



After-School Activity Permission Form (Elementary): 2017-2018

The International School Aberdeen is pleased to offer a wide variety of after-school activities for student participation. These activities are generally 1 hour in length and run from approximately 3-5pm. There are many activities offered throughout the year which will change on a seasonal basis. Parents need to re-apply for each term – even if the club is listed as a “year-long” activity. Some activities are limited by number, places are given on a first to email basis.

A full list of activities will be emailed to parents each term and will also be available to view on the ISA school website which is updated regularly.

Please read and familiarize yourself with the GUIDELINES FOR STUDENT PARTICIPATION on the reverse of this form.

Complete and Return

Prior to officially joining any activity, parents are required to sign this Permission Form in agreement with the conditions of acceptance into an activity. The signed permission form should then be returned to **Mary Rayne, Elementary School Secretary** as soon as possible. This registers a mutual understanding of school policies related to participation in after-school activities. No child will be allowed to participate until this form is completed, signed and returned to school.

In the event that the requested activity requires payment, please send a cheque payable to ISA, or if an activity is supervised by an outside coach, payment should be made directly to them. If in doubt, please ask. **PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR OWN RECORDS.**

An AFTER-SCHOOL CARE FACILITY will also be in operation – this is separate to the Activities being offered by ISA.

AGREEMENTS

- I have read and understood the reverse of this page being the School Board Policy for After School Activity Participation
- I give permission for my child to participate in after school activities as indicated.
- I understand that if school rules are broken, an activity supervisor may remove a child from participation in an activity.

Student Name in full: _____ Grade: _____
(please PRINT)

Parent Name (please print):	Parent Signature:	Date:
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Please read and note the points on the REVERSE of this form .../

GUIDELINES FOR STUDENT PARTICIPATION IN AFTER SCHOOL ACTIVITIES

- Parents MUST sign up their Elementary child with Mary Rayne by emailing ... mary.rayne@isa.aberdeen.sch.uk prior to participating in any activity. The email should state child's full name, grade and the activity he/she wishes to participate in.
- Grade level teachers will ONLY release students to their designated after-school activity area(s) if the child is enrolled in an activity that starts by 3:15 pm.
- Parents MUST inform Mary Rayne AND the child's teacher via a written note/email at the beginning of the day, or as soon as possible thereafter, if they are not participating in the activity on any given day and/or if the child wishes to permanently drop out of or wishes to be included in any activity.
- **Elementary students are NOT ALLOWED to remain in school unsupervised.**
- Siblings not participating in an activity MUST either take the bus home or be collected/supervised by parent.
- Parents are not generally required to be present at the activity; however, if an activity has a later start (i.e. 4:00 pm), a parent or guardian MUST supervise their child until the activity begins.
- The playground may only be used after school with parent supervision.
- Parents should be at school 5 minutes BEFORE an activity ends to ensure a timely pick up.
- No child will be allowed to participate in any activity unless a Parent Permission Slip has been signed and is on file. Parents should allow one week for this process to be completed.

All after-school activities are listed and updated regularly on the school's website ...

<http://www.isa.aberdeen.sch.uk>

ISA Student Section of the Board Policy 8.40.5

The school is responsible for the safety and adequate supervision of students whilst they are on school property or engaged in school-sponsored activities. School personnel must know at all times precisely where students are; if any student must leave school grounds for any reason, proper precautions must be taken that he/she is dismissed only for proper reasons and into proper hands.

"The safety of students is our first concern."

Students can be removed from an activity due to:

- (a) Unexcused absence
- (b) Inappropriate behaviour
- (c) Not being picked up promptly