



## **2023-2024 EXTRACURRICULAR PROGRAM**

### **GENERAL RULES**

All the information concerning the choice of after-school activities is available on the school's web page, including descriptions of activities, ages, rates, exact start dates and schedules for the year or semester: (<https://www.claudel.org/en/school-life/extracurricular-activities/>) .

The school's extracurricular offer remains flexible and evolves throughout the year. However, most programs are offered over two semesters. The total cost of the activity must be paid upon registration and will define the student's access to the activities.

The rules of the Lycée Claudel apply to after-school programs. All students are expected to follow and respect them <https://www.claudel.org/wp-content/uploads/2019/10/R%C3%A8glement-int%C3%A9rieur.pdf>.

Here are some specific details of how after-school activities work and our expectations of all students who attend:

#### **Respect of schedules:**

It is imperative not to disturb the students' work during the workshops. Thus, parents should not pick up their child during the lesson in persons unless there is an exceptional and duly justified reason.

Students agree to adhere to the login schedules established for virtual programs. The courses will be broadcast live and their recording will not be possible.

#### **Behavior :**

To facilitate programs organization, each student must have suitable behavior and use appropriate language, be attentive to instructions and remarks of the animator and not disturb the work of the group. We expect our students to be polite to all members of the group, as well as to the adults leading the group.

In a case where the participant disrespects the animator or students in the group, or disturbs the activity with their conduct or language, the following measures may apply:

- a first verbal warning will be given by the animator during the class and clear explanations will be presented to the child;



- a second written warning will be sent to parents by the after-school programs service, with details of the behavior and specific facts of the incident;
- a third and final warning will be given to parents if the behavior is not corrected and the student continues to disturb the smooth running of the activity.

After these three warnings and if no change is observed, the child will no longer be able to participate in the activity and the registration fees will not be reimbursed.

### **Refund and Cancellation Policy:**

No refund will be given once payment has been confirmed, besides exceptional reasons duly attested by a medical certificate requiring the cessation of the activity or certificate from the employer evoking a move. In this case, the reimbursement will be made on a pro rata basis.

#### **Absences from activities:**

##### **Absences from group classes:**

- A temporary individual absence from group classes, regardless of its duration, does not entitle to a price reduction.

##### **Absences from individual courses:**

- Any absence from individual lessons must be reported no later than the day before at 05 pm. An absence not reported will be considered as a lost course, the refund of this missed course will not be allowed.
- Each student enrolled in individual lessons will be entitled to 3 missed lessons, if reported in advance.
- Absences for health reasons (including unplanned absences from the day of the activities) may be postponed, the lycée will propose makeup sessions and their number will be limited to 3 lessons.
- The total number of individual absences, regardless of their reason, may not exceed 6 courses.

Nota Bene : Absences from individual lessons due to the student's participation in events organized by the school will not be taken into account in this calculation, but the extracurricular service must be notified by the student parents / guardians as soon as possible.

- The activities offered during the registration period are subject to possible cancellations, due to an insufficient number of students, the withdrawal of a provider in the middle of a semester or the impossibility to conduct the activity. If applicable, missed classes will be refunded to parents on a pro rata basis.
- If the teacher is absent and as far as possible, a makeup session will be proposed, otherwise, the school will make a refund on a pro rata basis.



In order to continuously improve our services, communications between the teacher/provider and the student's parents must be carried out via the extracurricular activities service.

### **Supervision and guidance :**

A supervisor will pick up elementary students to accompany them to the classroom. High school students will be invited to attend their classes independently. The supervisor will nevertheless ensure their presence to avoid a possible oversight.

At the end of the course, the primary school student will be accompanied by the supervisor to the daycare. Parents/caregivers will be invited to come to the reception announcing the name and class of the child they are picking up.

### **Daycare before and after extracurricular activities :**

The cost of extracurricular group or individual activities includes daycare fees before and after the programs in which students are enrolled.

The extracurricular programs service will supervise student during the extracurricular activities and by the Student Life Pole before and after the programs.

Students must be picked up by their parents/guardians by 5:30 p.m. at the latest. Once this period has passed, the additional fees will be charged to parents according to the rates and the specific regulations in force available on the dedicated web pages of the school.

An exception will be made for students enrolled in programs who finish after 5:30 p.m.: students must be picked up by their parents/guardians in lycée lobby or leave the school independently, if authorized, immediately after the end of the sessions.