

How to register in the Extra-Curricular Activities?

Procedure

- 1) Download the form from the school Website www.jidjcn.com;
- 2) Fill & Sign the form (see illustration below);
- 3) The method to fill-up the form is the following:
 - Indicate the activities ordered by preference (1, 2, 3, ...) in each day of the week that you want to register your child (see examples below). For the activities which you are not interested, just leave the respective fields empty;
 - For CAF you only need to fill with a cross (X);
 - In case it is needed, you can use the observations box below to add information that will help us in the registration process (for example: "We choose Yoga as 1st choice on Tuesdays and Thursdays and Ballet as 2nd choice in the same days. Our priority is Yoga but we would like to have one lesson of Yoga and one of Ballet per week");
- 4) Send the registration form that you have filled to the e-mail address aecs.djcn@gmail.com.
REGISTRATION FORMS SENT FOR OTHER EMAIL WILL NOT BE ACCEPTED;
- 5) **The vacancies will be filled according to the forms arrival time via email (first in, first serve) received starting from 00:00:00 of September 20th 2018 (for K1 students) and received starting from 00:00:00 of September 21 2018 (for K2 and K3 students).**
- 6) **The registration forms received before 00:00:00 of the indicated date will be put in the end of the queue. For example: the registration forms for K2 and K3 received on September 19th 2018 will be put in the end of the queue;**
- 7) **The clock used to mark the arrival time is the one provided by Google on GMAIL;**
- 8) **If your form arrive exactly at the same hours, minutes and seconds with other form, the one chosen will be according to Google email order.**
- 9) Parents can choose to do the registration in person in the school office during the working hours of the registration days (September 20th 2018 for K1 and September 21th 2018 for K2 and K3);
- 10) **All registration forms received by our school in hard copy must be scanned or photographed and sent to the indicated e-mail address in order to be enqueued and registered the arrival time;**
- 11) If a parent sends more than one registration form for the same student, the last one is the one that will be counted for the registration;
- 12) You will receive an invoice about the registration by email in the following days;
- 13) After receiving the invoice, the school will be waiting until **1st October 2018 (Monday)** for a copy of the payment receipt (also send it to the same email address aecs.djcn@gmail.com) in order to close the registration process of your child;
- 14) Please execute the payment to the Bank account number: **BNU 9008567706.**

IMPORTANT: If for some reason you cannot fill up the registration form in a computer, you can choose to print and fill it by hand writing. After filling the form, scan it and send it to the same e-mail address aecs.djcn@gmail.com or deliver the form in person to the school office during the working hours of the respective registration day.

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Example 1: **CORRECT FILLING**

Weekday	Activity	Professor	Price	Vacancies	Order by Preferences
Monday	Taekwondo	Nikolai Maricic	70	6	2
	Arts & Crafts	Marieta Paz	70	6	
	Football	José "Cuco"	70	12	1
	Drama	Maira	70	10	
	Capoeira	Hugo	70	6	3
	Fencing	Jack Au	70	14	
	CAF 16:30-17:15	<i>Raquel</i>	40	-	
	CAF 17:15-18:00	<i>Carolina</i>	40	-	
Tuesday	Tai Chi	Nikolai Maricic	70	6	
	Ballet	Elisa Lei	70	6	
	Arquitect-Art	Marieta Paz	70	6	1
	Origami	Teresinha Gabriel	70	6	
	Football	José "Cuco"	70	12	
	Drama	Maira	70	10	2
	CAF 16:30-17:15	<i>Ana Lara</i>	40		
	CAF 17:15-18:00	<i>Lisete</i>	40		x

Note: The same logic is applied to the remaining days of the week

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Example 2: **WRONG FILLING** (in the "Order by Preference" column, there are numbers repeated in the same day)

