



**General Terms & Conditions
2017-2018
Early Learning School
Le Chalet**



General context	3
Operating license	3
Accomodation capacity	3
Opening hours	3
Yearly holidays	4
Rates	4
Inscription	4
Waiting list	5
Attendance contract	5
Invoicing	5
Change in contract	5
Contract termination	6
Abscences	6
Replacements or Spontaneous requests	6
Collaboration, relations between parents and the team of educators	7
Final Preparations	14
General Liability, Acceptance, Applicable Law	14
Contacts	15

■ GENERAL CONTEXT

The Early Learning School “Le Chalet” is a private preschool structure created in 2016, within St. George’s International School.

The Early Learning School exists within a multicultural and bilingual context, where all religious and cultural origins come together.

■ OPERATING LICENSE

The Early Learning School Le Chalet benefits from an operating license delivered by *l’Office de l’accueil de jour des enfants (OAJE)*.

Said license refers to the accommodation capacity, personnel requirements, as well as setting legal grounding.

■ ACCOMMODATION CAPACITY

2 groups of 7 children, 18-24 and 25-36 months, working together throughout the day (14 children total).

■ OPENING HOURS

Le Chalet is a structure with expanded opening hours.
It is open from 8:00 am to 6:00 pm.

We ask all parents to arrive by 9:00 am at the latest, in order to assure we have time to exchange on the events of the day without being rushed.

Various accommodation possibilities:

- Half-day without a nap 8:00am – 12:00pm
- Half-day with a nap 8:00am – 2:00pm
- Afternoon half-day 1:45pm – 6:00pm
- Whole day 8:00am – 6:00pm

The children are signed up for regular days and, as much as possible, for a minimum of 2 half-days per week, in order to facilitate an optimal integration into the group.

In order to help the children find their bearings and feel reassured, we ask all parents to respect the arrival and departure times set with you at the time of your inscription.

■ YEARLY HOLIDAYS

- First three weeks in August
- Jeûne Fédéral
- Two weeks at Christmas
- Good Friday and Easter Monday
- Thursday and Friday of Ascension
- Pentecost Monday

The nursery closes at 5:30pm on days preceding Holidays.

■ RATES

Inscription fees	185.- chf (adaptation period included)
8:00am – 12:00pm	76.- chf
8:00am – 2:00pm	94.- chf
8:00am – 6:00pm	144.- chf
1:45pm – 6:00pm	68.- chf
Yearly and full-time	31'960.- chf

■ INSCRIPTION

Parents may sign their children up at any time, depending on availability.

Children are signed up for a full school year, from 1st August to 31st July.

The inscription is guaranteed from the moment the contract is signed and the administrative fees as well as the first installment have been paid.

In accordance with directives given by *l'Office de l'accueil de jour des enfants du Canton de Vaud*, parents must provide the following at the time of inscription:

- A medical certificate attesting to the child's good health and capacity to associate with a group
- A photocopy of the child's vaccination information
- An accident-sickness insurance certificate
- Liability insurance

Parents will also be asked to bring:

- A passport photo
- A pair of slippers
- Change of clothes appropriate to the season
- The child's pacifier (if he/she has one)
- The child's security blanket (if he/she has one)
- A stock of diapers (if the child still wears them)

■ WAITING LIST

If there are no places available, parents may sign their child onto a waiting list for the days they would like and pay the administrative fees as well as the first installment.

Admissions will inform parents of any new availability possibility.

In case of withdrawal, the fees already invoiced as well as the first month of accommodation are not reimbursed.

■ ATTENDANCE CONTRACT

The attendance contract is signed for an unlimited period, and can be tacitly renewed each year. Said contract specifies and guarantees the accommodated days, as well as the fee for the entire duration of the contract.

The attendance contract is signed by the parents (or by the legal guardians), who attest having read and understood the present rules and regulations.

■ INVOICING

Invoicing is calculated on a basis of 46/47 weeks (depending on the annual calendar) and divided into 10 installments (First installment at the end of June for the month of August, and the last installment at the end of May for the months of June and July calculated as follows : **(weekly rate) x (46/47 weeks) / (10 instalments)**).

■ CHANGE IN CONTRACT

Any request for modification of attendance must be submitted in writing, one month in advance and acceptance will depend upon availability.

A change in contract is established whenever there is a modification in the attendance contract.

■ CONTRACT TERMINATION AND WITHDRAWAL

Current students are automatically re-enrolled for all consecutive academic years unless appropriate withdrawal is given as per the notice periods required. Any withdrawal must be communicated by completing and signing the online withdrawal form (available on our website).

An announced change is only considered valid if receipt thereof has been confirmed by St. George's International School.

