



## ECP SPRING 2010

### REGISTRATION FAQ'S

#### **WHEN WILL WE RECEIVE THE NEW ECP SPRING 2010 BROCHURE AND WHEN DOES THE PROGRAMME OF NEW ACTIVITIES BEGIN?**

The new ECP Spring 2010 programme will be mailed to all ISB families at the end of this week, January 22 and a .pdf version of the programme will be available from the ECP page of the ISB website from Monday January 25.

All families are advised to read through the programme carefully to make sure that you are aware of how to apply as well as to familiarise yourself with ECP policies and regulations.

Check the start dates of your selected courses carefully – some classes start the week of February 15 and some the week of March 1. One-off events and workshops take place on various dates throughout the programme.

#### **WHEN AND HOW DOES REGISTRATION TAKE PLACE?**

**Registration day is Monday February 1.** Application forms will be collected in the foyer of both the Reinach and Aesch campuses starting from **07:45**. Applications are numbered as they are handed in and are processed on a 'first-come, first-served' basis. You can hand in your application form at either the Reinach or Aesch campus depending on which is more convenient for you.

**IMPORTANT!** Please make sure that you have filled out *all* the information on the form correctly and that you have included your full postal address, email and telephone details (including emergency contact number) - we may need to get in touch with you.

#### **MY CHILD WOULD LIKE TO REGISTER FOR A COURSE TOGETHER WITH HIS/HER FRIENDS – CAN WE SIGN THEM UP AS A GROUP?**

No, sorry. Please only hand in the application form for your family.

Applications for multiple families or groups of friends together cannot be accepted and will be returned.

#### **I FORGOT IT WAS REGISTRATION DAY! CAN I STILL SIGN UP FOR COURSES?**

Yes of course! Registration is continuous for as long as there are places available in a class/course.

Please be aware however that many classes are extremely popular and do fill up quickly – for this reason you are advised to turn in your application as early as possible (**from 07:45 on February 1<sup>st</sup>**) to avoid disappointment.

#### **DO WE RECEIVE CONFIRMATION OF A PLACE IN A CLASS/ON A COURSE?**

**No confirmations are sent out – you are automatically confirmed when you sign up unless you hear from us.** We only contact you when a class is full, cancelled or if details change, otherwise **no news is good news.**

#### **MY CHILD PARTICIPATED IN A PARTICULAR ACTIVITY IN THE LAST PROGRAMME AND REALLY ENJOYED IT. HE/SHE DID NOT GET A PLACE IN THIS SEMESTERS CLASS AND IS VERY DISAPPOINTED - WHAT CAN I DO?**

Participation in a previous course/class does not in any way guarantee a place in the same class in the next programme. All classes/courses require new sign-up and spaces are again allocated on a 'first come, first-served' basis. Although we do our best to accommodate as many students as possible in any given activity, spaces are limited and it is therefore inevitable that there will be students who did not get into a class of their choice. In this case, students are placed on a waiting list and you will be contacted should a space become available later on.

If your child would really like to continue with a sport or activity that they have had a '**taster**' of in ECP, please contact me at the ECP office to see if I have details of where this activity can be continued outside of the ISB and I will do my best to help. [tracy.provenzano@isbasel.ch](mailto:tracy.provenzano@isbasel.ch) **061 7153306**

With best regards,

#### **Tracy Provenzano**

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