

EXTRACURRICULAR ACTIVITIES REGULATIONS FOR PARENTS ACADEMIC YEAR OF 2026 - 2027

BACKGROUND

French School Jakarta (FSJ) believes that education should support the holistic development of every child, both academically and beyond the classroom. In addition to the academic curriculum, AES provides a diverse range of extracurricular activities that encourage students to explore their interests, enjoy learning, build confidence, develop social-emotional and life skills, and prepare for future challenges.

Through sports, arts, academic, creative, and practical activities, AES creates opportunities for students to develop skills such as collaboration, communication, creativity, problem-solving, responsibility, and resilience. These competencies complement academic learning and contribute to students' personal and social development.

AES activities are also designed around Holland's RIASEC model, which identifies six broad areas of interest: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. The model provides a framework for students to explore different interests and discover activities that may align with their strengths, preferences, and future aspirations.

Through this approach, AES aims to provide students with meaningful opportunities to discover, develop, and thrive—both within the school community and in preparation for life beyond school.

THE AES PERIOD FOR ACADEMIC YEAR OF 2026 - 2027

1. Period 1

Period 1: Monday, September 21, 2026 - Saturday, January 30, 2027

2. Period 2

Period 2 : Monday, February 8, 2027 - Saturday, June 19, 2027

THE AES CREDIT FOR ACADEMIC YEAR OF 2026 - 2027

Each student enrolled at the French School Jakarta (FSJ) is entitled to an **AES credit of IDR 3,500,000 per academic year**, distributed equally as **IDR 1,750,000 per period**.

The AES credit will be deducted from the activity fee. For example, if an activity costs **IDR 2,000,000 per period**, the remaining amount payable by the family is **IDR 250,000**.

THE SPECIFIC REGULATIONS FOR KINDERGARTEN AND PRIMARY STUDENTS

1. Kindergarten Students

1.1. Participation

1. **PS (Petite Section):** Limited to **one (1) AES activity per week**.
2. **MS and GS (Moyenne Section and Grande Section):** Limited to **three (3) AES activities per week**.
3. Any exception to these limits must be reviewed by the AES Department and approved by the School Management in consultation with the parents.

1.2. Schedule and Supervision

1. From **Monday to Thursday**, AES activities start at **2:30 p.m.**
2. The AES teacher or coach will collect Kindergarten students directly from their classroom and accompany them to the designated activity area.

To support a smooth adaptation during the first weeks of school, the AES start dates for Kindergarten are as follows:

1. **PS (Petite Section):** Monday, November 2, 2026
2. **MS and GS (Moyenne Section and Grande Section):** Monday, October 5, 2026

1.3. Dismissal and Collection

1. AES activities finish at **3:30 p.m.**
2. Parents or authorized caregivers should collect students at the designated Kindergarten or Main Building gate, depending on the activity location.
3. The AES teacher or coach will supervise students at the gate for **10 minutes** after dismissal.
4. If a student is not collected within this time, the student will be accompanied to the **Daycare in the Main Building** until collected by the parent or authorized caregiver. **Daycare fee: Rp20,000 per 30 minutes.** Additional charges apply based on the duration of daycare use.

1.4. Friday Activities

1. Some AES activities are offered on Fridays. **Please note that lunch is not provided by the school on Fridays.** Parents are responsible for making appropriate lunch arrangements for their child.

2. Primary Students

2.1. Schedule and Supervision

1. AES activities generally start at **2.30 p.m, 2:40 p.m. or 2:45 p.m.**
2. When the class ends, homeroom teachers will transfer students to the AES teacher or coach in the Main Building according to their registered activity.

2.2. The AES Daycare Service

A paid daycare service is available for Primary students enrolled in AES who:

1. Have an AES activity starting later than 2:30 p.m.; or
2. Have more than one AES activity scheduled on the same day.
3. **Daycare fee: IDR 20,000;- per 30 minutes**
4. **Daycare hours:**

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

5. The daycare service is supervised by an AES staff member. **To support the child's well-being, daycare attendance is limited to a maximum of 1 hour and 30 minutes per day.**

2.3. Dismissal and Collection

1. At the end of the AES activity, the teacher or coach will accompany students to the designated school gate.
2. Students will be supervised at the gate for **15 minutes** after dismissal.
3. If a student is not collected within this period, the teacher or coach will accompany the student to the **Daycare in the Main Building**, where the student will remain supervised until collected by a parent or authorized caregiver.

