

PARENTS HANDBOOK

Welcome

**EXTRA-CURRICULAR
ACTIVITIES**

PROGRAM 2017/2018



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THE ECA PROGRAM



WHAT IS IT ?

The Extra-Curricular Activities (ECA) Program of The European International School EUROCAMPUS is a **32 week** program offering **fun-filled activities** in **sports, performing** and **creative arts**. Activities are open to **all students of the EUROCAMPUS** – German European School Manila (GESM) and Lycée Français de Manille (LFM), from the Early Years/Maternelle to the Secondary Level.



These activities will be held after school hours from **1:45 - 3:15 p.m.** for the **1st session** and **3:30 - 5:00 p.m.** for the **2nd session**.

A team of **qualified Coaches & Instructors** will handle the activities in various classrooms within the safe and empowering EUROCAMPUS.

Performances, tournaments and **competitions** are an essential part of the ECA Program. These are organized in and out of the campus all throughout the School Year and are scheduled on weekends, primarily on **Saturdays**.

The ECA Program for the school year 2017-2018 **BEGINS on SEPTEMBER 11, 2017** and will **FINISH on JUNE 22, 2018**.

OUR VISION & VALUES :

Our **AIM** is to create a positive dynamic environment within the EUROCAMPUS while enhancing students' talents, developing their skills and inculcating in them essential values that will help them become well integrated citizens of the world.

Our **VISION** is for our students to have access to a program that will enhance and develop their talents, go beyond their capabilities and are driven by our core values.

We believe that sports as well as the performing and creative arts are the perfect venue for instilling **VALUES** in your children :

SPORTSMANSHIP : We shall act with integrity, honesty and good ethics with a strong sense of fairness.

CARING : We shall show empathy, compassion and respect.

BALANCE : We understand the importance of balancing different aspects of our lives – intellectual, physical and emotional.

RISK-TAKING : We approach uncertainty with careful planning and a spirit of determination. We can work independently or cooperatively in a group when exploring new ideas and strategies.

COMMUNICATION : We express ourselves confidently and respectfully. We can translate this into movement in sports and creativity in the arts.

MOTIVATION : We are tenacious, focused and always maintain a positive attitude.

WHAT TO EXPECT FROM THE ECA PROGRAM ?

In the ECA Program your children can expect :

- to be trained by professional coaches and instructors who will inspire them to strive for excellence.
- to enjoy their activities by strengthening their skills as well as building genuine relationships among their classmates and coaches.
- to join performances, tournaments/competitions where they will have the opportunity to put into practice the skills they acquired during their training.

ACTIVITIES OFFERED :



ECA FEE :

FLAT RATE PER ACTIVITY : PHP 12,900.00 for one (1) session per week for the whole ECA Program (32 weeks) with a **FREE ECA T-SHIRT.**

FOR 2 SESSIONS OF THE SAME ACTIVITY : PHP 21,000.00 for two (2) sessions per week of the same activity for the whole ECA Program (32 weeks) with a **FREE ECA T-SHIRT.**

FOR FAMILY OF 3 CHILDREN AND MORE :

- A FREE ECA T-SHIRT for each child.
- PHP 33,000.00 for a family of 3 children with one activity each.
- PHP 44,000.00 for a family of 4 children with one activity each.
- PHP 55,000.00 for a family of 5 children with one activity each.

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ECA ENROLLMENT PROCEDURE



4 STEPS

- 1. Registration Form** – Secure the document from the ECA Office and fill it up. LFM students have to be registered online through **EDUKA**.
- 2. Submit the Form** – Submit the Form to the ECA Office for enlistment.
- 3. Pay the Activity Fee** – Proceed to the Cashier (Room A101) to pay the ECA Fee. Payment may be done in **CASH, CHECK** or **BANK TRANSFER** payable to the **European International School, Inc.** Get your Official Receipt.
- 4.** Scan and send us a copy of the transaction/deposit slip to sportscoordinator@eurocampus.ph

Bank Reference :

Account Name : EUROPEAN INTERNATIONAL SCHOOL, INC.
Account Number : 00625-1-01702-4
Bank : BPI FAMILY BANK
Branch : Better Living Branch
Address : 42 Dona Soledad Ave, Paranaque City
Routing Code : BOPI PH MM (for International Remittance only)
BPI Family Fax : (632) 823 5587
EIS Fax : (632) 824 6927

– Your child is NOW OFFICIALLY registered in the ECA Program –

ACTIVITY FEE :

- The ACTIVITY FEE covers the ECA Program for the whole School Year. The ECA Program is financed by the fee collected from the students enrolled (operational and logistic, salaries, equipment and all others expenses related to the Program).

