



Seoul Foreign School School Wide Extracurricular Program (SWEP) Policy - 2025-2026

Revised on June 4th, 2024

GENERAL INFORMATION

Seoul Foreign School Mission Statement

Seoul Foreign School, centered in Christ, inspires a passion for learning, pursues academic and creative excellence, and is dedicated to the service of others.

SWEP - Inspiring Excellence, Building Character

The School Wide Extracurricular Program aims to provide SFS students PK4-12 with a range of opportunities to inspire a passion for learning through sports, fine arts, and academically related activities.

SWEP Instructors

SWEP instructors are SFS faculty and non-faculty professionals, with the expertise to design and operate the activities safely and to maximize potential learning.

Organizational Structure

With the goal of expanding the SWEP Program, SWEP Office works collaboratively with the two Activities Directors of Seoul Foreign School: Sports and Arts/Academics.

SWEP Office: *General SWEP inquiries, registration, payment and refunds*

Yoon Kang - SWEP Coordinator

Eunhyung Kim - SWEP Assistant

Email: swep@seoulforeign.org

Office Phone: 02-330-3198 (Weekdays 8:00 am-4:00 pm)

Emergency Number: 010-9040-3270 (In case of an emergency, calls only on

Weekdays 9:00 am-5:00 pm and Saturdays 8:30 am-3:00 pm only during SWEP Sessions)

Sports:

Paul Rader - Director of Activities

paul.rader@seoulforeign.org



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SWEP · 82-2-330-3198 · SWEP@SEOULFOREIGN.ORG

02-330-3100 ext. 11619

Arts/Academics: Dana Cha - Assistant Activities Director

dana.cha@seoulforeign.org

02-330-3100 ext. 11618

Session Dates

- A. **Fall: September 15 to December 18**
- B. Winter: TBD
- C. Spring: TBD

SWEP Fall 2025-2026

Weekday SWEP Activities

- A. Weekday activities are offered to students in PK3 - Grade 12/Foundation (Age 3) - Year 9.
- B. SWEP will be 45 minutes per each session:
 - Block A: 3:20 - 4:05pm
 - Block B: 4:15 - 5:00pm
 - Double Block: 3:20-5:00pm
 - Block C: 5:05 - onwards (only available for HS Sports)

Saturday SWEP Activities

- A. Saturday SWEP activities are offered to students in PK4 - Grade 12/Foundation (Age 4) - Year 9.
- B. All activities will follow the same protocols and safety procedures of the school day.
- C. Activities Start time:
 - Block D - 9:00 am
 - Block E - 10:15 am
 - Block F - 11:30 am
 - Block G - 1:30 pm

** Some Saturday activities are for an hour. Normally the first 10 minutes will start with a warm-up or short activities, while waiting for all the students to arrive.*

Late Bus on Weekdays

For regular bus riders, the late bus is available for students in **Grade 3/Year 4 and older** on weekdays and departs at 5:15 pm. Late bus routes are not the same as the regular buses, so please contact Ms. Emma Woo from the transportation office at emma.woo@seoulforeign.org to check the drop off locations and times.



Guardian Pick Up Information for Children Below Grade 3/ Year 4

Parents/Guardians with child/ren below Grade 3/Year 4 will be responsible to pick up their child/ren after school, and to take them to their SWEP activity location.

Supervision

ES and KS2 Students who are signed up for only one block of SWEP activity (either only Block A or B) can stay in the MPC Cafeteria and wait for their late bus or their next SWEP activity. Supervision will be provided and students are supposed to read a book or do homework. They can purchase snacks from the MPC Cafe if needed.

REGISTRATION

Registration Period

- A. **Fall Session: August 22nd at 1:00 pm - September 2nd at 11:59 pm.**
- B. Winter Session: TBD
- C. Spring Session: TBD

Registration Platform

Starting in the 2020-2021 school year SFS has contracted with **SchoolsBuddy** as our registration and payment platform (web and app based) for the SWEP Program. All new parents would have received an activation link via email. The email would have been sent to the 'Guardian 1', 'Guardian 2' primary email addresses in Managebac. For returning parents, please use the same email address and password to login to SchoolsBuddy.