GENERAL RULES AND REGULATIONS

1. Registration and Participation

- Participants must be officially registered and confirmed on EDUKA before attending an activity.
- Participants may only attend the activity or class for which they are registered.
- Any changes to registration, schedules, or activities must be communicated to the AES Office in advance.
- Payment for the selected activity must be made directly to the FSJ bank account or in person to the FSJ Finance Staff.
- Payment must be made promptly upon receipt of the issued invoice.
- Cancellation of an AES activity after the **second session** (of each period) will be subject to a **cancellation fee of IDR 500,000 per activity**. Cancellation due to **accident or medical/health reasons** will be exempt from the cancellation fee, provided that an **official medical certificate** is submitted to the AES Department.
- Any applicable cancellation fee will be deducted from the participant's AES credit balance.

2. Attendance and Punctuality

- Participants are expected to arrive on time and attend the activity regularly.
- If a participant is unable to attend, they should inform the AES Office and/or Vie Scolaire through email.
- Coaches and teachers record attendance for each session on EDUKA.

3. Code of Conduct

All participants are expected to:

- Treat coaches, teachers, staff, and fellow participants with respect and courtesy.
- Follow the instructions of the coach or teacher at all times.
- Use appropriate language and behavior.
- Respect the school facilities, equipment, and the personal belongings of others.
- Maintain a positive, inclusive, and safe environment for everyone.

Any form of bullying, harassment, discrimination, violence, or inappropriate behavior will not be tolerated and will be reported to the School Management for appropriate action.

4. Safety and Supervision

- Participants must follow all safety instructions related to the activity and the use of equipment.
- Students are expected to remain in the designated activity or supervised area while waiting for their

AES activity.

- Students should leave the school campus after the end of their activity, according to the school's departure arrangements.
- Participants must immediately report any accident, injury, unsafe situation, or inappropriate behavior to the coach, teacher, or AES staff.
- Infirmary services are available throughout AES operating hours, from Monday to Saturday.

5. Use of Facilities and Equipment

- School facilities and equipment must be used responsibly and only for their intended purpose.
- Participants may be held responsible for damage resulting from intentional misuse or negligence.
- Participants are encouraged to bring appropriate clothing and equipment required for their activities.

6. Personal Belongings

- Participants are responsible for their personal belongings.
- AES and the school cannot be held responsible for lost, stolen, or damaged personal items.
- Participants are advised not to bring valuable or unnecessary items to the activity.

7. Photography and Social Media

- Photos and videos taken during AES activities must respect the school's policies and the privacy of other participants.
- **Participants are not permitted to take, share, or post photos or videos.** All photography and videography will be conducted by the AES Team, School Photographer, and/or authorized coaches.

8. Health and Medical Conditions

- Participants or parents/guardians should inform AES of any relevant medical or safety information that may affect participation.
- Participants must inform the coach or teacher immediately if they feel unwell or are injured during an activity.

9. Respect for the AES Schedule

- Activities start and finish according to the published AES schedule.
- Participants should be ready to leave the activity area promptly at the end of the session.
- Repeated tardiness, unauthorized absence, or disruptive behavior may affect continued participation in the program.

10. Disciplinary Measures

Failure to comply with these rules may result in appropriate disciplinary action, including:

1. A verbal reminder or warning;

2. Communication with parents or guardians, for students;
3. Temporary suspension from the activity; or
4. Removal from the AES program in serious or repeated cases.

11. Refunds by the AES Department

AES activities may be cancelled or rescheduled due to:

1. **Annual School Events**, including Christmas Celebrations, Graduation Day, and Multicultural Day;
2. **Coach or teacher absence**; or
3. **School field trips or other school events** planned and communicated by the teaching team through the official school communication channel (email).
4. Any eligible refund will be reimbursed at the end of each AES period and calculated proportionally based on the number of eligible sessions.

Important Note: Refunds or fee adjustments do not apply when a student independently chooses to participate in another school event, project, or activity outside the official school schedule.

REGULATIONS OF COMMUNICATION

1. Purpose

This policy establishes clear guidelines for communication between the AES Department and parents. Effective communication is essential to ensure that parents receive accurate and timely information regarding AES activities, schedules, student participation, and other relevant matters.

