



October 25, 2018

Dear Parents,

The Extra-Curricular Program (ECP) is designed to connect students with teachers and our community after School. ECP therefore, offers a variety of courses spanning three ten week terms designed to benefit students in developing their abilities and talents in areas they would like to explore further. These enriching activities enable children to broaden their interests, build their self-esteem, spark their imagination, and extend what they have learned beyond the regular School program.

The ECP consists of three sessions offered on Tuesdays, Wednesdays and Thursdays after School between 3:30 p.m. and 4:30 p.m. The ECP tries to balance activities that carry additional costs with options that are free for parents. ECP functions to support the needs of our students and we strongly encourage our students to get involved as much as they can.

In an attempt to encourage teachers to remain after school and engage with students, teachers are compensated for their involvement that serves to incentivize them for making a commitment to their students. Costs for activities, therefore, must carry a registration fee, activity fee, course and materials fee to encourage participation across the School. In an attempt to be as open and transparent as possible, the following charges are applied to all activities that are expensed by the School regardless of costs for materials and/or external instructors which are subsidized by the class as a whole:

Registration Fee: 20,000KRW / student / year	-Each session runs for 10 weeks -There are three sessions each academic year
Activity Fee: 5,000KRW / student / activity / day	(5,000 x 10 sessions / term = 50,000KRW/student/session)
Course/Material Fee: cost of the external instructor or costs of materials	(fee is divided by the number of students taking part)

If you have any questions regarding the Extra-Curricular activities, please contact Julie Kim in the Extra-Curricular Program Office located on the first floor opposite the Central Office.

Sincerely,

Julie Kim  
Extra-Curricular Program Coordinator  
Tel. 02-6920-8617  
[jkim@dwight.or.kr](mailto:jkim@dwight.or.kr)

Kevin Skeoch  
Head of School

## **Welcome to Dwight School Seoul Extra-Curricular Program (ECP)**

After-School is an important extension of the School day, whether it is studying Chinese, building robots, learning basketball basics, illustrating with art, perfecting karate moves, or trying a hip hop dance! The Dwight School Seoul's Extra-Curricular Program offers an exciting and wide range of activities that provide the opportunity for children to discover new talents, expand skills, and socialize through thoughtfully structured classes. The activities are specifically designed to encourage students to discover new experiences and cultivate their own "spark of genius."

There are three seasons of activities: fall, winter, and spring. Programs run from 3:30-4:30pm (*unless stated otherwise*). Programs are taught by a combination of Dwight teachers and outside professionals. Except for some of the sports programs, all programs take place on the Dwight School Seoul campus. All extra-curricular activities involve a registration, activity and in some cases, a materials fee, which is billed to the family's tuition account. In order to clarify the structure of our Extra-Curricular Program, we have included a detailed explanation of the program in the following pages. Please carefully read the essential information preceding the Extra-Curricular Program to know how to register and pay for these activities. Parent feedback on current and future Extra-Curricular Programs are most welcome and should be directed to Julie Kim in the ECP Office ([jkim@dwight.or.kr](mailto:jkim@dwight.or.kr)).

### **2018-2019 Sessions Important Dates**

- August 28: Fall Extra-Curricular Programs begin
- November 2: Fall Extra-Curricular Programs end
- November 6: Winter Extra-Curricular Programs begin
- February 8: Winter Extra-Curricular Programs end
- February 19: Spring Extra-Curricular Programs begin
- May 24: Spring Extra-Curricular Programs end

### **Exemptions**

We encourage every student to participate in our ECP but we realize that sometimes due to extenuating circumstances that there will be students who are unable to meet this commitment. To receive an exemption, a student must petition his or her Principal for an exemption and after permission has been granted, the student must go online and check off *exempt* as his/her activity. As with the other activities, this must be done each term.

Should you have any questions, please contact:

**Julie Kim**, Extra-Curricular Program Coordinator, [\*\*jkim@dwight.or.kr\*\*](mailto:jkim@dwight.or.kr) or call 6920-8617.

## Registration Procedure

Please read the following information before registering your child for any Extra-Curricular Programs. Should you have any problems or questions, please contact the Extra-Curricular Program Office:

### **Extra-Curricular Program Office**

Monday-Friday

8:00 a.m. - 5:00 p.m.

Tel: 02-6920-8617 Fax: 02-6920-8700

Location : Room 113 (1<sup>st</sup> floor)

**Julie Kim**, Extra-Curricular Program Coordinator : [jkim@dwright.or.kr](mailto:jkim@dwright.or.kr) or  
call 010-2722-3238

### **Important Dates**

Registration begins: **Thursday, October 25**

Registration ends: Friday, November 2

Winter Session begins: **Tuesday, November 6**

Winter Payment due by: Friday, November 9

\*NOTE: All activities do **NOT** begin on the same day. Please check the Extra-Curricular Program listings for the exact dates and times of the activities. Late registration period for the Winter session is from Monday, November 5.

