



# Internal rules

## PRIMARY (Elementary & Kindergarten)

**School year 2025/2026**

**Update : JUNE 2025**

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These internal rules apply to all Extra-Curricular Activities (ECAs) offered by the International French School (Singapore), in addition to the IFS's general internal regulations.

The ECAs complement classroom teaching and allow our students to access education through sports, arts, sciences, and culture, while fostering teamwork. These activities play an important role in developing the character, skills, and interests of our students. Throughout the year, IFS offers a wide range of activities starting from Moyenne Section (K2).

These activities should under no circumstances be considered as childcare, but rather as activities chosen based on the child's interests and preferences, as they are primarily intended to bring enjoyment to the child.

Children are admitted to activities depending on the available places and facilities.

## I. REGISTRATION


- All IFS parents will receive an email regarding the ECAs informing them of the opening of registrations, with specific dates and times for each level. Parents register their children for activities via the EDUKA portal made available to them. This information will also be available on the [ECA website](#).
- Each registration **is final** once validated by the ECA department. **There is no trial period.**
- For educational and safety reasons, each session can only accommodate a limited number of children.
- Registrations are handled on a **first-come, first-served basis**, within the limits of available places.
- No priority can be granted to any student for any reason.
-  **An activity may be cancelled if the number of registered students is insufficient.**

### ➤ REGISTRATION VALIDATION:

- Once the registration is validated by the ECA department, a confirmation email will be sent to parents.
- For language activities and certain specific ECAs (swimming, aquathlon, football, etc.), the ECA department, in consultation with the activity leader, reserves the right to withdraw a student whose level does not meet the prerequisites of the activity.

## II. FEES AND PAYMENTS

ECAs are offered at a flat-rate fee, per semester or per year, calculated based on an average number of sessions organized for Kindergarten and Elementary levels. This allows for affordable pricing while covering the costs involved in organizing and running these activities.

- To simplify administrative management given the volume of transactions, payments for ECAs are made via GIRO (automatic bank debit).  
If you have not yet set up GIRO, you can do so in just a few minutes: [Click here to find out more about the detailed procedure](#).
- Only registrations submitted within the specified deadlines and for which GIRO is active can be validated.
- You can check the status of your GIRO directly on your Edeka Parent Portal / Billing section. Existing GIRO mandates will remain valid from year to year unless you personally cancel them with your bank.
- For new arrivals in Singapore: GIRO can be set up once your local bank account is opened.
- **For Semester 1 and annual activities, invoices will be available on EDEKA on 06/10/2025 and payments will be debited via GIRO on 10/10/2025.**
- **For Semester 2, invoices will be available on EDEKA on 16/02/2026 and payments will be debited via GIRO on 20/02/2026.**
- The Parent Committee will offer financial assistance, within its budgetary limits, to each scholarship student, based on the percentage of their scholarship, for **one** annual activity or **two** semester-based activities. This reduction will be automatically applied to the ECA invoice.
- The ECA fee schedule is available on the Edeka Parent Portal — Primary Activities section, or on the ECA website.
- The fees charged to families cover all costs related to running the activities during the budget period (instructors' salaries, equipment, operating costs, contribution to overhead costs, bank fees, non-recurring provisions, outings or participation in competitions depending on the activity).
- ECAs are offered to families as part of the services provided by IFS and therefore follow the same rules and non-profit status.
-  **Access to extra-curricular activities will be denied in cases of unpaid ECA invoices and/or unpaid tuition fees from one year to the next or from one term to another, until all outstanding payments are settled.**

### III. CANCELLATIONS AND DEPARTURES FROM IFS DURING THE YEAR

**There are no refunds for half-yearly activities in the event of withdrawal.**

No refunds will be given during the year for reasons such as: adverse weather conditions, air pollution, pupil absence (illness, school outings, trips, training courses, examinations or any other personal reason), withdrawal from the activity or exceptional cancellation of a session (teaching meeting, public holiday, distance learning, etc.).

