



**SHEN WAI INTERNATIONAL SCHOOL**

**深圳外國語學校國際部**

www.swis.cn

**SWIS**

**\*\*\* Parents/Students ASA Essential Agreement \*\*\***

**Parents/Students Responsibilities:**

- Parents are responsible to read the ASA Essential Agreements before signing their children in an ASA.
- There are no buses provided for students enrolled in ASAs. PARENTS MUST PICK UP THEIR CHILDREN AT 4:30pm in the designated ASA classroom/area.
- Gates will be open at 4:20 for parents to pick up ASA students.
- If a child is collected late more than twice within the semester, he/she may be automatically removed from the activity for the remainder of the semester.
- Students who are not involved in ASAs, or any other activity organized by the school after the curricular day (and don't have sibling enrolled in ASA), are not permitted to remain on the school campus.
- Siblings of students in ASAs (who are not involved in ASAs) and parents/guardians may wait in the library, or in front of the admissions office (Building A). All students must be supervised.
- There should be a balance in the students' activities. Every student is different and some need more time than others to finish school home learning.
- The observation of swimming lessons by parents/caregivers is not permitted at SWIS. Parents/Caregivers are to wait at designated areas for their children.

**Registration:**

- ASAs are for G1 to G5 students during the first semester.
- Kindergarten students may be enrolled during the Second Semester.
- There are no regular ASAs for Pre-K students.
- ASA registration is completed ONLY via the On-line Registration Forms on the school website. Registration cannot be made internally with the ASA leaders or with classroom Teachers
- Parents/Students may sign up for up to:
  - 2 standard ASAs a week (this includes sports teams and music ensembles) and
  - 1 paid activity.



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Parents/Students should submit no more than the 3 Registration Forms per semester, per student – this includes the music activities and sports teams. If more than 3 registrations are submitted – the ASA coordinator has the right to select any of the registrations. It will not be chosen dependant on the order you submitted the registration.

- In Semester 2 Grade 5 students may only select 1 standard ASA and 1 paid activity. (this includes sports teams and musical ensembles).
- Places in each class are limited in number. Parents/Students are asked to choose their options and sign up for activities on a first come – first served basis.
- If a student who is involved in a Club, registers to an ASA on the same day of the Club, he/she must drop off the ASA.
- No modification can be done once the On Line registration is made. Please read carefully before registering.

## **Enrollment / Attendance / Cancelation Policy:**

- If fewer than the required minimum number of participants register for an activity, the After School Activities Coordinator reserves the right to cancel the activity for the semester. A notice will be sent to all activity participants as early as possible so that students may register for another available activity.
- Students do not have the option to take trial activities. Students wishing to drop an activity must provide written confirmation to the After School Activities Coordinator.
- Behaviour / Attendance: The After School Activities are part of the school program and students must respect the SWIS Code of Conduct.
- Attendance is mandatory. Students must be on time, be prepared, and motivated for the activity.
- It is expected that students present for the curricular day are present for registered ASAs. Parents must notify and provide a valid reason to the SWIS Admission Office (ASA Coordinator) beforehand if their son / daughter will not attend an After School Activity when they have been present for the curricular day.
- It is expected that students absent for the curricular day are also absent for registered ASAs. Parents must notify and provide a valid reason to the SWIS Admission Office (ASA Coordinator) beforehand if their son / daughter will attend an After School Activity when they have been absent for the curricular day.



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- The school reserves the right to withdraw a student's registration for an activity for improper behavior.

### **Invited Expert Activity's:**

- Some activities are led by Invited Experts.
- Invited experts usually lead sessions on Wednesdays or Fridays.
- These Expert's activities may require a fee. The fee depends on the type of activity.
- No reimbursement will be given to students registered in an Invited Expert Activity.
- The school is not responsible for any payments to experts and does not act as an intermediate between parents and the invited expert.

### **Payment:**

- If you register for a paid activity class you are responsible to pay for the class – SWIS will not accept cancellations of any registrations. Full payment is compulsory.
- For payment of course fee, students pay the fee directly to the Invited Expert at the beginning of the first session.
- Students must pay the total fee for the ASA semester. They may not pay per session. Failure to make payment at the first session may result in loss of place within the ASA.

### **Cancelation Policy:**

- If fewer than the stated minimum number of participants register for a course, the After School Activities Coordinator may have to cancel the class for the semester. Notice will be sent to all participants of the class.
- Students do not have the option of trial classes. In case a student wants to drop a course, written confirmation signed by a parent/guardian must be handed in to the After School Activities Coordinator.
- No reimbursement will be given to students registered in an Invited Expert Activity.