Preference Based Registration

- Sign ups will be **preference based** and students will be allocated randomly based on indicated preference, rather than *first come first served*.
- Parents can make selections for up to three (3) choices per day for each Block.

Confirmation of Selection

- After registering you will receive a confirmation email of the activities parents have selected.
- **The selection confirmation email is NOT to confirm a spot for your child** - if an activity is oversubscribed, SchoolsBuddy will use its algorithm to fairly allocate students based on their preferences.



Allocation

- Allocation will be made on **September 8th**.
- Students will be allocated based on the preference based selections, and there is a chance that students **DO NOT** get into the activities that they have selected depending on the class availability and also what was selected as the second or third choice.

Late Registration/Join Request

In order to provide course instructors with optimal class sizes, late registrations (called "Join Requests" on SchoolsBuddy) will be accepted depending on the class seat availability.

- it is not possible to register or join SWEP activities, unless the full amount of the payment is paid for the activity. Prices will not be prorated when for late registrations. Exceptions will be made for students that have newly enrolled at SFS after the registration period.
- parents/students may not contact instructors directly to request placement as it may jeopardize the instructor's future position with SWEP. All inquiries regarding registration should be directed to the SWEP Office.

CANCELLATION

Request Cancellation

To cancel an activity, please email the SWEP Office at swep@seoulforeign.org.

Free Cancellation Period

- Students are also allowed to drop the classes **without any cancellation fee after allocation from September 8 - 12**.
- When cancellation is requested after this period, parents will be charged a cancellation fee, or receive SchoolsBuddy credit if cancellation was requested after completing the payment.

CANCELLATION FEE SCHEDULES

Cancellation fee/refund credits for SWEP Fall 2025-26 will be processed according to the table below:

Credit Refund Request Date	Cancellation Fee/ Refund Percentage
September 15 - 18	80%
September 19 - 25	60%
September 26 and onwards	No Refund



PAYMENT

SWEP fees will be charged to the parent's SchoolsBuddy account after allocation, and parents will receive an email with the payment instruction from the school Business Office on Wednesday, **October 1st** and the payment will be **due October 15th**.

Payment Method

- payments can only be made via domestic or international wire transfers. If failed to pay by the due date, students will not be permitted to participate in the following SWEP Season.
- Virtual account assigned to each student is the same one assigned for tuition payments.
- Payments cannot be made through SchoolsBuddy.
- Please make the payment only after receiving the invoice.

Cancellation due to Enrollment, Weather, AQI

In the case of cancellations due to the reasons below (school cancels the activity), we will refund the amount via monetary SchoolsBuddy credit that can be used towards the next SWEP session. If a student is leaving the school and has remaining monetary credit, parents can request directly to student.accounts@seoulforeign.org for a bank transfer refund.

A. Air Quality - SFS Air Pollution Guideline

Levels of Health Concern	GOOD	MODERATE	UNHEALTHY FOR SENSITIVE GROUPS	UNHEALTHY	VERY UNHEALTHY	HAZARDOUS
AQI* (Air Quality Index: US EPA Standard)	0-50	51-100	101-150	151-200	201-300	301+
PM-2.5	0-12	13-35	36-55	56-150	151-250	251+
Impact	No concerns	Air quality is acceptable	Sensitive Groups**	Sensitive Groups & Elementary years students	All students	All students
Sensitive Groups			No outdoor activity	No outdoor activity	No outdoor activity	No outdoor activity
ES Preschool, K; BS Reception and Year 1			No outdoor activity	No outdoor activity	No outdoor activity	No outdoor activity
ES 1-5; BS Y2-6				No outdoor activity	No outdoor activity	No outdoor activity
MS/BS KS3					No outdoor activity	No outdoor activity
HS					No outdoor activity	No outdoor activity

*** Sensitive group includes students suffering from asthma, other lung or heart conditions. Since these students in Grade 1-12 / Year 2-9 follow stricter guidelines for outdoor restrictions, the parents can monitor*



the air quality and send swep@seoulforeign.org an email if the air quality is not appropriate for their child, and when deciding to keep their child home. The SWEP Office will then check the medical records in the school database and if the student is qualified, parents will receive a refund credit for the SWEP session that the student has missed due to poor air quality.

