



CAYMAN INTERNATIONAL SCHOOL
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Early Childhood and Elementary ASAs, Session 1, 2018

Registration Instructions

****PLEASE READ CAREFULLY****

- First registration will be open from Sunday, September 2 at 6:00am until Tuesday, September 4 at 3:00pm. **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 Wednesday, September 5 at 6:00am and run until Friday, September 7 at 3:00 pm. 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.
- 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.**
- All change requests to clubs must be made through the following form: [C/ES Change Request Form](#)
 - Please note that all changes must be submitted no later than Wednesday, September 12th. *****After this date all billing will be final*****