



EXTRA CURRICULAR ACTIVITIES

TERM 1 | 2020-2021



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KIS EXTRA CURRICULAR ACTIVITIES

TERM 1 : 2020-2021

Parent Information

Welcome to KIS' Extra Curricular Activities (ECA)! Here, you will find useful information to help you understand the process of the Extra Curricular Activities at KIS.

The main purpose of ECA's are to offer activities that provide a variety of experiences to enhance student life and develop interests and hobbies outside of the regular curriculum. Educational and curricular activities are offered in a less formal setting including subject based clubs, small group tutorials and homework support.

Please direct your contact for all areas of Extra Curricular Activities to:

Khun May (Bhusanisa) in the Athletics and Activities Department. The email is kis_eca@kis.ac.th.

Extra Curricular Activities (ECA)

ECA's are scheduled on weekdays outside regular KIS school hours. Activities usually run between 30 minutes to 1 hour 15 minutes long with an average of 1 hour class from 3:00pm.-4:00pm.

Extra Curricular Activities for term 1 runs from September 21st - November 20th, 2020.

Monday	Tuesday	Wednesday	Thursday	Friday
8 weeks	7 weeks	8 weeks	7 weeks	7 weeks

PRIMARY SCHOOL EXTRA CURRICULAR ACTIVITIES TERM 1 | 2020-2021 CALENDAR

September 2020

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 14 Letter Out to Parents
- 15-18 Online Registration Period
- 21 ECA's begin
- 24-25 September Break (No ECA)

October 2020

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 13 In Remembrance of HM King Bhumibol (No ECA)
- 19-23 October Break (No ECA)

November 2020

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 20 End of Term 1 ECA's
- 23-27 Make-up Class (if needed)

Registration Procedures

Registration for **Primary Extra Curricular Activities (ECA)** must be completed online at www.kisafterschool.com. Registration lists are taken in the order of date and time that the registration has been submitted. Once you have registered for a class, you will not be able to register for any other classes on the same day, however, registering for the waiting list is possible. You will be contacted by our after school staff should a space become available in the ECA you are waiting for.

During the registration period (8am onwards on 15 Sep – 12pm on 18 Sep), you may cancel any ECA that you have registered for and/or re-register for an ECA as often as you wish (provided there is space in the activity). You will not be able to cancel any ECA once the registration period is over (after 12pm on 18 Sep). If you wish to do so, please send an email to kis_eca@kis.ac.th.

Online Registration Procedure

Step 1: Login and view ECA's

- * Go to the ECA website www.kisafterschool.com and login to view available activities.
- * The login box is on the left hand side of the homepage, enter login using your child's 9 digit student ID. (*pls. refer to the student's KIS smart card*) and then select your child's grade level.
- * *For siblings*, please login using their individual KIS student ID (9-digit).
- * Once logged on, click menu "*Activities on Offer*" on the left hand side to view activities available. Space availability is indicated and if class is full, the word "FULL" will be shown.
- * Almost all activities will have either a video or a slide presentation for parents to watch. This will help parents to get an understanding of the organization and setting of the activity.
- * Please note that you will be able to view activities on offer that are only available to your child's grade level.

Step 2: Registration

- * ECA's are available for students from EY1 to Grade 5.
- * You are only allowed to view and register for activities which are on offer to the grade level of your child.
- * Click the 'Sign Up' button beside the class name and click the 'OK' button to confirm.
- * Under the menu "*My Subject*", you will then be able to see the activity you have selected. If this doesn't appear, contact kis_eca@kis.ac.th.
- * If the activity you wish to register for is full, you may wish to click the button "*Register as waiting list*". This will allow your child to be added to the waiting list of that activity. When the space becomes available, you will be contacted by our ECA staff to confirm the placement.
- * When the registration period is over, you will not be able to register, cancel or change any activity. You will only be allowed to view your registered activities. At this time, if you would like to make a change, please email kis_eca@kis.ac.th.

Payment

An invoice will be sent to parents between Monday, September 21st and Friday, October 2nd, 2020 for any ECA's the child has participated in. Please settle the payment in a timely manner according to your enrollment and invoice.

Please note that additional payment is required for some of the items such as examination fees, uniforms, equipment fees etc. Those additional payments will need to be settled before the start

of the first class and are non-refundable. Most payments are to be made directly to the instructor. Please check the details in the note section on the online registration.

Late Registration & Changing Activities

If you would like to register your child for an ECA after the registration period is over, you can do so by emailing Extra Curricular Activities staff at kis_eca@kis.ac.th. Adding your child to an ECA will be determined by space availability, safety and/or teacher-student ratio.

