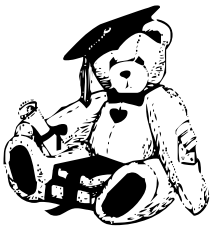
PARKSIDE SCHOOL



CONTRACT

between

_____**SAMPLE** _____

and

Parkside School, Kirchbodenstr. 2a, 8800 Thalwil

the following contract is entered into:

Child(ren): **Date of birth:**

Date of entry:

Days:

Monthly tuition:

Location and group:

Kirchbodenstr. 2a, 8800 Thalwil

O Pre-school group **O Kindergarten group**

Hubstr. 6, 8942 Oberrieden

O Group "Tintenfische" (attic) **O Group "Schildchrötli" (attic)**

O Group "Seepferdli" (1. floor) **O Babygroup (1. floor)**

O Pre-school Group (ground floor) **O Montessori Kindergarten (ground floor)**

1. ADMISSION REQUIREMENTS

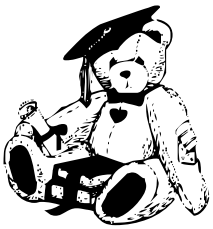
The Parkside School offers extrafamiliar childcare and education. It is in the child's best interest to attend the school on a regular basis. Children may be enrolled at any time during the school year.

The minimum attendance is **two days per week** for all groups, except for the kindergarten groups, where a minimum attendance of **three days per week** is required.

Each child is allocated a space in one of the following groups:
Location Oberrieden:
- Baby group: "Fröschli": German-speaking, 3 months to about 18 months
- Mixed-age groups: " Tintenfische" and "Schildchrötli", bilingual, from 3 months and up
- reduced-mixed-age group "Seepferdli": bilingual, from about 18 months and up
- Pre-school group: bilingual German/English, with Montessori, as of 3 years and up
- Montessori Kindergarten: bilingual German/English

Location Thalwil:
- Pre-school group: 3 years and up, bilingual, using Montessori materials
- Kindergarten: bilingual German/English, following the curriculum of the Kanton Zurich

PARKSIDE SCHOOL



2. OPENING HOURS

Parkside School Oberrieden:
Monday through Friday 07.15 am to 07.00 pm
drop off until 09.00 am (kindergarten until 08.30 am), pick up as of 04.30 pm

Parkside School Pre-school & Kindergarten Thalwil:
Monday through Friday 07.15 am to 07.00 pm
drop off until 08.45 am (kindergarten until 08.30 am), pick up as of 04.30 pm

Parents are asked to inform the school no later than 08.45 am if the child is absent.

The school must be notified in advance if a child will be picked up by a third party. Otherwise we cannot take the responsibility to hand the child over to somebody else. Please inform us if you will collect your child earlier or later than usual.

3. VACATION

The exact holidays are listed in a separate holiday plan.

The Parkside School is closed for 2 weeks in summer and 2 weeks at Christmas. In addition, the Parkside School may be closed for up to 3 additional days per year, for example as a day between two public holidays („bridge“) or as close-down. The exact holidays are listed in a separate holiday plan.

The monthly tuition must also be paid in full during the holidays as the holidays have been calculated into the tuition.

Parents are free to take their children out of school for additional holidays.

Kindergarten children can take a maximum of 9 additional weeks of holiday per year, which must be taken during the public school holidays of the municipality of Thalwil or Oberrieden.

The monthly fees must still be paid during the holidays.

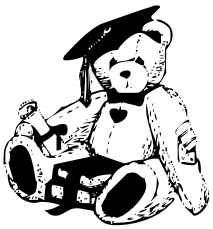
4. TUITION (IN CHF)

OBERRIEDEN

Babies up to 24 months (OBERRIEDEN)	Daily Rate	2 days per week	3 days per week	4 days per week	5 days per week
	144	**1'211**	**1'817**	**2'423**	**3'028**

Children 24 months and up (OBERRIEDEN & THALWIL)	Daily Rate	2 days per week	3 days per week	4 days per week	5 days per week
	134	**1'125**	**1'687**	**2'250**	**2'812**

PARKSIDE SCHOOL



The monthly tuition must be paid in full no later than the 27th day of the previous month. Please arrange for a **bank standing order**. Our bank is Bank Thalwil, Gotthardstr. 14, 8800 Thalwil. Bank Clearing Number 8733. IBAN CH26 0873 3001 0841 4914 5.

Additional attendance days are possible at the rates as outlined above. The parents receive a payment slip to pay for it.

5. REGISTRATION FEE

Upon enrollment a one-time, non-refundable registration fee of CHF 300.00 must be paid to the order of Parkside School (CHF 150.00 for the second child of a family, if two children are attending on the same time).

If a child changes groups within Parkside School, no new registration fee is due.

6. DEPOSIT

Upon enrollment, a deposit must be paid. The deposit is CHF 1'000.00 for the first child of the family, CHF 500.00 for the second child of the family (attending on the same time), CHF 250.00 for every further child of the family (attending on the same time).

The deposit will be fully refunded once the child is leaving the Parkside School but only if the child has attended for a minimum of four months.

7. GENERAL REGULATIONS

A child will only be able to attend the sessions as stated in the contract. The days are binding for both parties.

The parent must notify the school as early as possible if the child will be absent from the Parkside School on a certain day ie. due to illness or personal reasons.

Holiday absences must be reported to the Parkside School as early in advance as possible, but at least one week in advance.

8. INDUCTION/ INDUCTION BILLING

Accompanied by a parent, the child will slowly and consciously be introduced into the daily routines. The familiarization period is very important for the later well-being of a child. The individual schedule will be discussed at the beginning of the familiarization in a parent meeting. Depending on the age and child the familiarization may take up to two weeks.

