



## AFTER-SCHOOL ACTIVITIES POLICY

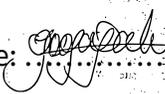
This Policy is issued on the authority of the Board of Trustees, Nairobi Waldorf School Trust.

Effective Date of the Policy: **19th October 2022**

Execution Date of the Policy: 7th May 2025

### Chairperson, Board of Trustees

Name: Pooja Patel

Signature:  .....

Date: 7th May 2025

## POLICY AMENDMENTS

Serial No.	Amendment	Date of Amendment	Nature of Change	Name and designation of the authorized person	Signature of the authorizing person

## **FORWARD**

The Nairobi Waldorf School Trust (NWST) Board of Trustees recognizes the positive role of sports and play on child development. Sports impart essential life skills such as fair play, perseverance, cooperation, teamwork, boosts confidence and self-esteem, while keeping the learner physically engaged. The NWST Board commits to approving all After-School Activities, with a promise that only those activities that will enhance student learning outside classroom engagements will be considered. While the final decision on which After-School Activities will be on offer rests with the Board, it welcomes written proposals from parents, stakeholders and the wider school communities. Such proposals should be submitted in writing to the NWST School Manager at the end of every academic year for possible inclusion in the following academic year. This will ensure that all After-School Activities build on the curriculum to ensure the development of an all-rounded student. The goal of this Policy is to ensure seamless administration of these activities to ensure that parent, student and teachers' expectations are realized.

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**Pooja Patel**  
**Chair, NWST Board of Trustees**

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## INTRODUCTION.

The NWST After-School Activities Policy has been developed to provide parents, guardians, students and service providers guidelines for After-School Activities that will be offered at the NWST. It is envisaged that this Policy will ensure that NWST offers high quality educational and recreational activities and social programmes that will enhance all rounded development for the learners. The age group for each activity will be clearly stipulated. Detailed information for all After-School Activities will be provided, as well as modalities for payment. We encourage the parents, students (where applicable), teachers and the wider school community to carefully read this Policy and use it for reference from time-to-time.

If you have any questions about the content of this Policy Document, please feel free to contact the school using the information provided below:

1. NWST Karen Campus 0722 823 463 or [lavington@nairobiwaldorfschool.ac.ke](mailto:lavington@nairobiwaldorfschool.ac.ke)
2. NWST Lavington Campus 0728 617 423 or [info@nairobiwaldorfschool.ac.ke](mailto:info@nairobiwaldorfschool.ac.ke)

## AFTER-SCHOOL ACTIVITIES OFFERED.

The list of the activities offered on all the campuses may change from time to time. There shall be an annual review of the activities at the end of every academic year.

The following activities will be on offer at the NWST Karen Campus for the academic year 2022-2023.

	Activity
1.	Horse riding
2.	Gymnastics.
3.	Taekwondo
4.	Ballet
5.	Basketball
6.	Lawn Tennis
7.	Football
8.	Archery
9.	Robotics
10.	Music
11.	Chess

The following activities will be on offer at the NWST Lavington Campus for the academic year 2022-2023.

	Activity
1.	Gymnastics.
2.	Taekwondo
3.	Ballet
4.	LAMDA
5	Robotics
6.	Yoga
7.	Music
8.	Chess

## REGISTRATION & ENROLLMENT PROCEDURE

NWST does not discriminate against applicants. Enrollment application forms for the after-school activities will be made available at all campuses. The parents will fill the forms and submit them to the School Administrators for processing.

Parents who want their children to participate in the after-school activities will fill the form and make payment before commencement of the after-school activities.

The information in the consent form includes the student's personal information, emergency contacts, the full names of persons authorized to pick up the student, and health information. The information provided by parents will be handled in absolute confidence.

All forms must be completed before student attendance. A copy of each student's consent form and proof of payment will be kept on file at the office, and a list of eligible students for each activity will be shared with the service providers.

A child is eligible for the activity after presenting a duly signed consent form by the parent and proof of full termly payment for the activity.

The enrolling parent/guardian must update the consent form should any changes occur in an emergency, telephone, or other information.