As the term progresses, parents may register their child for additional activities based on the conditions below:

- Activity changes (register/cancel) are possible anytime during the first 2 weeks of Extra Curricular Activities (**from** Monday, September 21st to Friday, October 2nd, 2020) **Fee for the change will be calculated on a prorated basis.**
- Registration made after the 2nd week (after October 2nd) of Extra Curricular Activities will be calculated based on the total number of weeks remaining **less 2 weeks** of the prorated period.
- Late registration request please email kis_eca@kis.ac.th or contact Khun May (Bhusanisa) directly.

Full Classes

Please register as soon as possible to ensure a space. Some activities are very popular, so sign up quickly to prevent disappointment.

Cancellation & Refunds

- Each activity will have a minimum number of students required in order to proceed. If the minimum number has not been met after the registration period is over, the activity will be cancelled and parents will be notified via email from *KISLETTER*. You may also check class status on the KIS ECA website at www.kisafterschool.com.
- Parents may cancel activities up to the end of week two or by Friday, October 2nd, 2020. Fee will be calculated on a prorated basis.
- Should parents wish to cancel an activity after Friday, October 2nd, 2020, please note that students will NOT be eligible for a prorated refund. All activities incur fixed costs and their operation proceeds on the basis that the minimum enrolment figure has been met. This includes all circumstances where parents decide to leave an activity, or when the student is required to leave the activity by the school.
- Refunds will not be granted if your child has been asked to leave an activity due to behavioural issues. Please see further explanation of this under the heading "*Behavior Expectations and Discipline Policy*"

Student Absence

In the event of a student's absence from the ECA, there is NO REFUND.

Please Note:

- The school has entered into an agreement with the activity provider.
- The school incurs the full cost of the activities operation.
- Students are not allowed to attend an ECA on a day where they have been marked 'sick' and were absent from school.

- Make up sessions and refunds do not apply in any case of student absence. This includes parents giving advanced notification of a student's absence to the school.
- Unfortunately, the school cannot provide refund as a result of student's health/injury which results in early withdrawal from an activity.

Teacher Absence

The Extra Curricular Activities staff will make every effort to provide a teacher to cover the class, should the ECA leader be absent. If this is not possible, arrangements will be made to reschedule the class. This "rescheduled" session usually happens when all ECAs have been completed. If the notification regarding an ECA cancellation happens after 1:00 p.m., we will provide free after school supervision for students in the ECA. Parents will be notified of the make-up sessions. *If the make-up sessions cannot be arranged, a credit note will be made to your next invoice.*

Heavy Rain and/or Lightning and/or Thunderstorm

All outdoor sports classes will be relocated to undercover areas should there be heavy rain and/or lightning and/or thunderstorm. If undercover areas are not conveniently available, we will schedule the make-up session.

Please note that swimming class will be cancelled in all circumstances of heavy rain and/or lightning and/or thunderstorm. Parents will be notified of the make-up days. *If the make-up days cannot be arranged, a credit note will be made to your next invoice.*

Enrollment Criteria

Students enrolled in Extra Curricular Activities must be able to follow school rules and regulations. If we feel that a child is not able to conduct themselves within the expectation of the ECA leader, we reserve the right to withhold the enrollment. If you are unsure of your child's readiness for participation in an ECA, please consult with the Athletics and Activities department before registering.

Behavior Expectations and Discipline Policy

All KIS policies are applicable during Extra Curricular Activities hours. We believe that positive ECA experiences strengthen and build each child's self esteem. Activity leaders are dedicated to providing your child with a creative and innovative program that will capture their interest and keep them engaged. Our program aims to "have fun, play fair, and show respect for others and self".

Student behavior is expected to follow the guidelines below:

1. Use appropriate language at all times
2. Cooperate with staff and follow directions
3. Respect other students and staff, equipment and facilities, and self
4. Maintain a positive attitude
5. Stay in the activity areas - running away is not acceptable

Behaviours which are unacceptable will be communicated to parents when they come to sign out their child or if necessary we will call or email you. Support from parents is appreciated in having a follow-up discussion with your child.

Based on the intent and severity of the incident, a participant may be removed from an activity, or suspended until specific behavior management strategies can be laid out. In this case, no refund will be given.

Typical Daily Schedule and Playground Supervision

School finishes at 2:30 pm. Students registered in Extra Curricular Activities will be accompanied to the lower grade school/EY playground where they will be supervised by school staff who are ensuring safety for all from 2:30 pm to 2:55 pm.

