



ECA Policies

This document contains the expectation that regulate the operations of extracurricular activities (from now on clubs) offered at LAUDE San Pedro and are, therefore, applicable to all students and families who participate in these activities:

Organization

- Students in Primary are released from their classroom to their clubs at dismissal time. A teacher escorts them to the Gym where they are collected by their ECA Instructor. The ECA instructor takes attendance and takes them to the area of the school where the activity takes place.
- Students in Secondary go to their clubs on their own.
- Clubs end at 5:30pm. Students are released by their Instructor, who makes sure the student is picked up by an authorised adult. Students will not be released to anyone who is not authorised to collect them.
- Pick up is at the South Gate. In case of inclement weather, parents can enter the South Gate and collect the students under the roof near the stands.
- The "NO PICK-UP" protocol will be activated at 5:35pm. Students will be taken by the ECA Coordinator to the Receptionist's desk and parents will be called.
- Repeated failure to collect the student on time will be grounds for leaving that activity.





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Behaviour expectations

- Students are expected to abide by all of the rules and regulations that apply to their behaviour during school hours, as that ensures the peaceful coexistence of all students and the correct functioning of our after school programme.
- Students who do not comply with the rules will be given a warning and reported, in writing, to their parents and teachers.
- In addition to following school rules, students are expected to:
 1. Treat monitors with respect and follow their instructions
 2. Participate in the activities being offered during the ECA
 3. Wear the correct uniform for the activity
 4. Arrive to their ECA on time
 5. Respect their classmates and treat them as they wish to be treated
 6. Respect the school facilities by keeping them clean and tidy





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Administration

- In order to participate in an ECA, students must enrol via the online form: ECA Enrolment Form - LAUDE San Pedro.
- Once the form has been filled in, we will contact you to confirm that there is space in the activity and your child can participate in the activity.
- Your child has two days to try the activity and decide if he or she wishes to participate. If they wish to continue, you must formalise their enrolment. If they do not wish to continue, please fill in the ECA Withdrawal Form - LAUDE San Pedro.
- Enrolment is made official once the corresponding fee has been paid via our enrolment online form.
- If the activity is not paid for, the student will be asked to leave the club.
- If your child decides to withdraw from the club before the term finishes without reason, you will not get a refund.
- If your child decide to change activity in the middle of the term he or she need to wait for the next term to start the ECA and will not be refunded for the ECA withdrawal.





CONTACT



Sign up here!

Your next club is waiting for you!



Keep in touch!

Didn't see what you were looking for?



We're always looking for suggestions.

Email us at **eca@laudesanpedro.com**

Or call us at **+34 662 14 05 31**

