



## TERMS AND CONDITIONS

2025 - 2026

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If you have decided to enroll your child in our school, please first read and accept our Financial Conditions (pages 2-6) and School Regulations (pages 7-8).

## **I. GENERAL CONDITIONS**

### **1.1 Age Limits**

In accordance with the regulations of the Geneva Department of Public Instruction (DIP), children born in 2022 may enroll in August 2025. Those born in 2023 will only be eligible starting August 2026.

### **1.2 HarmoS**

Private schools adhere to the HarmoS framework (Swiss harmonization of compulsory education):

- HarmoS 1: Minimum attendance of 15 hours per week
- HarmoS 2: Minimum attendance of 20 hours per week

### **1.3 Minimum Attendance by Age**

To ensure pedagogical consistency and smooth integration:

- Ages 3–4: Regular attendance of 4 days per week is strongly recommended. Reduced attendance may hinder adaptation and the quality of the school experience.
- Ages 4–6: Full-time attendance (minimum 4 full days, 8:00 AM–4:00 PM) is encouraged for balanced development and active participation in all educational activities.

### **1.4 Opening days and times**

The school is open Monday, Tuesday, Thursday, and Friday from 8:00 AM to 6:00 PM. Closed on Wednesdays (reserved for "Wonderful Wednesdays" English workshops).

### **1.5 Academic Calendar**

The school year is divided into three terms:

- Term 1: August 18 - December 31, 2025
- Term 2: January 5 - March 31, 2026
- Term 3: April 1 - June 26, 2026

## **II. CONTRACTUAL TERMS**

### **2.1 Day Plans and School Fees**

- Half-Day (8:00 AM–11:30 AM) : CHF 1,000/month
- Extended Half-Day (8:00 AM–1:30 PM) : CHF 1,250/month
- Full-Day (8:00 AM–4:00 PM) : CHF 1,500/month

## Payment Options

- Annual: Single payment with 5% discount (due by June 30, 2025)
- Quarterly: 3 payments with 3% discount (due July 31, December 31, March 31)
- Monthly: 10 or 12 installments (June 2025 – May 2026)

## Enrollment Fees

- Non-refundable deposit: CHF 1,000 (deducted from annual tuition)
- Registration fee (first year): CHF 250
- Administrative fee (subsequent years): CHF 200

## 2.2 Loyalty Discount (Multi-Year Commitment)

For children aged 4+ by July 31, 2025:

- 2nd year: 5% discount
- 3rd year: 10% discount

Discounts require full-year enrollment. Early withdrawal results in retroactive application of full tuition rates.

## 2.3 Sibling Discount

10% discount on fees for the second concurrently enrolled child.

## 2.4 Enrollment Procedure

A preliminary meeting with the child is mandatory. Enrollment is confirmed upon receipt of:

- Signed forms
- Registration fee (CHF 250)
- Deposit (CHF 1,000)

Depending on the selected payment method, a payment schedule or annual invoice will then be issued. Enrollment is validated by written confirmation from the school.

## 2.5 Contract Duration & Renewal

Enrollment is for the full academic year (August to June). For families enrolling their child for multiple consecutive school years, the contract is automatically renewed for the following year unless written termination is sent by registered mail no later than **March 31** of the current year. After this deadline, the first term of the following school year remains due, except in cases of duly justified force majeure.

## 2.6 Trial Period

Before enrollment, a free trial morning may be offered to assess whether the school meets the child's and parents' needs. If the evaluation is positive, we can proceed with definitive enrollment.

## 2.7 Adaptation Period

Parents may request a gradual adaptation period to facilitate the child's integration, according to the chosen program. The full monthly fee remains applicable during this period, regardless of actual attendance time.

## 2.8 After-School Care

After-school care is offered from 4:00 PM to 6:00 PM on Mondays, Tuesdays, Thursdays, and Fridays. The rate is CHF 30/day. Desired days must be fixed for a term and communicated by June 30 (August-December). For changes, the school must be notified 30 days before the end of a term for the next term.

Fixed Monthly Packages:

The school only offers fixed monthly packages for after-school care. Our packages account for closure days (holidays and vacations), ensuring a consistent annual rate without surprises. A monthly invoice is issued. Based on CHF 30/day, here are our 2025-2026 packages :

Number of days per week	Monthly fee
1 day	CHF 105
2 days	CHF 210
3 days	CHF 315
4 days	CHF 420

No discounts will be granted for absences, even if justified. For any additional unplanned days (ad hoc or unforeseen needs), a written request (email) must be submitted at least 24 hours in advance. A supplement of CHF 30 per day will apply.

## 2.9 Renewal & Termination

**Automatic Renewal:** For families with multi-year enrollments, the contract is automatically renewed unless terminated in writing by registered mail before March 31.

**Termination Before School Year Starts:** Possible until May 31. Registration fees and deposit remain non-refundable.

**Termination After May 31:** From this date, the first term is due in full, even if the student does not attend.

**Mid-Year Termination & Refunds:**

**Monthly/Quarterly Payments:**

Termination requires 2 months' written notice before the end of a term (**deadlines: October 31, January 31, March 31**).

