

# **AFTER-SCHOOL ACTIVITIES (AES)**

## **OPERATIONAL RULES**

### **SEPTEMBER 2023 - JUNE 2024**

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The after-school activities (AES) operation rules are applicable to all the sports, artistic and cultural activities offered by LIFE SCHOOL and complete the LIFE SCHOOL internal rules.

#### **TERMS AND CONDITION OF PARTICIPATION**

The sports, artistic and cultural activities are offered in cooperation with all the LIFE SCHOOL educational and administrative teams. Supported by the Board of Directors, these activities bring a close-by solution to the LIFE SCHOOL students' needs in terms of after school leisure.

The AES are not to be considered as a daycare time, but truly as activities that suit the children's tastes and choices because they are meant to be nice moments. It is also a time for learning, flourishing and education to citizenship.

The children are welcome within the limit of available spaces. The number of spaces is indeed limited for capacity and safety reasons.

The participation in the activities is only authorized to the people who are registered and are up-to-date with the payment of their previous invoices.

#### **ACTIVITIES CALENDAR**

For the 2023-2024 school year, the AES will start on Monday 18th September 2023 and end on Thursday 21th December 2023. During this period, the activities calendar will follow that of the school.

## REGISTRATION

Registration to the AES can only be done online with the EDUKA portal (<https://lfjakarta.eduka.school>). Activities are run by 2 semesters. The first period will be running from 18<sup>th</sup> September 2023 until Thursday 21<sup>th</sup> December 2023, the second period will start from Thursday 4<sup>th</sup> January 2024 until Saturday 22<sup>th</sup> June 2024.

**Registration will take place over 3 days on EDUKA, from Sunday 10 September to Tuesday 12 September at 11.59pm.**

**Once registration has been validated, participants are committed for the entire period to the activity for which they have registered.**

This validation will result in invoicing for the current semester. It will no longer be possible to unsubscribe and request a credit note or refund, except in exceptional circumstances (long illness, unforeseen move outside Indonesia).

During the week before activities start, the AES office reserves the right to cancel any activity if the number of participants is not sufficient.

**The participation in AES for kindergarten students is limited to one activity per day.**

Each AES has a capacity limit, and therefore it is important not to wait too much time once the registration period begins. Priority is given to the LIFE SCHOOL students and their parents. Once the maximum number of participants for an activity is reached, it is not possible to register for this activity but a waiting list is opened. If spaces were to become available, the people on the list will be contacted.

## PAYMENT

Payment of invoices can be done directly to LIFE SCHOOL by bank transfer, ATM transfer or cash deposit at the bank on the AES bank account:

- Account holder: YAYASAN ECOLE INTERNATIONALE FRANÇAISE
- Account number: 8001 3064 2800 (IDR Account)
- Bank name : PT. BANK CIMB NIAGA
- Code SWIFT : BNIAIDJA

We ask that you :

- indicate the invoice number and/or your family name
- give us the proof of payment.

No cash payment at the AES office will be accepted.

**A participant that is not registered or hasn't paid his/her invoice in the indicated deadline cannot claim to participate in the activities.**

## CREDIT

Each child enrolled in LIFE SCHOOL is entitled to a credit of 2.600.000 Rps as follows: 1.300.000 Rps per semester.

*Example: An activity that costs 1.500.000 Rps for a semester, will thus be invoiced 200.000 Rps.*

## RESPONSABILITY

The students enrolled in LIFE SCHOOL are covered by the liability insurance subscribed by LIFE SCHOOL (CGEA). For all the other participants, a copy of the insurance as well as a discharge of responsibility will be asked for.

The AES office does not require a medical certificate to take part in sports activities: the parents who register their children to these activities consider their children are healthy and able to participate in these activities and release the AES office from all responsibility regarding their child's sports ability.

If your child requires specific attention (handicap, asthma, allergy...), it is important that you inform us so that we can take care of him/her in the best conditions. In that case, you must provide us with a medical certificate for his/her participation in the activities he/she is enrolled in.

## ACTIVITIES ORGANIZATION

The participants are informed of all changes to the normal course of an activity by email and/or display on the designated boards.

The participants must arrive on time to their activities and leave as soon as their session is finished. They are not allowed to wander in the school outside of the AES hours.

At the end of the activity, if parents are more than 15 minutes late, primary school children will be collected by AES Garderie (Daycare) staff (**service charged by hour**).

Outside the AES hours in which they are registered, children are entirely in the responsibility of their parents.

If more than two sessions in the semester are cancelled and there is no replacement, all sessions will be reimbursed in the form of an AES credit note for the following year, regardless of the activity in which the participant is registered (not valid for equipment).

## **DAYCARE**

Primary school children finish at 2.30pm.

As a service to parents whose children have an activity that does not start at 2.30 p.m., paid childcare is available on EDUKA during the registration period from 10 to 12 September 2023 or by e-mail to [aes@lifeschooljakarta.com](mailto:aes@lifeschooljakarta.com) :

- Monday to Thursday from 2.30 to 5pm
- Friday from 12.30 to 14.30 pm

This DAYCARE is reserved for elementary students enrolled in AES and is provided by an AES supervisor for children **taking part in an activity during the afternoon in question**.

*In the interest of the child, childcare time is limited to 1h30.*

## ABSENCES

The AES office must be informed in case of absence. Attendance is taken at the beginning of each session: if the absence has not been notified by email by the parents at [aes@lifeschooljakarta.com](mailto:aes@lifeschooljakarta.com), they will be informed by email of their child's absence to the session.

## DISCIPLINE

The participants must abide by the AES operation rules as well as the LIFE SCHOOL rules in so far as the activities are held inside the school premises.

The participants must respect the coaches, the instructions they give as well as the other participants.

Leaving an activity must be done in a calmly order. The AES participants are not allowed to wander inside the school outside of their activities hours.

The AES office reserves the right to deny access to an activity, the daycare or the buses to any participant that would disturb its good proceedings or that would in a general manner not comply with the AES operation rules and the LIFE SCHOOL house rules.

The exclusion will be effective after two warnings or immediately in case of serious misconduct. No refund will be granted.

**The validation of an AES registration constitutes the acceptance of these operational rules.**