PAYMENT POLICY :

- The deadline for the payment of the ECA Fee is **SEPTEMBER 29, 2017** or two weeks after the first session if a student joins the program in the middle of the school year.

- Non-payment of the ECA Fee may constitute the following :

Student/s will be sent to the **GARDERIE** during the time of their activity. Student/s may not join performances, tournaments/competitions of the activity concerned until the payment is made.



**- The ECA guidelines apply
for all the activities of the ECA Program -**

ECA TEAM :

The Director of Sports and Cultural Activities is responsible for all sports and cultural activities of the EUROCAMPUS which includes the ECA Program.

The ECA team is composed of one (1) ECA Coordinator and ECA assistants. They are always present to support you and your child/ children and to supervise the proper and efficient flow of the activities each day.

All questions and requests from the students and parents about the ECA Program must be **approved** beforehand by the ECA Coordinator. He is also in charge of the communication between the parents and coaches/instructors within the ECA program.

For any information, assistance or concern regarding the ECA Program, please contact :

Christian Javier, ECA Coordinator

Landline : 776-1000 ext. 220

Mobile Number : 0917-149-0842

Email Address : sportscoordinator@eurocampus.ph

JOINING THE ECA :

Each activity has limited slots available. Therefore, the ECA enrollment policy follows the **first come, first served** basis. Students who will not be able to join an activity due to limited student number will be placed on the **Waiting List**.

Students can have a trial session before enrolling in the ECA Program. If they are satisfied and want to continue the chosen activity, the session will be counted as a regular class and will be included in the membership price. If not, the session will not be charged.

HOLIDAYS:

The ECA Program is composed of student from LFM and GESM. As schools' breaks differ, the schedule of the ECA schedule may be adjusted if necessary. Parents and students will be informed beforehand by the ECA Team.

ATTENDANCE :

All registered students are expected to attend the activity to which they have enrolled in at the given schedule and assigned venue on time.

Students must be at the School Lobby or in front of the Auditorium 5 minutes after they are dismissed from their academic class. They are to have their attendance checked by their coach or instructor during this time. At the end of the activity, the coach or instructor will check the attendance again to make sure that all students are accounted for.

ABSENCE :

The ECA Coordinator must be informed of the absence of a student by his/her parent/s or legal guardian before the session concerned. In case a student needs to leave the class earlier than the time of dismissal, the ECA Coordinator must be informed. A student leaving early may be picked-up at the venue by the ECA Coordinator or an ECA assistant only.

If a student is frequently absent without proper reason, as the number of slots per activity is limited, the student's membership may be canceled and may be given to a student on the waiting list.

DISMISSAL :

Early Years / Maternelle

Classes will be dismissed at **3:15 p.m.** Students are to be picked up at the EURO CAMPUS Lobby. Coaches and instructors under the supervision of the ECA Coordinator and ECA Assistants release the student to their parent/s, legal guardian/s or authorized adult permitted by the parent/s.

Primary School

Classes will be dismissed at **3:15 p.m. (first session)** and at **5:00 p.m. (second session)**. The students will be brought to the Lobby and released to their parent/s, legal guardian/s or authorized adult permitted by the parent/s.

Secondary School

Classes will be dismissed at **3:15 p.m. (first session)** and at **5:00 p.m. (second session)**. Students may wait at the Lobby to be picked-up. Students who are permitted to go home on their own may leave the campus. Parents who permit their children to go home on their own must send an email or letter to the ECA Coordinator stating this arrangement.

Note : *Authorized adult permitted by the parents include : Bus Mothers, Maids, Drivers and Operators included.*

TRANSFER OF ACTIVITY AND REFUND :

A “**No refund**” policy is implemented to all ECA students. A change of activity may be considered upon parent/s’ request. The approval of the ECA Coordinator is required to proceed with the change of activity. A one-time mid-year “**Change of Activity**” may be requested from the ECA Coordinator in **December**.

If approved, the change of activity will be free of charge and will take effect in **January** when ECA resumes.