- To leave the school at the end of Term 1 (December), notification must be given by 1st September 2017
- To leave the school at the end of Term 2 (March), notification must be given by 31st January 2018
- To leave the school at the end of Term 3 (June), notification must be given by 31st March 2018

If the deadline for notification is not adhered to, the following term's Tuition Fees are due in their entirety.

■ ABSENCES

Any absences, outside of the Early Learning School's holidays, will not result in financial deductions.

The absence of a child must be notified in a timely manner, in order to accommodate any possible replacements or spontaneous needs.

■ REPLACEMENTS OR SPONTANEOUS REQUESTS

If possible and depending on the number of children present, it is possible to, exceptionally, change attendance hours or days upon request.

Any replacement must be arranged within 30 days after the absence.

This option is a possibility but is in no way guaranteed!

The days of "spontaneous request" are added onto the monthly invoice. In case of absence, we ask parents to inform the team of educators. This allows us to allocate the place for a replacement or spontaneous request.

"Spontaneous Request" rates

- The rates are the same

Any additional hours are invoiced CHF 10.-/hour, for a maximum of two hours and as an exceptional occurrence.

■ COLLABORATION, RELATIONS BETWEEN PARENTS AND THE TEAM OF EDUCATORS

Communication

In order to welcome the child in the best conditions, the team and management need information to be shared by the family.

The parents must be able to be contacted at any time during the day. If this is not the case, they must appoint someone who is able to do so and inform the Early Learning School's personnel.

The parents are asked to inform the team of any change in contact information (address, phone number etc.)

If the need should arise, the team and management are available for meetings with parents.

Meetings between the child's educator and the parents are scheduled three times a year.

The parents or the team of educators may request a meeting at any time.

If it is necessary, and with the parents' permission, the Early Learning School's team may be called upon to collaborate with external professionals (pediatrician, child psychologist, Child Protective Services etc.)

If the need should arise, and in agreement with the family's wishes, the team of educators may exchange information with outside partners.

The "Reggio Emilia" approach applied to the Early Learning School

Reggio Emilia's approach promotes the rights and potential of a child, as well as the interpretation of his/her action and thinking process.

This approach takes root in Reggio Emilia's own experience in regards to reflection, research and awareness concerning child education.

Its goal is to promote a better comprehension of the complexity and importance of listening to a child's needs, as well as the establishment of relation within and between groups of children, their educators, their families and communities.

Activities

We propose activities adapted to the age of the children, which allows them to explore and their potential within a secure environment.

In alternating between structured activities and moments of informal time, the child can develop his/her creativity, imagination, attention, as well as various intellectual, rational and motor functions.

The simple and enjoyable activities proposed are another way to stimulate the child and to bring him naturally to confront new and different things.

The group and community

The group environment enables the child to observe, imitate and interact with his/her peers and adults in order to discover his/her own boundaries as well as those of other people, of his environment and those dictated by society.

The Early Learning School is a communal place which promotes experiences like those of sharing, listening, building relationships, social rules, self-affirmation and confrontation, solidarity, respect for others and their differences.

This learning process of life within a society outside of a protective familial context brings the child to express emotions in various, and sometimes inappropriate, ways. This means that it may occur that a child should push, scratch, bite or pull the hair of another child.

Though it may prove difficult, we find these moments to be a part of the learning process of what it means to live within a community for the child and, as such, can sometimes not be avoided. Dialog and collaboration between the team of educators and the parents helps get through these challenging phases.

Our values

We make a point of respecting the pace of each child.

To observe, listen and be sensitive to each child's needs allows us to stimulate them accurately. This enables each and every child to grow and gain trust, respect, autonomy and self-esteem. These values are, to us, fundamental to harmoniously opening oneself to the world and to learning new things in the future.

First visit

The first visit to the Chalet is very important: it allows the discovery of the environment and the team by both the child and his/her parents.

Reassured by his/her parents' presence, the child will be able to explore freely, while the parents may ask their questions about how the Chalet works.

Adaptation

A two-week maximum adaptation period is provided before the child starts regular attendance. This phase is important so the child may get to know his/her new

surroundings calmly. This happens progressively and is adaptable to every child's reactions and needs. Together we evaluate your child's needs and determine his/her attendance schedule so that he/she may feel comfortable within the group.

Before attending the Early Learning School, every child must have gone through the adaptation phase.

Particular familial situations

In case of any particular familial situation, the admissions department reserves the right to request the parents or legal representatives that they provide legal documents or references attesting their rights and obligations as parents in regards to their child and third parties (ratified convention, order of provisional measures, judgment of protective conjugal measures, divorce provision, convention in regards to the child).

These documents will remain confidential.

Accompaniment

For security reasons, we ask parents to inform us if a third party would pick up their child, and specify the identity and their relationship to the child.