Each after-school activity will commence with a quorum of at least **ten** students.

Consent forms must be completed each school term.

## SCHEDULE OF OPERATION

The after-school activities will be offered as follows on weekdays;

	Section	Time
1.	Kindergarten	2.00 p.m. – 3.00 p.m.
2.	Primary School	3.30 p.m. – 4.30 p.m.
3.	High School	4.15 p.m. – 5.45 p.m.

The activities will be offered between 9 a.m. and 6 p.m.; on Saturdays and during school holidays at an additional cost.

## CANCELLATION OF AFTER SCHOOL ACTIVITIES.

NWST will inform parents if an activity is canceled due to unavoidable circumstances such as harsh weather, insecurity, etc.

Service providers will not be allowed to cancel activities; if a service provider cannot attend the after-school activities, they should make alternative arrangements for facilitating the activity.

## ATTENDANCE PROCEDURES

Students are expected to attend after-school activities regularly. Money paid for a fter school activities is not refundable incase a student does not show up for the activities regularly.

### Sign-in

Students must report directly to the venue of the after-school activities as soon as they are dismissed from their regular school day and sign in by the indicated activity start time. Students will be required to sign-in in less than (10) minutes after the start time.

The register will be signed by a representative of the school, the service provider and the students in both primary and high school. The kindergarten teacher on duty will sign for the kindergarten children the register will be kept in school but the service provider can keep a copy of the register.

The safety of each student is paramount to NWST. In the event that a student will not be attending the activity as scheduled it is requested that the parent/guardian inform the **School Administrator** (NWST Karen Campus **0722 823 463** and NWST Lavington Campus **0728 617 423**) about the student's absence from the activity. To avoid miscommunication at school, please be sure to call even when an absence has been communicated to the school about the regular school day.

## **Sign-Out**

Parents will indicate on the consent form how students will leave the school after the activities. All students must either sign themselves out or be signed out by an authorized adult when leaving the activity.

The student will not be released to anyone other than a parent or a guardian unless the student's parent/guardian notifies the school in writing before the pickup time who will pick up the student.

## **Late Pick-up**

All after-school activities will end at the indicated end time. We ask parents/guardians or others authorized to pick up students to

- a) Arrive five minutes before the end time to allow students enough time to tidy up and gather their belongings;
- b) If running late, take a moment to call the school administrator at the number provided so a staff member can speak to the student about the delay.

If a student is picked up more than ten (ten) minutes after the activity ends, the late pickup will be noted. After the third occurrence of a late pickup, any other late pickup may result in a student's suspension or removal from the after-school activities.

The service providers or staff members cannot remain in school after the activities end to take care of students picked up late.

## **STRATEGY AND FOCUS OF THE AFTER-SCHOOL ACTIVITIES.**

NWST provides a carefully designed schedule of activities that are grounded in evidence-based programs and strategies and focused on:

- 1) Emotional Development
- 2) Physical development
- 3) Social skills and respecting differences
- 4) Problem-solving skills
- 5) Responsible decision-making skills
- 6) Community building
- 7) Cognitive development
- 8) Behavior and character development include managing anger, aggression, and conflict resolution.
- 9) Life skills development
- 10) Sportsmanship.

## SNACKS

Students are encouraged to carry healthy snacks per the school's snacks policy. The snack will be taken before the commencement of the after-school activities.

## STUDENT ATTIRE

Students must dress appropriately for the after-school activities as advised by the service providers.

## PERSONAL ITEMS

Since the service providers cannot guarantee the safe return of personal belongings, NWST asks that any personal possessions be left in backpacks during a student's time in the after-school activities.

## STUDENT'S ILLNESS / ACCIDENT / EMERGENCIES

Suppose a student becomes ill or is injured during the after-school activity, their parent/guardian or emergency contact person will be contacted and asked to pick up the student immediately.

If a student needs urgent hospital attention, the student will be transported to the hospital by ambulance, and the student's parent/guardian will be held responsible for all costs incurred.

Please report any emergency contact information changes, employment, telephone numbers, or addresses to the school administrator as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergencies.

