



TERMS & CONDITIONS AND SCHOOL REGULATIONS

2026 - 2027

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PRELIMINARY PROVISIONS

The enrolment of a child at Montessori Little Birds School (hereinafter: “the School”) is subject to the careful reading, understanding, and unconditional acceptance of these terms and conditions as well as of the school regulations.

The legal representatives declare that they have taken full cognisance of the rights and obligations arising from this document, which constitutes a legally binding contract between the parties for the agreed duration.

These terms and conditions (pages 2 to 10) as well as the school regulations (pages 11 to 13) form an integral part of the tuition contract and are binding.

Any signature implies full and complete acceptance of the contractual provisions, without reservation or condition.

I. GENERAL CONDITIONS

Age limits

In accordance with the directives of the Department of Public Instruction (DIP) of the Canton of Geneva, children born in 2023 may join the School in August 2026.

Children born in 2024 will only be eligible from the beginning of the school year in August 2027.

HarmoS

Private schools are subject to the HarmoS framework (harmonisation of compulsory schooling in Switzerland):

HarmoS 1: 4-5 years* 1st year of mandatory schooling - minimum attendance of **15 hours per week**

HarmoS 2: 5-6 years 2nd year of mandatory schooling - minimum attendance of **20 hours per week**

*4 years old by 31 July 2026

Attendance plan

In order to ensure pedagogical consistency and smooth integration within the School, enrolments are accepted for a minimum attendance of **four mornings per week for children aged 3 to 4**.

For children **aged 4 to 6**, attendance of **at least four days per week (ideally four full days)** is strongly recommended in order to promote pedagogical continuity, stability, and active participation in class life.

The School does not permit enrolment on a “flexible” basis involving attendance below the minimum required schedule of four (4) days per week.

Presence of the child and tuition due

Parents remain free to organise their child's attendance and may, where applicable, choose not to bring their child on certain days or half-days.

However, such absences do not entitle them to any reduction of tuition, which remains due in full according to the chosen formula and may not be calculated pro rata to the days actually attended.

Absences for personal convenience, in particular for family holidays or outside activities, also do not entitle them to any reduction of tuition.

Modification of the attendance plan

The attendance formula chosen at the time of enrolment forms an integral part of the contract binding the parents to the School and is valid for the entire school year. It may not be reduced during the year.

Any exceptional request for modification, duly justified, must be submitted in writing to the school. The School reserves the right to accept or refuse it, depending on organisational possibilities and the pedagogical stability of the group.

An extension of the attendance plan may, however, be requested at any time during the school year, subject to availability and acceptance by the School.

Any modification that may eventually be accepted does not constitute a precedent and creates no acquired right for the future.

Opening days

The School is open on Mondays, Tuesdays, Thursdays, and Fridays from 8:00 a.m. to 6:00 p.m.

It is closed on Wednesdays (reserved for the "Wonderful Wednesdays" English workshops).

School calendar

The school year is divided into three terms and are not related to the school holiday :

1st term : **17 August - 31 December 2026**

2nd term : **11 January - 31 March 2027**

3rd term : **1 April - 2 July 2027**

II. CONTRACTUAL PROVISIONS

Programmes & Fees

Available programmes

Half-day (8:00 a.m.-11:30 a.m.) : **CHF 1,000 / month**

Half-day with meal (8:00 a.m.-1:30 p.m.) : **CHF 1,250 / month**

Full day (8:00 a.m.-4:00 p.m.) : **CHF 1,500 / month**

Payment terms

Annual payment:

Annual payment with **5% discount (due date: 30 June 2026)**

Payment by term:

3 payments with **3% discount (due dates: 31 July 2026, 31 December 2026 and 31 March 2027)**

Monthly payment:

Payment in **10 or 12 instalments (June 2026 - May 2027)**

Upon enrolment

Upon enrolment, in order to guarantee the child's place, parents must pay the following amounts:

- A non-refundable deposit, definitively retained by the School : **CHF 1,000**
(this deposit will be deducted from the annual tuition)
- Registration fee (1st year) : **CHF 250**
- Administrative fee (following years) : **CHF 200**

Loyalty discount (Multi-year commitment)

For children who have reached the age of 4 on 31 July 2026 :

2nd year: 5% discount

3rd year: 10% discount

These advantages apply only in the event of full attendance for each entire school year.

In the event of early departure, the discounts will be recalculated retroactively at the standard rate (100%).

Sibling discount

From the second child enrolled simultaneously at the School : **10%** discount on the tuition of the second child.

Enrolment procedure

A prior meeting with the child is mandatory before any enrolment.

After confirmation of the chosen programme, the enrolment becomes effective upon receipt of :

- **the signed and returned forms**
- **payment of the registration fee (CHF 250)**
- **payment of the deposit (CHF 1,000)**

Depending on the chosen method of payment, a payment schedule or an annual invoice will then be issued. Enrolment is confirmed in writing by the School.