Photo identification may be required upon arrival.

Health

The management and the team of educators look after health and wellbeing issues of the children entrusted to Le Chalet.

Sickness

A good day at the Early Learning School depends greatly upon the state of health of the child. A child who feels unwell has trouble dealing with a community. We ask parents to inform us when their child shows signs of falling ill, and specifying, if he/she is indeed sick, what medicine to give him or her.

If a child should show signs of being sick during his/her day at the Early Learning School, the team will contact the parents so that they may come pick up their child and/or make an appointment with a pediatrician as quickly as possible.

- The child must be well enough to follow the pace of a normal day.
- In case of illness, the parents must provide an alternate arrangement for their child.

- If the child should present a temperature over 38°C, he/she will not be admitted into the Early Learning School and must be kept at home for at least 24hr, or until the fever should break.
- Any contagious sickness which should present itself in the child or a direct member of his/her family must be announced to the management or team of educators.
- If there is any doubt pertaining to the health of the child, the team of educators and the management reserve the right to contact a pediatrician that they have on call, or the child's pediatrician.
- For the child's wellbeing and that of the community, a medical certificate may be requested to attest to the child's good health so he/she may come back to the Early Learning School.
- Should the child need antibiotics, he/she must remain home for **24hrs from the time he/she took the first dose.**
- Parents bringing medication for their child to take during his/her day at the Early Learning School must sign the booklet intended for this at their arrival and departure.
- Parents are responsible for taking the medicine home with them at the end of the day. If possible, the medicine must be administered to the child by his/her parents, outside of his/her time at the Early Learning School.
- In agreement with the management, the team of educators reserves the right to refuse to give a child medicine in case of doubt. The final decision will be made by management (or a delegated party) to give the child the medication or not.
- The team administers the medicine to the best of their ability and knowledge. Management declines all responsibility in case of side effects or any consequence of the administration of said medicine.
- Unless specified, the parents agree to the list of medicine and products used at the Early Learning School, as well as the following protocol in case of sickness or accident.

Emergency Procedure

In case of an important fall or accident, parents will be notified immediately. Depending upon the severity of the occurrence, management and the team may call a pediatrician, a hospital or the emergency number 144.

The measures taken by the team of educators are as follows:

- Provide the help indicated by the emergency hotline
- Stay by the child's side
- Alert the parents (Director or witness)
- Notify management
- If necessary, the educator who witnessed the event will follow the child in the ambulance
- Take the child's vaccination information as well as his contact information.

The parents must be able to be contacted at any time, or must have designated a third party to make decisions. If this is not the case, the educators will take the measures they feel are necessary for the child's wellbeing.

Allergies

An allergy can complicate a child's time within the community.

A medical certificate is required in case of an important allergy or one necessitating special dietary changes.

Nourishment and special diets

Lunch meals are catered by the school canteen at St. George's International School SA. Snacks are provided by the Early Learning School.

Changes to the menu can be taken into consideration, for allergic or cultural reasons.

In case of important allergies or dietary restrictions, the meals must be provided by the parents.

Endangerment of other or lack of respect for Early Learning School rules

The children are welcomed and respected in their pace and individuality. However, they must be capable of following the rules and boundaries set by the Early Learning School.

A child who could not adapt to these requirements or would endanger his/her peers wellbeing (physically or psychologically) would be subjected to a termination of contract.

Suspicion of mistreatment

According to Art. 32 of the Law of 29th May 2012 concerning the implementation of the Federal Law on the protection of adults and children, the management of Le Chalet Early Learning School has an obligation to notify any suspicion of mistreatment to Child Protective Services (SPJ).

- *“Toute personne qui, dans le cadre de l’exercice d’une profession, d’une charge ou d’une fonction en relation avec les mineurs, qu’elle soit exercée à titre principal accessoire ou auxiliaire, a connaissance de la situation d’un mineur semblant avoir besoin d’aide, a l’obligation de la signaler simultanément à l’autorité de protection et au service en charge de la protection des mineurs (ci-après : le service).”*
- *“Sont notamment astreints à cette obligation les membres des autorités judiciaires, scolaires et ecclésiastiques, les professionnels de la santé et les membres du corps enseignant, les intervenants dans le domaine du sport, les préfets, les municipalités, les fonctionnaires de police et les travailleurs sociaux, les éducateurs, les psychologues scolaires, les psychomotriciens et les logopédistes.”*

■ EVERYDAY LIFE

Personal effects

Parents are responsible for all toys brought to the Early Learning School from home.

The personnel of Early Learning School declines all responsibility in case of disappearance or damage of effects (jewelry, money, toys etc.) that the children might bring to the Early Learning School.

