

## HOSTEL ADMINISTRATION GUIDELINES

### INTRODUCTION:

Boarding facilities is one of the critical service centers provided for the students of Africa International College (A.I.C.).

As a fully-fledged boarding school, the house parents managing the hostels take the place of the student's biological/legal parents. The students who are boarded are from different backgrounds, cultures and orientation; therefore, they must be managed as one big family. Also, all of them must see and relate with the house parents as their parents and nothing less.

In this regard, all house parents must familiarize themselves with all relevant handbooks, guidelines and circulars issued from time to time by the school management.

They are expected to possess four major qualities to be able to perform their tasks well. These are patience, kindness, extreme dedication, and above all, love. This love should be to God, first and to the children. The hostel parents also require a large dose of personal integrity, creativity, initiative and should be able, under God Almighty, to live above board at all times.

### 2.0 Schedule of Duties

The key responsibilities of the house parents are listed below. The list is by no means exhaustive as new challenges come up from time to time in the course of dealing with a large number of students.

- 2.1 At the beginning of every term, the hostel parent receives the student into the Hostels on behalf of the school. He/she serves as the eyes of the school as well as the eyes of their biological parents.
- 2.2 The hostel parent should create the appropriate atmosphere for the student to grow emotionally, socially, physically, spiritually and academically.
- 2.3 He/she must strive to remove every threat (real or imagined) to the student's well-being,
- 2.4 The hostel parent plays the role of enforcer, counselor, guide, protector and disciplinarian to the students.
- 2.5 He/she ensures that the students adhere to the hostel routine. This includes waking the students up at the right time(s) and seeing to it that lights out is enforced, among others.
- 2.6 The hostel parent liaises with the students' class and subject teachers from time to time to ensure they fulfill their academic obligations.
- 2.7 The hostel parent acts on behalf of each student as the needs arise to see that he/she gets all allocated supplies/uniform from the school. This extends to books and other classroom materials.
- 2.8 It is the hostel parent's responsibility to ensure no student comes into the school/hostel with items tagged as contraband. These are items that are not listed in the brochure or on the check-in list.
- 2.9 The hostel parent conducts regular and impromptu bed-checks to ensure that the students are in the room at expected times.

- 2.10 The hostel parent aids the students' spiritual development by instigating, coordinating and enforcing personal and group devotions in the mornings and at night.
- 2.11 He/she should ensure that first aid medical care to the students is provided when required and if applicable further medical attention as may be organized by the school clinic is received.
- 2.12 The hostel parent stimulates personal and corporate cleanliness and put in place mechanisms that enforce these.
- 2.13 The hostel parent enforces school protocol, by empowering and aiding the house captains and room- heads to assume responsibility over the other students in the houses.
- 2.14 It is the Hostel Parent's responsibility to enforce strict compliance to the School dress and grooming codes.
- 2.15 He/she is expected to fellowship with the students during Sunday Services, especially when he/she is on duty.
- 2.16 The hostel parent may contact the parents of the student under his/her care, only after the due process is followed. No hostel parent may do so for a student not in his/her house. This liberty *IS RESTRICTED TO* emergency situations only and after due consultation and clearance by the Senior Boarding House Master.
- 2.17 All other duties that are consequential to any of the above and as may be specifically assigned from time to time by the School Management.



# AFRICA INTERNATIONAL COLLEGE

## STRUCTURE OF HOSTEL ADMINISTRATION