Duration of the contract and renewal

Enrolment is concluded for the full school year (August to July).

In the event of entry during the school year, the contractual commitment runs from the agreed date of entry until the end of the current school year. Tuition is then due proportionally to the actual attendance period, in accordance with the applicable rate.

For families who have enrolled their child for several consecutive school years, the contract shall be automatically renewed for the following school year unless written notice of termination is sent by registered mail no later than **31 March** of the current year. A reminder will be sent to all parents one month prior to this deadline.

After this deadline, the first term of the following school year remains fully due, except in the event of duly established force majeure.

Note : For children enrolled during the school year, the rule of tacit renewal also applies to the following school year, unless terminated within the deadlines mentioned above.

Trial period

Before enrolment, a free trial morning may be offered in order to assess whether the School corresponds to the needs of the child and the family.

If the assessment is positive, formal enrolment may then be finalised.

Adaptation period

A progressive adaptation period may be requested by the parents in order to facilitate the child's integration, depending on the chosen programme.

The full monthly tuition remains applicable during this period, regardless of the actual time of attendance.

After-school care

An after-school care service is offered from 4:00 p.m. to 6:00 p.m. on Mondays, Tuesdays, Thursdays, and Fridays.

Rate : CHF 30 / day

The requested days must be fixed for one term and communicated no later than 30 June.

In the event of modification, the School must be informed 30 days before the end of a term for the following term.

The School offers fixed monthly fee packages for after-school care. These fee packages take account of closure days (holidays and public holidays), allowing parents to benefit from a constant annual rate without variation.

Here are our fee packages for 2026-2027 :

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

Invoices are issued monthly.

No reduction will be granted in the event of absence, even justified.

For any additional day not initially planned (occasional or unforeseen need), a written request (by e-mail) must be submitted at least 24 hours in advance. A supplement of **CHF 30 per day** will be applied.

Note : A minimum of three (3) children enrolled spread over the four opening days is required in order to ensure the implementation of the after-school care service.

III. TERMINATION AND FINANCIAL CONSEQUENCES

Automatic renewal

For families who have enrolled their child for several consecutive school years, the tuition contract is automatically renewed for the following school year unless written termination is submitted before **31 March**.

The School will send a written reminder to the legal representatives before the 31 March deadline.

Termination before the beginning of the school year

Termination is possible until **31 May**.

In this case, the registration fees remain definitively retained by the School and the deposit paid remains retained as lump-sum compensation covering administrative, organisational, and place reservation costs.

Termination after 31 May

Any termination occurring after 31 May entails full payment of the first term, regardless of the child's actual attendance.

Termination during the school year

Enrolment constitutes a firm commitment for the chosen contractual duration (annual or multi-year), regardless of the selected method of payment.

1. Annual contract (one school year)

The contract is concluded for the period from 17 August 2026 to 2 July 2027 and ends automatically at the close of the school year.

Early termination

Early termination is only possible at the end of a term, subject to two (2) months' written notice.

Notification must reach the School no later than :

- **31 October** (end of 1st term)
- **31 January** (end of 2nd term)

No termination is required at the natural end of the school year.

Financial consequences in the event of early departure

Payment by term

- Departure at the end of the 1st term : **50%** of the fees of the following two terms are due.
- Departure at the end of the 2nd term : **25%** of the fees of the 3rd term are due.

Annual payment (with discount)

- Tuition will be recalculated on the basis of the term rate (without annual discount).
- The compensation mentioned above applies.
- No cumulation between annual discount and termination compensation is authorised.

2. Multi-year contract (2 or 3 school years)

The contract binds the parties for the total agreed duration.

For each school year, the legal representatives may choose :

- annual payment in a single instalment (with discount), or
- payment by term in three instalments.

Early termination

Early termination is only possible at the end of a term, subject to two months' written notice. Notification must reach the School no later than :

- **31 October**
- **31 January**
- **30 April**

Financial consequences in the event of early departure

1. Payment by term

- Departure at the end of the 1st term: **50%** of the fees of the following two terms are due.
- Departure at the end of the 2nd term: **25%** of the fees of the 3rd term are due.
- Departure after 31 March : **the current school year remains fully due.**

2. Annual payment (with possible discount)

- The tuition for the current school year will be recalculated on the basis of the term rate (without annual discount).
- The compensation applicable to payment by term applies.
- No cumulation between annual discount and termination compensation is authorised.

Any pricing advantage granted in consideration of the multi-year commitment may be claimed proportionally to the unperformed duration, without exceeding the amount of the benefit actually granted.

The parties acknowledge that these amounts constitute a reasonable and proportionate estimate of the foreseeable damage within the meaning of article 163 of the Swiss Code of Obligations.

