

After School Club and Activity



GEORGETOWN
INTERNATIONAL ACADEMY

Rules & Procedures

Table of Contents

Overview.....	2
Roles and Responsibilities.....	3
Payments.....	4
Fundraising.....	4
Scheduling.....	5
Sign-Ups.....	5

Overview

At Georgetown International Academy (GIA), we are dedicated to ensuring a well-rounded experience for students both in and out of the classroom. This includes making sure we offer clubs and other after school activities (ASAs) for students to enjoy every day of the week.

To aid in this mission, we have put in place operating procedures that set standard expectations and ensure the proper management of our after school program.

We are committed to growing and adapting as the needs of our students change over time. As such, these procedures will be reviewed and updated, as needed, at least one per year.

Roles and Responsibilities

ASA Coordinator

- The primary point of contact for students, staff, and parents. All questions about ASAs should be directed to the Coordinator. Inquiries sent elsewhere will be redirected to the Coordinator.
- Responsible for developing the final ASA schedule for all terms and semesters.
- Provides teachers and other ASA instructors with proper training and information at regular intervals.
- Keeps official record of after school obligations.
- Monitors ASA implementation for issues or irregularities.
- Responsible for managing the ASA budget and ordering appropriate supplies.
- Reviews and updates ASA procedures, as needed.

ASA Instructors

- Takes attendance at the beginning of each session.
- Responsible for finding a replacement if they cannot attend their activity on a given day. Replacement can be the standing substitute, upon availability. Replacement must be reported to ASA Coordinator.

Payments

External Instructors

- External ASA instructors must invoice the Business Office, as required in their contract, to receive the appropriate stipend.

Students & Parents

- All activities hosted by an external contractor require payment to participate.
- Payment must be provided in advance and for the length of the activity. Families will be responsible for the full term payment if they do not de-register their child from a paid activity before the cutoff date provided. Payments can be made directly to the Business Office.
- Paid activities will be clearly marked upon sign-up.

Fundraising

On occasion, clubs or ASAs will look to sell items they've created during their after school enrichment period. Doing so will be considered a school fundraiser. All fundraising proposals must be approved by the Business Office before implementation. If approved, the Business Office will provide the club or ASA instructor with instructions on how to properly collect funds. Note that all funds raised will be directly managed by the Business Office, and cannot be used or managed by instructors, students, or parents.

Scheduling

The ASA schedule for the full school year will be available in August. Clubs and activities will take place on a semester basis. The first semester will begin at the start of the school year and end at the beginning of winter break. The second semester schedule will begin once students return from winter break. Clubs and activities will be offered every day of the week for the length of the school year.

ASAs will always be teacher-led. Clubs can be either teacher- or student-led. Clubs must be approved by the relevant principal before formal establishment. Once established, clubs - like ASAs - will be managed by the ASA Coordinator.

Unlike ASAs, clubs may choose to limit or regulate participation, depending on their purpose. In such cases, club advisors will need to approve students who sign up for a club via the online registration process. Clubs with this requirement will be clearly marked upon sign-up.

Sign-Ups

- Students will have the opportunity to sign up for clubs and activities twice a year, before the beginning of each semester. As noted above, some clubs may have eligibility requirements.
- Sign-ups will be made available via email and the school website.
- Sign-ups occur on a first come, first serve basis. Students and parents will be notified if they have been placed on a wait list because sign-ups exceed the maximum number of students.
- All activities have a minimum sign-up. If the minimum is not met one week prior to the activity's start date, students will have the opportunity to sign up for a different activity at the same time.
- Students may not sign up for conflicting activities. This includes after school activities that conflict with scheduled athletic practices.