



# Montessori Little Birds

## School year 2024 - 2025

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# Terms and Conditions

## 2024-2025

If you have decided to enroll your child in our school, please first read and accept our financial terms (pages 1-6) and regulations (pages 7-8).

### I. General terms

#### 1.1 Age limits

According to the latest regulations of the Department of Public Instruction in Geneva (DIP), a child must be three years old by 31st December 2024 to commence at the beginning of the 2024-2025 school year. Children born after this date will only be able to start when they are three years of age.

#### 1.2 Harmos

Private schools in Geneva follow the HarmoS system (harmonisation of compulsory education in Switzerland):

HarmoS 1 : 4 and 5 years of age - a minimum of 15 hours attendance per week is obligatory

HarmoS 2 : as of 6 years of age - a minimum of 20 hours attendance per week is obligatory

#### 1.3 Attendance by age group

The Montessori method for 3- to 6-year-olds is based on a three-year program. We highly recommend parents to enroll their child for a minimum of two years, preferably for three years, in order for their child to benefit fully from the Montessori pedagogy (see our 2- and 3-year sliding tariff on page 2). To establish a good rhythm for each child and to build the classroom community, **we require a minimum attendance of 4 mornings per week** (8:00 - 11:30 am) for children of preschool age (3-4 years). For the same reasons mentioned above, to benefit fully from the Montessori method, we also recommend full-day attendance of 4 days a week (8:00 am - 4:00 pm) for children between 4 and 6 years of age.

#### 1.4 Opening days and hours

The school is open on Monday, Tuesday, Thursday, and Friday from 8:00 am to 4:00 pm)

#### 1.5 Start of the school year and terms

The 2024-2025 school year is divided into three periods (total 10 months and 2 weeks) :

1<sup>st</sup> term: (beginning of term) : **19th August 19 - 31st December**

2<sup>nd</sup> term: **January - March**

3<sup>rd</sup> term: **April - June**

## II. Contractual terms

### 2.1 Our day-plans and tariffs :

- **Half-time (8:00 am - 11:30 am) :** CHF 1'000 per month or CHF 10'500 per annum
- **Half-time (8:00 am - 1:30 pm) :** CHF 1'250 per month or CHF 13'125 per annum
- **Full-time (8:00 am - 4:00 pm) :** CHF 1'500 per month or CHF 15'750 per annum

### 2.2. Payment options :

- **Annual** (5% discount)
- **Quarterly** (3% discount)

### 2.3. Registration Fees (non-refundable) :

- **Registration fee :** CHF 250
- **Re-registration fee 2025-2026 :** CHF 200

### 2.4 Deposit (non-refundable) :

To secure a place for your child, a non refundable deposit for the period from August 19 to September 30 will be required at the time of registration or no later than June 30, 2024.

### 2.5 Discounts for a 2-year commitment for 4+ year old children

For children 4 years old before July 31, 2024, who wish to commit to a minimum of two consecutive years in our school, a 15% discount is offered on the tuition for the first year and a 30% discount on the second year.

### 2.6 Discount for multiple children enrolled

From two children enrolled from the same family and attending our school simultaneously, a 25% discount is offered on the tuition of the second child.

### 2.7 Enrollment procedure

After visiting our school and choosing the desired program and duration for your child, we will send you the registration form. To guarantee a place in our school, you will need to pay the non-refundable registration fee of CHF 250 as well as a non-refundable tuition deposit based on the rate schedule and payment terms chosen. Your registration will be confirmed after the payment of the registration fee, the deposit for the first month's tuition, and a written confirmation from the school.

### 2.8 Contract duration

Enrollment is valid for a complete school year from August to June or for a minimum duration of 10 months, unless otherwise agreed and confirmed in writing by the school. Without a written notice of termination by latest 31st May of each school year, your contract with the school is renewed automatically for another year.

## 2.9 Trial period

A trial period of one or two weeks may be requested beforehand. This option will allow the educators and you, the parents, to decide whether enrolling your child is in his or her best interests. The rate applied will be prorated and based on the chosen program. The registration fee and a deposit for the first month's tuition, both non-refundable, will be required in advance.

