



Interactive Guide
to JIS Academy

Handbook



Table of Contents



1

- Who We Are
- Purpose

2

- Our Vision
- Our Values
- Participants

3

- Activity Locations
- Schedule
- Calendar

4

- Registration
- Fees

5

- Payment Options
- Refund Policy

6

- Terms of Service

7

- JIS Access Code of Conduct
- Child Safeguarding
- JIS Sharing & Privacy Policy

8

- Health & Safety
- JIS Air Quality Procedures
- Bus Service

9

- Dismissal, Pickup, and Supervision procedure

11

- Withdrawal
- Contact Information
- Emergency Numbers

12

- Campus Map
-



Welcome

This handbook will give you all the information you need on JIS Academy and our after school activities. Each program promises to be a fun-filled experience; there's something for students of all ages and interests. You will be able to choose from a wide variety of art, academic, fitness and sports activities to fit your child's needs.

Elementary School students will have the opportunity to learn, explore their creativity and stay fit with a variety of healthy activities. For students in the Middle School and High School, we offer courses to help them develop their interests or earn a certification.

Join our year-round programs for an unforgettable experience!

Who We Are

JIS Academy (JA) was established with the aim of offering quality, high-interest academic, fitness, creative and sports activities beyond the normal Jakarta Intercultural School curriculum in order to better serve both students and adults. These activities are run by both expatriate and local instructors and coaches who have specialized knowledge in their field and, therefore, carry a separate fee per program.

During the academic year, the majority of our activities are open to only the JIS community due to limited space. The JIS Academy Summer Program, however, is equally open to JIS Dragons and non-members of the JIS community. Many of the activities featured in our summer



program are inspired by Indonesia's rich cultural heritage, enriching our beautiful campus while also sharing the diversity of our school with all JIS Academy participants. We hope that this also creates an environment that fosters new understandings and new relationships for you and your children.

Purpose



- To provide fun-filled, engaging after-school activities beyond those provided by the JIS curriculum.
- To stimulate life-long learning through a wide selection of high-interest programs for children of all ages and interests, as well as adults.
- To promote social interaction, confidence, life skills, teamwork, strategic thinking, and fun.

Our Vision

JIS Academy is committed to providing opportunities for children of all ages aimed at helping them discover their talents, nurture curiosity, and pursue their passions, led by the [mission, vision, and core values of JIS](#).

Our Values

We value exploration, enthusiasm, creativity, perseverance, personal growth, and fun. JIS Academy has evolved into an important management tool that has integrated fee-based after-school activities into the [mission, vision, and core values of JIS](#).



Participants

- Grades 1 – 5
- Grades 6 – 8
- Grades 9 – 12
- Adults

Activity Locations

Pondok Indah Elementary (PIE) Campus	Pattimura Elementary (PEL) Campus	Cilandak (CIL) Campus
KG - Grade 5	KG - Grade 5	Middle School (Grades 6 – 8) High School (Grades 9 – 12) Adults
Jl. Duta Indah III, Pondok Indah	Jl. Pattimura Blok I, No. 2, Kebayoran Baru	Jl. Terogong Raya, No. 33, Cilandak

Schedule

Most activities are held on weekdays. Workshops are normally offered on weekends.

Grades	After School Activity Time
KG – Grade 5	2:10 PM – 3:00 PM
Grades 6 - 8	Activities are offered as early as 3:00 PM, and should end by 5:30 PM
Grades 9 - 12	Activities are offered as early as 3:15 PM, and should end by 5:30 PM
Adults	Activities are offered as early as 8:00 AM, and should end by 5:30 PM

Calendar

The online JIS Academy calendar can be viewed using the program/application of your choice, such as Google Calendar and iCAL.

For most programs, you will need to copy and paste [this URL \(iCal Feed\)](#). Additional instructions for adding this URL/feed into some common software tools are available by following [this link](#).



Registration

All activities run for one whole semester and are available on a first-come-first-served basis. Because we intentionally maintain a low student to instructor ratio, there is limited space in each class.

More interested participants apply each year and we are trying our best to accommodate everyone. We encourage you to sign up early when registration begins to secure your place.

View our [step-by-step registration guide](#), then click on the links below to browse our activities and **REGISTER ONLINE** when the registration period is open.

Registration link for [JIS Families](#).



Registration link for [Non – JIS Families](#).

Registrations are considered complete after your payment has been received.

Registration Period:

- Semester 1: August
- Semester 2: December
- Summer Program: March



Fees

The fee of each JIS Academy activity is determined by the cost of the instructors/coaches, any required materials and uniforms, as well as performances and tournaments, plus a modest JIS facilities fee that helps cover the cost of nurses, ambulances, administrative staff, security and additional after-school supervision, specialized training, technology needs, electricity, and general maintenance.

Payment Options

All activities are priced in Indonesian rupiah. We currently accept VISA, Mastercard and JCB. Here are our recommendations for a smooth experience:

1. **Online Indonesian credit card** - this is the fastest and most reliable method you can use.
2. **Online Foreign 3D secure credit card (like “Verified by Visa” and “Master Card Secure Code”)** - be sure your bank has up-to-date contact information and/or that you know your password.
3. **Online Foreign credit card (Non 3D secure credit card)**, please call your bank in advance and tell them you will be making a charge from Indonesia.
4. **Offline credit card at the JIS Business Office** - payment must be made at the JIS Business Office within seven calendar days of registration, otherwise the system will automatically drop registrants from

all unpaid activities. Please bring your credit card and pay at the JIS Business Office located in Module H 3rd floor, JIS Cilandak Campus, Jl. Terogong Raya No. 33, Jakarta Selatan. Opening hours: Monday – Friday, 8:00 am – 3:00 pm.

5. **Bank Transfer** – payment can be transferred to the account below. Please include the registration number, participant name & the activity in the transfer message to indicate the purpose of the payment, and email JIS Academy with a screenshot of the successful transaction.

Bank Name: CIMB Niaga
Branch: Icon Pondok Indah
Beneficiary Name: Yayasan Jakarta International School
Account no: 800164430000
Currency: IDR

Refund Policy

Due to staffing considerations, JIS Academy employs a strict refund policy. There is a IDR 250,000 administrative on refunds unless the class is canceled or changed by JIS Academy.

1. Before the second-class meeting: 100 percent refund, minus the IDR 250,000 administrative fee (when applicable).
2. After the second-class meeting: No refund.

3. JIS Academy reserves the right to cancel all programs due to insufficient enrolment or staffing.
4. JIS Academy reserves the right to change or alter dates and times. If a program is canceled by us, there will be 100 percent refund and no administrative fee.
5. There will be no refund for a student who is asked to leave the program for inappropriate behavior, the use

of tobacco, drugs or alcohol, non-notification of a serious medical condition, or whose conduct is detrimental to the program. No refund will be made for a student's late arrival, early vacation or family vacation. All refund decisions are at the sole discretion of JIS Academy.

6. There will be no refund in case of force majeure, natural disaster, unscheduled

school closures for student safety and/or unscheduled public holidays.

Form of Refund

- Your refund will be processed in fourteen working days.
- Your refund will be issued either in a rupiah check or rupiah cash. The maximum amount that can be refunded in cash is IDR 5 million.

Terms of Service

All families registering for JIS Academy activities must agree to the following policy on the online registration form.

I understand that Jakarta Intercultural School (JIS) rules and regulations will be in effect and that safety precautions will be taken. I also understand that JIS as a foundation, organs of the foundation, and any individual employed by JIS and JIS Academy cannot be held responsible for incidents, accidents, or injuries that occur on campus before, during, or after a JIS Academy activity.

In the event of an injury or accident involving my child, I understand that I will be informed as soon as possible. If I am unable to be contacted, I authorize the representatives of JIS and JIS Academy to act on my behalf in a medical emergency involving my child and I will bear all and any related costs, except for the costs that the school will explicitly cover.



I agree to pay all costs, charges and expenses incurred in relation to providing this medical care along with other associated costs. I hereby release JIS and JIS Academy representatives from the responsibility of bearing any costs and expenses, and I also agree to assume any liability arising from their decision on my behalf. In this regard, I will not bring any suit, assert any claim, or initiate criminal proceedings against JIS and JIS Academy representatives as a result of any action taken to attend to my child or as a result

of the incident involving my child.

I understand and accept that I and/or my child must abide by the [JIS Access Code of Conduct](#) and expectations set forth by the instructors, and that I and/or my child can be asked to leave anytime if I and/or my child's conduct is detrimental to the program, as deemed by JIS and JIS representatives, or JIS Academy and JIS Academy representatives.

I understand and accept the JIS Academy [Refund Policy](#) and [JIS Child Safeguarding Policy](#).