B. Weather

Outdoor activities (and swimming) can be canceled depending on extreme weather such as rain, snow, heat, cold, thunderstorms, and/or lightning. In this case, parents will receive communication at the earliest opportunity, and the activity will be rescheduled to a later date or canceled. If the activity is canceled and a make-up session is not possible, a refund credit will be issued.

C. Enrollment Minimum

Most activities have a minimum number of enrollment that has to be reached, in order to run. Should this minimum not be met, the course may be canceled at the discretion of the SWEP Coordinator. A notice will be sent to all registered participants as early as possible so they may register for another class if desired.

Refunds/Credits

All requests for refunds/credits are processed through the SWEP Office. Parents must complete the official [SWEP Refund Request Google Form](#) in order to initiate a refund or credit request. Please note that refund requests are subject to the SWEP Refund Policy and may not be granted in full.

Refunds/Credits will not be granted under the following circumstances, including but not limited to:

- individual student schedule changes or personal conflicts
- conflicts with non-SFS activities or events
- student misbehavior or behavioral issue if a student has been removed from an activity
- personal issues with transportation

Refunds/Credits will be considered on a pro-rata basis for students who are injured or fall ill to the extent that they can no longer participate in the SWEP activity, provided a supporting medical/doctor's note is submitted to the SWEP Office. All refunds are made in (1) SchoolsBuddy monetary credit or (2) Korean won wire transfers (only when requested).

Material Fee

In the case of activity material fees are required, fees must be paid directly to the instructor *on the first day of class* in KRW. The cost and details of the materials fee for each activity can be found on the SWEP activities list on the SWEP website.

STUDENT BEHAVIOR



Behavioral expectations during SWEP are the same as during the school day.

Student Behavior Expectations

- Act respectfully at all times when on campus and school bus
- Take responsibility for their actions
- Be honest
- Be caring in their relationships with others.
- Talk to a Counselor/teacher if uncomfortable with any experiences
- Use ONLY the campus common language: English

Examples of Unacceptable Behavior

- Refusing to follow Student Behavior Expectations
- Using profanity, vulgarity, or obscenity
- Stealing or damaging property, both personal and/or SFS property
- Refusing to participate in activities or cooperate with staff
- Disrupting a program
- Leaving a program without permission
- Endangering the health and safety of students and/or staff, including oneself
- Use of illicit drugs, alcohol or tobacco, or sexual conduct of any kind
- Teasing, making fun or bullying of other students or staff
- Fighting of any kind
- Usage of electronic devices during SWEP hours without permission, including wait times for class or the bus (Gaming, social media, etc.)

Discipline Procedures

If a student does not meet expectations, SWEP Office will take the following steps:

- Redirect student to more appropriate behavior
- If inappropriate behavior continues, (1) student will be reminded of behavior expectancy, (2) student will be asked to decide on action steps to correct behavior, and (3) parents will be notified of such behavior
- If inappropriate behavior continues a third time, as a final action step, parents will be contacted and student may be withdrawn from SWEP
- Seoul Foreign School reserves the right to withdraw a student from an activity in the event of continuous behavioral issues in a class (see Student Expectations above) or in the event of a serious disciplinary issue, such as violence. In this event there will be no refund for the remaining classes.
- If a student receives a disciplinary consequence from their section that removes their participation from an after school or weekday after school activity, there will be no refund for the missed classes (i.e. not allowed on campus after school hours, detention, suspension, expulsion).



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Attendance

If a student is absent from a SWEP activity, but was marked present in the school day, the instructor will send an email to parents through SchoolsBuddy.

PLEASE NOTE: There will be NO SWEP activities meeting after school if all School Sections are not in session; this includes teacher workdays and school holidays. Any activities involving more than one School section will not be canceled unless all students involved in the activity are out of school. Check the dates of your selected activities in the course description.

Medical Alerts

Parents should notify the SWEP instructors directly if they feel it is necessary to share any medical conditions of their child.

Parents on Campus

Parents should remain outside of the learning spaces for the duration of the activity. Parents are welcome to wait in the cafeteria on campus, or section lobby areas. Please note that MPC Cafe and Crave are **closed** on Saturdays.