



## TERMS AND CONDITIONS 2022-2023 EARLY LEARNING SCHOOL

<b>1. Registration</b> .....	<b>2</b>
1.1 Adaptation .....	2
<b>2. Attendance Contract</b> .....	<b>2</b>
<b>3. Rates</b> .....	<b>2</b>
3.1 Multi-child discount .....	2
<b>4. Invoicing</b> .....	<b>2</b>
<b>5. Waiting List</b> .....	<b>2</b>
<b>6. Change in Contract</b> .....	<b>2</b>
<b>7. Termination of Contract</b> .....	<b>2</b>
7.1 Endangerment of Other or Lack of Respect for Early Learning School Rules .....	2
<b>8. Withdrawal</b> .....	<b>3</b>
<b>9. Suspicion of Mistreatment</b> .....	<b>3</b>
<b>10. Absences</b> .....	<b>3</b>
<b>11. Hours of Arrival and Departure</b> .....	<b>3</b>
<b>12. Spontaneous Requests or Exceptional Change in Attendance</b> .....	<b>3</b>
<b>13. Use of Photos and Data Protection</b> .....	<b>3</b>
<b>14. Safeguarding</b> .....	<b>4</b>
<b>15. General Liability, Acceptance, Applicable law</b> .....	<b>4</b>

## 1. REGISTRATION

Parents, legal guardian or any other signatory party may sign the child up at any time, depending on availability.

Advance payment of 500.- chf is required at the time of registration and is not refundable in case of cancellation.

The inscription is guaranteed from the moment the contract is signed and the adaptation fees as well as the advance payment have been paid.

### 1.1 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.

## 2. ATTENDANCE CONTRACT

The attendance contract is signed for an unlimited period. 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, by the legal guardians or any other signatory party, who attest having read and understood the present rules and regulations and signed the enrollment form.

A minimum enrolment of 3 half days/ week is required.

## 3. RATES

Adaptation fee	185.- chf
8am – 12:00pm	80.- chf
8am – 2:00pm	99.- chf
8am – 6:00pm	151.- chf
1.45pm – 6:00pm	74.- chf
Yearly and full-time	33'600.- chf

## 3.1 MULTI-CHILD DISCOUNT

Second child at school	5% reduction on the Rates
Third child at school	10% reduction on the Rates
Fourth and subsequent child(ren)	15% reduction on the Rates

## 4. INVOICING

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

**(Weekly rate) x (46/47 weeks) / (10 installments)**

For children starting throughout the annual school calendar, invoicing is calculated on a pro-rata.

## 5. 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 advance payment. Admissions will inform parents of any new availability.

## 6. 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.

No refund of fees can be claimed on account of absence through illness or any other circumstances not attributable to the school.

## 7. TERMINATION OF CONTRACT

### 7.1 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.

## 8. WITHDRAWAL

The contract must be terminated in writing before the end of the month, two months in advance.

No reimbursement will be made for contracts terminated after the notice period.

## 9. 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.”*

## 10. 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. Absences will only be compensated in case of availability and within maximum 15 days after the absence/s.

The public holidays are already taken into account in the price rates and therefore no financial deduction will be done for those.

## 11. HOURS OF ARRIVAL AND DEPARTURE

The Early Learning School “Le Chalet” is open from 8.00 am to 6.00 pm.

In order to organise the children’s day, we ask the parents to inform the educative team in case of late arrival.

Arrival times need to be respected as follows:

- Between 8.00 am and 9.00 am in the morning
- Between 1.45 pm and 2.00 pm in the afternoon

Departure times are fixed as follows:

- 12.00 pm for the families with a contract for mornings only
- 2.00 pm for the families with a contract including nap
- 6.00 pm for the families with full days

Late collections will be invoiced by an hourly rate of 25 CHF.

We ask the families to arrive 15 minutes before collection time in order for the education team to provide parents with feedback.

## 12. SPONTANEOUS REQUESTS OR EXCEPTIONAL CHANGE IN ATTENDANCE

The days of “spontaneous request” are added onto the monthly invoice. The Spontaneous Request rates are the same as regular rates.

Depending on availability, it is possible to exceptionally change attendance hours or days upon request.

## 13. USE OF PHOTOS AND DATA PROTECTION

St. George’s International School takes data protection and its responsibilities seriously to correctly and lawfully treat personal data as a data controller.

We are committed to complying with legal obligations and practicing industry standards when collecting, processing and storing personal information. For more information, please read our Privacy Notice on our website: <https://stgeorges.ch/terms>

St. George’s International School asks your consent before using the pictures of your child taken during the school year for publicity, campaigns, promotional of St. George’s International School and/or Inspired Education Group Schools (including publications, presentation or broadcast via newspaper, internet or other media sources).

## 14. SAFEGUARDING

St. George's International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents and volunteers to share this commitment. There is a Designated Safeguarding Lead and Deputy Safeguarding Officer who work closely with staff, parents and students, as well as the local authorities, to ensure child protection policies are followed both on campus and when off-site at competitions, on excursions or residential trips.

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.

This General Terms and Conditions is made in French and English. In the event of a dispute as to the terms of this Agreement the English version shall prevail.

## 15. 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 application form is 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.

St. George's International school is not liable for any costs or damages due to delay or nonperformance under this General Terms and conditions arising out of any cause or event beyond the School's control, including, without limitation, cessation of services hereunder or any damages resulting therefrom to the other party as a result of closure of the school, power or other mechanical failure, natural disaster, epidemics, pandemics, terrorism, governmental action or recommendation.

St. George's International School will not be liable to refund any fees or other monies it has received in case of closure of the school for the above raisons.

In the event any provision or part of this General Terms and Conditions is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Terms and conditions, will be inoperative.

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.