



Internal regulations

Primary school (Elementary and Kindergarten)

School year 2023/2024

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Company Reg. No.: 198004581H | Registration validity period: 06-07-2023 to 05-07-2029

These internal regulations apply to all **Extra-Curricular Activities** proposed by the International French School, in addition to the internal regulations of IFS.

Extra-curricular activities (ECAs) complete teaching in class and allow our students to access education through sports, arts, sciences and culture by developing their team spirit. All through the year, the IFS offers a wide range of activities accessible from the Moyenne Section onwards.

These activities should not be in any way considered as childcare time, but more as an activity corresponding to the tastes and choices of the child as they must before all bring him/her pleasure.

Children are welcome in activities as long as places and equipment are available.

I. REGISTRATIONS

	Registrations period	Activities period
Annual	from Thursday 7 th to Tuesday 12 th September 2023	from Saturday 23 rd September 2023 to Saturday 15 th June 2024
Semester 1	from Thursday 7 th to Tuesday 12 th September 2023	from Saturday 23 th September 2023 to Saturday 3 rd February 2024
Semester 2	from Thursday 18 th to Tuesday 23 rd January 2024	from Monday 5 th February 2024 to Saturday 15 th June 2024

All parents of IFS students will receive an email on ECAs informing them of the launch of the registration process. Registrations for ECAs are done by parents from the EDUKA portal at their disposal.

The access to registration portal can only be granted by setting up an [automatic debit \(GIRO\)](#).

- Each registration, validated by the ECA office, is **fixed and definitive**.
- Each student can register for **one activity** (except pedagogical workshops) per phase within the limits of available places. For educational and security reasons, sessions can only accommodate a limited number of children.

- Registrations are subject to the **first come, first served** rule.
- If there is still availability for some activities, the ECA team will release the enrolment quota and students will be able to enrol in other activities.
- **⚠ An activity may be cancelled if there are insufficient numbers of students enrolled.**
- No priority enrolment can be given to students for any reason.

VALIDATION OF REGISTRATIONS

- Only registrations made within stipulated deadlines and for which automatic debit (GIRO) is activated will be validated.

In the absence of a GIRO, access to the module for registration for activities via the EDUKA portal will not be granted.

It is possible to check the status of your GIRO directly from your Parent EDUKA portal under the invoicing section. Existing GIROs are reusable from year to year if they have not been cancelled by yourselves through your bank.

- For **new parents** who have yet to set up a GIRO:

Definition of a new parent: parents who just enrolled their kid at IFS for the next back-to-school.

*If you are a new parent, you can still register for ECAs in the Eduka portal **but** you have to start your GIRO application as soon as possible.*

- For new arrivals: you can start your application once your local bank account has been opened.
- Once validated by the ECA office, parents will receive an email confirming registration.
- For the **language and some specific activities (swimming, aquathlon...)**, the ECA department, after consultation with the teacher in charge of the activity, reserves the right not to accept a student whose level does not meet the activity's prerequisites.

II. FEES AND PAYMENTS

- The ECAs are paid by automatic deduction (GIRO) to facilitate administrative handling and manage the volume. If you do not yet have a GIRO in place, you must at least provide the Finance Department with a GIRO form that complies with the IFS procedure before opening registrations.

[Click HERE to learn more about the detailed procedure.](#)

- Invoices will be sent by email within an average of 15 days following the start of activities.
- The parents' committee will offer financial aid, within the limit of its budget, for each scholarship student up to his scholarship quota for **one** annual or **two** semestrial activities. This deduction will be automatically calculated on the ECA invoice.

The ECA fees are available on Parents Eduka Portal (Primary activities).

