



Bilingual Montessori Preschool 2-3 years

Terms & Conditions 2022/23

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

Enrolment: is between 3 to 5 mornings per week. Enrolment needs to be finalised by the 30th of April 2022 with return of all the relevant documents and the payment of the registration fee.

Registration fee: there is a fee of CHF 200.00 to pay which secures your child's space in class. This fee is valid for the preschool year. It is non-refundable in any circumstances and is due even if you cancel your child's enrolment or your child is not staying for the whole year or enrolls in the middle of the year.

Tuition fees: can be paid up front for the year, termly or in 10 equal monthly instalments no later than the 1st of the month for the coming month. Payments are to be made by bank transfer or by cash at school. Tuition fees are inclusive of snacks and drinks and all class room and art materials and local outings.

Arrival & pick up time: arrival time is between 8h30 and 8h55. Pick up is between 11h45 and 11h55. You must be on time for drop-off and pick up.

Adaptation period: the adaptation plan will be communicated to you and will take into account the needs of each individual child. You must be available in the beginning of your child's enrolment as she or he may not be ready to stay the whole morning with us.

Cancellation policy: Enrolment is until the end of the school year. 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.

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.

Insurance: Your child must have a third party liability insurance that covers her or him for all injuries and damages resulting from her or his participation in the school program.

Medical discharge: in the event of an injury to your child we will do everything possible to contact you. Following time and circumstances, medical attention may be required before we can reach you. You authorise us to consent to medical care being provided to your child on the advice of a doctor or an emergency medical practitioner.

Inclusive education: Our school has a policy of including all children in the classroom, however due to unresolved behavioural issues that prevent your child from safely participating in the program we reserve the right to cancel their enrolment.