



CAYMAN INTERNATIONAL SCHOOL  
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## Early Childhood and Elementary ASAs, Term 3, 2018-2019 Registration Instructions

**\*\*PLEASE READ BOTH PAGES CAREFULLY\*\***

- **First registration** will be open from Tuesday, March 19 at 8:00pm until Wednesday, March 20 at 8:00pm. For the first registration, we ask parents to only sign up for a maximum of two activities per child. The system will allow you to register for more activities, however, **\*\*If you register for more than two activities per child, your choices will be discarded, and your child will not be registered for any of their chosen activities.\*\***
  - We recommend that for the first phase of registration, you choose at least one club with availability to ensure your child gets at least one of their chosen clubs.
- **Second registration** will open Thursday, March 21 at 8:00pm and run until Saturday, March 23 at 8:00pm. For this second phase registration will be **completely open**, and you may register for as many remaining clubs as you wish that still have space. If there are no spaces left, you may add your child's name to a waitlist for your chosen club, and we will contact you should space become available.
- The online system will calculate the cost of your clubs, and this amount will be charged to your school account.
- Please remember to use your main email address for registration as this will be the one used to contact you with any additional club information. **THIS MUST BE ACCURATE.**

**\*\*\*CONTINUE ONTO SECOND PAGE\*\*\***

- Teachers and activity providers will take attendance at each activity and monitor student absences. Students are expected to honor and demonstrate a commitment to these activities by attending each week for the entire session. Students who are in school are expected to attend the activity on that day. A student who is absent for two sessions without an excuse will be dropped from the class. **No fees will be refunded or pro-rated for absence or withdrawal from an activity.**
  
- This term we will utilize a trial period of one week. All change requests must be made by the end of the first week of Term 3 (April 6, 2019). All change requests to clubs must be made through the following form:
  - [EC/ES ASA Change Request, Term 3 2018-2019](#)
  - Please note that all changes must be submitted no later than Saturday, April 6.  
**\*\*\*After this date all billing will be final\*\*\***