

AFTER SCHOOL ACTIVITIES – INFORMATION LETTER – TRIMESTER 2 (2017-18)

Dear AISC Parents,

It is our pleasure to provide you complete information about our After School Activities program for **Trimester 2 (November 20, 2017 - March 2, 2018)**. The After School Activities program provides learning engagements to encourage children of all ages to explore ideas to be creative, build confidence, and play with others.

Important information about ASA and description of all activities is published in the handbook. This is also available at the school website ([www.aischennai.org/Community/Athletics & Activities/After School Activities](http://www.aischennai.org/Community/Athletics_&_Activities/After_School_Activities)).

REGISTRATION PROCESS

PAY ONLINE REGISTRATION

Dates: November: 10, 11 & 12.

- Please go to (<http://payonline.aisch.org/>), login and register.
- If you are unable to register through pay online due to any problem (username/password) please write to itsupport@aischennai.org. IT department will reset your username and password.
- If you face Internet problems at home, please resolve and then register.
- Please do not swipe your credit or debit card more than once if you get an error or failed transaction message.
- Kindly note that payments made by credit card will carry a service charge. This fee is charged by the bank and not by the school.

IN-PERSON (CASH) REGISTRATION

If you have missed registering online, then in-person (cash) registration can be done at the Elementary Cafeteria from 8.30 am – 9.30 am on **November 13 & 14, 2017**.

- We do not accept payments by cheque.
- Payments cannot be dropped off at Receptions or Section Offices.

MIDDLE SCHOOL STUDENTS - REGISTRATION

Students need to check/plan their activity schedule before signing up for ASA. Middle school students, kindly register for ASA only after you finalize your other programs. Refunds will not be possible beyond the said dates or mid- trimester.

UNIFORM/KIT/ART MATERIALS

There are some activities that require uniform, kit or art materials. This will be provided by the respective activity teachers for a cost. This material cost is payable at the time of registration.

SWIM PROGRAMS REGISTRATION

From the desk of the Aquatic Director - Ms. Donna Fava (fdonna@aischennai.org)

ARC SWIM LESSONS

Registration for ARC Swim lessons will be done separately and in person only for trimester 2 on the following dates: **November 6 & 7 at room no. 1304 - Athletics & Activities office from 8.30 am – 9.00 am.**

If your child has already done any level of ARC Swim lessons in trimester 1: He/she is eligible to sign up for a second ASA Session if there are spaces available, after those who have not had an opportunity to take added lessons this year have been enrolled. If you are uncertain about the level of your child, request you to meet Ms. Donna at the Aquatics office. New students can be tested to ascertain their levels on the following dates - November 2 & 3 after school from 3.45 – 4.30 pm.

RAPTORS SWIM CLUB

TRY-OUTS: NOVEMBER 2, 3, 7 & 9 AFTER SCHOOL FROM 3.45 - 4.30 pm.

If your child has already been in Raptor's Swim Club, they do not need to try out again. Currently there is a likelihood that there will be two sessions of this ASA program. Session 1 will be from 3:45 - 4:45 pm for beginner and intermediate club members and session 2 will be from 4:45 - 6:00 pm, for more advanced swimmers. If numbers are high, group division will be determined after the first week.

WAITING LIST

Waitlisted students will be informed of vacancies within the first two weeks after the start of ASA. It is optional for parents to register their children.

RECEIPTS

- Cash payments: Receipts will be at the ASA office and can be collected after the refund period.
- Online payments: You will receive an automated bill/receipt once the payment is completed through pay online. This serves as a receipt.

REFUNDS

Criteria for refund: Within the first week of ASA, if a student does not like the activity/due to health reasons, he/she can opt to change the activity or request a refund. Activities can be changed only once. Refund authorization or change of activity will be done by the ASA Coordinator from **November 27 - December 4, 2017**.

- Refund money can be collected from the cashier two weeks after the start of each trimester.
- If any injury/other commitments happen mid-trimester, please note that refunds will not be given.

ASA CLASS CANCELLATIONS

Classes missed due to rain or any natural calamity or government holidays will not be compensated or refunded.

ASA WILL NOT BE HELD ON THE FOLLOWING DAY:

No ASA for MS: February 1, 2018

***NOTE: Trimester - 2 ASAs will continue after we come back from the winter break.**

Thank you for your cooperation and encouragement!