



## Royal International School Kurunegala

DEPARTMENT	:	MARKETING
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POLICY APPROVED BY		
NAME : RAVINATH PEIRIS	SIGNATURE :	DATE :

- The registration form for Extra Curricula Academies (ECA) will be available at the Primary and Secondary reception.
- Receptionists at each respective school will be responsible for assisting parents/students/external customers to fill and accept the registration form, accepting payments and issuing of completed Membership Cards.
- A Membership Card will be issued to all students who register for ECA's. It is the responsibility of the member to protect it.
  - All students should carry the Academy Card to enter the academy.
  - Security officer / Coach / Instructors and the school management are authorized to check a student's Membership card at any given time.
  - Replacement cards can be made available at for a fee of Rs 500/-
- RIS students registering for ECA need to register using their School Index number.
- Primary Section can only accept registrations for ECA taking place at the Primary.
- Secondary Section can only accept registrations for ECA taking place at the Secondary.
- An ECA Membership Registry provided by the management is to be maintained by the front office for registration purpose and a separate excel sheet for payments.
- An attendance registry for each ECA will be available at each respective reception. It is the duty of the coach/instructor or teacher in-charge to collect the registry at the commencement of the academy and duly mark the attendance. The Register should be handed over back to front office soon as the academy ends.
- It is the responsibility of the coach/instructor or teacher in charge to check the Membership Card of each participant and conduct the academy only for students who have made the necessary payments.





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## RIS ECA POLICY

- No child will be allowed into the academy unless payment for the relevant month has been made in full and the ECA Member card is updated by the second week of the month.
- All academies should Start on time and end on time. If the coach wish to extend the time, prior notice should be given to the management in order to inform the parents in advance.
- The Head of Sports will be responsible for all the coaches/instructors. Which includes recruiting, scheduling and arranging replacements during sudden absences.
- An ECA which has a term fee structure, a child can attend 12 sessions. For a monthly fee card a child can attend 4 sessions. For the swimming academy a child can attend 8 sessions a month of two days per a week.
- Any complains/feedback received by parents/students should be raised to the relevant sectional heads who then channel it to the Marketing Dept. and Sports Dept. for necessary action.