If a student wants to change at any another moment within the year, a **PHP 500** Transfer fee will be charged.

CANCELTATION :

An activity can be canceled for a day or a certain period of time due to bad weather or unforeseen events.

An activity may be cancelled if there are not enough students participating due to other school activities such as off-campus trips, exam or when one school is on break. Parents will be informed beforehand by the ECA Office.

TOURNAMENTS, COMPETITIONS AND EVENTS :

Students enrolled under the ECA Program will have the chance to join **performances**, tournaments/competitions and other events organized inside and outside the EUROCAMPUS. To be able to join an event, students must have the approval of their parents or legal guardian through the ECA WAIVER FORM. This form must be submitted to the ECA Coordinator before the event. Expenses of such events are shouldered by the ECA, however, in some instances may require extra fees from the parents.

ATTIRE AND GEARS :

Students must wear appropriate attire/clothing when participating in their activity. They should have a bottle of water, extra snacks, small towel and an extra set of clothes each time.

For the Outdoor activities, due to the heat of the sun affecting the students in different ways, students should have a hat or cap for protection. Sunblock is also advised.

For Rugby and Taekwondo, shin guards are mandatory.

For Swimming, an extra shirt to wear will be required for their land routines (warm up).

ECA SPECIFIC RULES :

Early Years/Maternelle and **Primary** students (Kindergarten up to Grade 5) **are not allowed to stay at EUROCAMPUS without surveillance after 3:15 P.M.** Any early years/maternelle or primary student wandering around the campus without adult supervision will be taken to Garderie (rate of PHP 200.00 will be charged).

Students are allowed to have light snacks only (crackers, cookies etc.) during their activity. They are not allowed to buy or pick up food from the cafeteria during ECA classes.

Parents are only allowed on Campus to bring and pick up their children. They **are not allowed to attend or watch students** during the ECA sessions. This rule stands for all the sessions regardless of where activities are held (classrooms, gymnasium, basketball court or on the field).

Toys, unnecessary gadgets, dangerous or expensive items are not allowed in the activity area.

The ECA Office reserves the right not to accept a child in the program due to behavioral challenges. All behavior related incidents such as fighting, stealing and the like, will be referred to the respective Headmasters.

COMMUNICATION :

The ECA Office will communicate through the schools' **Circular/ Newsletter** under the **"ECA Corner"** sent via email to the parents of the EURO CAMPUS. These will include the ECA Program's news, upcoming events and the results of competitions. The ECA Office may also diffuse important information via **Special Informative Flashes** to specific students and parents concerned. To keep an open line of communication and to have an efficient coordination, parents are expected to acquaint themselves with all the information sent to them.

LOST AND FOUND :

All lost and Found Items during ECA hours may be claimed at the ECA Office between 9:00 A.M and 5:00 P.M. daily. Lost and Found items may also be claimed from the Lobby Receptionist of the EURO CAMPUS. The school, ECA Coordinator, Coaches/Instructors and other staff are not responsible for the loss of such items.

CLINIC – EMERGENCY :

In emergency cases, students will be brought to the Nurse for first aid assistance. The EURO CAMPUS nurses are equipped with the following :

- First Aid Kit
- Asthma Kit
- Allergy Kit
- I.V. Kit in case of severe allergy (EPIPEN injection)
- Defibrillator
- Stabilizer, bandages and crutches.

If the nurses need to call an ambulance to transport a student to the nearest Hospital, they will only do so upon the approval of the parent/s or legal guardian. Parent/s must make sure to always update their Emergency Contact Details to guarantee immediate communication during these situations.

SPECIAL SERVICE - GARDERIE :

This service is open to all children in the Early Years/Maternelle to Primary Level of both schools. Daily sessions are from 1:35 to 3:15 P.M. and 3:30 to 5:00 P.M. from Monday to Friday.

A child may be enrolled at the following rates :

- Per Session Basis is at PHP 200.00 per session (a fraction over an hour of a session is equivalent to 1 session).
- Daily Basis is at PHP 200.00 per session.
- Annual Basis is at PHP 4,000.00 for 1 session daily (same day every week).

THE SUCCESS OF THIS PROGRAM
GREATLY DEPENDS ON OUR COLLABORATIVE EFFORTS.

We are Thankful

FOR YOUR SUPPORT AND COMMITMENT
TO MAKING OUR ECA PROGRAM SUCCESSFUL.