This list is not exhaustive.

**For Annual Activities:** Only the following cases may justify a partial refund:

**Only the permanent discontinuation of an activity due to a long-term illness or medical issue, or permanent withdrawal from the school, may be eligible for a refund:**

- 50% refund for withdrawals up to 01/02/2026 (subject to validated school withdrawal request)
- 25% refund for withdrawals between 02/02/2026 and 10/05/2026

No pro-rata refund and no refund will be granted from Monday, **11/05/2026 onwards**.

A medical certificate will be required from the family as supporting documentation, specifying the activity concerned, and must be submitted within 2 weeks.

**⚠ Any activity that has been started by a student must be paid in full and is non-refundable.**

**⚠ Any activity discontinued during the school year for medical reasons cannot be resumed.**

### IV. REGISTRATIONS DURING THE YEAR

ECA registration is possible throughout the school year.

It is subject to confirmation by the ECA department, depending on the activity. In the case of a mid-year arrival, registration can only be confirmed if GIRO has been set up prior to registration.

- Billing is carried out according to the following rules:

Périodes d'inscription	For semester-based activities	For annual activities
September 2 – November 2	<b>100% billing</b>	<b>100% billing</b>
November 3 – January 31	<b>75% billing</b>	<b>90% billing</b>
February 1 – March 15	<b>100% billing</b>	<b>50% billing</b>
March 16 – April 25	<b>75% billing</b>	<b>40% billing</b>
From April 26 onwards	<b>40% billing</b>	<b>25% billing</b>

## **V. INSURANCE CONDITIONS**

**It is the responsibility of the parents to subscribe on behalf of their children to the following insurance policies:**

- CIVIL LIABILITY INSURANCE
- PERSONAL ACCIDENT INSURANCE
- MEDICAL INSURANCE

Separately, IFS subscribes to two insurance policies, strictly limited to specific cases.

### **1. CIVIL LIABILITY INSURANCE:**

This insurance only covers the civil liability of IFS towards third parties, including students, in cases where the school's liability is clearly established.

It does not cover damages or injuries caused by or between students (for example, a collision in the playground), nor personal liability. Families are therefore strongly advised to take out their own civil liability insurance for their children.

### **2. PERSONAL ACCIDENT INSURANCE:**

IFS has optionally contracted a personal accident insurance policy, limited to certain incidents occurring during activities explicitly organized by the school.

This coverage is optional and non-renewable, and only applies on a secondary basis, if medical expenses are not fully reimbursed by the family's personal insurance.

It excludes many situations, including the loss or damage of personal belongings (such as glasses).

## VI. ECA SCHEDULES, MEETING POINTS:

- **Kindergarten students (MS & GS):**

	Meeting point	Collection point
From Monday to Thursday 3:35 pm to 5:05 pm	<i>Kindergarten Canteen by the KG assistants</i>	<i>Zone R at 5:05pm</i>
Vendredi de 12h45 à 14h15	<i>Kindergarten Canteen by the KG assistants</i>	<i>Zone R at 2:15pm</i>
Vendredi de 14h30 à 16h00	<i>Elementary Canteen by the parents</i>	<i>Zone R at 4:00pm</i>
Samedi de 9h à 10h30	<i>Elementary Canteen by the parents</i>	<i>Zone R at 10:30am</i>
Samedi de 10h45 à 12h15	<i>Elementary Canteen by the parents</i>	<i>Zone R at 12:15pm</i>

- **Elementary students (CP to CM2) :**

	Point de rendez-vous	Point de récupération
From Monday to Thursday 3:35 pm to 5:05 pm	<i>Elementary Canteen by the teachers</i>	<i>Zone R at 5:05pm</i>
Vendredi de 12h45 à 14h15	<i>Elementary Canteen by the teachers</i>	<i>Zone R at 12:15pm</i>
Vendredi de 14h30 à 16h	<i>Elementary Canteen by the parents</i>	<i>Zone R at 4:00pm</i>
Samedi de 9h à 10h30 & de 10h45 à 12h15	<i>Elementary Canteen by the parents</i>	<i>Zone R at 10:30am &amp; 12:15pm</i>

