



## **Embassy International School – Kraków**

**Extra- Curricular Activities (ECA) coordinator:**

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Conditions for Extra Curricular Activities are as follows:

1. All extra-curricular enrolments, where possible, are on a “first come, first served” basis.
2. Successful applications will be confirmed by e-mail. Unsuccessful applications will be waitlisted. If there are no vacancies for an activity you can still attempt to enrol but you will be waitlisted.
3. Activities will only take place if there are sufficient numbers to run the activity. In the event an ECA is cancelled due to lack of numbers, a notice will be send by e-mail.
4. The school reserves the right to refuse an application or exclude a participant if his/her presence has a negative effect on the activity.
5. Students who do not exhibit appropriate behaviours in extra-curricular activities will be asked to leave the class. Parents will be advised if a student is exhibiting inappropriate behaviour.
6. In the event of cancellation of an activity, Primary School parents will be contacted directly by telephone/ e-mail. Secondary students will be contacted via their class teacher.
7. If you sign up for the activity and do not attend the classes without an earlier notice (at least 24 hours before the class), the full fee will be charged for that class.
8. If an activity needs to be cancelled, make up classes will not be arranged.
9. In the event of illness or injury, make up classes will not be arranged.
10. Students are not permitted to enter any of the ECA areas unless their tutor is present.
- 11.. A student can ‘trial’ any paid ECA for the first lesson only, after this time the fee will be charged.
12. Payment for activities are to be made directly to the company leading the ECA, on a monthly basis. The exception is Basic Polish Language for Foreigners as this is paid in our school office.
13. Children being picked up by a parent or guardian after an activity should be collected promptly at the classroom/facility specified.