



# Upper Campus After-School Program Fees & Policies

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## After School Program Contact

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## Program Overview

Families and students can choose their customized mix of homework time with GISB teachers, special classes, lessons from experienced music teachers, and the fun and creativity of the regular ASP, which includes active outdoor play, crafts, cooking, and supervised social time for middle schoolers.

### Homework Supervision

Homework Supervision (HSV) takes place daily from 2:10 - 3:00 for students in elementary school and from 3:00 – 4:00 for students in middle school. Students are supervised and supported by GISB teachers. Students can be signed up for one or more days.

### Extracurricular Classes

Classes are offered daily for students in grades 1 - 12. Please see the Class Descriptions and Full Semester Schedule and Fees PDFs for more information.

### Music Lessons

We offer private piano, voice, violin and recorder lessons. Please contact the music teachers directly.

### Regular ASP

Regular ASP is offered daily from 2:10 pm - 6:00 pm and is open for students in grades 1 - 6. Our goal is to provide all participants with a fun, safe, and enriching afternoon. You can book any day of the week and have the choice of picking up your child(ren) at 3:00, 4:00, 5:00, or 6:00 pm. Regular ASP is a supportive and bilingual out-of-school-time learning environment. Activities like active outdoor play, crafts, cooking projects, games, supervised social time (middle school), or unstructured classroom exploration (elementary school) make this a fun time to build curiosity and friendship.



## Grade 7 & 8 Students

Students in grades 7 and 8 may remain in their classrooms in the afternoon to socialize and do homework. After-school program teachers will take attendance and check on students. Students are of course also invited and encouraged to participate in Regular ASP. Parents must register for the semester and there is a flat rate fee.

## Language Support

We are always working to further strengthen our German and English language culture amongst students. Most of our after school program (ASP) teachers speak both English and German.

### Please note:

All students in grades 1 - 8 who remain on campus at the end of the regular school day must be supervised by a parent or guardian or signed up for the after-school program. Unsupervised students cannot be on campus in the afternoon.

## Registration

Parents will be informed about important registration dates via email. Sign-up takes place on a first-come/first-serve basis. While many Extracurricular classes have a maximum capacity, enrollment in Regular ASP is unrestricted and we can accommodate all students until 6:00 pm.

The online after-school program and extracurricular registration forms can be found on [MyGISB](#). To make changes to your students' schedule, you must notify The Director of Co-Curricular Programs in writing.

Occasionally, it will not be possible to enroll a student in a particular class. In this event, you will be contacted to discuss alternatives. We do everything possible to ensure every student is able to attend the classes they signed up for.

We do not send written enrollment confirmations at this time, **you will only be contacted if a selected class is full or canceled.**

## Fees

**Homework Supervision & Regular ASP:** \$200 per scheduled hour per semester

**Extracurricular classes:** See Extracurricular classes PDF for more information about pricing.

**Grade 7 and 8:** There is a flat rate semester fee (\$250)



Fees are calculated per semester and account for vacations and field trips in the regular school schedule. We offer a 30% sibling discount for Regular ASP and homework supervision. Extracurricular class fees are non-discounted.

Families who start at GISB after the end of August and families who leave during the school year may have the option to pay pro-rated fees. This requires advance notice and arrangements for these circumstances are not final without notice in writing from the Director of Co-Curricular Programs.

### **Fee examples:**

3:00 pm daily pick up (5 scheduled hours): \$1,000 per semester  
4:00 pm daily pick up (10 scheduled hours): \$2,000 per semester  
5:00 pm daily pick up (15 scheduled hours): \$3,000 per semester  
6:00 pm daily pick up (20 scheduled hours): \$4,000 per semester

### **Example of the cost for a flexible weekly pick-up schedule:**

Mo, 3:00 pm (1 scheduled hour) / Tu, 4:00 pm (2 scheduled hours) / We, 5:00 pm (3 scheduled hours) / Th: 3:00 pm (1 scheduled hour) / Fr 3:00 pm (1 scheduled hour)  
Total: 8 scheduled hours x \$200 = \$1,600 for the semester

## **Policies**

### **Cancellation**

Classes may be canceled due to lack of enrollment or unforeseen circumstances. All programs and classes are “weather permitting”: there will be no after-school program in case of school closings and vacations. No make-up classes are available.

### **Withdrawals**

#### Extracurricular Classes:

A full refund, minus a \$30 fee per class per child, will be granted for ASP registration withdrawal requests submitted in writing after the first class meeting. **No refunds will be granted for requests made after the first class meeting.**

#### Homework Supervision and Regular ASP:

Please contact the Director of Co-Curricular Programs in writing. No transfer of fees will be allowed to any other program or child.



### **Schedule Gaps in Sign-up:**

When there is a gap between dismissal and the start-time of a chosen class, you have the option of enrolling your child in Regular ASP during that time period or picking your child up and bringing them back for the activity. To ensure the safety and supervision of all students, we cannot allow such gaps in schedules.

### **Late Pick-ups:**

We expect all students to be picked up on time. Late pick-ups are charged at \$1/minute.

The After School Program ends at 6:00 pm. Late pick up fees after 6:00 pm will be as follows:

After 6:00 pm: \$30/child

After 6:15 pm: \$60/child

After 6:30 pm: \$90/child

### **Last-minute sign-ups / extra hours**

Parents who need after-school care unexpectedly may sign-up for regular ASP drop-in hours via email or in-person in the main office. Additional hours are charged at \$15/hour. You will receive a separate invoice for last-minute sign-ups at the end of each week.

### **Behavior Expectations**

Students are expected to follow the GISB's code of conduct at all times while participating in the after-school program. Students are expected to participate in an activity in a way that is not disruptive to the instructor or other students. If your child's disruptive behavior impacts the experience of fellow students in the class, or if your student is disrespectful to the teacher, you will be contacted. If the behavior persists, your child may be temporarily or permanently dismissed from the program without a refund.