Premature withdrawal:

- Before October 31: 50% of fees for the next two terms are due
- Before January 31: 25% of fees for the 3rd term are due
- After January 31: The full academic year is due

Annual Payment:

Premature withdrawal:

- Before October 31: 50% refund of remaining two terms.
- Before January 31: 25% refund of the 3rd term.
- After January 31: No refund.

## 2.10 Day Plan Modification

Downgrading the chosen day plan mid-year is not permitted. Upgrades may be requested at any time, subject to availability and school approval.

## III. OTHER TERMS

- Tuition fees remain due even in case of absence, except for force majeure.
- Payments are due by the 1st of each month. Please respect these deadlines for smooth administrative processing.
- Late payment penalties:
  - >7 days: CHF 50 surcharge
  - >15 days: Refusal of admission
  - >30 days: Possible exclusion
- Fees include: School supplies, standard meals, and snacks (if included in the program).
- Excluded: Special meals (CHF 4.10/meal), outings, performances (billed separately).
- Exceptional schedule extension: For requests to extend beyond the 8:00 AM–11:30 AM program, parents must notify the school in writing at least 3 working days in advance to arrange lunch. Confirmed extensions will be billed at a flat rate of CHF 16.80 per hour (meal included).
- Full-day outings: Part-time students (8:00 AM–11:30 AM / 8:00 AM–1:30 PM) may participate with written parental consent. Hours exceeding the regular schedule will be prorated based on the current program fee.

## IV. FORCE MAJEURE

Valid reasons (with proof):

- Death of the responsible party
- Job loss or >20% income reduction
- Relocation outside the canton (>30 km)
- Prolonged illness/accident preventing schooling

The school may review cases individually. In all cases, one month's tuition is retained as compensation.

**School Closure Beyond Our Control:** Unused amounts (registration fees, deposit, prepaid tuition) will be refunded in one or more installments, no later than the academic year's end.

**Jurisdiction :** Geneva

**Regulation Modification :** These terms may be unilaterally amended by the School with thirty (30) calendar days' advance written notification

## SCHOOL REGULATIONS

The following regulations govern the operations of our educational institution and are binding for all parties involved. They aim to ensure a harmonious and secure environment conducive to children's development, in compliance with applicable laws in the Canton of Geneva and Switzerland.

### II. ATTENDANCE & SCHOOL ORGANIZATION

#### 1.1 Schedules & Facility Access

To maintain a calm environment respectful of pedagogical work:

- Parents must strictly observe opening/closing hours
- Classroom access is restricted during drop-off/pick-up (\*exception: limited vestibule access during initial school weeks\*)
- Departure times must be respected:
  - Morning program: 11:30
  - Lunch program: 13:30
  - Full-day program: 16:00
- Medical appointment times: 10:30 / 11:30 / 13:30

#### 1.2 Absence Reporting

All absences require same-day notification (7:45-8:15) via: 076 747 3983 or 079 656 6810 (call/SMS)

- Mandatory written notice for:
  - Absences >3 consecutive days (include dates/reason)
  - Medical certificates required where applicable
  - Foreseeable absences: 15-day advance notice with documentation

#### 1.3 Illness & Infections

Children presenting with contagious symptoms (fever, measles, chickenpox, COVID-19, lice, etc.) may not attend school. Parents must immediately notify the school of diagnosed contagious conditions.

Medication Policy:

Administration permitted only with:

- Medical prescription
- Signed parental authorization
- Established protocol (e.g., for asthma, allergies)

#### 1.4 Potty Training

Children must be fully toilet-independent upon enrollment. The school reserves the right to defer admission if this criterion is unmet.

## 1.5 Dress Code

- Clean, comfortable activity-appropriate clothing required
- Prohibited:
  - Ripped trousers
  - Glitter/sequin garments (distraction hazard)
  - Jewelry, nail polish, temporary tattoos
  - Personal toys

## II. ADMINISTRATIVE & SAFETY PROVISIONS

### 2.1 Academic Monitoring

Parent-teacher meetings available upon request. Transfer schools may request written progress reports.

### 2.2 Disciplinary Measures

The school may impose temporary/permanent exclusion for:

- Disruptive behavior
  - Safety/well-being violations
  - Repeated non-compliance
- (Preceded by formal warning & parent meeting. Tuition remains payable through exclusion month.)

### 2.3 Medical Emergencies

Staff are authorized to:

- Provide first aid
- Contact emergency services (144) if guardians are unreachable

### 2.4 Smoking Ban

Strictly prohibited on school premises (per Swiss Federal Law on Passive Smoking Protection).

### 2.5 Liability Insurance

Parents must maintain third-party liability coverage. The school disclaims responsibility for lost/stolen/damaged personal items.

### 2.6 Health/Accident Insurance

All students must have valid health/accident coverage.

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

**MONTESSORI LITTLE BIRDS SCHOOL**  
**16, Chemin du Bocage · 1213 Onex**

**TERMS & CONDITIONS AND REGULATIONS**  
**2025-2026**

We, the undersigned legal guardians, acknowledge full understanding and acceptance of the above regulations:

Guardian 1: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Guardian 1: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_