

## **Policies and Procedures**

### **General Information**

1. The After School Activities (ASA) program at NOVA is a full-semester recreational activities program. During the semester the instructors and the students will focus on learning specific skills, vocabulary and techniques.
2. The ASA program follows NOVA's school calendar. If there is no school on a particular day, the activities will not meet unless provided with different instructions by the instructor.
3. Most activities occur twice a week, exceptions are clearly noted.
4. There is a first week trial period, when students have the opportunity to visit and try any activity for up to two sessions before committing to it;
5. Once a student decides on an activity, the activity fee needs to be paid for the entire semester.
6. There will be no refunds if the student/family decides to discontinue attendance for the activity later in the semester.
7. We do not encourage late enrollments. The semester activity fee remains the same even if the student joins at a later time. Exemptions are made for students who enroll at NOVA during the semester, but are subject to space availability and/or discretion of the instructor. Prior to being accepted, a skill assessment might be required.
8. If the activity is cancelled by the school the pro-rated fee will be refunded to students enrolled in that activity only.
9. If the activity is cancelled by the instructor, the student's family will be informed in a timely fashion by the instructor.
10. Should the location of the activity be off campus, or if specific equipment/facilities are required (swimming pool, special fields etc), an additional fee may be required.
11. Families will receive additional information on dress code and other behavioral requirements, relevant to the nature of the particular activity.
12. A parent-viewing session will be provided by the instructors as an opportunity for students to present their newly acquired knowledge/skills in front of an audience. Parents will be informed in advance of when the viewing session will be scheduled.

## **Student Guidelines for Behavior and Etiquette**

The ASA program requires that students follow guidelines for behavior and etiquette during all activities. These guidelines are intended to ensure the safety and learning environment for all participating students.

1. Students must wear proper clothing and footwear for each activity;
2. No food, gum, candy or drinks (except for water) are allowed in the activity room/field;
3. Students are encouraged to use the time before the start of the activity to visit restrooms, as to minimize the number of activity disturbances;
4. No running around the activity room/area unless directed by the instructor;
5. Students should carefully listen to instructions and directions provided by the instructor, and participate to the best of their ability;
6. At all times students show respect for their instructor and fellow students;
7. Regular attendance is very important, for properly learning specific skills and establishing an activity routine.

## **Discipline Policy**

If a student is being disruptive to the instructor or to the class, he or she may be asked to sit out and watch until he/she is ready to return to class. If necessary, students and parents will be asked to meet with ASA Coordinator to discuss further disciplinary action.

## **Information for Parents**

Parents play an important role in their child's education by supporting and respecting the instructors and their professional background. All instructors in the NOVA ASA Program are working together to instill a love of each activity in your child.

1. Please make sure your son/daughter arrives about five minutes prior to the scheduled activity class time;
2. Do not send younger students unaccompanied for more than five minutes prior to the beginning of the activity as there will be no childcare provided;
3. Please pick up children promptly after class;
4. For the benefit of your child, we do not allow spectators in the classroom on an ongoing basis. Parent viewing days will be scheduled towards the end of the semester;
5. Open communication is encouraged throughout the year. If you have any questions or concerns regarding your child's activity/classes, please feel free to speak first with your child's instructor and/or with the ASA Coordinator.
6. Daycare. Please verify with your child's daycare teacher the number of the room where your child's group is staying. Daycare takes in students at 15.15 and dismisses them at 16.55. If you cannot arrive promptly to pick up your child, you will receive a phone call from the daycare teacher informing you that you child has been transferred to the HS building at the front desk with a security employee. Please pick up your child immediately when you arrive and at the door of their daycare classroom. Additionally, please make sure that they are not left to play unattended in the school hallways for safety reasons.

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