**On Fridays, children enrolled only in the second session (from 2:30 pm to 4:00 pm) will not be supervised by the ECA team between 12:15 pm and 2:30 pm and will not be allowed to remain on school premises during that time.**


## VII. SCHOOL MEALS (Fridays only) AND SNACKS

- **Kindergarten and Elementary:** A lunch (which will be charged in addition to the activity fees) will be provided to children **already registered for the canteen service during the rest of the week (Monday to Thursday)**.

Children who have chosen the lunch box option (Monday to Thursday) will not be charged and must bring their own lunch. If they forget to do so, a meal may be provided and will be billed to the family at SGD 10.

**Changes between the canteen and lunch box options can only be made at the end of each semester (see ECA calendar).**

Snack: Children may bring a snack to eat during the waiting time between the end of school and the start of the activity.

 **Important:** Snacks must not contain any peanuts or tree nuts due to severe allergies among some children (e.g.: walnuts, hazelnuts, peanuts, certain spreads, cereal bars, industrial pastries, candies, pralines, etc.).

## VIII. ABSENCES FROM ECA

Any absence of your child must be reported to the ECA department before the start of the activity, **independently of the school secretariats.**

☐ [aes@ifs.edu.sg](mailto:aes@ifs.edu.sg)

In the event of the instructor's absence, the following solutions may be implemented:

- If a replacement instructor is available, the group will be fully supervised; the content of the session may differ slightly from the planned program (as some instructors may use a different teaching method).
- If no replacement is available, the children will be integrated into another activity.

**Please note:** If a child is absent from school due to illness, they will not be allowed to attend their activity on that day.

## IX. CLOTHES

- Appropriate sports clothing and footwear suitable for the discipline are required for sports activities.
- For outdoor activities, students must wear clothing appropriate for the weather conditions. A cap and a water bottle are mandatory. Any child without a cap will not be allowed to participate and will remain in the shade for the entire duration of the activity.

- For swimming and aquathlon activities: wearing a UV-protection T-shirt and a swim cap is mandatory.
- To prevent loss of clothing or personal belongings, **please label all items with your child's full name.**
- If your child represents the school during sports events, the ECA uniform corresponding to the activity will be at the family's expense. The ordering link will be made available at the beginning of the school year.

## X. RESPECT FOR OTHERS AND COMPLIANCE WITH RULES

- All students participating in ECA must respect one another during activities. Physical and verbal violence will not be tolerated.
- Respect for equipment and the environment is mandatory: any damaged or lost equipment will be charged to the family by IFS.
- Students must not bring money, games, jewelry, valuables, smartphones, or tablets. The school declines any responsibility in case of loss or theft.
- In case of non-compliance with these rules by parents or students, IFS reserves the right to cancel the student's ECA registration without refund.
- **The following situations may lead to partial or permanent exclusion of the child:**
  - ☐ Repeated indiscipline,
  - ☐ Unjustified absences,
  - ☐ Repeated lateness of parents when dropping off their children at ECA,
  - ☐ Repeated lateness of parents when picking up their children at the end of ECA,
  - ☐ Willful vandalism of furniture or equipment (the family will be responsible for reimbursing any costs incurred due to vandalism)
  - ☐ Physical or verbal violence towards another child or an adult.

## XI. COMMUNICATION

Photos and videos of students taken during activities may be used on the IFS website and its Facebook/Instagram pages and/or on the ECA Instagram page or website.

Children whose image rights authorization has not been granted in EDUKA will not be photographed or filmed during ECA activities or related events, except with written parental consent.