



Morcellement Swan, Péreybère

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Dear parents,

Please find hereunder rules & recommendations for which we would appreciate your full cooperation. They are important in our efforts to create a healthy and safe environment for your child.

IMPORTANT ADVICE

School hours.

Arrival Time: Between 7h45 & 8h30

Departure Time: 14h

Aftercare service: From 14h to 17h

Child must arrive on time to have a moment to play with their friends before class starts.

For administration, personal needs, we ask that parents take an appointment with the administration.

There are three (3) months' notice period for early departure during the school year. If notice is not given, then the parents agree to pay one (1) month fee.

SOLIDARITY RULES.

FEES.

Registration Fee.

The registration fee reserves the child a place at MEE, subject to approval of the Director. If the registration fee is not settled by the due date, the place reserved for the child will be forfeited to the next one on the list.

Registration fee is not refundable.

School Fees.

The school fees are payable over 12 months as from the 1st day of each month (1st August to 1st July) whether your child has been absent or not. The fees are subject to potential increases, if deemed appropriate by the Board of Director.

A 7 % discount applies to the annual full payment of the school fees from 7h45 to 14h only.

Parents must please complete a standing order from for the 12 months instalments.

Insurance, Stationery and material Education.

These fees are calculated on a 10 months basis.

Additional Fees.

Additional fees will apply for some activities and will be charged separately -
Example - Outings, class photos, uniforms, aftercare and holiday care.

If outings are organised, a form must be signed by the parents/guardians for authorisation and payments.

PANDEMIC

In the event of a pandemic, if the government closed the schools, the school fees will remain due.

CYCLONES.

In virtue of the national security rules, no school can operate under a warning class 2. A system of warning procedures is enforced in the country. Public diffusion through the local radio, television channels and on the telephone numbers 96 & 171 is given. Please check on WhatsApp group.

TORRENTIAL RAINS.

The same security measures apply in particularly bad weather conditions, which may lead to dangerous flooding of roads and exposed regions. The Ministry of Education can decide that all schools must be closed. There is no exception to that order. No insurance would cover those who would decide to ignore it.

VIRUS.

In case of serious viruses, if the child's temperature is more than 37.5 degree, parents will be informed and asked to collect their child.

SECURITY

Contagious illnesses.

If your child appears to be suffering from any of the usual contagious diseases (conjunctivitis, measles, chicken pox, impetigo and runny nose...), a doctor's certificate will therefore be necessary for him to return to school.

Please let the teacher know why your child is not attending school.

Small objects.

It is not allowed to bring small objects at school as it can be dangerous if they swallow. Be particularly careful of hairclips. We therefore recommend that you be very vigilant.

Peanuts, nuts are not allowed at school. They are known to have a highly allergic reaction and are also a choking hazard.

Head Lice.

If your child is found to have head-lice, we will send him home and ask that he do not return to school until the problem has been treated. Please check your child's head on a weekly basis.

NOTICE.

Authorisation – pick up permission.

An authorisation form to pick-up your child is to be signed in case of someone else than the parents/guardians would come to fetch him.

Photograph and video consent.

A photograph and video consent form are to be signed by the parents/guardians for the authorisation to be used to promote activities of the school.

Insurance.

If a child gets sick during the school hours, the staff will attempt to contact the parents. If it is impossible for them to join the parents, they will contact the person(s) designated in case of emergency. If the situation becomes urgent, the child will be taken to the nearest health facility center.

In case of accident, a first aid intervention by trained staff will be given to the child and he will be taken to the nearest health facility center. The medical expenses will be taken up to Rs 25,000. - by the school with an excess of Rs 500.- applicable for each and every claim.

I authorise the staff to give any assistance needed to my child.

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Parent's signature.

Please sign one copy with the handwritten mention "Read and approved", date it and return it to the school.

This day of

Read and approved (handwritten)

Parents/Guardians' Signatures:

