



CAYMAN INTERNATIONAL SCHOOL  
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## Early Childhood and Elementary ASAs, Term 2, 2018-2019

### Registration Instructions

#### **\*\*PLEASE READ CAREFULLY\*\***

- First registration will be open from Sunday, December 9 at 8:00am until Tuesday, December 11 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, December 12 at 6:00am and run until Thursday, December 13 at 6:00 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. **THIS MUST BE ACCURATE**
- 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:
  - [EC/ES ASA Change Request, Term 2 2018-2019](#)
  - Please note that all changes must be submitted no later than Friday, December 14<sup>th</sup>. **\*\*\*After this date all billing will be final\*\*\***