

AIMS Co-Curricular Program 2017

SEMESTER 1 2017

PROGRAM INFORMATION

Our Co-Curricular Program provides students with opportunities to explore and extend themselves in *Sport, Creative and Performing Arts and Personal Development* activities outside of their normal timetabled classes.

PARTICIPATION IN THE PROGRAM:

- While it is not compulsory, the school encourages all students from Years 1 to 12 to participate in at least **one** activity each term.
- Students in ELC do not participate in the program activities, but can be supervised in crèche if waiting for an older sibling.
- Foundation students are encouraged to take part in our new *Foundation Swimming Program* on a Tuesday or Thursday afternoon from 3:20 - 4:20pm.
- Students in Year 1 may do a maximum of **one** activity each semester (excluding our Swimming Programs and before-school Run Clubs).
- Students in Year 2 may do a maximum of **two** activities each semester (excluding our Swimming Programs and before-school Run Clubs).

TIMING OF THE ACTIVITIES:

- Most activities run from Monday to Thursday after school between 3.20 pm and 4.20 pm.
- There may be a small number of activities that run outside of these times, which will mean there will be no school buses provided. Parents are therefore required to provide their own transport for the students. This includes Friday afternoon activities.
- A small number of activities run before school from Monday to Friday between 7.30 am and 8.30 am.
- Some activities, such as *International Award*, have a flexible meeting time negotiated between participating students and supervising staff.

PROGRAM DATES, SELECTION & ENROLMENT:

- Activities for Semester 1, 2017 will begin on **Monday 20 February- Week 5 of Term 1**.
- A list of all available activities for Semester 1 is available on Engage from **Monday 23 January, 2017**. This allows families to peruse offerings prior to the online selection process.
- The **online selection** will be available on **Tuesday 31 January at 4.00pm**. This can be found on the Engage website: [Click here](#). The online selection period will close at **4.00pm on Friday 8 February, 2017**.
- All enrollments must be made through the AISM official channels, that is, the Engage Portal or through the CCP coordinators. No private arrangements are to be made between the providers and the parents or students.
- Most activities run for a semester, however, some activities continue for the entire year.
- All efforts will be made to ensure that students get their first choice, however, some activities accommodate limited numbers. This will be determined by the automatic selection process on Engage with first come first serve process.
- Should students wish to change their allocation, this will possible before Week 6 of Term 1 (if the activity they wish to join is not already full) but not beyond that time.

FEES & BILLING:

- A cost is charged for those activities where an outside coach/instructor has been contracted to run the program, the activity is off-site or there are costs for consumable items.

- The cost is charged per semester, unless stated otherwise, and is non refundable. Students may have a 1 week trial time before electing to discontinue the CCA. Pro-rata fees may be applicable in some cases and we expect that if your child attends the activity for longer than two weeks, **you will be charged the full semester amount.** Therefore it is imperative to formally withdraw your child from the activity if he or she is no longer attending.
- It is expected that payment of fees are settled no later than 2 weeks after invoices are sent out.
- Students with outstanding fees may be asked not to attend the related activity until full payment is made. Unpaid fees may also affect future enrolment in paid activities.

AGAMA CLASSES:

- Agama is a compulsory after school class for all Malaysian Muslim students.

CRECHE & STUDENT EXPECTATIONS AFTER SCHOOL -

- There will be a Crèche offered Monday to Thursday for students in ELC to Year 1 who have older siblings participating in after school activities. If you would like your younger child to attend crèche please indicate this on the online Engage selection form.
- Years 2 to 5 students who have siblings participating in after-school activities may attend the *Sibling Games Club*.
- Where you have a number of children participating in after-school activities, for ease of transport organisation, you may like to consider placing your children into activities conducted on the same day.
- Students are unable to be supervised on the school grounds after 3.20pm, unless they are involved in a co-curricular activity or are in crèche. Middle/Senior students found wandering will be sent to a waiting area ready for parent pick-up. Junior students will be sent to crèche or to Games Club.

FOR FURTHER INFORMATION & QUERIES:

- Please feel free to contact the CCP team any time regarding queries or concerns. See below for contact details.
- Homeroom teachers and the CCP coordinators will also support you in the selection and enrolment process.
- Up-to-date information regarding the program is communicated through the web page, Daily Bulletin in Homeroom period, Parent Newsletter and Parent E-news Bulletin.

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