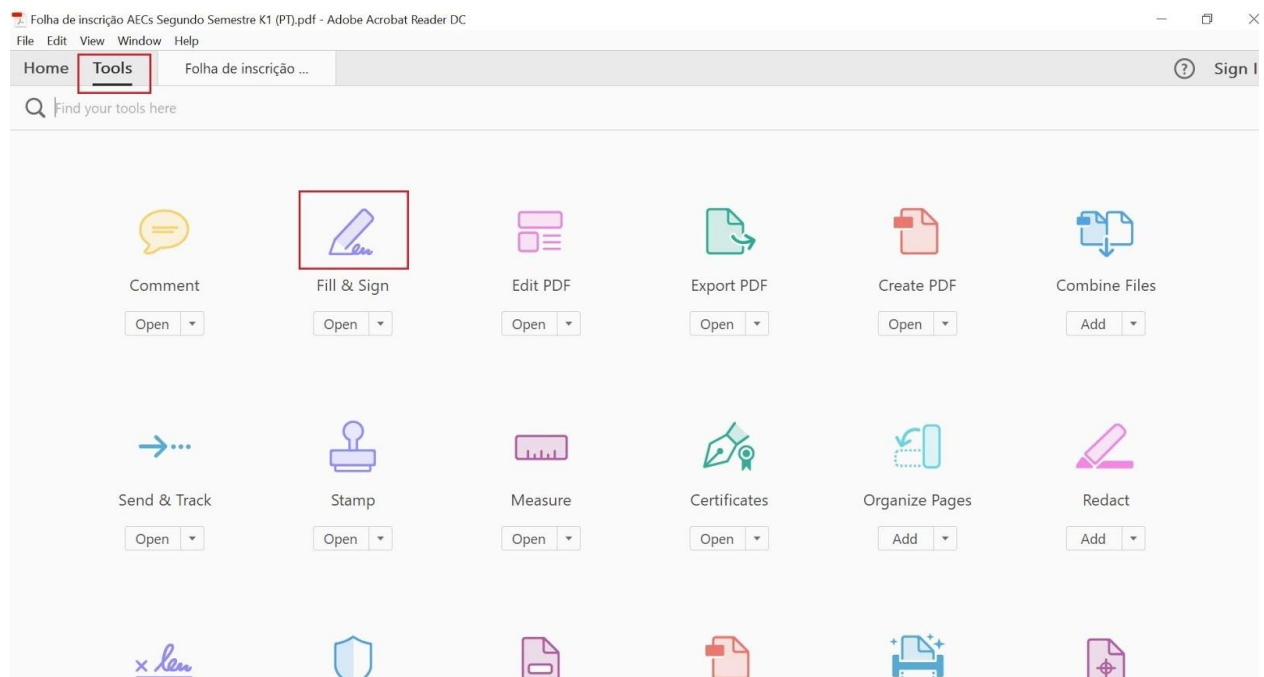
Weekday	Activity	Professor	Price	Vacancies	Order by Preference
Monday	Taekwondo	Nikolai Maricic	70	6	1
	Arts & Crafts	Marieta Paz	70	6	
	Football	José "Cuco"	70	12	1
	Drama	Maira	70	10	
	Capoeira	Hugo	70	6	
	Fencing	Jack Au	70	14	1
	CAF 16:30-17:15	<i>Raquel</i>	40	-	
	CAF 17:15-18:00	<i>Carolina</i>	40	-	
Tuesday	Tai Chi	Nikolai Maricic	70	6	1
	Ballet	Elisa Lei	70	6	
	Arquitect-Art	Marieta Paz	70	6	2
	Origami	Teresinha Gabriel	70	6	2
	Football	José "Cuco"	70	12	
	Drama	Maira	70	10	
	CAF 16:30-17:15	<i>Ana Lara</i>	40		
	CAF 17:15-18:00	<i>Lisete</i>	40		3

Note: The same logic is applied to the remaining days of the week

How to register in the Extra-Curricular Activities?

How to fill up the registration form of the extra-curricular activities?

- 1) Open the registration form file with the most updated **ADOBE ACROBAT READER DC** (you can [download here](#) if you don't have it installed)
- 2) Click on the button "**Tools**" and then on the button "**Fill & Sign**" (please check screenshots below)
- 3) Click on the empty fields that you are interested, fill them accordingly and then click on the "**Save**" button when you are finished;
- 4) At last, send the saved registration form file to the e-mail address aecs.djcn@gmail.com after midnight of Sep 20th 2018 (for K1 students) and after midnight of Sep 21 2018 (for K2 and K3 students). We advise you to check that you have saved the form correctly and that you are sending the right document;



How to register in the Extra-Curricular Activities?

Folha de inscrição AECs Segundo Semestre K1 (PT).pdf - Adobe Acrobat Reader DC


File Edit View Window Help

Home Tools Folha de inscrição ... x

134%

Fill & Sign [Ab X ✓ ○ - • Sign

K1

	Jardim de Infância D. José da Costa Nunes
	Ficha de Inscrição para as Atividades Extra-Curriculares (2º Semestre)
	Ano Lectivo 2017/2018

Dados a preencher

Nome do(a) Aluno(a):	<input type="text" value="Type text here"/>	←
Turma:		
Contato de Emergência	Telemóvel	E-mail

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