



诺德安达学校

大连海龙

NAS DALIAN SEA DRAGON

After School Activities Handbook

2021-2022

Introduction

This handbook serves as a guide for new and returning families. School policies and procedures will be outlined as well as addressing philosophical standards that we hope to achieve through our After School Activities programs.

After School Activities

The After School Activities program at Dalian American International School is designed to allow students the freedom to discover and develop lifelong passions, maintain a healthy body and mind, extend and apply their classroom knowledge, and provide a link to give back to the community. The after-school activities program is aligned with the ideals of Dalian American International School. Our students develop intellect, character, and health in a safe and welcoming environment.

Athletics and Activities Department Contact Information

Matthew Macinnes - Athletic and Activities Director – matthew.macinnes@daischina.net

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Program Offerings

Foundational programs run every year and can be selected from the activities catalog. The foundational program is designed to allow students to grow throughout the program and experience different types of activities throughout their time at DAIS.

Aligned activities are opportunities for faculty to offer a particular skill they may possess that is aligned to our goals of developing intellect, character, and health. Aligned activities are not guaranteed to run each year.

We also offer activities from **outside vendors that require payment**. These activities help to bring in significant activities that we are unable to provide through our staff.

Schedule

Normal School ASA

- DAIS After-school activities are divided into three different sessions; Fall, Winter, and Spring. Activities occur on Tuesdays and Thursdays from 3:55 to 4:45 p.m.
- Paid ASA by outside vendors. Our paid ASAs are offered all week long and vary in length. Most activities will occur from 3:55 to 4:45.
- Friday Activities: we offer additional activities on Fridays for payment that are run by our staff and outside vendors. Most of these activities will run from 4:00–5:00 p.m.
- Dorm ASAs. Our dormitory organizes and runs activities for our boarding students on Mondays and Wednesdays.

Showcases

Each activity will put together a form of multimedia to showcase what they have been working on for their classes. You can access all of these showcases through our website. <https://www.daischina.org/>

Signups

- Signups for ASAs will open at least one week before the first day of after-school activities for each session. Our signup process is on a first-come-first served basis. Each class will have a set number of slots, and you may choose from a class that still has an available seat.
- Waitlist – The waitlist selection may be used to let us know you would like a seat in this course if one became available. If you want to ensure that you receive an activity, you should sign up for something else as your first selection.

Schoolsbuddy - Activities Management System

Schoolsbuddy, our management system, is used for all programs that run after school. You will need access to your account for all sign-ups, permissions for trips, parent communication, and it will notify you of all scheduled events.

Activating your account:

- You have received an email from Dalian American International School to activate your account. All you need to do is create a password.
- If you forget your password, just click the forgotten password link at the sign-in screen.

- Website: dais.schoolsbuddy.net
- You can use the application for any IOS or Android system. By searching for 'Schoolsbuddy' in your app store.

Attendance Policy

- If a student has a retake, the student should ask their ASA teacher for permission ahead of time. If a student has not been granted permission from their teacher, they will be marked as absent.
- Dorm students that are absent (not excused) will receive dorm detention after GST time.
- Day students with continual absences without school absence will be dismissed for the remainder of the ASA session.
- If your child is absent from their activity after school, you will receive an email and push notification through the application, informing you of your child's absence.
- Commitment/Attendance Policy
 - By signing up for an ASA, you are committing to be present and involved in the activity. Continual absences will result in a warning followed by dismissal from the ASA for the remainder of the session. Behavioral issues will be dealt with in the same manner with a warning followed by removal from the program.

Communication

- Any student that plans to be absent for their after-school activities needs to inform their teacher or athletics and activities office before the end of the school day.
- Staff Run Activities
 - At the beginning of each session, you will receive a message from our staff that is leading your child's activity. Please communicate directly with this teacher through the means of communication they have provided in the welcome message. If you have any higher need concerns, please contact our athletics and activities office directly.
- Activities Run by Outside Vendors (PAID)
 - All communication for outside vendors should be sent through the athletics and activities office. For any activity that occurs at Dalian American International School, no money should be paid directly to the outside vendors. If you are asked for any additional fees or for a direct payment, please inform the athletics and activities office.

Change Request Policy

You may request to change your activity for all Tuesday/Thursday run by the school under the following conditions:

- The change request form is turned into the athletics and activities office by 4:30 p.m. the day before the first scheduled class.
- You may only change one time.
- All changes are final.

Change requests for **PAID** activities:

- You may request to change or drop any paid activity after the first day it is offered.
- You will not be charged for the class you have attended under the following conditions:
 - The change request form is submitted to the athletics and activities office within 24 hours from the end of the first day of the activity.
- You may only change one time.
- You may not drop a course if you agree to enter it after the first class.

Transportation

Transportation is available for an additional fee after Tuesday and Thursday activities. The buses will drop off at two locations in Dalian Development Zone and one in Dalian City. You will be able to sign up for buses during after- school activities signups.

Payment for activities

Payment for all courses is made through our finance office. You will receive an email with payment information, or you may check your PowerSchool account at any time to complete payment. Payment for all activities is nonrefundable except for medical exemption. Payment for all onetime classes is due by the date of the class.

For all regular classes, the fee is expected by the second course. If you have not completed your payment, the following actions will occur in order:

- 1) Communication to parent or guardian that the payment is overdue
- 2) Children will be removed from the activity if payment is still not made by the next time they meet.
- 3) The child will not be able to participate in any paid activities for the remainder of the year if a refusal to pay continues.

*We understand that sometimes things occur that may not allow the payment to occur by the set time. Please contact us through the athletics and activities office to inform us of any unique circumstance ahead of time.

Student Pickup Procedures for grades K-5

Parents or guardians are expected to be present at the correct pickup location **by 4:40 p.m.**

Activity Location	Pickup Location
DHBS Classroom	DHBS Lobby
DAIS Elementary Classroom	DAIS Elementary Lobby
Outside either school building	DAIS Elementary Lobby