Budget

We are currently operating the program with the support of IGWR-Nepal senior students. This is a wonderful opportunity for our students to experience “giving” and “mentoring”, and it gives us a low budget entry into developing the program into a more professional model that can attract more experienced instructors as we grow the program.

School Plus 1		
INTERIM BUDGET		
Rent Utility		<i>We use home One for SPP1</i>
Stationary Supplies	1600	Art and craft Materials.
Food	3200	
Salary and Allowance Head Instructor	823	5000 X 13
Salary and Allowance Instructors	3457	3000 X 13 X 7 Instructors
Salary and Allowance Caretaker	1393	salary 8000 X13 and 3000 for clothes 2 times in year
Other Expenses	1000	
Total	11473	

The ‘FULL BUDGET’ program includes premises and staff that are employed for the specific purpose of growing and running the program in a format that can be duplicated in other communities that will benefit from the after school activities the program offers.

Rent	4800
Utility	400
Stationary Supplies	2000
Food	4800
Out door activities	2000
Salary and Allowance Head Instructor	3120
Salary and Allowance Assistant Head Instructor	2600
Salary and Allowance Instructors	8320
Salary and Allowance care Taker	1735
Other Expenses	1000
Total	30775



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Summary

- ❑ IGWR School PLUS program gives disadvantaged children an opportunity to enjoy and enhance their educational experience...
- ❑ A Fun program that operates after school for two hours every day; it gives children valuable activities and engages them as the valuable little people that they are.
- ❑ The program is designed to support the educational activities of the Children's schooling AND to give them that extra support that is not available to kids from poor families.
- ❑ Most of all it values the Children and seeks to empower them to explore and enjoy the whole educational process.
- ❑ School Plus is a sponsor supported program and is offered at no cost to the families of the children attending.

The program is up and running with around 26 children attending and is being run with IGWR Graduate students providing the team of instructors. The Second program is to be launched in 2020 as soon as funding has been secured