Loss, damage or deterioration of Early Learning School property by any child will result in invoicing repairs to the parents upon decision from the management, who evaluates the case.

Liability insurance is required.

Clothes

Parents must mind that they dress their child practically and **appropriately**, as well as keep in mind their child’s surroundings, the weather and the activities proposed by the Chalet, which can get messy.

Parents must mind that there is always a change of clothes in their child’s personal basket.

Early Learning School life does not permit the staff to always verify clothes and personal effects brought to the Chalet.

Parents are required to write their child’s name on:

- The change of clothes which stays in the personal basket
- Coats, sweaters, jackets etc.
- Hats, caps
- Hats, gloves, scarves etc.
- Shoes, boots
- Slippers

Any item of clothing without a name and without an owner will be put into the common wardrobe at the Early Learning School.

Photos and video

The staff uses photographic and video material for internal use, or as information for the parents. Barring specification upon signing the contract, parents accept this tool.

Hygiene products

Personal hygiene products needed throughout the day are provided by the Chalet. Diapers are to be provided by the parents.

In case of allergies, parents must bring products adapted to their child's needs.

Birthday celebrations

We will happily celebrate any child's birthday at the Chalet.

As the child's birthday approaches, the team will ask the parents if they would like to celebrate their child's birthday at the Chalet. If it is the case, we ask the parents to provide a snack of their choice, accordance with the number of children present, even if the day does not coincide exactly with the child's birthday.

However, we ask that parents not bring any cakes or breads containing peanuts, this for choking and allergy reasons.

If parents do not wish to bring a special snack but their child is at the Chalet on his /her birthday, the Early Learning School's snack will be eaten in his/her honor.

For every birthday celebrated at the Early Learning School, we give the child a card made here and sing "Happy Birthday" in his/her honor at snack time.

No gifts or goody bags shall be handed out to the children of the Chalet.

Parents therefore agree not to bring anything more than a cake and, maybe, some decorations.

Arrival and departure time

Parents must respect drop-off times (8:00am to 9:00am or 1:45pm at the latest) and pickup times (12pm, 2:15pm or 6:00pm at the latest) agreed upon at the inscription.

Outings

Outings may be organised by the staff outside of the Chalet accommodations. Parents are notified that these outings may be on foot, by public transport or by school bus. Parents accept these options.

■ FINAL PREPARATIONS

Complaints

Le Chalet means to be a partner to any family with whom it collaborates, for the child's wellbeing.

We believe that any partnership may only be constructed on a basis of trust and open communication between educators and parents.

If parents should have any doubts concerning their child's wellbeing, or any questions or complaints, they may use the following procedure:

- If there are any questions, the staff holds itself at parents' disposal to inform and reassure them.
- Parents may request a meeting with the educator in charge of their child to discuss their child's evolution or any particular situation.
- If a problem cannot be resolved during a meeting with the educator, our Director is available for a meeting. This can be organised at your earliest convenience.
- If at the end of this meeting no solution can be found, parents have the option of writing to the person responsible for the Junior School (Anna Kaeser), who will address the complaint or intervene as mediator.

■ GENERAL LIABILITY, ACCEPTANCE, APPLICABLE LAW

These General Terms and Conditions invalidate and replace all previous Terms and Conditions. The school reserves the right to modify them at any time. When the Form of Intent signed, these General Terms and Conditions are considered accepted. The parent(s) or legal guardian(s) accept these General Terms and Conditions from the moment the student is present at St. George's International School, even if the contract is not signed.

Swiss legislation is solely applicable to all matters arising from these General Terms and Conditions and the related agreements, regardless of the country of residence of the parents or legal guardians.

The place of legal jurisdiction is Montreux, Switzerland. The school is, however, entitled to initiate legal action before the competent tribunal at the location of the domicile of the parents or legal guardians.

■ CONTACTS

Le Chalet Early Learning School Director

Ybeth Vignatti

Chemin St-Georges 19

1815 Clarens

Tel: +41 21 964 34 11

office@stgeorges.ch

Admissions Director

Soraya Koité Lemboumba

Chemin St-Georges 19

1815 Clarens

Tel: +41 21 964 34 11

admissions@stgeorges.ch

Office de l'accueil de jour des enfants (OAJE)

Office de l'accueil de jour des enfants

Av. de Longemalle 1

1020 Renens

Tel : +41 21 316 12 30

Contact : Mme Violaine Bosoni Praplan

In case of any failure to respect the present contract, management reserves the right to denounce it validity.

Accredited by



Affiliated to



ST. GEORGE'S INTERNATIONAL SCHOOL
SWITZERLAND

Chemin de St. Georges 19
1815 Clarens/ Montreux
Switzerland

T: +41 21 964 34 11
F: +41 21 964 49 32
E: admissions@stgeorges.ch