## 2.10 Adjustment period

An adaptation period with a reduced or progressive schedule can be offered to facilitate your child's integration (usually one to four weeks). During the adaptation period, an hourly rate will be applied on a pro-rata basis based on the chosen program. The registration fee and the deposit for the first month's tuition will be required in advance.

## 2.11 After-school day-care service

For children enrolled full-time, after-school care is offered from 4:00 to 6:00pm on Mondays, Tuesdays, Thursdays and Fridays. Children can play freely, read, rest, or join a proposed activity. The school offers a drink and a snack. The flat rate for this service is **CHF 30 per day**. An invoice will be issued at the end of the month.

## III. Other terms

- We require that parents select the same day-plan 4 days per week (exception : during an adjustment period a combination of day plans can be requested).
- A change to a longer attendance program is possible throughout the current school year.
- An invoice or payment schedule will be issued for the remainder of the year once enrollment is completed.
- Tuition fees are due, including in case of the child's absence, except in cases of force majeure.
- Tuition fees include school supplies, a snack, and lunch when included in the program.
- A delay of 10 working days in the payment of tuition fees results in a surcharge of **CHF 30**.
- The school reserves the right to refuse entry to a child if the parents have not paid the tuition fees up to 20 days after the end of a month. A student may be excluded from school if no payment is made up to 30 days after the end of a month.
- School outings and organized shows are not included in our tuition fees and will be billed separately.
- The school reserves the right to adjust its tariffs every year with notice given in due time.

## IV. Changes in contract

### 4.1 Contract renewal and termination

#### a. Renewal

Without cancellation no later than May 31 of the current school year by registered letter, the contract is automatically renewed for the following school year.

Note: Once this deadline has passed, May 31, the tuition for the first term of the following school year becomes due, except in cases of force majeure.

#### b. Termination

Contract termination is possible under the following conditions:

- **Before the first school start**

In case of termination of the contract after registration and before the first school start, a termination notice must reach us no later than May 31 by registered letter. The registration fee and tuition for the first month will remain with the school. After this deadline, the tuition for the first term becomes due (except in cases of force majeure - see force majeure clause below).

- **During a current school year with term payment**

Termination during a current school year can only be done by registered letter, at the latest one month before the end of a term. Tuition is due until the end of the current term, except in cases of force majeure (see force majeure clause below). The deadlines to be observed are November 30, February 28, and May 31 of each year. After this deadline, the tuition for the next term becomes due, except in cases of force majeure.

- **During a trial period**

If you terminate your contract during the trial period, you can obtain a partial refund of the registration fee and the first month's tuition, calculated on a pro-rata basis.

### 4.2 Refunds

- **In case of termination during the year with a single payment**

If you terminate your contract during the year with a single payment, you can obtain a partial refund of the tuition paid for the following terms. However, two months of tuition remain with the school as compensation if the termination is made before November 30, and one month if it is made before February 28.

**Note: The school reserves the right to refund the balance in one or several installments according to its possibilities but commits to refund it no later than the end of the current school year.**

### 4.3 Change of day-plan

No reduction in tuition or refund of prepaid tuition fees is granted if parents decide to reduce their child's schedule during the current term. Tuition for the selected program is due until the end of the current term. A reduction in the schedule of a child enrolled in the school can only be requested from the beginning of the following term. The school must be notified by registered letter, one month before the end of a term. The deadlines to be observed are **November 30, February 28, and May 31** of each year. After this deadline, tuition for the previously selected program becomes due for the following term, except in cases of force majeure.

## V. Force majeure

In case of the student's withdrawal during the school year, the following reasons allow for an exception to the annual financial commitment, subject to the presence of a relevant supporting document:

- Death of the child's guardian
- Loss of income of more than 20% or loss of the guardian's job
- Permanent departure of the parents from the region (minimum radius of 30 km)
- Long-term illness or accident of the student (more than two months) preventing the medically recognized completion of the current school year

The school can examine the situation on a case-by-case basis. In all cases, one month of tuition will be retained by the school as compensation.