### **How to Register**

The web address to register for all Spring Session is: [www.regonline.com/dsswinter2018](http://www.regonline.com/dsswinter2018)

Please have the following items ready before you begin the online registration process:

1. Your child's Student ID number and personal information: Provide information about the child you are registering.
2. Agenda: Select the specific courses for which you wish to register.
3. Check-out: Choose to pay in Korean Won at the Extra-Curricular Program Office.
4. Click FINISH YOUR REGISTRATION at the end of this step.
5. Confirmation:
  - You will receive an email confirmation immediately upon completing these steps. If you do not receive this confirmation, please contact the Extra-Curricular Program Office at 02-6920-8617.
6. Payment: Please print a copy of your invoice. Payment must be made via wire transfer.
  - Bank information is as follows:

<b>BANK NAME :</b>	<b>KEB Hana Bank</b>	<b>( KEB 하나은행 )</b>
<b>BRANCH :</b>	<b>Sangam, DMC, Seoul</b>	<b>( 서울, 상암 DMC 지점 02-6393-6000)</b>
<b>PAY TO :</b>	<b>Dwight School Seoul</b>	<b>( 서울드와이트외국인학교 / 원화계좌)</b>
<b>KRW Account :</b>	<b>630-008685-200</b>	

\*Please notice that this KEB Hana bank account is assigned for ECP use only from 2018-2019 school year.

- When making payment, please input your child's Student ID number. (Please do not include parent's name)
- If you have questions concerning ECP fee, please feel free to contact Julie Kim, ECP coordinator. (02-6920-8617)

On submitting an application form in person, please completely fill out ONE application form for each child. To be accepted, each application form must be completed, signed, and dated by the child's parent or legal guardian. Registration CANNOT be accepted over the phone. Registration is completed on a first-come, first-served basis as applications are received at the Extra-Curricular Program Office. Please fill out the attached PDF form "Extra-Curricular Program Registration" and drop it off at the Extra-Curricular Program Office, Room 113. Alternatively, your child can enroll if he/she has the forms signed by the parent or guardian.

### **The Right to Make Changes**

Dwight School Seoul reserves the right to limit enrollment and change instructors. The School also reserves the right to combine or cancel activities/classes due to insufficient enrollment, or due to the unavailability of instructors or facilities. We cannot guarantee additional classes when enrollment surpasses expectations, so please register early.

## **Extra-Curricular Program Policy**

### **Registration**

All Extra-Curricular Program classes have enrollment limits as designated in the course description. The School reserves the right to cancel classes due to insufficient registration. If cancelled, students will be placed into their second choice activity option. Confirmation of registration will be sent via email to parents and activity course leaders before the start of each activity session.

### **Registration Fee**

There is a non-refundable **20,000 KRW** registration fee which is due per participant, per year. Registration fee levels will be reviewed each year. This fee is refundable only if the class is cancelled, or if a student is unable to attend due to School initiated changes.

### **Activity Fee**

Full activity fees must accompany your registration fee. Payment must be made via wire transfer. Fee paid for one term may not be credited to another term.

### **Instructor and/or Course Material Fee**

All outside instructors and/or course material fees for individual classes are calculated based on the number of students taking part. (ie: A dance instructor may charge 500,000KRW for 10 weeks and if 10 students are taking part, this fee would cost an additional 50,000KRW for each student for a 10 week session).

### **Filled or Cancelled Course**

If a student's course is filled or cancelled, he/she will be put on a wait list and notified of a choice to transfer to another activity (space permitting) or receive a refund. In most circumstances, classes require a minimum of 10 students to be registered in order for a class to run. If a student's class is filled or cancelled, the School will notify the parents at least 7 days before the class is scheduled to begin.

### **Attendance Policy**

If your child is unable to attend a class for any reason, please notify the Extra-Curricular Program office. This is in the interest of safety and security of the student. The instructor is **not** obliged to refund money or to reschedule a missed activity lesson. Fees paid also serve to remind parents and students that by paying to attend there is an accountability placed on students to attend.

### **Refunds, Transfers, and Withdrawals**

#### **School-initiated cancellation or schedule changes**

If the School cancels your child's course, or changes its schedule such that he/she is unable to attend, payment will be refunded.

#### **Withdrawing from a course**

A request to withdraw must be received at least 10 business days before a class starts to issue a full refund of the course fee. Registration fee is non-refundable.

-Cancellations during the first week of the course will receive a refund of 70% of the course fee.

-Cancellations during the second week of the course will receive a refund of 50% of the course fee.

-There will be NO refund if a participant drops out of class during the third week or beyond.

The School reserves the right to withdraw a student from an activity in the event of continuous unacceptable behavior in class. In this event, there will be no refund for any remaining classes.

#### Transferring to another course

A student may transfer to another course provided the School is notified at least 10 business days before the start date of the first session.

Fee paid for one term may not be credited to another term.

There are no refunds for transfers, but price differences may be applied to another course.

#### **Make-ups and Weather Cancellations**

No activity will be made up for classes postponed by holidays, instructor's request, or extreme weather conditions. Students may not make up absences by attending classes other than their own.

#### **Late pick up of students**

If a parent/guardian is repeatedly late in picking up their student, the instructor will contact the Extra-Curricular Program Coordinator. The School will not be responsible for the supervision of students after normal school hours. Continued late pick-up will result in a charge of 15,000 KRW per 30 minutes.

#### **Policy of Non-discrimination**

The School welcomes students of any race, color, sexual orientation, religion, disability, gender expression, and national or ethnic origin, and does not discriminate in the administration of or admission to its educational programs.

#### **ECD dismissal procedures**

In order to maintain an orderly School environment and safe dismissal, ECD students who are participating in ECP will be escorted by the instructor and handed off to the Extra-Curricular Program Coordinator.

#### **Pick up by authorized guardians**

Please make sure that the adult who is picking up your child after ECP goes to the Extra-Curricular Program Coordinator's office (Room#113).

#### **Ride on the late bus**

The Bus Coordinator will collect Kindergarten students who travel on the late bus from the ECP Coordinator and escort them to their designated bus pick-up area. Once they ready to board the bus, a staff member in charge of checking attendance for the bus will take these children to the bus.