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## 1. Registration

Parents may sign their children 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 (or by the legal guardians), who attest having read and understood the present rules and regulations.

## 3. Rates

<b>Adaptation fee</b>	185.- chf
<b>8am – 12:00pm</b>	77.- chf
<b>8am – 2:00pm</b>	96.- chf
<b>8am – 6:00pm</b>	147.- chf
<b>1.45pm – 6:00pm</b>	69.- chf
<b>Yearly and full-time</b>	32'600.- 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 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:

$$(\text{Weekly rate}) \times (46/47 \text{ weeks}) / (10 \text{ instalments})$$

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 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, in order to accommodate any possible replacements or spontaneous needs.

## 11. 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.

## 12. 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 (including publications, presentation or broadcast via newspaper, internet or other media sources).

## 13. 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.

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.