IV. ADDITIONAL FINANCIAL PROVISIONS

Tuition constitutes an annual commitment for the entire school year. It is payable according to the agreed terms (monthly instalments or term payments) and remains due regardless of any absence of the child, except in a duly recognised case of force majeure.

Payments must be made no later than the 1st day of each month. We thank you for complying with this deadline in order to ensure adequate administrative management.

Included in the fees are: school materials, standard meals, and snacks (when they are included in the chosen programme).

Not included are: special meals (**CHF 4.10 per meal**), outings and shows (invoiced separately).

Group lessons - additional services

The School reserves the possibility of offering additional services, such as group music lessons (**Jaques-Dalcroze method**), led by external teachers / facilitators.

Parents will be informed of the terms of these lessons before the start of the school year.

These services are **optional**, are subject to separate invoicing, and are not included in the tuition. They are chargeable and subject to prior enrolment.

Exceptional extension of hours

In the event of a request to extend a child's attendance beyond the 8:00 a.m.-11:30 a.m. plan, parents must inform the School in writing at least three working days in advance in order to allow the organisation of meals. Parents undertake to strictly comply with the additional schedule requested.

Any confirmed extension will be invoiced at the fixed rate of **CHF 16.80 per hour**, meal included.

Full-day outings

During full-day outings, children enrolled in a part-time programme (8:00 a.m.-11:30 a.m. / 8:00 a.m.-4:00 p.m.) may participate with the written agreement of the parents.

The hours exceeding the usual schedule will be invoiced proportionally on the basis of the rate of the applicable programme.

Late payment of tuition

In the event of non-payment by the agreed due date, the debtor will be placed in default in accordance with the provisions of the Swiss Code of Obligations.

Delay of more than 7 days : an administrative flat fee of **CHF 50.-** will be invoiced.

Delay of more than 15 days : failing regularisation after formal written notice of default, the School reserves the right to temporarily suspend the child's attendance until full payment of the amounts due.

Delay of more than 30 days : the School reserves the right to terminate the contract with immediate effect and exclude the child.

The unpaid amounts remain fully payable. Tuition remains due until the end of the current term and the School may claim reasonable and proportionate compensation corresponding to the damage actually suffered.

Late payment of after-school care

In the event of non-payment of after-school care fees by the agreed due date, the debtor will be placed in default in accordance with the provisions of the Swiss Code of Obligations.

Delay of more than 7 days : an administrative flat fee of **CHF 50.-** may be invoiced.

Delay of more than 15 days : failing regularisation after formal written notice of default, the School reserves the right to suspend access to the after-school care service until full payment of the amounts due.

Delay of more than 30 days : the School may terminate the child's enrolment in after-school care with immediate effect.

The unpaid amounts remain fully payable. The services already planned for the current period remain due if they cannot be cancelled without cost for the School.

Note : any cost related to a debt collection or enforcement procedure will be borne by the legal representatives.

V. FINAL PROVISIONS

Force majeure

Constitute cases of force majeure within the meaning of this contract unforeseeable, irresistible, and external circumstances rendering the continuation of the contract objectively impossible.

The following situations may be examined on an exceptional basis, without constituting an automatic right to termination :

- Death of the financial guarantor
- Long-term incapacity for work medically certified
- Relocation of more than 30 km for imperative professional reasons
- Serious illness or accident of the child making schooling impossible

The School examines each situation on a case-by-case basis. In the event of acceptance of an exceptional termination, one (1) month of tuition will remain retained as administrative compensation.

Modification of the regulations and contractual conditions

The School reserves the right to modify these regulations and the contractual conditions in the event of legislative, regulatory, organisational, or economic developments.

Any modification will be communicated in writing to the legal representatives with 30 days' notice.

Except in the event of mandatory legal provision or exceptional circumstance beyond the control of the School, modifications will apply only to future school years.

Any application during the school year requires the written agreement of the legal representatives.

Modifications resulting from decisions of the cantonal or federal authorities apply immediately.

Closure beyond the control of the School

In the event of temporary or definitive closure of the establishment beyond the control of the School, in particular due to a decision of the competent authorities, a case of force majeure, or exceptional circumstances rendering operation impossible, the School may not be held responsible for the interruption of services.

Where the closure results in the total impossibility of providing the educational and care services provided for in the contract, the amounts corresponding to the services not provided will be reimbursed proportionally to the actual duration of the interruption.

The reimbursement concerns exclusively the services not performed. Administrative and registration fees, as well as services already provided, remain retained by the School.

No other indemnity, compensation, or damages may be claimed.

Partial invalidity

If one of the provisions of this contract were to be declared null or unenforceable, the other provisions shall remain fully valid and enforceable.

Applicable law and jurisdiction

This contract is governed exclusively by Swiss law.

Any dispute falls under the exclusive jurisdiction of the courts of the Canton of Geneva, subject to mandatory legal provisions to the contrary.

