



Afterschool Policies and Procedure (For Parents)

After- School program is a support program designed to enhance students' performance for both academic and non - academic areas. After-school tutorials are held on campus with the approval of the afterschool coordinator. Special tutorial sessions arranged personally by teachers with the student inside the campus are not allowed. Students, Parents and teachers are expected to bear with the following Guidelines and Policies.

In - School after school Guidelines for Parents

1. Parents of students who are eligible for an afterschool study program are requested to sign a registration form together with the agreement of the policies and procedure in the PR office.
2. Register and pay the afterschool fee "**before**" class for afterschool begins.
3. See the attached Application and payment form for **costs and payment** details.
4. Failure to comply with payment obligation upon registration will be subject to cancellation of the afterschool seat. Slots or schedules will be given to others.
5. One session is equivalent to a 1-hour class. Half an hour class will not be accepted.
6. If parents wish to extend their children after school schedule, the PR office should be notified as early as possible to arrange the schedule with the teacher.
7. In case of an emergency where the student cannot attend or absent, the PR should be notified as soon as possible on cancellation of class.
8. Parents will be notified in the event that teachers cannot attend after school class due to urgent leave.
9. If the student is around the campus and fails to show up during the afterschool class, the teacher will consider the attendance as present.
10. In case of unavoidable circumstances which hinders the session from taking place, a make-up class will be scheduled to cover the missed one.
11. Only excuse absences will be considered for make-up class.
12. Students that are in different grade levels will not be allowed to be in the same group class for core subjects' classes.
13. After School classes are conducted from Mondays- Fridays except for Thursdays due to the schedule of faculty meetings. Session begins at 2:45 pm and ends at 4:00pm for Mondays through Wednesdays. Friday session begins at 2:05 and ends at 3:05. Overtime classes are allowed as much as agreed by parents.
14. Any concerns and queries on after school matters, you may contact the afterschool coordinators or PR staff to this number (02) 370-0316-7 extensions-102, 262,324.

School Arrange (outsource) after school program

1. Students are allowed to attend the class only when official **registration and payment** is made at the **Front Office or ONLINE**.
1. **No pay, no study policy is strictly applied.** Parents are required to pay the full course. (See the full course price indicated at the application form).
2. In case of an emergency where the teacher cannot attend or absent, make-up class will be arranged to cover the missed schedule.
3. In the same way, when a student is absent due to sickness, a medical certificate or recommendation from the school nurse must be presented to avail makeup class.
4. Unexcused absences will not be considered for make-up class.
5. All communication should be done through Public Relation after school in-charge.

Revised and reviewed: July 2022