



 Quality Swiss Certification

ECOLE DES NATIONS (*Pédagogie Montessori*)
(anciennement *Ecole Montessori-Nations*)



***CONDITIONS FOR ADMISSION TO SCHOOL
AND FEES AGREEMENT***

2018-2019

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CONDITIONS FOR ADMISSION TO SCHOOL AND FEES AGREEMENT 2018-2019

I. Enrolment. Children are admitted to the School from the age of three (potty-trained), according to the commitment of parents to the teaching principles of the School. *Enrolments are accepted only after an interview with the Administrative Office and a visit of the School.* **In signing the Agreement, parents accept the conditions for admission to the School.***

II. Medical certificate. Before a child can start in the School, parents must provide a recent medical certificate from the child's doctor and a recent copy of the Vaccination Certificate.

III. Accident insurance. Parents must provide the name of the child's private sickness and accident insurance.

IV. Health. Parents are kindly requested to keep sick children at home and to inform the School in the case of contagious disease so that other parents may be warned. A certificate that the child is no longer contagious must be given to the School when he or she returns.

V. Weekly timetable. The School is divided into two sections:

- «Preparatory»: (3 to 6 years and Elementary from 4 years);
- «Upper Elementary»: (6 to 9 years) and (9 to 12 years).

Teaching takes place during four-and-a-half days for the Preparatory and five days for the Upper Elementary. The School opens **at 8.00** and classes start at **8.30 sharp**. The pupils are expected in School at 8.20 at the latest. The break for lunch is at **11.30**. Classes resume at **13.30** and lessons for all students finish at **15.30** on Mondays, Tuesdays, Thursdays and Fridays.

The School is open from Monday to Friday from **8.00 to 18.00**. After 15.30 afterschool care activities are organized by specialized staff, and supervised studies for the Elementary 4th to 8th levels pupils. **Parents can only collect their children either at 15.30 – for those enrolled in the after-school activities. Wednesday either 13.30 or 17.45 (only for the Preparatory pupils). On the afternoons of sports (Elementary pupils) and swimming, the children can only be collected at 17.45.**

For the Preparatory section, after class on Wednesday afternoon Afterschool care activities are organized. Children in the Preparatory not participating in these optional activities should be collected at the latest at **13.30**. For the Upper Elementary there is compulsory gymnastics.

After-school care (activities varied and of quality)

Three Formulae will be proposed for 2018-2019 and billed separately:

Formula 1 to 3	<u>without Wednesday</u>	2 days per week	CHF 160.- monthly;
		3 days per week	CHF 180.- monthly;
		4 days per week	CHF 285.- monthly.*
Formula 4 à 6	<u>with Wednesday</u>	2 days per week	CHF 240.- monthly;
		3 days per week	CHF 320.- monthly;
		5 days per week	CHF 425.- monthly.*
Formula 7	<u>Wednesday only</u>		CHF 160.- monthly.

Enrolment per month, **renewable**, (in case of **cancellation** this will have to be **announced** in writing one week before the end of the month). The costs have been calculated on the basis of CHF 10.- per hour).

Swimming lessons at the Varembe swimming pool are given by the Geneva Swimming School for all the pupils. A calendar of the dates when the children go to the swimming pool (several Thursdays throughout the school year) is given to parents before each term. Should their children not participate in this activity, parents are asked to collect them at **13.30 precisely**. In case of sickness (runny nose...) children are not accepted in the swimming pool.

The School is open from Monday to Friday from **8.00 to 18.00**. After 15.30 afterschool care activities are organized by specialized staff, and supervised studies for the Elementary 4th to 8th levels pupils. **Parents can only collect their children at 17.45 (Wednesday either 13.30 or 17.45 for the Preparatory pupils). On the afternoons of sports and swimming, the children can only be collected at 17.45.**

VI. Absence of pupils. In the event of unforeseen absence, parents must *inform the School office by telephone before 9.00* and hand over a note of excuse on the return of the pupil. No individual leave is granted for pupils at the Elementary level, except for serious reasons and **by request in writing**. Parents are particularly requested to fix medical or other appointments outside School hours.

VII. Enrolment fee. An enrolment fee of Sfr. 500.- is due for each school year. A place is only definitely attributed upon reception of the enrolment fee paid within the set time limit, otherwise the place will be given to another child on the waiting list. In the event of cancellation by parents this enrolment fee is retained by the School.

VIII. Annual School fees (five days per week). The School year is divided into three terms (*September-December; January-March; April-June*). The yearly total amount of **CHF.19'700.-** covers tuition, school text books and stationary, German courses (from the 4th Elementary grade), swimming lessons, special educational outings, and meals with supervision.

The following are not covered by the annual fees: supervised studies, afterschool care, school excursions, study trip, billed separately.

No reduction in fees will be granted if a child is absent, withdrawn or expelled.

The School reserves the right to refuse entry of a child to a class if the parents have not paid the enrolment fee or School fees within the set time limits. A child may be suspended from School if the fees are not paid within 20 days from the date they are due (see Financial Conditions). In case of late payment, an interest of 5% per year will be charged. An invoice of the School fees will be prepared by the Accounting Office upon request. **No reduction is granted when a child arrives or leaves during a term, the full amount for this being due.**

IX. Personal belongings of pupils. Children's belongings must be **marked** with their name or initials. The School cannot under any circumstance be held responsible for the loss or deterioration of belongings or objects. Furthermore it is recommended that children do not wear jewellery.

X. Suspension from School. The School management may have to expel a child if :

- 1) school fees are not settled as set out above, according to the calendar, and after one reminder;
- 2) the School Rules are not complied with by parents in spite of reminders;
- 3) a child, or a family, seriously compromises the smooth running of the School.

XI. Cancellation of enrolment and departure. Any notification must be addressed to the School Administration by registered post **30 days BEFORE the date of the next payment:** (31 July, 30 November, end February).

XII. The Council of the Foundation may at any time amend the amount of School fees and the present Agreement, as necessary.

Any dispute concerning these conditions is bound by Swiss law and the jurisdiction of the Law Courts of the Canton of Geneva.

**The present document is an integral part of the documents "Financial Conditions" and "Agreement between the School and Parents" which must be signed before any definite registration and entrance to the School.*