



OTR Community Asbl

AFTER SCHOOL ACTIVITIES  
GENERAL CONDITIONS  
2019-2020



**OVER THE RAINBOW A.S.B.L  
INTERNATIONAL SCHOOL**

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OTR International School a.s.b.l., in cooperation with OTR Community a.s.b.l., offers a wide selection of after school activities ranging from sports to arts, music and languages. After school activities provide further opportunity for the students to pursue engaging English and French language activities in a safe and friendly environment where to learn and build friendships.

The after school program runs mainly from **Monday 16<sup>th</sup> September 2019 to Friday 26<sup>th</sup> June 2020**, from 3:00 pm to 6:00 pm.

Activities are offered on annual base or period (terms/semester) basis: all the details will be included in the course description.

The 2019-20 calendar dates are the following:

### ANNUAL PERIOD

*Annual* 16<sup>th</sup> September 2019 - 26<sup>th</sup> June 2020

### SEMESTRIAL PERIODS

*First semester* 16<sup>th</sup> September 2019 - 31<sup>st</sup> January 2020

*Second semester* 03<sup>rd</sup> February 2020 - 26<sup>th</sup> June 2020

### TERM PERIODS

*Autumn term* 16<sup>th</sup> September 2019 - 06<sup>th</sup> December 2019

*Winter term* 09<sup>th</sup> December 2019 - 13<sup>th</sup> March 2020

*Spring term* 16<sup>th</sup> March 2020 - 26<sup>th</sup> June 2020

# Enrolment process for school year 2019-20

The after school activities enrolment for school year 2019-20 will be online only, starting from the **14<sup>th</sup> June 2019 at 13:00**. The form's link will be available at the school website under OTR Community section – After School Activities.

Between Friday 14<sup>th</sup> June 2019 at 13:00 and Sunday 30<sup>th</sup> June 2019, parents can pre-enrol their children for 2019/2020 after school activities using the online form (note: the registration will only be finalised upon receipt of the fee payment).

Your request will automatically be sent to OTR Community.

Once the pre-enrolments are collected, OTR Community will establish provisional lists, pending final schedule adjustments.

Once the schedules have been finalised, you'll receive a confirmation mail from OTR Community and you will be able to confirm or not the pre-registration and to inform them about the terms of payments (pre-enrolment confirmation mail).

Families will have some working days to pay for the courses in order to assure the priority in the list: please refer to the chart below for the exact days.

Upon the validation of your payment (course payment), you'll receive a final confirmation message detailing your reservation (course confirmation mail).

Please refer to the below chart for the timing of the single steps:

	Parents	OTR Community	Parents	OTR Community
Enrolment process	Online pre-enrolment	Pre-enrolment confirmation mail	Course payment	Course confirmation mail
June enrolment	14 June – 30 June	By 05 July	Within 2 working days	Within 3 working days*
Summer enrolment	From 01 July	By end of the month	Within 5 working days	Within 3 working days*
On going enrolment	From 05 September	Within 5 working days	Within 5 working days	Within 3 working days*

\*: starting from the transfer value date

## Please note:

Payment must be made by bank transfer only (details will be included in the invoice).

Please consider that for language activities, OTR school's teachers will evaluate whether the child is ready for an additional/foreign language.

Please keep in mind that the activities will not begin if the minimum number of participants is not reached. The parents will be informed if this happens. In this case, the pre-enrolment will be kept in priority in case the minimum number is reached in September '19.

If the maximum number of participants is reached, a stand-by list for the course will be established. If a place then becomes available or if the OTR Community decides to organise a second course, the children on the waiting list will have priority.

Parents can also register their children for such courses at any time during the year, provided spaces are available. The after school activities open place list will be available on the website under OTR Community – After School Activities.

## OTR Community membership

An annual membership to OTR Community is required to participate to the after school activities. The membership fee for 2019-20 school year is determined in **15€** for family. It'll be applied in the first invoice of after school activity enrolment.

# General conditions

**IMPORTANT – Please find below some highlights of the general conditions related to the after school activities provided by OTR Community. It is essential that you read and agree with all the general conditions before enrolling.**

## Rules

- All students must observe the general school rules and behave in an appropriate manner during their participation in all after school activities.
- A snack is included from 15:00 to 15:30.
- A minimum number of participants is required for each group activity. If this number is not reached, OTR Community reserves the right to cancel the activity.
- If you enrol only to one period, please note that no place will be assured in the other periods.
- Places are allocated on a 'first come, first served' basis. Once an activity reaches maximum capacity, a waiting list is compiled.
- If a student is absent for his class, we kindly ask the parents to inform OTR Community as soon as possible.
- If an activity session is cancelled by OTR Community or by the activity provider for any reason, the students will be notified as soon as possible. In case of short notice and you are unable to pick up your child at 3:00pm, we will endeavour to place him/her in day care for the duration of the cancelled activity.
- The cost of after school activities is kept to a minimum to allow for the occasional cancellation because of staff absence due to illness, training, school trip etc. We always try to cover any absence but this is not always possible. Therefore, should one or two sessions be cancelled per period, please note that there is no refund.
- Courses are provided with an annual cost and/or period costs (where applied). If the child is enrolled during the year, the price for the pro quota lessons will be applied.
- In case of cancellation of the attendance of your child, you need to advice OTR Community ([afterschool@otrschool.lu](mailto:afterschool@otrschool.lu)) as soon as possible. No refund will be applied for the payed period.

## Reimbursement

- In case of a full and definitive cancellation of an activity by OTR Community, the fees paid in advance will be fully refunded.
- No refund will be made for occasional absences, either by students or providers.
- In the event of expulsion for misbehaviour, no refund will be made.
- In case of a transfer from one activity to another, no refund will be made for the first activity.
- Reimbursement (except for administrative costs) will only be possible in exceptional cases and justified circumstances.
- No refund is foreseen within the payed period.

## Health

- Parents must inform the organizers of all relevant health issues prior to registration. In certain circumstances, the organizers reserve the right to refuse inscription.

## Security

- For the duration of the activity, the course supervisor assumes all responsibility for surveillance.
- It is important that students arrive on time and are collected punctually at the end of the activity session.
- Students must wait until they are called by the provider to move to the appropriate activity room.
- Students must never enter the classrooms before the course supervisor arrives.
- If the child is authorized to leave by him/herself after the activity, a specific authorization form must be filled in.

## Trial lessons

It's possible to ask for a trial lesson to let your child try a new activity (in case of availabilities of places). Please send the request for the trial lesson at least one week before the scheduled time of the activity to [afterschool@otrschool.lu](mailto:afterschool@otrschool.lu) . The price of trial lesson is the pro-quota price of the term price.

## Day-care applies to

In case your child is participating to an after school activity at 15:15 or 15:30:

1. and the child is going home directly after the activity: you **do not need** to apply for day-care
2. and the child is not going home after the activity: you **need** to apply for day-care (5€)

In case your child is participating to an after school activity starting after 15:30:

1. and the child is at day-care before the activity: you **need** to apply for day-care (5€)
2. and the child is coming directly from home and go home directly after the activity: you **do not need** to apply for day-care

## Privacy and picture rights

Personal information required for registration purposes will be used only for communication from OTR Community and will not be disclosed by OTR Community without permission.

OTR Community asbl and OTR International School asbl reserves the right to use any image, video or photograph taken as part of the activities.