



REGULATION EXTENDED HOURS SERVICE

2015

COLEGIO AMERICANO DE SAN CARLOS

REGULATION OF EXTENDED HOURS SERVICE

INTRODUCTION

This regulation is mandatory for all students in the Colegio Americano of San Carlos S.C. enrolled in the Extended Hours activities and shall be fully complied.

CHAPTER I DEFINITION

Article 1st. The Extended Hours Service (HE) is a comprehensive service that is given to students, to children Parents of School (not to school employees) who are unable to pick up their children at dismissal time stipulated.

CHAPTER II GENERAL CONDITIONS

Article 2nd. CASC offer extended hours only for elementary school students.

Article 3rd. It is a time, after school hours, where the following activities are included:

- I. Meal Service.
- II. Homework workshop for students without the help of teachers, under the student's own responsibility, guarded only by the educational assistant group.
- III. Guided academic activities.
- IV. A sport activity and/or,
- V. A cultural activity and/or,

Article 4th. The Extended Hours Service for students is offered from 2:45 pm to 6:00 pm.

CHAPTER III REGISTRATION

Article 5th. HE enrollment will be a month in advance in the Front Desk and includes:

- I. The Meal Service.
- II. The homework workshop
- III. An academic, cultural and/or sport's activity which the student wants to attend.
- IV. Having the card for the activities chosen with a photo.

CHAPTER IV YOUR OPERATION

Article 6th. Students will meet with the group education assistant at 2:45 pm in the cafeteria to eat lunch, they will be given 20 minutes for this activity.

Article 7th. After the meal the assistant moves the students, in line and in an orderly way to the library.

Article 8th. Students with sports and cultural activities will change their clothes and prepare their material and carnet for activities (art or sport) to be taken from 3:15 to 3:30. pm.

Article 9th. At 3:30 p.m. will begin in the library:

- I. The workshop of academic guided activities if the student does not do homework are activities that support the achievement of learning according to grade, same that will be prepared by teachers of the school.
- II. The homework workshop is that in which students will perform pending tasks.

Article 10th. At 4:00 pm After School's assistant will go through to bring students to the activity that corresponds to them and return them once they finish to the library.

Article 11th. The student to go to his After School activity shall:

- I. Carry visibly the card of the activity they take.
- II. Be current on their monthly payments.
- III. Have access to the premises 10 minutes before the scheduled activities.
- IV. Have a maximum delay margin of 5 minutes on each activity.
- V. Be aware that 3 tardies will be considered as a failure.
- VI. Accept that he can not enter any activity in which he is not registered.
- VII. It must have the sports equipment, musical instruments, clothing, among others; the teacher asked for the activity.
- VIII. Take care to use the proper equipment and facilities for the scheduled activity, misuse of these have the appropriate penalties based on the Rules of the Colegio Americano of San Carlos S.C. of his level.

Article 12th. The assitant will take all students to the esplanade of the entrance for departure from 5:45 to 6:00 p.m.

Article 13th. If the student is in a workshop after 5:45 it will be his responsibility to move to the exit area.

- I. He must stop their activities and leave facilities in a timely manner.

Article 14th. The Parent must pick up the student at the scheduled time for departure from 5:45 to 6:00 pm because after that time the Colegio Americano of San Carlos is not responsible.

CHAPTER V BEHAVIOR

Article 15th. The behavior of pupils must cover the next obligations:

- I. All students without exception must be punctual in the cafeteria.
- II. In case of absence of the activities that day will not be replaced.
- III. If three tardies accumulate a report will be sent in writing to the parent.
- IV. Students should address with respect to teachers, trainers, school staff and peers. Failure to do so they may generate a penalty.
- V. Each activity will include technical regulations in the area, it must abide by belonging to such activity.
- VI. Comply with all the regulations of After School.