I understand and agree that in light of the [JIS Sharing and Privacy Policy](#) that photos or videos of my children may be taken

during activities and possibly used in future publications.

I understand that all programs, courses, descriptions, rates, and dates are subject to change and that all courses and programs are subject to sufficient enrollment.

I understand that JIS Academy reserves the right to decide the composition of student groups in every activity based on student attendance.

I have read and agreed to these conditions as outlined in this document. The information I have given in this registration form is true and correct.

JIS Access Code of Conduct

The JIS Access Code of Conduct outlines the expectations JIS has for anyone who is granted the privilege to access its

campuses. Follow the link to access the complete [JIS Access Code of Conduct](#).

Child Safeguarding

If you would like to know more about the JIS Child Safeguarding Policy, click on the links below:

JIS Families: [click here](#).

Non-JIS Families: [click here](#).

JIS Sharing & Privacy Policy

If you would like to know more about the JIS Sharing and Privacy Policy, please [click here](#).

Health & Safety

Please click the following link to learn more about the [JIS Health and Safety guideline](#). Your child's health and safety is our number one priority. JIS Academy has a full-time nurse on call during program hours. It is encouraged that parents communicate to

[JIS nurses](#) about any medical concerns they may have about their children that may have changed or are new, in order to provide the best care. This information will be updated in your child's digital medical record by JIS nurses.

JIS Air Quality Procedures

If you would like to know more about the JIS Air Quality Procedures, please [click here](#).

Bus Service

A late bus service is available for regular bus riders. As soon as after-school activities finish, KG – Grades 12 students can ride an after-school activity bus home, which is the last bus service. Please see the bus schedule below.

Grades	Late Bus Time (Monday – Friday)
KG – Grade 5	3:15 PM
Grades 6 - 8	4:45 PM or 5:45 PM
Grades 9 - 12	4:45 PM or 5:45 PM



Dismissal, Pickup, and Supervision Procedure

PIE Dismissal, Pickup and Supervision Procedures

PIE KG - GRADE 5 ACTIVITIES

STARTING AT 2:10 PM

At 2:00 PM, children will be escorted to the Outdoor Basketball Court where they will meet with the activity instructor and taken to their class. When the activity finishes:

- All after-school activity (ASA) bus riders will congregate in the Melati Theater before being escorted to the buses, which will depart at 3:15 PM.
- Walkers will be dropped at the office to meet their parents.
- Car riders will be taken to the car pickup area for parent pickup.
- Any parent who chooses to pick up their child instead of riding the ASA bus on a particular day must meet the child in the Melati Theater and inform the ASA bus monitor and Transportation Office.

PIE ACTIVITIES STARTING FROM 3:00 PM OR LATER

- Children must either be in a 2:10 PM activity or supervised by parents or caretakers at all times if they have to wait for their next activity.



- If the activity starts right away at 3:00 PM, KG – Grade 2 students who are in a 2:10 PM activity will be escorted to the covered area to meet their 3:00 PM activity instructor.
- If the activity starts right away at 3:00 PM, Grades 3 – 5 students who are in a 2:10 PM activity walk alone to their 3:00 PM activity.
- If the activity starts later than 3:00 PM, children of all grades must be escorted by parents or caretakers to the activity.
- Children must be picked up by parents or caretakers from the activity location at end of the activity.
- There is no bus service for activities that end later than 3:00 PM.

PEL Dismissal, Pickup, and Supervision Procedures



PEL KG – Grade 5 ACTIVITIES STARTING AT 2:10 PM

At 2:00 PM, children will be escorted to the green-covered area where they will meet with the activity instructor and taken to their class.

When the activity finishes:

- All ASA bus riders will be taken to the green-covered area to meet their bus monitors, and then be taken to Gate B.
- Car riders from Grades 4 & 5 (with younger siblings) will be taken to Gate B for parent pickup.
- Car riders from Grades KG – Grade 3 will be taken to Gate A for parent pickup.
- Any parent who chooses to pick up their child instead of riding the ASA bus on a particular day must meet at Gate B and inform the ASA bus monitor and Transportation Office.

PEL ACTIVITIES STARTING AT 3:00 PM OR LATER

- Children must either be in a 2:10 PM activity or supervised by a parent or caretaker at all times if they have to wait for their next activity.