- The required fee allows families to cover all inherent fees for an activity over a budgetary period (salary of the facilitators, financing of material, running costs, share of structural expenses, bank fees, non-recurring provisions, outing or participation in competitions depending on the activity).
- The ECAs are offered to families. The ECAs are an integral part of the services offered by IFS and are therefore subject to the same rules and status, i.e. not-for-profit.
- **⚠ In case of non-payment of ECA registration fees from the past year or from the preceding phase or if there is any outstanding school fee debt from the past year or prior to the start of the new term, registration will be denied.**

III. CANCELLATIONS AND DEPARTURE FROM IFS IN THE COURSE OF THE YEAR

There is no reimbursement for half-yearly activities in case of withdrawal.

No refunds will be made in the course of the year in case of unfavourable weather, haze, absences of students, withdrawal from the activity or exceptional cancellation of a session (school meeting, public holiday, etc...).

Only two cases may warrant partial reimbursement for **annual activities**:

- Definitive departure from the school: Reimbursement up to 50% of the ECA registration fees, if the departure from the school takes place before the end of the ECA Semester 1 (**04/02/2024** - the radiation file must be validated).
- Definitive withdrawal from an activity following an illness or a medical problem. A medical certificate will be requested from the family as proof of reimbursement:
 - **up to 50% until 04/02/2024.**
 - **up to 25% between 05/02/2024 and 28/04/2024**
- In case of withdrawal following a medical issue and refund done by the school, the kid cannot re-enrol again.
- **All activities that a student has started must be paid for and cannot be reimbursed.**

IV. REGISTRATION DURING THE YEAR

Registration for ECAs is possible throughout the year. It is subject to confirmation of the ECA office, based on the activity. In case of arrival during the year, the registration can be confirmed upon providing the GIRO form, which is the prerequisite to registration.

- Billing is done based on the following rules:

Half-yearly activities	Annual activities
<p>100% billing</p> <p>50% billing <i>(if less than half of the sessions left)</i></p>	<p>100% billing from 23th September 2023 to 4th February 2024</p> <p>50% billing from 5th February 2024 to 12th May 2024</p> <p>25% billing from 13th of May 2024</p>

V. INSURANCE POLICIES

It is the responsibility of students' parents to subscribe on behalf of their children to:

- A PUBLIC LIABILITY INSURANCE
- A PERSONAL ACCIDENT INSURANCE

On its part, the IFS subscribes to two insurance policies.

1- PUBLIC LIABILITY INSURANCE:

It covers risks pertaining to third parties, students included, in the event of bodily injury and/or material damages under circumstances where the IFS is held liable. It does not in any way substitute the personal responsibility of parents, so we strongly recommend that you take out a Personal Liability policy, that provides compensation where the IFS would not be considered responsible (for example, two students “bumping” into each other in a rush would not be covered unless the IFS’ responsibility is clearly identified in the incident).

2- PERSONAL ACCIDENT INSURANCE:

This insurance is offered by the school and is not compulsory for the IFS. It would complement the family’s health insurance policy: in the event that the latter would not fully cover the family’s medical expenses, the school’s policy would then be able to cover the difference. This policy covers, amongst others, some medical fees resulting from an accident in the setting of activities organised by the IFS. This insurance does not cover damages to objects such as glasses.

VI. ECA SCHEDULES, MEETING POINTS:

- **For kindergarten students (MS & GS):**

	Drop-off	Pick-up after activity
Monday to Thursday from 3.35pm to 4.50pm	<i>Kindergarten playground by teacher assistants</i>	<i>Zone R AMK 2900 campus at 4.50pm</i>
Friday from 12.45pm to 2.00pm	<i>Kindergarten playground by teacher assistants</i>	<i>Zone R AMK 2900 campus at 2pm</i>
Friday from 2.30pm to 3.45pm	<i>Zone R AMK 2900 by parents</i>	<i>Zone R AMK 2900 campus at 3.45pm</i>
Saturday from 9.am to 10.15pm	<i>AMK 2900 campus canteen by parents</i>	<i>Zone R AMK 2900 campus at 10.15pm</i>
Saturday from 10.45am to 12pm	<i>AMK 2900 campus canteen by parents</i>	<i>Zone R AMK 2900 campus at 12pm</i>