## BEHAVIOR MANAGEMENT DURING AFTER SCHOOL ACTIVITIES.

The service providers, parents, students, and staff are asked to treat each other with respect, tolerance, kindness, and consideration. Service providers must exhibit professional, respectful conduct at all times and will be discontinued from offering the activity for inappropriate behavior, including yelling and profanity when dealing with students. All service providers will undergo a mandatory orientation to understand the Waldorf culture and practices and how to handle the students.

The following procedures will be followed consistently in the event participants behave unacceptably;

1. First offense: the service provider will discuss the problem with a student's parent/guardian.
2. Second offense: the service provider will notify the participant's parent/guardian that the student has been dismissed from the activity.

**NOTE:** Serious or disruptive/destructive behavior that interferes with normal after-school activity operation will not be tolerated and will result in immediate dismissal with no previous notice to a parent/guardian. When reporting any incident between the service provider and a parent, an employee of NWST should be present.

Any inappropriate behavior by a parent, including verbal abuse of a student or a service provider or

confrontations with service providers in the presence of a student, is grounds for termination of the student's participation in the activity without notice. A suspension or termination decision may be appealed by contacting the School Manager.

## COMMUNICATION

NWST maintains an open-door policy. Please direct questions or concerns related to any facet of the Program to the School Manager at any time. Any questions regarding policies, staffing, activities, or a student's participation in the activities may be directed to the school administrators at NWST Karen Campus **0722 823 463** and NWST Lavington Campus **0728 617 423**.

If a service provider's concern arises, please speak to the school administrator, not directly to the service provider involved. In the event that the school administrator and the service provider cannot resolve the matter, the Deputy School Manager will meet with the service provider and arrange a meeting with the service provider and parent to discuss and resolve the concern.

The service provider's priority is to focus as much attention as possible on the students. To meet the needs of the students during activity hours, we ask that parents limit their conversation with service providers to subjects involving their children. The school administrators are available to answer all other questions that arise. Parents should feel free to contact them. For further reading please visit the link

<https://www.nairobwaldorfschool.ac.ke/files/NWST.COMMUNICATIONPOLICY.pdf>

## SERVICE PROVIDERS.

- 1) All service providers will sign a service agreement with the NWST before they can start interacting with the students.
- 2) All service providers will share a detailed description of the activities they offer with the school.
- 3) Details of the different service providers will be shared with the parents.
- 4) Each service provider will sign a Child Protection Policy.
- 5) Each service provider and their staff will furnish the school with a certificate of good conduct and national ID of all persons that will be involved in the activities
- 6) Any service provider who works with other members to share their details and name tag with the school before the start of the term. The school shall not allow anyone whose details are not shared at the onset to facilitate any activity.
- 7) Service providers will share their term plans and lesson plans with the parents.
- 8) The service providers will provide detailed written feedback to the school at the end of every School term, indicating the progress made by the students, challenges encountered, payments and recommendations for improvement etc.
- 9) Service providers will issue certificates to students and reports every term; the reports can be emailed to parents in soft copy or a hard copy handed to the students during the last session of the activity.

- 10) There should be a daily report for each student and progress made. Each Service provider should have a file with the register and progress report written at the end of every session.
- 11) Each service provider should organize an event, tournament, concert, or exhibition and invite parents or send pictures and videos every term to showcase what the children have been learning. Parents need to understand what is happening in the Clubs.
- 12) Service providers must attend a **mandatory** onboarding meeting with the NWST management and Pedagogical teams at the beginning of every term.
- 13) The management team shall do a mandatory end-of-term evaluation/appraisal for each service provider.

## HOLIDAY ACTIVITIES.

A high-quality, engaging holiday program will be offered during the long holidays (July and August). The dates will always be released in May of every year, together with consent forms.

## PAYMENTS

All after-school payments should be made to the NWST bank account at NCBA.

