



**Personal Development Clubs Expectations & Guidelines  
Round 1 : 4<sup>th</sup> of October-Christmas Holiday**

*The aim of the UWCM Primary Personal Development Clubs is:*

*to provide the children with the opportunity to further develop and enrich their skills in the areas of sports, worldly insight, logic, creative arts and language arts.*

Following feedback from stakeholders we have implemented new procedures and guidelines to ensure that this round runs more efficiently and effectively. Please read the following expectations and guidelines carefully before completing the PD Club registration form.

**PD CLUB EXPECTATIONS:**

- The PD Club activities are optional and therefore school has no obligation to provide clubs for your child between 15:15-16:00.
- We have introduced a registration fee of €5 per family to cover administration costs and to cover the cost of materials required by the clubs. **This must be paid on submission of the form and the exact amount in cash will only be accepted.**
- Please note that clubs run by outside specialists do have an **additional charge** on top of the 5 euro registration fee.
- Please also note that the timing of outside specialists clubs can run later than 16:00. Please consider this before choosing that club. Permission to leave a Club that runs after 16:00 will not be granted.
- The group size is determined by the group leader to ensure quality and safety.
- We have to have a minimum of 10 children to create a club.
- We are aiming for an average of 15-20 children per club but this can vary depending on the nature of the activity.
- We will do our best to accommodate your family's requests. If the activities you have requested are full you will be informed of this and you will have to collect your child at 15:15.
- Please make sure that you put more than 1 choice for each day where possible. When processing your form we only look at the choices provided. We will not consider your child for clubs that have not been listed on the form.
- Each family request will be processed at the same time to ensure that siblings are taken in to consideration.
- Please note that the UWCM Music School is a separate organization. The PD Club organizers are informed of Music School activities for each child but we are under no obligation to ensure that your child is accommodated in a PD Club if the Music Lesson is from 16:00 onwards.
- If a club cannot be provided for one of your children you will be given the option of 'early dismissal' for *all* of your children **or** just for the one child that cannot be accommodated. It is then your responsibility to inform us of your decision.

- PD Club registrations will be processed in the order in which we receive the forms. Early submission is advised. Please ensure that you submit the form before the deadline date. Any forms received after this date will be processed last.
- As soon as you have been informed of the PD Club activities for your child, please ensure that your child is aware of their clubs and commits to attending the clubs.
- For the cancellation of your child's club choice, please contact [PdClubTeam@uwcmaastricht.com](mailto:PdClubTeam@uwcmaastricht.com) Please understand that once you have received your club list, it is not always possible to accommodate changes. This decision will lie with the Club Leader who will make this decision based on quality and safety considerations.
- Please hand in the form with the €5 per form. If we are unable to meet any of your club requests then this fee will be refunded.
- **Please only deliver your form to the collection point at the reception desk during the designated times.** The forms will be stamped and numbered as they are received. This is the order in which they will be processed. If the form is handed to the Class Teacher, please anticipate that the form will only be handed in when the teacher has time to do so.
- If we, as a school, feel that a club is not in the best interests of your child for social and emotional reasons then school has the right to decide if we can accommodate the needs of your child.

#### GUIDELINES FOR PD CLUB REGISTRATION

1. Please look at the activities on offer and help your child to make their choices.
2. Each activity clearly indicates the age group, the group size limit, the timing and whether there is an extra cost (on top of the registration fee) to take part in this club.
3. Please fill in 1x Family Registration Form per family.
4. Please write your children's surnames on the form (especially if your child's surname is different to your own surname).
5. Please try to put more than 1 choice for each day where possible. These are the only clubs that your child will be considered for.
6. You also have an 'early dismissal' option each day. Please tick this if you do not want your child to join in the clubs on that day.
7. Please deliver the form to the collection point at the Reception desk on:
  - Monday 13th September - 08:30 - 09:00
  - Tuesday 14th September - 08:30 - 09:00
8. If you are unable to deliver the form during these times, please ensure that the Class Teacher receives the form. However as mentioned in the expectations, the form will be handed in to the central collection point at the Teacher's discretion.
9. We do not accept registrations sent by e-mail.
10. As soon as your form has been handed in it will be processed.
11. You will receive the outcome of the PD Club registration the week commencing 19th April.
12. The new round of clubs will begin on Monday 4th October 2010.

**By completing the PD Club Family Registration Form you are confirming that you are in agreement with these procedures, expectations and guidelines.**