As the children can attend only a few hours each day to start with, the induction period is billed separately. The calculation is based on the average experience values and is as follows:

Babies (3-24 months) about 2 weeks induction	CHF 480.00
Toddlers (24 months and up) about 1-2 weeks induction	CHF 340.00
Pre-schoolers (about one week induction)	CHF 340.00
Kindergarten (normally no induction)	usual monthly tuition

The familiarization starts in the month prior to the entry date. The parents must take the necessary time required by their child to get familiarized with the daycare/pre-school. For children that start immediately after our holidays, the induction period begins after the holidays and the first month is calculated separately.

In case of a quick familiarization if the child can already stay full days before the official entry date, such full days must be paid as additional days.

Irrespective of the duration of the familiarization the monthly tuition must be paid from the date of entry as listed in the contract. In case a familiarization is being interrupted because of illness or accident of a child and has to be re-started, the monthly tuition must be paid from the contractual entry date.

9. ILLNESS

A child may only be brought to the Parkside School if it is feeling well enough to participate in the daily routines (such as going for walks and joining in activities). The parents will be notified to pick up the child, should the child have contracted a fever of 38º degrees or higher. Children with a contagious illness may not be brought to school. We do not give fever-reducing medication to the children.

In the event of an illness the school will contact the parent, so that the child can be picked up and cared for at home.

The monthly tuition is due, even if a child cannot come to Parkside School due to an illness or an accident.

To ensure that the child's health records are up to date the parents must inform the school of health matters such as allergies and contagious diseases in the family.

In the event of an emergency the Parkside School is authorized to immediately take necessary measures ie. take the child to the doctor or hospital. The parents must pay all costs related to an accident or emergency.

10. MEALS

Meals are delivered to us warm on a daily basis or cooked by us inhouse. The cost for lunch, morning snack and afternoon snack are included in the tuition.

It is important to us to offer a child-appropriate, healthy and nutritious diet. For the babies we cook vegetable and fruit mash.

11. MATERIALS

Parents must provide the following material for class (please name clearly):

- Indoor slippers, change of clothes, diapers
- On rainy/cold days: rain boots, rain clothes, hat, mittens, scarf
- When sunny/hot: sun hat; parents should put sun-tan lotion on their children at home if possible
- In case of allergies etc. individual care products, nutrition, medication
- for the babies: diapers, milk powder, milk, bottle nutrition, pacifier, teddy bear

12. AUTHORITY

The staff report to the peadagogical head or kindergarten teahcer who has full operational control. The groups are managed by a group leader.

Should parents have any questions or should there be a problem they may contact school management or the respective group leader at any time. A parent-teacher conference may be arranged upon request.

The school asks parents to address suggestions or complaints directly to the person responsible or to School management.

13. NOTICE OF WITHDRAWAL

The contract with Parkside School may be terminated by either party by giving three months' written notice by registered letter to the end of a month (termination date).

In case of not observing the notice period set out below, the tuition fee must be paid during the formal notice period.

In case a child does not start at Parkside School despite a signed contract, the deposit and the registration fee are still due and payable in full.

IMPORTANT:

Babygroup, Mixed-age Group and Pre-school Group:

Children cannot be withdrawn at the end of June. Notice of withdrawals provided during the month of March will be subject to a four month notice period with the removal of the child effective at the end of July.

A three month notice period applies to notice of withdrawals provided during all other months.

Kindergarten Group:

A three month notice period applies to notice of withdrawals. However, please note, children can only be withdrawn at the end of March or earlier or at the end of the school year which is July 31st in each year. The reason being that the kindergarten children occupy a space in the kindergarten group that normally cannot be filled by another child in the last quarter of a school year.

In case of not observing the above notice period, the tuition must be paid during the formal notice period.

Closed Contracts & Reduction of days

A three month notice period is applicable for closed contracts before the date of entry and for a reduction of signed up days.

14. TERMINATION AND RE-REGISTRATION

If the childcare contract is terminated in accordance with the above terms and conditions and the same child is re-registered within three months of the date of departure, the absence shall be considered as interrupted childcare. In this case, no new registration will be accepted, but the period between departure and re-entry will be considered as holiday time, for which the regular childcare costs remain payable.

15. EXTRAORDINARY NOTICE OF WITHDRAWAL

Parkside School has the right to cancel the contract in an extraordinary way in the following cases:

1. if the trust and relationship is seriously damaged (between teacher and parent and/or teacher and child)

2. if the monthly tuition, registration fee or deposit are not paid after the second written invoice (registered mail)
3. if a serious situation arises such as illness, deviant behavior or the like that makes it difficult for Parkside School to properly take care of the child

The extraordinary notice of withdrawal is executed only after verbal or written warning (by registered mail), giving a two week notice period.

16. INSURANCE AND LIABILITY

Parents are required to carry health, accident and liability insurance for their child(ren).

The Parkside School cannot be held liable for loss or damage to toys, clothes or jewelry brought to the school.

17. FORCE MAJEURE

If the Parkside School cannot look after the children for reasons of force majeure such as earthquakes, floods, storms, volcanic eruptions, pandemics, civil wars, wars, strikes, etc., the parents' contributions are still due during this time.

18. JURISDICTION AND APPLICABLE LAW

Questions and/or claims regarding registration are exclusively subject to Swiss law. Place of jurisdiction is Thalwil.

The Parkside School reserves the right to amend the schedule of fees and school regulations as deemed necessary. Parents will be notified of any changes being made.

Place/Date: _____ Place/Date:_____

Parkside School The Parents:

_____ _____

Version 2027