### **NAIROBI WALDORF SCHOOL TRUST NCBA BANK ACCOUNT DETAILS**

All payments can be made to either:

Bank Transfer or Deposits:

NCBA Bank Ltd, Karen Branch

A/c Name: Nairobi Waldorf School Trust Kshs

A/c No. 2837300067

Bank Code: 07000

Branch Code: 119

Swift Code: CBAFKENX

### **OR**

MPesa Paybill

Business Number 488700

Account Number – WST space, then type narration, e.g., WST **Chess** Jenny

N/B The word WST is a must.

You will receive an M-PESA reference number, and the narration put after the word WST.

Please remit the reference number to the finance office at [accounts@nairobiwaldorfschool.ac.ke](mailto:accounts@nairobiwaldorfschool.ac.ke) or 0718861560; to enable us to update your account.

Service providers will be paid 70% of the cash received, while the school will retain 30% for administrative

purposes.

Service providers will be paid twice term, at, half term, and at the end of the term.

Parents are requested to share the payment details with the School administrators before their children can participate in the activities.



## **ANNEXES** **ANNEXES.**

### **NWST Lavington Campus Registration & Consent form**

Dear Parent/Guardian,

The school will offer the following after-school activities.

ACTIVITY	SERVICE PROVIDER	AMOUNT (Ksh)	KINDERGARTEN	PRIMARY
GYMNASTICS	PHOENIX UAMAK SPORTS	6,500	MONDAY 2.00 PM-3:00 PM	MONDAY 3:30 PM-4:30 PM
BALLET	BALLET FUN DANCE	6,500	WEDNESDAY 2.00 PM-3:00 PM	WEDNESDAY 3:30 PM- 4:30 PM
CHESS	DOJANG	6,500	WEDNESDAY 2:00PM- 3:00PM	WEDNESDAY 3:30MPM- 4:30 PM
LAMDA	LAMDA	6,500	THURSDAY 2:00 PM – 3:00PM	THURSDAY 3:30 PM- 4:30 PM
MUSIC	WALDORFY CREATIVES ZIKI MUSIC	6,500	FRIDAY 2:00PM- 3:00PM	FRIDAY 3:30 PM- 4:30 PM
ROBOTICS	CREPTIE LTD	10,000	FRIDAY 2:00PM-3:00PM	FRIDAY 3:30 PM-4:30 PM

If you are interested in the paid-up activity kindly sign the consent form. Call 0728617423 for assistance.

**All Payments should be made through the school's account.**

Yours Sincerely,

Goretty Som

NWST Deputy School Manager.

0711760052

[deputyschoolmanager@nairobiwaldorfschool.ac.ke](mailto:deputyschoolmanager@nairobiwaldorfschool.ac.ke)

**REPLY SLIP FOR ALL AFTERNOON ACTIVITIES.**

I would like my child \_\_\_\_\_ Class \_\_\_\_\_

to take part in after school activities.

**PARENTAL CONSENT.**

I, the undersigned have authorized my son/daughter to participate in \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**NWST Karen Campus Registration & Consent form**

Dear Parent/Guardian,

The school will offer the following after-school activities.