- If the activity starts right away at 3:00 PM, KG – Grade 2 students who are in a 2:10 PM activity will be escorted to the green-covered area to meet their 3:00 PM activity instructor.
- If the activity starts right away at 3:00 PM, Grades 3 – 5 students who are in a 2:10 PM activity walk alone to their 3:00 PM activity.
- If the activity starts later than 3:00 PM, children of all grades must be escorted by a parent or caretaker to the activity.
- Children must be picked up by parents or caretakers from the activity location at end of the activity.
- There is no bus service for activities that end later than 3:00 PM.



Middle School and High School Procedures

After activities, Middle School and High School students should leave campus by a mode of transportation that has been previously arranged with the student and parents.

Withdrawal

If you decide to withdraw your child from an activity, please email jisacademy@jisedu.or.id.

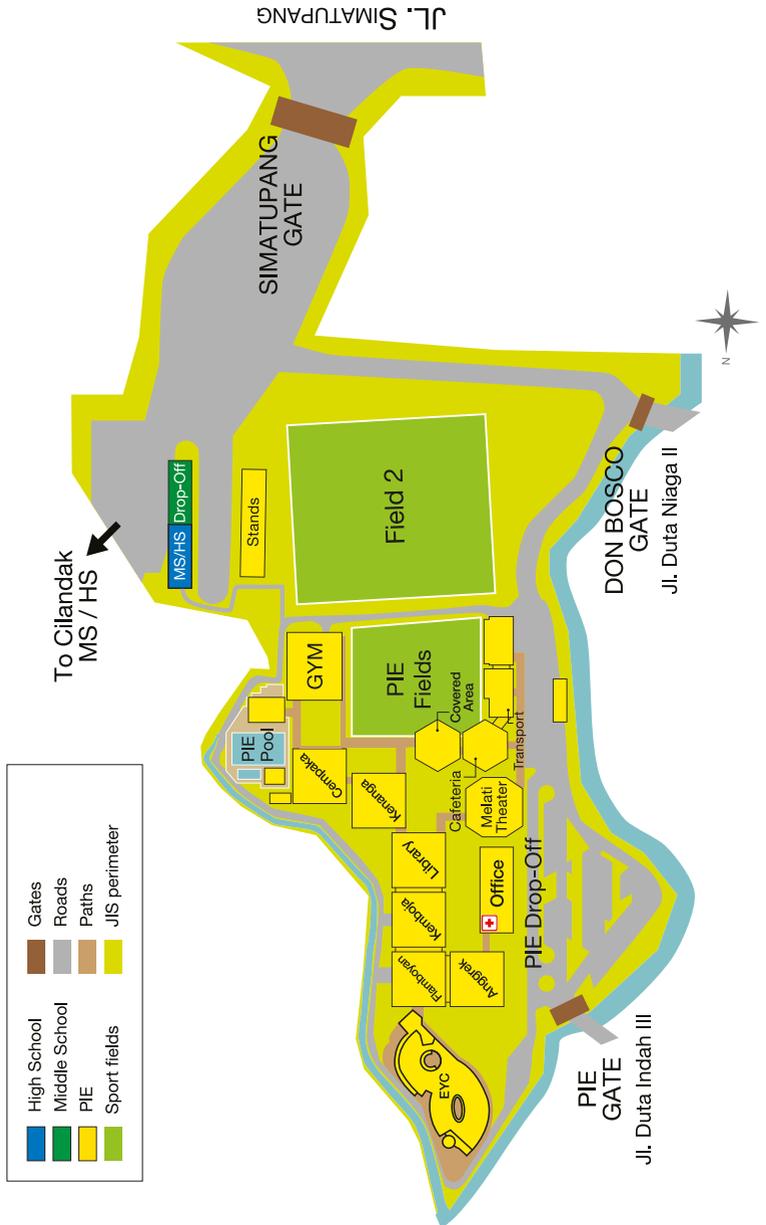
Contact Information

- JIS Academy Office Phone:
(021) 5098-9555 ext. 20110
- JIS Academy Email:
jisacademy@jisedu.or.id

Emergency Numbers

- JIS Nurse Emergency Hand Phone:
0816 778 311
- JIS Nurse Emergency Phone:
5098-9555 ext. 44444
- JIS Duty Manager: 0816 1900 911
- JIS Communications Center:
(021) 5098-9555 ext. 77700

**Pondok Indah Elementary
Campus (PIE)**
Elementary School



**Pattimura Elementary
Campus (PEL)
Elementary School**



