



Structure and Content of the After School Program

Families and students enjoy choosing their own customized mix of homework time with GISB teachers, special classes, lessons from experienced music teachers, and the fun and creativity of Afternoon Workshop (previously called “regular ASP”), which includes active outdoor play, crafts, cooking, and supervised social time for middle schoolers.

Homework Supervision

Homework Supervision (HSV) takes place daily from 2:10 - 3:00 for students in Grades 1 – 4 and from 3:00 – 4:00 for students in Grades 3 – 6. Students are supervised and supported by GISB Teachers. Students can be signed up for one or more days.

Classes

Classes are offered daily for students in Grade 1 - 12. Student Clubs are offered for students in Middle School and Upper School. Please see the Class Descriptions and Full Semester Schedule and Fees PDFs for more information.

Music Lessons

We offer private piano, guitar voice, violin, cello and recorder lessons. Please contact the music teachers directly

Afternoon Workshop

Afternoon Workshop is offered daily from 2:10 pm - 6:00 pm and is open for students in Grade 1 - 6. Our goal is to provide all participants with a fun, safe and enriching afternoon. You can book any day of the week and have the choice of picking up your child(ren) at 3:00, 4:00, 5:00 or 6:00 pm. Afternoon Workshop is a supportive and bilingual out-of-school-time learning environment. Activities like active outdoor play, crafts, cooking projects, games, and supervised social time (middle school) or unstructured classroom exploration (elementary school) make this a fun time to build curiosity and friendship.

Language Support: We are always working to further strengthen our German and English language culture amongst students. After School Teachers all speak both English and German.

Grade 7/8

Students in grades 7/8 may pay a flat fee (\$200) per semester and may remain in their classroom to socialize and do homework. After School Program teachers will take attendance and check on the students. Students are of course also invited and encouraged to participate in Afternoon Workshop. Students must sign out when they leave. No electronic devices allowed.

All students in Grade 1 – Grade 8 who remain on campus at the end of the regular school day must be either with a parent or guardian or signed up for the After School Program. We cannot have unsupervised students in the building.

ASP Enrollment & Policies

Registration will be on a set date and will continue until a class reaches its maximum enrollment. Please note that enrollment is on first come/first served basis. Enrollment in Afternoon Workshop (AW) is unrestricted; you do not need to worry about securing after school coverage for your child through 6:00. Just sign up for the time you need. Enrollment in classes is limited based on instructors' recommendations. Very occasionally, it will not be possible to enroll a student in a particular class in a particular semester. In this event, you will be contacted to discuss alternatives. We do everything possible to ensure every family receives all of the classes for which they sign up.

We do not send written enrollment confirmations at this time. Please see the participant lists hung on the ASP board to confirm your registration; **you will only be contacted if a selected class is full or canceled.**

Sign-ups can only be completed via the online registration form (found on the SchoolFormOnline tab of your myGISB account). Days/hours/activities may be added, provided space is available. To make changes to your students' ASP schedule, you must notify Charlotte Cane (charlotte.cane@gisbos.org) in writing. Schedule change requests are only accepted in writing.

Costs are calculated per semester and account for vacations and field trips in the regular school schedule. Newcomers and early departures during the semester may have the option with advance notice to pay pro-rated fees. Special arrangements for these circumstances are not final and complete without notice in writing from Charlotte Cane. **We offer a 30% sibling discount for Afternoon Workshop and Homework Supervision, Class fees are non-discounted.**

Cancellation: Classes may be cancelled due to lack of enrollment or unforeseen circumstances. All programs and classes are "weather permitting": there will be no After School Program in case of school closings and vacations. No make-up classes are available.

Withdrawals: Classes: A full refund, minus \$30 fee per class, per child, will be granted for ASP registration withdrawal requests submitted in writing after the first class meeting. **No refunds will be granted for requests made after the first class meeting.** HSV and Afternoon Workshop: please contact Charlotte Cane in writing. No transfer of fees will be allowed to any other program or child.

Schedule Gaps in Sign-up: When there is a gap between dismissal and the start-time of a chosen class, you have the option of enrolling your child in AW or HSV during that time period or picking your child up and bringing them back for the activity. In order to ensure the safety and supervision of all students, we cannot allow such gaps in schedules.

Late Pick-ups: We expect all students to be picked up on time. Late pick-ups are charged at \$1/minute.

Last minute sign-ups "Extra Hours": Parents who need afterschool care unexpectedly may sign-up for Afternoon Workshop via email or in person in the Main Office by 12:00 pm on the day. Additional hours are charged at \$15/hour. You will receive a separate bill for last minute sign ups at the end of each week.

Behavior: The ASP is an integral part of the GISB student experience and most students' school day. **Students are expected to follow the Code of Conduct at all times while participating in the ASP.** Students must be capable of participating in the activity in a way that is not disruptive to the instructor or to other students. If your child's disruptive behavior impacts the experience of fellow students in the class, or if your student is disrespectful to the teacher you will be contacted. If the behavior persists, your child may be temporarily or permanently dismissed from the activity without refund.