ACTIVITY	SERVICE PROVIDER	AMOUNT (Ksh)	KINDERGARTEN	PRIMARY	HIGH-SCHOOL
GYMNASTICS(MIOTONI)	ACE SPORTS	6,500		THURSDAY 3:30 PM-4:30 PM	THURSDAY 4:15 PM-5:45 PM
BALLET(MIOTONI)	BALLET FUN DANCE	6,500	TUESDAY 2.00 PM-3:00 PM	TUESDAY 3:30 PM- 4:30 PM	
CHESS(MIOTONI)	UKUMBI SPORTS	6,500	FRIDAY 2:00PM- 3:00PM	FRIDAY 3:30MPM- 4:30 PM	FRIDAY 4:15 PM-5:45 PM
MUSIC(MIOTONI)	WALDORFY CREATIVES ZIKI MUSIC	6,500	WEDNESDAY 2:00PM- 3:00PM	WEDNESDAY 3:30 PM- 4:30 PM	THURSDAY 4:15 PM-5:45 PM
ROBOTICS(MIOTONI)	CREPTIE LTD	10,000	FRIDAY 2:00PM-3:00PM	FRIDAY 3:30 PM-4:30 PM	FRIDAY 4:15 PM-5:45 PM
TAEKWONDO(MIOTONI)	PHOENIX UAMAK SPORTS	6,500		THURSDAY 3:30 PM-4:30 PM	THURSDAY 3:30 PM-4:30 PM
HORSE RIDING(MIOTONI)	MANASSEH HORSE RIDING	10,000	MONDAY 2:00PM- 3:00 PM	MONDAY 3:30 PM-4:30 PM	MONDAY 4:15 PM-5:45 PM
ARCHERY(MIOTONI)	EXPLORE ARCHERY KENYA	6,500	WEDNESDAY	WEDNESDAY 3:30 PM-4:30 PM	WEDNESDAY 4:15 PM-5:45 PM
BASKETBALL (NANDI ROAD)	WALDORF COACH (Mr. Sila)	6,500		MONDAY & TUESDAY 3:30 PM-4:30 PM	MONDAY & TUESDAY 4:15 PM-5:45 PM
TENNIS (NANDI ROAD)	HIGH PERFORMANCE	6,500		MONDAY & TUESDAY 3:30 PM4:30 PM	MONDAY & TUESDAY 4:15 PM-5:45 PM
SOCCER (NANDI ROAD)	LIGI NDOGO	6,500		WEDNESDAY & SATURDAY 3:30PM4:30 PM	WEDNESDAY & SATURDAY 4:15 PM-5:45 PM

If you are interested in the paid-up activity kindly sign the consent form. Call 0722823463 for assistance.

**All Payments should be made through the school's account.**

Sincerely,

James Kioko.  
NWST School Manager.  
0720472266  
[manager@nairobiwaldorfschool.ac.ke](mailto:manager@nairobiwaldorfschool.ac.ke)

**REPLY SLIP FOR ALL AFTERNOON ACTIVITIES.**

I would like my child \_\_\_\_\_ Class \_\_\_\_\_

to take part in after school activities.

**PARENTAL CONSENT.**

I, the undersigned have authorized my son/daughter to participate in \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

# RECEIPT

**NAIROBI WALDORF SCHOOL**  
P.O.BOX 13732  
MIOTONI ROAD  
NAIROBI  
nairobiwaldorfschool@gmail.com

## Receipt

**Received From**  
XYZ

**Date:** 17/10/2022  
**Payment Method:**  
**Reference No:** KPMDUS051

Invoice Number	Invoice Date	Due Date	Original Amount	Balance	Payment
1014506	17/10/2022	17/10/2022	10000.00	10000.00	10000.00

Memo:

Amount Credited:  
Total:

Ksh0.00  
Ksh10,000.00

# INVOICE

NAIROBI WALDORF SCHOOL  
P.O.BOX 13732  
MIOTONI ROAD  
NAIROBI  
nairobiwaldorfschool@gmail.com

Invoice

INVOICE TO
XYZ

INVOICE NO.	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1014506	17/10/2022	Ksh0.00	17/10/2022	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
<b>Extra Lessons</b> extra lessons for gymnastics	1	10,000.00	10,000.00

All fees and payments can be made to either:

NCBA Bank Ltd, Karen Branch  
A/c Name: Nairobi Waldorf School Trust  
Kshs A/c No. 2837300067  
Bank Code: 07000  
Branch Code: 119  
Swift Code: CBAFKENX

OR

MPesa Paybill Business Number 488700  
Account Number – WST space then type narration e.g. WST Fees Jenny  
N/B The word WST is a must.

You will receive an M-PESA reference number and the narration put after the word WST. Please remit the reference number to [accounts@nairobiwaldorfschool.ac.ke](mailto:accounts@nairobiwaldorfschool.ac.ke), to enable us update your statement.

PAYMENT 10,000.00  
BALANCE DUE **Ksh0.00**

PAID

## CONTRACT FOR AFTER SCHOOL ACTIVITIES SERVICE PROVIDERS.

<https://docs.google.com/document/d/1KcxCQDqyLPtkx7UeDjkUfJe6ZihIRxizOVIU9bq6MqY/edit?usp=sharing>