



## Preschool Terms & Conditions 2020-2021 (parent's copy)

Our Preschool classes are designed to help your child learn the important social skills they need to start school. To make this process easier we highly recommend a minimum of 3 half-days per week.

**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 2 school years. In case of cancellation the fee is refundable up to the 30<sup>th</sup> of June 2020. Beyond this date it is no longer refundable. 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 time:** is between 8:30 and 9:00 in the morning.

**Pick up time:** is between 11:45 and 12:00 in the morning and between 13:15 and 13:30 after lunch & play option. You must be on time for drop off and pick-ups.

**Tuition fees:** can be paid up front for the year, termly or in 10 monthly instalments on the 1<sup>st</sup> of the month for the coming month. Payments can be made by cash, debit card or bank transfer but not Visa, MasterCard or Amex due to unreasonable back charges. No space will be kept in class for a child for whom the fees have not been paid. Tuition fees are inclusive of snacks and drinks and all class room and art materials. They do not include lunch.

**Lunch:** Children attending lunch & play must bring a healthy, cold lunch with them. No drinks as we will serve water. Lunch time is a commitment for the month, renewable for the next month with a week's notice.

**Cancellation policy:** Enrolment is until the end of the school year. In exceptional circumstances you can cancel your child's enrolment with 2 month's written notice for the end of the month (for example if you inform us on the 13<sup>th</sup> of November that your child will be leaving then the school fee is due until the end of January). The last term is payable in full even if your child leaves before the 25<sup>th</sup> of June.

**Holiday camp:** During the preschool holiday dates in October, February, Easter and Summer Gymboree remains open for camp for children aged 3 to 5 years. Preschool children benefit with a 10% discount.

**Class make up policy:** 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. If there is space, you can book a make-up class on another morning. No make-up classes are possible for missed classes due to holidays taken outside of the above holiday dates or any other reason than illness. Missed make up classes count as a make-up.