



## Bilingual Preschool Growing Together Education

### Terms & Conditions 2021/22

Parent's first and last name
Child's first and last name
Signature :

**Attendance:** children aged 2 years old can attend 3 to 5 mornings per week, children aged 3 and 4 years can attend 3 to 5 mornings or afternoons or 2 to 4 full days per week. There is no preschool on Wednesday afternoons.

**Registration fee:** on registration there is a fee of CHF 300.00 to pay which secures your child's space in class. This fee is valid for the 2 preschool years. This fee is non-refundable in any circumstances. The fee is due even if your child is not staying for the whole school year or enrolls in the middle of the school year.

**Arrival & Pick up time:** arrival time is between 8h30 and 8h55 in the mornings (the door will be locked at 9h00) and either at 11h45 or 13h30 for the afternoon sessions. Pick up is between 11h45 and 11h55 in the mornings and at 15h55 in the afternoon. You must be on time for drop off and pick-ups.

**Lunchtime:** for children staying all day you need to provide a cold packed lunch for your child. Please make sure that it is as healthy and as balanced as possible.

**Tuition fees:** can be paid up front for the year, termly or in 10 equal monthly instalments on the 1<sup>st</sup> of the month for the coming month. Payments are to be made by bank transfer or in cash. It is not possible to pay by card. Tuition fees are inclusive of snacks and drinks and all class room and art materials and local outings.

**Adaptation period:** the adaptation is done following the needs of each individual child. You must be available in the beginning as your child may not be ready to stay the whole morning/day with us.

**Cancellation policy:** you can pull your child out of the program within their first month with one day's written notice. The fees are due for the whole month. After the one month enrolment is until the end of the school year. In exceptional circumstances you can cancel your child's enrolment with 1 month's written notice **for the end of the month**. The last term (Easter to the end of June) is payable in full even if your child leaves before the end of June.

**Holiday camp:** During the preschool holiday dates in October, February, Easter and Summer the school remains open for camps in the mornings, afternoons and all day for children aged 3 to 6 years. Preschool children benefit with a 10% discount. Children attending our preschool who are not yet aged 3 years old are welcome to join camp but only for the morning sessions.

**Illness:** We only accept healthy children in class. If your child is ill then please let us know as soon as possible and keep them at home.

**Missed classes:** It is not possible to make up missed classes due to illness or holidays taken outside of the preschool holiday times or any other reason. No reimbursements or enrolment extensions will be made for missed classes.

**Extra classes:** in exceptional circumstances if you need child care on a day when your child is not registered in preschool and if there is space you can book in for an extra class with 48 hours' notice. The cost is CHF 50 for the morning, CHF 40 for the afternoon or CHF 90 all day.