

# E.C.A.

## RULES AND REGULATIONS

### 1. GENERAL INFORMATION

- The aim of the ECA is to offer to the children activities of quality with strong educational value and compatible with our principal activity practised within the framework of the compulsory courses. These activities are offered according to the abilities of the school structure and the constraints of the schedules of the Lycée Français (LFS).
- The ECA are for the pupils of the LFS and are divided in 2 sessions of 12 courses per school year.
- They are financed by the parents at the beginning of each session and thus, must sufficiently gather pupils to be viable.
- In case of an insufficient number of pupils, the activity will not take place and the ECA Manager will directly inform the organizer and the families.
- The organizers shall always refer to the ECA Manager.

### 2. INCOME

- The wages of the organizers will be paid contractually at a rate of 3 courses per month from October to January with regularization in January (according to the courses carried out or not). And from February to May with regularization in June. Time rate: 70 SGD for 1 hour and 105 SGD for one and a half hour.
- For external teacher, an additional allowance of 7 SGD will be paid per course.
- Outings will be remunerated at the same rate than a normal ECA course.
- Regarding the sports activities, in case of **a sporting meeting, a tournament or a competition**, you have to submit the Game or Tournament Form to the ECA Manager for information and approval **at least one week before the sporting event**. In the meantime, if the meeting or tournament takes place apart from the ECA normal time, we will adjust your wages according to the Game or Tournament Form. **For one half-day, you will be paid 2 hours ECA (2 x 70.00 = SGD 140.00), and for one full day, you will be paid 3 hours ECA (3 x 70.00 = SGD 210.00).**
- **If you are Singaporean or Permanent Resident**, you will have to **contribute to CPF**. Your salary of **70 SGD per hour includes CPF** (employer's portion as well).

### 3. BUDGET AND EXPENSES

- Before proceeding to his/her purchases, **the organizer shall have the estimated budget of his/her activity validated by the ECA Manager** and the accounting department, and **have each expense validated beforehand by the ECA MANAGER**.
- The "EXPENSES" form, duly filled in and accompanied by invoices, will allow the refunding of the expenses engaged for the ECA, approved beforehand by the ECA Manger.

### 4. RESPONSIBILITIES FOR ALL THE ORGANIZERS

Each organizer shall:

- **Be qualified for the activity he/she offers to the school;**
- Return his/her proposal form of ECA within the time limit;
- Present a program for his/her activity;
- Propose an operational budget;
- Check with the ECA Manager if the sporting amenities or classrooms that he/she needs for his/her activity are available;
- **Commit himself/herself to conducting his/her activity for the whole session (i.e. 12 courses): possibly cancelled courses having to be caught up during the make up weeks at the end of each session;**
- Give within the time limit all the administrative documents to the ECA Manager and the families if necessary;
- Respect the schedule of the courses and **BE ON TIME** for his/her course;

- Fill in **OBLIGATORILY** before each course the **ATTENDANCE FORM** and have all the time the **LIST** with the details of the families (**legal obligation**);
- Accept only the pupils registered on the lists given by the ECA Manager;
- **BE RESPONSIBLE for the follow-up and the safety of the CHILDREN** from the beginning to the end of the courses;
- **Immediately inform at the beginning of each course the ECA Manager of any unjustified absence;**
- Inform the ECA Manager and the families in case of repeated absences of a pupil;
- Have the "Attendance" form up to date and give it back to the ECA Manager at the end of each session;
- Take along the children in a safely place in case of heavy rain or thunderstorm accordingly to the planning given away at the beginning of the session;
- Always show the example in his/her speech, attitude and behaviour, and adopt an educational position towards the children;
- Communicate any change of schedule or other to the ECA Manager;
- **Inform IN ADVANCE the ECA Manager in case of impossibility of attending his/her course**, in order to find a substitute or cancel the course and call the parents;
- Organize possible outings and inform the ECA Manager, the LFS administration, the families and pupils;
- Take stock of his/her activity at the end of each session (semi-annual assessment and possible suggestions for the next six-month period).

#### **5. SPECIFIC RESPONSIBILITIES FOR THE SPORTING ORGANIZERS**

**Each organizer shall:**

- Be responsible for the uniforms and sports material;
- Set up a code of behaviour with the pupils;
- Provide the program of the inter-schools games and **fill in the appropriate form at least 1 week before the sporting event**: his/her calendar shall be given from the very start of the session to the ECA Manager, the LFS administration and the pupils;
- **Ask for the approval** of the ECA Manager and the Principal for any sporting event;
- **Organize outings** (transport, pitch, field reservation...) and inform the ECA Manager, the LFS administration, the families and pupils;
- **In case of a game or tournament outside**, take a first aid bag (from the nursery), a mobile phone with all the emergency numbers (one is available at the LFS administration), and the lists with the details of the families;
- Respect the schedule communicated to the parents in order to avoid the concern of the families;
- Fairly and honestly select all the pupils for the meetings or tournaments;
- Represent the LFS during the meetings or tournaments;
- Give a small report with the games results to the ECA Manager;
- Up to date the information board (adverts, recruitment, photographs, articles, games results, Internet, Year Book...).