The upper grade school playground is NOT AVAILABLE to the Extra Curricular Activities students.

If you happen to be with your child before the ECA starts please help us by making sure that your child is in the right place after school. Unfortunately, school will not be accountable for safety and any incidents that might occur to students who are not in the assigned places. To reassure appropriate playground supervision, we will be closing the side door (access to the upper grade school playground) between 2:30 and 2:55 pm.

All afterschool students with NO parents/guardians supervision should stay either in the EY playground or inside the PYP atrium ONLY.

The ECA leaders will collect their students from the lower grade School/EY playground at 2:55 pm and take them to their ECA location.

Snacks are not allowed on the playground or in ECA's.

Snacks

If a guardian brings after school snacks for a child, it is important they sit together at the tables. When the snack is finished, students can then join their friends on the lower grade School/EY playground.

Please support the school policy regarding healthy eating. Fruit, yoghurt, vegetable sticks, sandwiches etc. are all healthy snacks and should be ample to tide children over until dinner time at home. Please do not bring in junk food, candies and fizzy soda drinks.

Due to COVID and various food allergies, students are not allowed to share snacks with classmates. Snacks sent to school should contain no nuts and this should be consumed in a designated area.

Supervision Room

Supervision room is open from 2:45 pm to 4:30 pm.

Students who have not been picked-up 5 minutes after the ECA finishes, will be taken by the ECA leader to the designated supervision area (library on the 2nd floor). **Parents will be charged for the supervision of their child starting 15 minutes past the time that ECA has finished.**

The program will provide a safe and secure environment for waiting children, should parents be delayed at pick-up time. Please call us if you know you are going to be late so that we can ensure that your child is taken to the supervision room. We have 2 adult supervisors who will provide activities and books to help your child wait comfortably until you arrive.

The amount you will have to pay for when you are delayed in picking up your child, will be based on when your child enters the supervision hours and the time you arrive to pick up your child. Parents and or guardians will be asked to sign their name when picking up the child from the supervision room to ensure the safety of children while they wait. Families will be billed on a **monthly basis to cover the cost of extended supervision.**

The fees charged for extended supervision are as follows:

Minutes charged	On the day rate
1 – 15 minutes	Free of charge
16 – 30 minutes	Baht 30
31 – 45 minutes	Baht 60
46 minutes – 1 hour	Baht 90
1 hour 1 minute – 1 hour 15 minutes	Baht 120
1 hour 16 minutes – 1 hour 30 minutes	Baht 150
1 hour 31 minutes – 1 hour 45 minutes	Baht 180++
<i>Please note that the Primary office and Supervision room CLOSSES at 4:30 p.m. everyday. Children not picked up by 4:30 p.m. will be charged at a rate of 100 baht for every half hour, and additional minutes will be rounded up to the next half hour increment.</i>	

Tutorials

At times, students may experience difficulties with learning and require extra support with their daily school work. Tutorials can be arranged by request of parents and/or teachers to help support those children. The tutorial request form must be completed with details regarding the nature of the tutorial with the support of the homeroom teacher. Any requests for a child to be tutored at KIS must be confirmed by divisional Principals. Once approval has been made, a teacher will be allocated. Parents may not speak directly to a KIS teacher requesting a tutorial. Only divisional principals will decide which adults are able to be tutors.

The fee to participate in a tutorial session is Baht 1,400 per hour. When parents are assigned a tutor, times and schedules will be arranged so that they are aligned with the Extra Curricular Activities calendar. In the event that a student is absent, parents will be responsible for contacting the teacher regarding a time to conveniently reschedule the session.

We thank you for your interest in our Extra Curricular Activities. We hope you enjoy the amazing selection of classes that we have prepared for you. If you have any questions about this program, please speak to Khun May (Bhusanisa) in the Athletics & Activities Department or email to kis_eca@kis.ac.th.

Mother Tongue Language Support

We all know how important it is to maintain our Mother Tongue language and to be familiar with our home culture. Unfortunately we are not able to offer the wide variety of languages that now make up the KIS community. If you are interested in language classes (other than those taught in school) to support Mother Tongue and home cultures, or even wanting to develop a new language for students, we would like to help.

KIS is willing to offer a room to parents interested in conducting language classes. Parents would need to discuss this with other interested parents, hire a teacher or perhaps find an interested parent to run the classes.

