

## REGULATIONS FOR AFTER-SCHOOL ACTIVITIES

### Lycée Français de Jérusalem

### School year 2020-2021

The after-school activities are organised by the Association of Friends of the Lycée Français de Jérusalem (AALFJ) within the Lycée Français de Jérusalem and are therefore exclusively for children of members of the AALFJ. Children may commence their after-school activities only after payment for their chosen activity/ies.

As the activities offered are provided outside of the educational framework, each child must be covered by an **individual health insurance**.

Parent focal points for the after-school activities are: Anne-Laure HONAUER, Angéla PREVOT et Lorraine ABU-AZIZEH.

Enrolment in an activity is a year-long commitment. If a child wishes to stop or change an activity during the course of the year, the parents must let the after-school coordinators know by email at [aalfjerusalem@gmail.com](mailto:aalfjerusalem@gmail.com). Changes in activities must be justified and only one change per child is permitted.

In the event of forces majeurs (government measures, unforeseen absence of the activity teacher, rain for outdoor sports activities), sessions will be cancelled and non-reimbursed.

After school activities will **begin Monday 21st September 2020** and will **end Thursday 17th June 2021**. Activities will follow the term time/holiday schedule of the Lycée Français de Jérusalem.

As of Monday 21st September 2020, a list of children enrolled for the after-school activities will be published as well as information on which class to go to for the activity.

For the first week, members of the AALFJ will be available to guide children of Elementary and Kindergarten to the correct classrooms. Children from Kindergarten will be accompanied throughout the year by activity teacher.

#### 1. SCHEDULE AND ATTENDANCE

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Schedule for after school activities:

- In Kindergarten, the activities will run from 14h45 to 15h45
- In Elementary, from 14h45 to 15h45
- In Middle school from 15h45 to 16h45

Participation in an activity by the children should be regular and serious.

The children are under the responsibility of the activity teacher until the end of the day's activity. **Parents are requested to be on time for collecting their children at the end of the session.** For security reasons, it is strictly forbidden for children from Kindergarten and Elementary enrolled in after school activities to leave the school without an adult.

In the exceptional event of a delay, please contact the activity teacher as soon as possible.

Beyond the hours of the activity (indicated above), Kindergarten and Elementary children will be directed to the school daycare (garderie), at a fee, as no child is permitted to stay in the courtyard without parental supervision after the activity has ended.

Activity teachers have at their disposal the list of children registered for the activities and will call a register at each session. **In the case of absence, parents are requested to inform the activity teacher or an after-school activity coordinator as soon as possible.** In the case of repeated absence, the AALFJ reserves the right to contact parents and to consider removing the child from the activity.

Children may not leave the activity before it has ended, except with special authorisation from parents.

## 2. BEHAVIOUR AND RESPECT

Registering a child for an activity assumes that the child respects the following rules:

- Be punctual and diligent;
- Respect the rules of life and/or rules defined by the teacher of the activity in which he/she is registered;
- Respect his classmates as well as the activity teacher;
- Take care of the equipment provided during the activity as well as the premises used;
- For sports activities, be able to practice the chosen sport;
- For sports activities, wear the appropriate clothing for the practice of the activity, use the equipment requested and/or provided by the activity teacher and demonstrate fair play.

**Any child whose behaviour has been deemed by the facilitator to be disrespectful, unsportsmanlike or dangerous will be reported to parents by the after-school activity coordinators. After two warnings, the AALFJ reserves the right not to accept a child if it disrupts the activity.**

## 3. CONTACT

It is important that each parent has filled in their telephone and email details when they join the AALFJ.

At the start of the year, an email is sent individually to each parent to confirm their child's enrolment.

During the year, any changes concerning the after-school activities will be communicated to the parents as soon as possible.

For any questions, parents can contact one of the three after-school activity coordinators directly, either in the schoolyard or by email at the following address [aalfjerusalem@gmail.com](mailto:aalfjerusalem@gmail.com).

#### 4. PAYMENT OF EXTRA-CURRICULAR ACTIVITIES

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The price for each activity is 800 NIS, except art and crafts, the pastry workshop, the mosaic and the manual activities which cost 100 NIS more to finance the necessary materials. Payment can be made in full during registration or in two installments, the first payment during the registration week of 10th-15th September and the second payment during the week of 25th-29th January 2021, where there will be an AALFJ stand for payments.

Families receiving educational grants will pay half the price of the activity but the full cost of materials.

As the prices for activities are fixed, no absence will be reimbursed.

**Payment is due in full once the activity has started.** For families who have chosen to pay in two instalments, the AALFJ reserves the right not to accept children in activities until the parents have paid the second payment by the due date.

Families leaving the Lycée Français de Jérusalem during the school year will be reimbursed for the remaining activities pro rata to their departure date.

#### 5. ACCIDENTS

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In the event of an accident during the activity, the activity teacher will provide first aid to the child and keep him/her under surveillance, a first aid kit is available to facilitators.

The activity teacher will notify the parents to come and pick up the child. The teacher is not authorised to accompany an injured child to hospital so as not to leave the other children unattended.

Children are covered by their individual health insurance.

#### 6. PERSONNAL BELONGINGS

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The AALFJ will not be held responsible for any loss or theft of personal belongings during the after school activities.

The AALFJ authorises itself to confiscate any dangerous object brought by a child so that the activity takes place in the best possible conditions.