All communication should remain **professional, respectful, clear, and focused on matters related to AES.**

2. Communication Through Email

2.1 Official Communication Channel

Email is the **official communication channel** between the AES Department and parents for important information and administrative matters. Parents may contact AES at aes@frenchschooljakarta.com regarding:

- Registration and confirmation;
- AES schedules and changes;
- Payments and administrative matters;
- Activity-related information;
- Official announcements and policies;
- Student participation or other individual matters requiring more detailed communication.

2.2 Professional Communication

Parents are encouraged to communicate with the AES Department through the official AES email address. Likewise, AES staff should use official school or AES communication channels when communicating with parents.

All email communication should be respectful and appropriate. Parents are requested to provide clear information, including the student's name, activity, and relevant details, when contacting AES.

2.3 Response Time

AES will make reasonable efforts to respond to emails within **48 (forty-eight) hours**. More complex matters may require additional time for review or consultation with relevant staff.

Messages received outside working hours, during weekends, or on public holidays may be answered on the next working day.

3. Communication Through WhatsApp

3.1 Purpose of WhatsApp Communication

WhatsApp may be used as a practical communication channel for **general information, reminders, and timely updates**, including:

- Activity reminders;
- Schedule or venue changes;
- Short-notice updates;
- General information related to AES activities.

For official administrative matters or complex individual concerns, parents may be requested to communicate through email instead.

3.2 WhatsApp Groups

The AES WhatsApp Group is intended as a **one-way communication channel from the AES Team to parents for the distribution of official information, announcements, reminders, and updates related to AES activities**. Parents are kindly requested to use the designated official communication channels, such as email or direct contact with the AES Team, for questions, concerns, or individual matters. This helps ensure that important information remains clear and easily accessible to all members.

3.3 Individual Concerns

Individual student matters, complaints, or sensitive concerns must be communicated to the AES Department directly through the appropriate official communication channel.

4. Privacy and Confidentiality

AES is committed to respecting the privacy and personal information of students, parents, and staff.

Personal information, individual student matters, contact details, and other confidential information should not be shared publicly in email communications or WhatsApp groups unless necessary and appropriately authorized.

Parents and group members are also requested to respect the privacy of other families and not distribute information, photographs, or screenshots from AES communications without appropriate consideration and permission.

5. Face-to-Face Meetings and Telephone Calls

Parents who wish to discuss AES matters in person or by telephone may request a meeting or call through the official AES email. Requests for face-to-face meetings must be submitted **at least three (3) days in advance**. All meetings are subject to confirmation and will be scheduled by the AES Team, who will provide the confirmed date, time, and meeting location. **Unscheduled meetings may not be accommodated to ensure proper coordination and availability of the relevant staff.**

6. Respectful and Appropriate Communication

All communication between AES staff and parents should be conducted in a respectful and constructive manner.

AES may take appropriate action regarding communication that is threatening, abusive, discriminatory, or otherwise inappropriate. Where necessary, the AES Department may request that communication continue through an alternative or more appropriate channel.

7. Communication Outside Working Hours and Emergencies

AES staff may not always be available outside official working hours. Parents are therefore encouraged to use the appropriate communication channel according to the nature and urgency of their concern.

In the case of an emergency involving a student during an AES activity, AES or the responsible staff member will contact the parent or designated emergency contact as soon as reasonably possible.

THE AES COMPETITIONS, PERFORMANCES, EVENT PARTICIPATION POLICY

1. Purpose

AES may offer competition/performance participation as part of selected activities to help students develop their skills, confidence, experience, and sportsmanship while representing AES and French School Jakarta.

This policy applies to all participants in competitions, tournaments, festivals, performances, or similar events. Competition participation is an extension of AES activities and is subject to AES regulations and the rules of the competition organizer.

2. Eligibility and Selection

Participation in competitions is not automatically guaranteed. Selection may consider:

- Regular attendance and commitment;
- Skill level, readiness, and age eligibility;
- Competition requirements and available places;
- Appropriate behavior and respect for AES rules; and
- The coach's professional assessment.

The coach, in coordination with the AES Office, will select or recommend participants fairly and transparently, taking into account the student's best interests, well-being, and safety.

