

General conditions

1. **Timetable**

School days: Monday, Tuesday, Thursday and Friday from 8:30 am to 3:30 pm, and Wednesday morning from 8:30 am to 12:00 pm from 6th grade.

2. **Attendance**

The family undertakes that the child will attend school on a regular basis and participate in all pedagogical and educational activities, camps and school trips included. Arriving and departing on time from school is compulsory. When parents are late picking up their child, additional fees apply.

3. **Absences**

Absences from school should be exceptional and be justified and reported to the teacher and the office.

4. **Family-School Relations**

Child development is essential to us, therefore parents cooperation is part of the school project. They are expected to participate in class meetings, school celebrations and other events. They should attend tripartite meetings with the teacher and the pupil. The aim of such meetings is to assess pupils' work and advancement.

5. **Communication**

Most information is shared during class or school meetings and also by email.

6. **School rules**

The social life of the school is governed by our "School Rules" and their annexes. The document « Pour vivre agréablement à La Découverte » is available for families on our website www.decouverte.ch → pedagogy → school rules

7. **Policy for the use of pictures and pupils recordings**

During school trips or within the school building, pictures or videos of pupils might be taken. These pictures or video recordings might be used in the school publications, on the website, in social medias or displayed around the campus. Your child's registration at la Découverte entails your agreement by default, unless you clearly express your disagreement.

Financial conditions

8. **Registration**

Registration is confirmed upon receipt of:

- a. the registration form signed
- b. these general conditions signed
- c. the registration fees paid
- d. the advance payment for the first month

Registration fees are not refundable.

9. Re-registration

The re-registration is confirmed upon receipt of:

- a. the re-registration form signed
- b. these general conditions signed
- c. the advance payment for the first month, to be paid at the latest by March 31st

Any delay in the payment by April 1st, could lead the school to give the place to someone else.

10. Rates

Rates conditions regarding annual fees are stipulated in the register or re-register form for the relevant school year and are integral part of these general conditions. Financial commitment is for the whole year, except in the case referred to in article 11.

Any delay in payment of over 2 months could lead to the school not accepting the pupil in class.

11. Cancellation conditions and sanction

If the pupil withdraws during the school year, the following reasons permit you exemption from the annual financial rules :

- death of the pupil's legal guardian
- long-term illness involving discontinuation of studies
- the family having to leave the area
- expulsion from the school on serious grounds

In these particular cases, tuition fees will be due for two months in addition to the months that have already been completed. First month tuition fees is refundable until April 30th. After this date, a payment will be due for 3 months of school (September to November).

12. Damaged caused to furniture or to the building

Any damage caused by the child to the furniture or to the building itself will be paid by parents.

These general conditions serve as a contract between parents and "l'école la Découverte". It may not be terminated at any time except in cases stipulated Under article 11.

The undersigned has read und understood the General Conditions and undertakes to respect them.

Last and first name of the parents :

Concerning the following child:

Read and approved :

Date : **Signature :**