In case of temporary or permanent closure of the school for reasons beyond its control, the school commits to informing the parents within a reasonable time frame. The school will not be held responsible for tuition fees already incurred by the parents but commits to refunding the registration/administration fees, the deposit, and/or the balance of the tuition fees paid in advance.

**Note: The school reserves the right to refund the balance in one or several installments according to its possibilities but commits to refunding it no later than the end of the current school year.**

### 5.1 Jurisdiction

In case of a dispute, the competent jurisdiction is Geneva.

### 5.2 Amendments

The school reserves the right to amend or alter its terms and conditions and regulations (below) when deemed necessary.

# Regulations

## 2024-2025

Our regulations must be read carefully before enrollment. They are necessary for the proper functioning of the school as well as for the achievement of our objectives and the well-being of your child.

### **I. Attendance guidelines**

#### **1.1 School hours and parents' presence at school**

To keep disturbances to a minimum during work time in the classroom, parents are asked to respect the school hours when bringing and collecting their children and to remain outside the entrance door (exception: during the adaptation period, parents can remain in the cloakroom area for a short time).

#### **1.2 Absences**

Parents are kindly requested to announce absences as soon as possible, but no later than between 7:45 to 8:15 am on the day of absence (**only by phone or SMS to 079 656 6810 or 078 603 3131**). If a child has already reached the compulsory school age in Geneva (4 years by 31<sup>st</sup> July), the school must be informed in writing as early as possible (by email or letter) of an absence of more than three consecutive days, informing us of the dates and reason for the absence. In the event of illness or accident, a medical certificate may be requested by the school. For any foreseeable absence or request for exceptional leave, parents must submit a written request, accompanied if necessary by proof, at least fifteen days in advance.

#### **1.3 Sickness**

The school cannot permit a child to attend school if he or she suffers from a contagious illness or has a fever. If your child has a contagious illness, the school must be informed immediately thereof. NB : The school is not authorized to administer any medication to a child without a medical prescription from a doctor.

#### **1.4 Toilet-training**

Your child must be potty-trained and be able to go to the toilet alone when he/she commences in our school.

## **II. Regulatory and safety measures**

### **2.1 Assessments**

An evaluation of each student's progress will be proposed to parents once a year (dates will be communicated in advance). Parents can request a meeting with the teachers throughout the year. If necessary, a school report or competency assessment can be requested at the end of the last school year.

### **2.2 Dismissal**

The school director reserves the right to exclude a student for just reasons, such as repeated disruptive behavior or behavior that harms the school environment or the safety of others. This decision will be made in the best interest of the concerned student as well as the entire school. Before any exclusion, a warning and a meeting with the parents will take place beforehand to discuss the problems and possible solutions. In case of exclusion, the registration fees and school fees remain due until the end of the current month.

### **2.3 Medical emergencies**

In case of a medical emergency, if we cannot reach you, the school is authorized to provide first aid and/or call the nearest medical services (144).

### **2.4 Smoking prohibition**

According to federal law on protection against passive smoking, it is forbidden to smoke in the outdoor areas surrounding the school.

### **2.5 Civil Liability insurance (RC)**

Being responsible for any damages caused by the student, it is recommended that parents or the person responsible for the student have civil liability insurance. The school declines all responsibility in case of damage or disappearance of your child's personal belongings.

### **2.6 Health and accident insurance**

Parents must take out personal health and accident insurance for their child prior to induction.



**ONLY THIS PAGE NEEDS TO BE SIGNED AND RETURNED**

**MONTESSORI PRESCHOOL LITTLE BIRDS  
16, CHEMIN DU BOCAGE  
1213 ONEX**

**TERMS AND CONDITIONS AND REGULATIONS 2024 - 2025**

I, the undersigned, Mr. and Mrs. \_\_\_\_\_  
declare to have read and understood the present terms and conditions and the regulations of  
Montessori Preschool Little Birds and accept them unequivocally.

Father's signature : \_\_\_\_\_

Mother's signature : \_\_\_\_\_

Place and date : \_\_\_\_\_