Participation in FSJ Talent Festival may consider:

- Regular participation and commitment to the AES activity;
- Readiness for the performance;
- Commitment to rehearsals and preparation;
- The technical and artistic requirements of the event;
- Available performance time and venue capacity; and
- The coach's assessment of the participant or group's readiness.

3. Information and Consent

AES will provide relevant competition information, including the schedule, venue, participation requirements, transportation, supervision, required equipment or uniform, additional costs, and emergency arrangements.

For participants under 18, parental or guardian consent may be required. Participants may not take part without the required consent or documentation.

Parents and participants are responsible for providing accurate and up-to-date contact and relevant emergency information.

4. Health, Safety, and Safeguarding

AES will take reasonable measures to support participants' safety and well-being, including appropriate risk assessment, supervision, safety instructions, and emergency arrangements.

All participants and accompanying adults must maintain a safe and respectful environment. Concerns regarding bullying, harassment, discrimination, violence, abuse, or other inappropriate behavior must be reported promptly to AES or the relevant school authority.

5. Transportation and Travel

AES will communicate transportation and travel arrangements when these are organized or coordinated by AES or the school.

Participants must follow the agreed schedule and instructions. Additional consent or documentation may be required for off-campus or out-of-town events.

6. Costs and Financial Responsibilities

Competition and event-related expenses **are not** included in the regular AES fee. Additional costs may include registration fees, transportation, accommodation, venue related cost, meals, uniforms, equipment, or other necessary expenses.

AES will communicate applicable costs in advance whenever possible. Parents and participants are responsible for any costs not specifically covered by AES.

7. Rehearsal and Performance Commitment

Participants selected for the AES Talent Festival are expected to attend scheduled rehearsals and arrive on time for performances. **Participants must follow the instructions of their coach and event organizers and wear the required costume or uniform.** Parents and participants will be informed of the relevant schedule and requirements in advance.

8. Code of Conduct for Participants and Parents/Spectators

Participants represent themselves, AES, and French School Jakarta and are expected to:

- Demonstrate respect, fairness, and good sportsmanship;
- Follow the instructions of coaches and authorized supervisors;
- Respect officials, teammates, opponents, and other participants;
- Follow competition and venue rules; and
- Avoid abusive, discriminatory, violent, or inappropriate behavior.

Parents and spectators are expected to contribute to a positive, safe, and respectful environment during AES competitions and events. They should encourage and support all students in an appropriate manner and demonstrate respect toward athletes, coaches, officials, and other attendees. Any behavior that disrupts the event or compromises

the well-being and enjoyment of participants, including inappropriate language, intimidation, harassment, or confrontation, is not permitted. Parents and spectators must also comply with event procedures and follow instructions provided by the organizers and school representatives.

Serious or repeated misconduct may result in withdrawal from the competition or other appropriate disciplinary action.

9. Responsibilities of Parents and Participants

Parents and participants are responsible for ensuring that the participant:

- Is registered, prepared, and arrives on time;
- Has the required clothing, equipment, and documentation;
- Provides accurate health and emergency information;
- Follows AES and coach's instructions and competition arrangements; and
- Informs AES of any relevant changes affecting participation.

10. Changes, Cancellation, and Force Majeure

Competition arrangements may be changed, postponed, or cancelled due to circumstances beyond the reasonable control of AES or the school, including severe weather, natural disasters, government restrictions, public emergencies, or security concerns.

AES will communicate changes as soon as reasonably possible. Any refund will be subject to the competition organizer's policies and non-refundable costs already incurred.

11. Withdrawal and Refunds

Parents or participants must notify AES as soon as possible of any withdrawal from a confirmed competition. **Please note that all registration fees are non-refundable.**

12. Photography, Media, and Privacy

Photography and video recording during competitions must respect the privacy and rights of participants and comply with applicable school policies.

Any use of images or videos for AES or school communication will follow the relevant consent and privacy requirements.

ACKNOWLEDGEMENT

By registering for and participating in AES activities, participants and their parents/guardians acknowledge that they have read, understood, and agree to comply with all regulations, policies, and guidelines outlined in this handbook.

These regulations are established to ensure a safe, respectful, inclusive, and positive environment for all participants. Parents/guardians are kindly requested to support and remind participants of their responsibilities and expected conduct throughout their participation in AES activities.

By proceeding with registration or participation, participants and their parents/guardians are deemed to have accepted and agreed to abide by these regulations.