



Rewarding Learning

ADVANCED SUBSIDIARY (AS)

General Certificate of Education

2009

**Applied Information and
Communication Technology**

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

**PRE-RELEASE
MATERIALS**

AFTERSCHOOL ADVENTURES

Afterschool Adventures is a new company that has been set up to provide after school child care facilities for children from 5 years to 15 years old. The company opened its first premises in the North West area in September 2007. The owners hope to open a range of similar facilities across the province within the next two years. The company was founded by two former teachers who recognised the childcare difficulties facing working parents between the hours of 2 pm and 6 pm. Their idea was to provide a realistically priced facility that would place children in a safe environment. It would be staffed by properly qualified personnel and provide the very best care, involving structured activities and help with homework. The North West facility is proving to be a real success.

The North West premises are located close to the centre of Omagh and adjacent to a local school. The facility has been purpose built and fulfils all health and safety regulations as required by the law. The owners have negotiated access to the school's sports facilities which is ideal for some of the activities they wish to promote.

Children registered with Afterschool Adventures are collected at the various finishing times from schools in the area. For younger children, this can be as early as 2 pm and for the older ones, usually between 3 pm and 4 pm.

All children are allocated to a particular group based on their age. Each group will have at least three members of staff allocated to it at any one time.

The children receive a healthy snack on arrival at Afterschool Adventures. They are then given the opportunity to complete their homework in a quiet room with help on hand from qualified staff. A range of activities is available for every age group, including indoor and outdoor games, story telling, drawing and painting. On certain occasions, appropriate trips will be arranged for certain groups of children. These trips will incur an additional charge and parental consent will be sought.

All children must be collected no later than 6 pm each day, otherwise an additional fee will be imposed.

There are six computers, all with secure internet access available for the children. These are networked and connected to a laser printer. There is one other computer, also on the network, located in the office. This computer has a separate printer and is basically used for word processing activities.

The owners have decided that maintaining appropriate records is an essential aspect of their business. The owners recognise the need to maintain proper records about the children and their parents and guardians. Currently these are held on paper and all administrative procedures are conducted manually. In terms of accounts, it is difficult to keep everything up to date.

Parents are charged by the hour for each child. There is a collection fee of £1 per day, if collection is necessary, followed by a charge of £2 for every hour that the child is present. Parents can choose to pay on a daily, weekly or monthly basis. Parents paying by the month are supposed to receive an invoice around the start of the following month and payment is expected promptly. However, it is increasingly difficult to keep track of everything, now that the business is up and running and the number of parents wanting to use the facility is growing all the time.

The owners need to have a record of all children in the club and should have access to addresses, dates of birth, contact numbers of parents/guardians, the school they are to be collected from and any special dietary or health issues. When a child joins Afterschool Adventures, parents/guardians must specify what the collection arrangements are for each child. These requirements are recorded on the child's registration card.

Any changes that arise, perhaps if a child is sick or a parent/guardian wishes to change the collection arrangements at short notice, must be notified to Afterschool Adventures by the parent/guardian by telephone, fax or e-mail before 1 pm on the day of collection.