If you are interested in developing this further, please contact Ms. Oui, Language Programme Coordinator at manitsara@kis.ac.th. The guidelines for classes, space and support will be provided to help you on your way.



15 September (8am onwards) - 18 September (12pm)

- Register ECA classes by going to www.kisafterschool.com using your child's 9 digit student id and grade level. Mobile and tablet supported.
- You may change your mind as many time as you wish during this period.
- Waiting list is accepted. When space is available, confirmation will be done via email from KIS Extra Curricular Activities staff.
- Siblings have their separate log in, using their individual student IDs.

19 September

- Check classes opening and cancelling on the website www.kisafterschool.com

21 September

- Extra Curricular Activities Term 1 starts!

20 November

- **Last day of Extra Curricular Activities!**

Pro-rated fee applied from 21 September- 2 October 2020

All news regarding extra curricular activities are posted on the ECA website. Be sure to check for regular updates.

For inquiries and other requests, please email
kis_eca@kis.ac.th

Opportunities per Grade Level

	Monday (8 weeks)	Cost (B)	Min	Max	EY1	EY2	EY3	G1	G2	G3	G4	G5
1.	Mini Movers	5,300	6	20		x	x	x	x			
2.	Creative Art & Craft	6,250	4	8			x	x				
3.	Little Pianist (2:45pm-3:15pm)	8,250	1	1			x	x	x	x	x	x
4.	Little Pianist (3:20pm-3:50pm)	8,250	1	1			x	x	x	x	x	x
5.	Little Pianist (3:55pm-4:25pm)	8,250	1	1			x	x	x	x	x	x
6.	Gymnastics with Ms. Toni	3,200	4	10				x	x	x		
7.	Growth Mindset Coloring Page for Kids	3,200	4	8				x	x	x		
8.	Yoga for Kids	5,200	4	8				x	x	x	x	
9.	AM-GM Checkers Club	4,250	4	10				x	x	x	x	x
10.	Drama	3,200	4	12				x	x	x	x	x
11.	Private Electric Guitar (2:45pm-3:15pm)	9,050	1	1					x	x	x	x
12.	Private Electric Guitar (3:20pm-3:50pm)	9,050	1	1					x	x	x	x
13.	Private Electric Guitar (3:55pm-4:25pm)	9,050	1	1					x	x	x	x
14.	3D Art & Craft	6,250	4	10					x	x	x	x
15.	Badminton	6,850	4	8						x	x	x

	Tuesday (7 weeks)	Cost (B)	Min	Max	EY1	EY2	EY3	G1	G2	G3	G4	G5
1.	Ballet (RAD)	5,150	3	10	x	x	x					
2.	Fun Swim	2,800	4	10	x	x	x					
3.	The Academy BKK Football	5,150	20	30		x	x	x	x	x		
4.	Little Pianist (2:45pm-3:15pm)	7,250	1	1			x	x	x	x	x	x
5.	Little Pianist (3:20pm-3:50pm)	7,250	1	1			x	x	x	x	x	x
6.	Little Pianist (3:55pm-4:25pm)	7,250	1	1			x	x	x	x	x	x
7.	Study Skills G1	2,800	4	12				x				
8.	Study Skills G2	2,800	4	12					x			
9.	Hip Hop	4,650	6	20					x	x	x	x
10.	Study Skills G3	2,800	4	12						x		
11.	Drumset Class (2:45pm-3:15pm)	5,850	1	1						x	x	x
12.	Drumset Class (3:20pm-3:50pm)	5,850	1	1						x	x	x
13.	Drumset Class (3:55pm-4:25pm)	5,850	1	1						x	x	x
14.	Realistic? Yes I can!	3,950	4	8						x	x	x
15.	Macrame & Beads Bracelet for Beginners	3,950	4	4						x	x	x
16.	Study Skills G4	2,800	4	12							x	
17.	Study Skills G5	2,800	4	12								x

	Wednesday (8 weeks)	Cost (B)	Min	Max	EY1	EY2	EY3	G1	G2	G3	G4	G5
1.	Yoga for Kids	5,200	4	8	x	x	x					
2.	PJ Tennis Hot Shots	5,250	4	8			x	x	x			
3.	Little Pianist (2:45pm-3:15pm)	8,250	1	1			x	x	x	x	x	x
4.	Little Pianist (3:20pm-3:50pm)	8,250	1	1			x	x	x	x	x	x
5.	Little Pianist (3:55pm-4:25pm)	8,250	1	1			x	x	x	x	x	x

