

ECA Parent-Facing Policy 2026-2027

After School Activities Program (ASAP) | Weekend Activities Program | Summer Program

Last Updated: July 13, 2026

Important Notice

All TIS ECA activities are offered subject to school approval, enrollment, staffing, scheduling, safety, and administrative considerations. Registration does not guarantee that an activity will run or continue for the full term.

Parent Summary

Activities may change or be cancelled.	TIS may cancel, postpone, combine, replace, or modify any ECA activity at any time, at the school's discretion.
Activities depend on approval and viability.	Offerings are subject to the School Administrative Board, enrollment, staffing, scheduling, and the overall benefit of the school community.
Official enrollment is handled by the school.	Teachers and providers cannot independently confirm student placement or make enrollment changes.
Credits and make-up classes are limited.	Teacher or school cancellations and pre-approved excused absences may receive a replacement lesson or account credit, as determined by TIS.
Cash refunds are exceptional.	Cash refunds are generally only considered when a student withdraws from TIS and has remaining account credit after account review.

1. Purpose and Scope

Thai International School (TIS) ECA programs are designed to provide safe, enriching, and developmentally appropriate opportunities for students outside the regular academic timetable. This policy applies to all school-approved ECA programs, including the After School Activities Program (ASAP), Weekend Activities Program, Summer Program, and any related extracurricular offerings.

2. Program Approval and Administration

All ECA activities, schedules, fees, providers, and enrollment options are subject to approval by the TIS School Administrative Board and school leadership. TIS may approve, decline, revise, postpone, consolidate, or remove any activity before or after registration. Registration choices shown to families are not a guarantee that an activity will run.

The ECA Coordinator manages official ECA communication, registration records, placement updates, and account adjustments. Teachers, outside providers, classroom staff, and assistants may not independently confirm enrollment, guarantee placement, approve withdrawals, or make enrollment changes.

3. Registration and Enrollment

Spaces may be limited and are not confirmed until processed through official school procedures. TIS may close registration, place students on a waiting list, move students between suitable groups, or recommend alternative activities when needed.

Parents are responsible for checking activity details, schedule, fees, eligibility, and any published requirements before registering. TIS may correct or adjust registration information if needed.

4. School Right to Modify or Cancel Activities

TIS reserves the right, at its sole discretion, to cancel, postpone, shorten, combine, relocate, replace, or otherwise modify any ECA activity at any time and for any reason. This includes, but is not limited to:

- enrollment below the school's internal minimum requirement or program viability threshold;
- a teacher or provider assigned to the activity being unavailable and no suitable replacement being available;
- safety, supervision, room, scheduling, weather, health, operational, financial, or administrative considerations;
- changes in school priorities, student needs, stakeholder benefit, or the overall best interests of the school community.

4. School Right to Modify or Cancel Activities (continued)

Minimum enrollment requirements and financial viability thresholds are internal administrative matters and may not be disclosed publicly or individually. If an activity is cancelled before or during a term, TIS will determine the appropriate parent communication and account adjustment process.

5. Student Attendance, Absences, and Make-Up Eligibility

Parents should notify the school as early as possible when a student will miss an ECA activity. However, not all absences qualify for make-up lessons, credits, or refunds.

Pre-approved excused absences are the only student absence category for which the school is required to provide either a replacement lesson at a later date or an account credit. The timing, format, grouping, and availability of replacement lessons are at the discretion of TIS.

Student absences that are not pre-approved, including personal schedule conflicts, family travel, same-day cancellations, early pickup, or general non-attendance, are not automatically eligible for a replacement lesson, refund, or account credit.

6. School-Initiated Cancellations and Teacher Absences

If an individual class meeting is cancelled by TIS due to teacher or provider absence, school scheduling needs, or another school-initiated reason, TIS will provide either a replacement lesson at a later date or an account credit equal to the missed meeting.

If repeated teacher or provider absence, staffing changes, or scheduling changes affect the viability of an activity, TIS may cancel or modify the activity and may offer a suitable alternative, replacement lessons, or account credit.

7. Account Credits, Refunds, and Withdrawal

Account credits may be applied to future ECA programs, subject to availability, eligibility, and school approval.

Cash refunds are not the standard method of resolving unused ECA balances. A cash refund will only be considered when a student withdraws from Thai International School and has remaining account credit after account review. Any cash refund consideration is subject to school procedures, documentation, outstanding balances, payment records, and final administrative approval.

Withdrawal from an activity, switching activities, or declining an available alternative does not automatically create a cash refund entitlement.

8. Communication and Dispute Resolution

Parents should contact the ECA Coordinator, currently Mr. Mike, with ECA questions, feedback, registration issues, absence requests, account credit questions, or requests for activity changes.

In the event of a dispute between parents, teachers, providers, students, or other parties involved in an ECA program, the ECA Coordinator will review the matter and communicate with the School Director when needed. Final decisions rest with TIS school administration.

All official ECA decisions must be communicated through approved school channels.

9. Policy Review and Updates

This policy replaces earlier ECA or ASAP guidance where it differs. TIS may update this policy at any time to support safety, fairness, operations, financial sustainability, and the overall benefit of the school community.

10. Parent Acknowledgement

By registering a student for any TIS ECA activity, parents or guardians acknowledge that they have reviewed and accepted the current ECA policies, including the school's right to modify or cancel activities and the policies for absences, credits, and refunds.