- **For cycles 2 and 3 students (from CP to CM2) :**

	Drop-off	Pick-up after activity
Monday to Thursday from 3.35pm to 5.05pm	<i>AMK 2900 campus canteen by teachers</i>	<i>Zone R AMK 2900 campus at 5.05pm</i>
Friday from 12.45pm to 2.15pm	<i>AMK 2900 campus canteen by teachers</i>	<i>Zone R AMK 2900 campus at 2.15pm</i>
Friday from 2.30pm to 4pm	<i>Zone R AMK 2900 campus by parents</i>	<i>Zone R AMK 2900 campus at 4pm</i>
Saturday from 9am to 10.30am &	<i>AMK 2900 campus canteen by parents</i>	<i>Zone R AMK 2900 campus at 10.30am & 12.15pm</i>

10.45am to 12.15pm		
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Children will not be supervised by the ECA team from 12.15 to 14.30 and are not allowed to stay in the school premises.

VII. SCHOOL CATERING (only on Fridays) AND SNACK.

- **Kindergarten and Elementary** : a lunch (which will be charged in addition to the activity fee) will be served to the children **already registered at the canteen during the rest of the week (Monday to Thursday)**.

Children who have chosen the Lunch Box option at the IFS canteen will not be charged and will have to bring their own lunch. In case of omission, a meal can be offered and charged 10 SGD to the family.

Please note: It will only be possible to change between the canteen or lunch box at the end of each semester (see ECA calendar).

⚠ Snack: Children can bring a snack for the ECA that they can eat during the waiting time between the end of school and the start of the ECA but they cannot bring foods containing peanuts or nuts because of serious allergies in some children (ex: nuts, hazelnuts, peanuts, certain spreads, cereal bars, industrial pastries, candies, pralines, etc...).

Please note that children do not have access to Alfresco café and cannot bring money to school.

VIII. ABSENCES FROM ECAs

All absences of your child must be conveyed to the ECA office before the start of the activity, **independently of school secretaries.**

☐ aes@ifs.edu.sg

In case of the facilitator's absence the following solutions can be put in place:

- ☐ The facilitator can be replaced and the group will be fully looked after; the facilitator may propose content that differs slightly from the planned programme (some facilitators have a different teaching method).
- ☐ The children can be integrated into another activity or the activity can be completely modified for the session in certain situations.

- In case of absence due to illness during school time, the child will not be accepted in the ECA.

IX. ATTIRES

- Appropriate clothing and sports shoes are required for sporting activities.
- For outdoor activities, students should wear clothing appropriate for the weather conditions. A cap and a water bottle are compulsory. A child without a cap cannot participate in the activity. He will remain in the shade during the duration of the ECA.
- For swimming and aquathlon activities: It is compulsory to wear an anti-UV T-shirt and a swimming cap.
- In order to avoid missing items, **please label clothing and items with your child's name.**
- If your child represents the school at sporting events, the AES uniform corresponding to the activity is the responsibility of the family. The order link will be available at the beginning of the year.

X. RESPECT OF OTHERS AND RESPECT OF RULES

- All students taking part in the ECA must respect each other during the activities. Physical and verbal abuse will not be tolerated.
- Students should not bring games, jewellery, valuables, smartphones or tablets. We do not accept any liability for loss or theft.
- In the event that parents and students do not respect these internal rules, IFS reserves the right to cancel the student's ECA enrollment, without refund.
- **The following cases may result in partial or permanent exclusion of the child:**
 - Repeated indiscipline,
 - Unjustified absences,
 - Repeated lateness of parents in bringing their children to the ECAs,
 - Repeated lateness of parents to fetch their children at the end of the ECAs,
 - Deliberate vandalism of furniture, equipment and materials (cost to be reimbursed by the family).
 - Physical and verbal violence to another child or adult.

XI. COMMUNICATION



Photos and videos of students taken during activities may be used on the IFS website and Facebook/instagram pages and/or on the AES Instagram page.