



PARENTS' GUIDELINES FOR EXTRACURRICULAR ACTIVITY

2025/2026

PARENTS' GUIDELINES FOR EXTRACURRICULAR ACTIVITY

1. BACKGROUND

French School Jakarta believes that no child should be left behind in obtaining quality education, both in academics and extracurricular activities. Therefore, French School Jakarta provides various extracurricular activities for students to help them enjoy their learning experience, develop a positive attitude toward education, and build soft skills that prepare them for real-world challenges. These activities are developed based on needs assessments and feedback from students, parents, and school stakeholders, encompassing areas including but not limited to Arts, Sports, Social activities, and Academic enrichment.

2. EXTRACURRICULAR CREDIT

1. Each child enrolled at French School Jakarta (FSJ) is entitled to an annual credit of Rp. 3,500,000 distributed as follows: Rp. 1,750,000 per semester.

Example: An activity costing Rp. 1,900,000 for one semester will be billed at Rp. 150,000 for that semester after applying for the credit.

3. ACTIVITY REGISTRATION

1. Please review the available activities and schedule carefully, and ensure you register your child for AES activities that genuinely align with their interests and preferences.
2. Registration will open at the start of the new academic year and can be completed through your EDUKA account. Throughout the registration period, the AES team will monitor enrollment numbers in high-demand classes to ensure all students have the opportunity to register for their preferred activities.
3. **Please note that registration cancellations (after validation conducted by AES Team), a non-refundable cancellation fee of Rp. 500,000 will be charged.**

Please note:

1. This validation results in billing for the current semester; it will no longer be possible to unregister and request a credit or refund except in exceptional cases (prolonged illness, unexpected relocation outside Indonesia).
2. During the week preceding the start of activities, AES reserves the right to cancel an activity if enrollment is insufficient.

Terms and Conditions for Kindergarten Children:

1. Participation in AES for kindergarten students (PS, MS, GS) is limited to two (2) activities per week.

4. PAYMENT

Payment of invoices can be made directly at French School Jakarta (FSJ) with a bank card, by bank transfer, ATM transfer, or cash deposit at the bank to the ECA account:

Account Details:

Account holder: YAYASAN ECOLE INTERNATIONALE FRANÇAISE

Account number: 8001 3064 2800 (IDR Account)

SWIFT code: BNIAIDJA

Bank name and address: PT. BANK CIMB NIAGA

Please note:

1. Include your invoice number and last name with payment.
2. No cash payments will be accepted at the AES office.
3. Participants who are not registered or whose invoices have not been paid within the specified time limits cannot participate in activities.
4. Provide proof of payment.
5. No cash payments will be accepted at the AES office

5. SAFETY

1. The AES office does not require medical certificates for sports activities. By registering your children, parents confirm that your children are in good health, fit to participate in chosen activities, and release the AES office from responsibility regarding their child's physical fitness.
2. If your child needs special attention (for example, in cases of disability, asthma, allergies, etc.), please inform us so we can provide the best possible accommodations. In such cases, a medical certificate will be required for the activities in which your child is enrolled.

6. Personal Belonging Loss/Damage

Please note that participation in sports activities involves a level of physical risk. The school and AES shall not be held responsible for any loss of, or damage to, personal belongings or self-owned property that may occur during games, training sessions, or sports activities. Compensation for such incidents will not be provided by AES or the school.

7. ORGANIZATION OF ACTIVITIES

1. All communication and coordination shall be conducted directly at AES office, through official AES email and WhatsApp group.
2. Schedule changes will be communicated via WhatsApp Group and email.
3. Please ensure your child arrives and leaves on time before and after their AES session.
4. Children are not allowed to move around the school outside AES hours.
5. Parents and non-participants are not allowed to attend AES activities (except for kindergarten children).
6. If parents are more than 10 minutes late for pickup after AES activity, primary children will be supervised by AES Daycare (**charged 1€ for the first 30 minutes**).
7. Outside the AES hours, children remain under parental responsibility.
8. If more than two sessions per semester are cancelled by AES and not rescheduled, the missed sessions will be refunded as AES credit for the following semester/school year.

8. DAYCARE FOR AES PARTICIPANTS

1. A paid daycare for Primary/Elementary students is provided for those who have AES schedules after 2.45 PM.
2. Daycare is charged **1€/30 minutes per child**.
3. Registration for Daycare can be completed through AES WhatsApp or by email at aes@frenchschoolljakarta.com.

Daycare Hours:

1. Monday – Thursday : 2:30 p.m. – 5:30 p.m.
2. Friday : 12:30 p.m. – 5:30 p.m.

This daycare is supervised by AES staff and offered to primary students who have AES activities scheduled. For the child's well-being, daycare time is advised only for 1 hour.

9. ATTENDANCE

1. Parents must inform the AES office by email (aes@frenchschoolljakarta.com) of any absences.
2. Attendance is taken at the beginning and at the end of each session.
3. If an absence is not reported, parents will be notified by email.

10. PROCEDURES OF BAD WEATHER CONDITION

In the event of inclement weather conditions, including but not limited to light precipitation, moderate rainfall, or heavy downpours, the coach and AES Coordinator shall collaborate to conduct a comprehensive weather assessment. This evaluation will determine the feasibility and safety of proceeding with the scheduled outdoor activity. The following standardized procedures have been established for managing adverse weather situations:

| Weather Conditions | Levels | | | |
|---------------------------------------|--|-------------|---------|-------|
| | Maternelle | Elementaire | Collège | Lycée |
| Light Rain (Sprinkle/D rizzle) | Students can continue the activity as planned | | | |
| Rainfall | The coach will suspend the outdoor activity and wait 15 minutes for the rain to stop. If the rain continues beyond 15 minutes, students will be dismissed, and the AES team will contact parents to arrange pickup or to continue the activity with the coach. | | | |
| Heavy Rain (with Storms and Thunders) | The coach will suspend the outdoor activity and wait 15 minutes for the rain to stop. If the rain continues beyond 15 minutes, students will be dismissed, and the AES team will contact parents to arrange pickup and stay in the garderie while waiting for pick-up. | | | |

11. DISCIPLINE

1. Respect for the AES team, coaches, instructions, and other AES participants is required.
2. All AES participants are required to comply with AES guidelines and French School Jakarta regulations.
3. The AES participants (especially Kindergarten & Primary students) are not allowed to move around the school during and after the AES hours without coach's/daycare staff supervision.
4. The AES team may refuse access to activities, daycare, or transportation if the rules and regulations operated during the activity implementation are not respected.
5. Exclusion may occur after two warnings, or immediately in cases of serious misconduct.
6. By confirming enrollment in AES, parents accept these operational guidelines.