SCHOOL REGULATIONS

VI. SCHOOL REGULATIONS

These guidelines govern the operation of the School and are binding on all parties concerned. Their purpose is to guarantee a harmonious and secure environment, conducive to the child's development, in accordance with the legal standards in force in the Canton of Geneva and in Switzerland.

Attendance and school organisation

Hours and access to the premises

In order to preserve a calm and respectful educational environment, parents are required to strictly comply with the School's opening and closing times.

Parents are requested not to enter the classrooms during arrival and departure times.

By exception, at the beginning of the school year, parents may accompany their child to the cloakroom for a limited time if the situation justifies it.

Parents must imperatively comply with the end time of the chosen programme :

11:30 a.m. for the morning formula

1:30 p.m. for the formula with meal

4:00 p.m. for the full-day formula

With regard to your child's medical appointments, families are kindly requested to ensure that arrivals and departures comply, as far as reasonably possible, with the following designated times: **10:30 a.m., 11:30 a.m., and 1:30 p.m.**

Notification of absences

Any absence must be notified on the same day between **7:45 a.m. and 8:15 a.m.** exclusively by telephone call or SMS to the following numbers :

076 747 3983 or 079 656 6810

For children subject to compulsory schooling (4 years old on 31 July), any absence exceeding **three (3) consecutive days** must be notified in writing (letter or e-mail), specifying the dates and the reason.

A **medical certificate** is required in this case.

In accordance with cantonal regulations, only absences due to illness, accident, bereavement, or exceptional circumstances are accepted.

Any request for early leave or foreseeable absence must be submitted in writing, accompanied by the necessary supporting documents, at least fifteen days in advance.

Illness and infections

Admission to the School is prohibited for any child presenting symptoms of illness, fever, or contagious condition.

In the event of diagnosis of a serious or contagious illness (for example: measles, chickenpox, mumps, whooping cough, scarlet fever, rubella, COVID, or pediculosis), parents must inform the School management without delay.

The administration of medication by the School is not authorised except upon presentation of a medical prescription and written authorisation from the parents.

A member of the teaching staff may administer medication only if :

- a medical prescription is provided
- the parents have signed a written authorisation
- the child has a known condition (asthma, allergy, etc.)
- a clear protocol is established and the staff has received the necessary information

Toilet training

The child must have acquired sufficient autonomy in matters of personal hygiene (toilet training) at the time of integration into the School.

The School reserves the right to postpone admission if this condition is not met.

Dress and presentation

Families are requested to ensure that their child wears clean, comfortable clothing suitable for school activities.

Torn trousers are not permitted.

Clothing with flashy or distracting elements (such as sequins, rhinestones, etc.) should be avoided, as they may disturb or distract the other children.

For safety reasons and in the interest of community life, jewellery, nail varnish, and temporary tattoos are not allowed.

Personal toys are also prohibited except with exceptional authorisation from the educators (for example during the last week of the school year).

Administrative and safety provisions

Educational follow-up

At the parents' request, meetings with the teaching team may be organised during the year.

A written report or skills assessment may be prepared at the request of the child's future school.

Disciplinary measures and exclusion

The School reserves the right to pronounce the temporary or definitive exclusion of a pupil for justified reasons, in particular in the event of repeated disruptive behaviour, harm to the well-being or safety of others, or non-compliance with the school regulations.

These measures shall be preceded by a formal warning and a meeting with the parents.

In the event of exclusion, tuition and registration fees remain due until the end of the current month.

Medical emergency

In the event of an accident or medical emergency, and if the legal representatives cannot be reached, the School is authorised to provide the necessary first aid and/or to contact the emergency medical services (number 144).

Smoking prohibition

In accordance with the Federal Act on Protection against Passive Smoking (LPTP), it is strictly prohibited to smoke inside the buildings and in the immediate vicinity of the School.

Civil liability insurance

The legal representatives are responsible for taking out civil liability insurance for their child.

The School declines all responsibility in the event of damage, loss, or theft of personal belongings.

Health and accident insurance

Each pupil must be covered by health and accident insurance.

SIGNATURE PAGE

***** ONLY THIS PAGE MUST BE COMPLETED AND RETURNED *****

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

**TERMS & CONDITIONS AND
SCHOOL REGULATIONS
2026 - 2027**

The legal representatives expressly acknowledge that these conditions were provided to them in due time, that they had sufficient time to acquaint themselves with them, that they understood their legal scope, and that they had the opportunity to ask all necessary questions before signature.

The undersigned declare that they have understood and accept the Financial Terms & Conditions and Regulations of Montessori Little Birds :

I, the undersigned : _____ , legal representative 1

I, the undersigned : _____ , legal representative 2

Signature legal representative 1 : _____

Signature legal representative 2 : _____

Place and date : _____