#### **Use of the sports field**

The sports field is fragile and must remain permanently under the responsibility of all its users. In order to preserve the field in a good condition, each ECA organizer shall apply and respect the following rules of use:

- If it rains during the activity, the players shall immediately leave the field and stop the activity if:
  - The ground is flooded;
  - Water puddles appear in various places;
  - The surface of the ground is spongy (water and mud go up on the surface when one walks).
- If it has rained before the activity, it cannot take place if (after having checked the ground):
  - Water puddles remain on the ground;
  - The surface of the ground remains spongy.
- In case of storm, the players **MUST** leave immediately the field even if it does not rain.

**Any deterioration of the ground by non-observance of these rules will involve the suspension of the activity.**

### First aid

The sporting organizer shall know the procedure to be followed in case of accident. Thus, he/she shall be fully capable of providing first-aid assistance. Those who do not have a patent first-aid certificate or equivalent will follow an approved first aid course (not paid by the LFS). He/she shall obtain all necessary information about the physical condition of each pupil, check the first aid material available at the LFS and make sure to know the procedures to be followed in case of accident.

#### **The sporting organizer shall:**

- Have a first aid bag during each training or tournament (inform the nurse in advance);
- Have a mobile phone with all the emergency numbers for each meeting outside. If necessary, one mobile phone is available at the LFS administration;
- Have the families' phone numbers (**on the lists**), and **ALWAYS CONTACT THE PARENTS in case of accident;**
- **ALWAYS stay with the victim;**
- Administer first aid if he/she has a preliminary training;
- Not move the victim if that can have a serious incidence;
- If necessary, transport the injured pupil to the hospital or organize his/her return to his/her home;
- **Fill in** thereafter a "**declaration of accident**" to be given to Lucia Potocki (administration);
- **Give AT ONCE** to the victim's family the "Axa" form that the parents and the doctor will have to complete in order to obtain the refunding of the medical expenses.

**In case of non-observance of these rules, the LFS will be entitled to suspend the activity and not renew, even stop, its collaboration with the organizer.**

### **6. ECA COURSES**

- At the time of the first course, the ECA Manager gives to the organizers the list of registered pupils for each activity with the details of the parents, who must be called in case of emergency (**list to be kept all the time**), and all the necessary documents.
- With regard to **the pupils of the kindergarten**, the organizers go and pick them up in their respective classrooms. They check the attendance list with the person in charge of each classroom (teacher assistants). **In case of unjustified absences, they immediately inform the ECA Manager who will contact the parents.**
- With regard to **the children of the elementary school**, the organizers go and pick them up under the covered play area. They check the attendance list and in case of doubt or difficulty check with the discipline masters. **In case of unjustified absence, they immediately inform the ECA Manager who will contact the parents.**
- **The organizers are responsible for the registered children for their activities from the beginning to the end of the course.** With regard to the children of the kindergarten and the elementary school, they are also responsible for the child until he is picked up by his/her parents or the responsible person. If the parents or the responsible adult are late for more than 15 minutes, the organizer will bring the child to the ECA Manager who will contact the parents. **The organizers shall never leave a child alone at the end of his/her activity** and shall inform the ECA Manager in case of repeated delays from the parents.

### **7. PROCEDURES IN CASE OF FIRE ALARM**

**The organizer, with the group of children of who he/she is responsible for, shall:**

- **EVACUATE IMMEDIATELY AND WITHOUT ANY HESITATION**, without calling anyone to check the validity of the alarm, **EVEN IN CASE OF HEAVY RAIN.**
- Not call the ECA Manager who is, in the meantime, in charge of the evacuation in the building H and will not be available to answer the call.
- **LEAVE** all his/her **BELONGINGS** on the spot. The evacuation must be carried out **CALMLY, ORDERLY** and remaining as a **GROUP.**
- In case of **SMOKE, COVER the MOUTH AND NOSE** with a wet tissue if possible and move **SQUATTED.**
- **OBLIGATORILY take the ATTENDANCE FORM** making state of the present pupils before the evacuation.

- **LISTEN TO** the possible additional instructions which could be transmitted by the internal wiring for sound or loudspeaker.
- **GATHER ON THE FIELD**, along the brick low walls.
- **CHECK** the presence of all his/her pupils and inform the LFS managers in case of an unjustified absence compared to the pupils listed before the evacuation on the attendance form.
- Wait for orders from the LFS managers before returning to the buildings with his/her pupils.

#### 8. **CONTACTS**

- **ECA Manager**, Marie Chauvin, 64881 196 / 9795 2892.
- **Nurse**,  
**LFS Ang Mo Kio** Marie Laure Leprovost et Geraldine Borowczak, 64881 179.  
**LFS Serangoon** Gilbert Sizivo, 64881 106.
- **LFS Administration**, 64881160.
- **Ambulance, Fire station, First aid**, 995.
- **Mount Elizabeth Hospital**, 67372666.
- **Gleneagles Hospital**, 64737222.

**Marie Chauvin**  
**ECA Manager**

**Patrick Sucur**  
**The Principal**

**Name, First name of the organizer:**

**Date: Singapore**

**Signature (with the mention read and approved):**