

RULERS AND REGULATIONS

2018-2019

Enrollment procedure

Registration for after school activities will be held on the school Sport Hall on Wednesday 12 September from 2pm to 4pm. Students can choose a maximum of 4 activities.

Registration will not be allowed at any other time.

If parents are unavailable at this time, they can designate another person to enroll their children in their place. Children can choose a maximum of four activities. Priority will not be given according to the order of registration. Should the number of children exceed the number of places available, places will be allocated by drawing of lots.

The student will then be enrolled in the activity for the whole year; no reimbursement will be made in the event that the student leaves the activity during the course of the year except if he leaves the school permanently. In this case the amount due will be calculated and billed prorata temporis. If a student has attended any class in a month, he will have to pay for the whole month.

The fees are fixed; no reimbursement will be made if a student misses one or several classes.

The school will do its best to ensure that the students are satisfied. Unfortunately, it is not always possible to satisfy every request. For educational and security reasons, each activity can only accommodate a limited number of students. We will inform you if your child cannot participate in the activity of his choice.

The school reserves the right to cancel an activity in the event that the number of students who have enrolled on the activity is insufficient. The EAs coordinator will then directly get in touch with the EA. Teacher and the concerned families.

Whether the student's enrolment is accepted or refused, the final lists will be posted on the boards at the entree a few days before the commencement of the activities.

There are no trial classes.

No enrolment can be made directly with the person in charge of the classes. All enrolments have to be made with the coordinator of EAs.

Duration of the EAs: from the 1st October 2018 to the 31st may 2019 except for the outdoor sports activities which will end during the spring holidays because of the intense heat.

CALENDAR OF EVENTS

12September : Registration of EA's from 2pm to 4pm in the Sports Hall.

24th September: Posting of final Registration List.

1st October: Start of EA's Remember 2nd October is Holiday;

26th April: End of outdoor activities at the spring holidays due to heat (Football,basket.).

18 May: Final show

25th May: Final Show

27th- 31st May: Taekwondo belt ceremony

31st May: End of EA's.

Payment

Please note that fees are payable in INR currency by cheque only.

Fees A: INR 8 000 for outdoor activities wish end in the spring vacation.

Fees B: INR 9 000 for the activities which end on 31 May.

Invoice will be sent by mail to families. They must be printed out, signed and returned to the accounting

department at the time of payment of the children's activities.

The EA's team has substitute teachers available for certain activities. The school will try its best to make these teachers available in the absence to disrupt any activity schedule. However, should an activity not take place due to a force majeure, the class will neither be reimbursed nor replaced. It is possible that some teachers may be absent due to teacher training courses or participation in "classe verte".

In the case of bad weather, the activity Teacher reserves the right to cancel the class and dismiss the students after calling the families of students in the nursery and primary classes.

Participation

Enrolment in EA implies full acceptance of all the above mentioned rules and regulations.

By enrolling in an activity, the student commits to regularly attending classes. Minors will not be permitted to leave the class without permission from the school. ‘

During parents—teachers meetings and staff meetings, the activity will either be supervised by a substitute teacher or be canceled.

Enrolment at the canteen is mandatory for students in the nursery and primary classes who have activities on Wednesdays and/or Fridays.

The parent must pick up their children as soon as the activity is over. The person in charge of EA can decide to no longer accept a student (primary or secondary) in his/her class if he/she has to take care of him for longer than 15 minutes for more than three Timings. In this

event, no fee reimbursement will be made. The school does not provide any surveillance after the activities.

If your child who is in either nursery or primary school is not in a position to attend a class, you are ' to inform the school of the same.