6.	Private Ukulele (2:45pm-3:15pm)	9,050	1	1				x	x	x	x	x	x
7.	Private Ukulele (3:20pm-3:50pm)	9,050	1	1				x	x	x	x	x	x
8.	Private Ukulele (3:55pm-4:25pm)	9,050	1	1				x	x	x	x	x	x
9.	Engineering for Kids	5,850	5	12					x	x	x		
10.	Private Sing, Sing a Song (2:45pm-3:15pm)	5,850	1	1					x	x	x	x	x
11.	Private Sing, Sing a Song (3:20pm-3:50pm)	5,850	1	1					x	x	x	x	x
12.	Private Sing, Sing a Song (3:55pm-4:25pm)	5,850	1	1					x	x	x	x	x
13.	Swimming - Stroke Improvement	4,550	6	12						x	x	x	x
14.	Top Flight Basketball	5,300	6	20						x	x	x	x
15.	Drumset Class (2:45pm-3:15pm)	6,650	1	1							x	x	x
16.	Drumset Class (3:20pm-3:50pm)	6,650	1	1							x	x	x
17.	Drumset Class (3:55pm-4:25pm)	6,650	1	1							x	x	x
18.	Jazz Dance with Ms. Lynn	4,750	5	16							x	x	x
19.	AM-GM Scrabble & Vacabooster	4,250	4	10							x	x	x
20.	PJ Tennis Hot Shots	5,250	4	8							x	x	x

	Thursday (7 weeks)	Cost (B)	Min	Max	EY1	EY2	EY3	G1	G2	G3	G4	G5
1.	Cookery Club	3,950	4	8	x	x	x					
2.	Artistic Gymnastics	4,450	6	12		x	x	x				
3.	Swimming Club	2,800	4	10			x	x	x			
4.	Taekwondo for Beginners	5,500	5	10			x	x	x	x		
5.	Little Pianist (2:45pm-3:15pm)	7,250	1	1			x	x	x	x	x	x
6.	Little Pianist (3:20pm-3:50pm)	7,250	1	1			x	x	x	x	x	x
7.	Little Pianist (3:55pm-4:25pm)	7,250	1	1			x	x	x	x	x	x
8.	K-Pop Dance	4,950	4	8				x	x	x		
9.	Creative Writing Club	2,800	4	8				x	x	x		
10.	mBot by PlearnTech (Level 1)	10,700	6	12				x	x	x	x	x
11.	The Academy BKK Football	5,150	20	30				x	x	x	x	x
12.	Private Sing, Sing a Song (2:45pm-3:15pm)	5,150	1	1				x	x	x	x	x
13.	Private Sing, Sing a Song (3:20pm-3:50pm)	5,150	1	1				x	x	x	x	x
14.	Private Sing, Sing a Song (3:55pm-4:25pm)	5,150	1	1				x	x	x	x	x
15.	Jewelry Making	5,500	4	10					x	x	x	x
16.	Fun Math Logic Puzzles	2,800	4	8					x	x	x	x
17.	Mixed Media Arts	6,200	10	12					x	x	x	x
18.	Drumset Class (2:45pm-3:15pm)	5,850	1	1						x	x	x
19.	Drumset Class (3:20pm-3:50pm)	5,850	1	1						x	x	x
20.	Drumset Class (3:55pm-4:25pm)	5,850	1	1						x	x	x

	Friday (7 weeks)	Cost (B)	Min	Max	EY1	EY2	EY3	G1	G2	G3	G4	G5
1.	Kids Craft	5,150	4	8	x	x						
2.	Lil' Hip Hop	4,650	6	20		x	x	x				
3.	Little Pianist (2:45pm-3:15pm)	7,250	1	1			x	x	x	x	x	x
4.	Little Pianist (3:20pm-3:50pm)	7,250	1	1			x	x	x	x	x	x
5.	Little Pianist (3:55pm-4:25pm)	7,250	1	1			x	x	x	x	x	x
6.	Private Acoustic Guitar (2:45pm-3:15pm)	7,950	1	1					x	x	x	x

7.	Private Acoustic Guitar (3:20pm-3:50pm)	7,950	1	1					x	x	x	x
8.	Private Acoustic Guitar (3:55pm-4:25pm)	7,950	1	1					x	x	x	x
9.	Taekwondo for Intermediates	5,500	3	10					x	x	x	x
10.	E-DESIGN & 3D Pen Printing	5,150	4	10					x	x	x	x
11.	K-Pop Dance	4,950	4	8						x	x	x
12.	Punch Needle Embroidery for Beginners	3,950	4	4						x	x	x

