



# FINANCIAL CONDITIONS

## SCHOOL YEAR 2020-21 – JFK Play School

### A/ Registration fee and guarantee deposit

- One-time registration fee: CHF 600.- Non-refundable.
- Guarantee deposit for extra expenses: CHF 600.- for Play School child; any surplus is reimbursed at the end of the term following the student's departure from the school.
- JFK will accept donations towards school development of any kind.

### B/ Fees (in Swiss Francs - CHF)

**Play School child:** payable within 30 days of issue of invoice

Term Fees (2.5 - 4 years old)	AUTUMN TERM	WINTER TERM	SPRING TERM
Morning no lunch	5'525	5'025	5'025
Morning with lunch	6'025	5'575	5'575

### Extra Fees:

Reduction for siblings (on the lowest tuition fee)	5% - 3 <sup>rd</sup> child	10% - 4 <sup>th</sup> child
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Invoices for extra charges are sent on the last day of each term in the report card folder and are payable within 30 days of issue. If an invoice is not contested within 30 days, it will be considered as having been approved.

Fees cover the following:

- all academic classes and child care
- lunch (when contracted), morning snacks
- the use of facilities and playgrounds
- local walks and excursions

Other invoiced costs are billed as individual expenses. These are as follows:

### **C/ Obligatory service charges:**

#### *Accident and medical insurance:*

- Parents (with resident status) in Switzerland must insure their children under the LAMal sickness and accident insurance scheme; they are responsible for all contact and communication with the health insurance provider and provide the school with a copy of the health insurance card.
- Before their arrival, all students admitted to JFK must send the admissions secretariat a health questionnaire completed by their family doctor.

#### *Additional costs:*

- books and school stationery
- diapers/wipes not provided by parents

### **D/ Attendance / Absences:**

- All fees are payable in advance for the term. No refunds will be made if your child is absent from the Play School, even if the absence is due to illness, personal holidays or other reasons.
- Fees will be billed based on 5 sessions per week. We recommend that children attend all sessions, as they will benefit from the continuity and stability in their learning environment. Non-attendance days will not be deducted from the term fees.

### **E/ Medical:**

- Illness and disease: if your child contracts an infectious or contagious illness or disease or is unwell, the Play School Manager must be notified immediately. The parent should not allow the child to return to the Play School until medical advisors have advised otherwise. If children fall ill during the day, parents will be contacted to collect them.
- Medical conditions: The parent must notify the administrator in the medical questionnaire of any existing or new medical condition or learning difficulty of the child for which special medical or special supervision is required.
- Emergency treatments: The Play School reserves the right to administer basic first aid treatment when necessary. The Play School staff will contact the parent by telephone to inform them of the subsequent follow-up with a medical doctor if necessary.
- Parents are requested to inform The Play School of any food, medicine, activity or any other circumstances that may cause their child to have an allergic reaction. Changes and progress to the condition must be made in writing to ensure the Play School staff is updated of the child's condition.

### **F/ Registration and re-registration procedures for the following term**

Current students are automatically re-enrolled for the upcoming term as long as JFK or the parents do not state otherwise.

- Parents wishing to withdraw their child from the school for the following term should inform the direction of the school in writing no later than 30 days before the date.
- JFK will automatically renew enrolment and keep a place open for all students for whom no formal withdrawal has been submitted and the fees for the coming term have been paid in accordance with the conditions outlined in point B.
- A student will only be invited to return to JFK for the following term if all financial conditions have been respected.

## **G/ Contractual financial conditions**

- If a student is suspended, expelled from the school or withdrawn by the parents from the school during the course of the term, the fees for all terms are payable to JFK.
- No valuable objects should be brought on campus. JFK is not responsible for providing students with insurance cover against theft.

## **H/ Use of Photos and Data Collected**

As part of its communication policy, JFK's "News" publications (including its website or documents sent to parents) use photos taken during school activities, celebrations and sporting competitions. In accordance with Swiss "droit à l'image" legislation, it is understood that in signing this document parents agree to this; if not, they should cross out paragraph G and inform the school's administrator (info@jfk.ch).

Data collected is required for logistical reasons associated with your child/children's participation in the school's sporting events or school trips. The data collected may be passed on to our partner schools and the sports organizations that JFK is a member of. Upon completion of an event or school trip, we ask our partner organizations that the data be securely destroyed.

By signing this document, it is understood that you grant JFK the authority to share the necessary data with these organizations when needed. **Only data necessary for each event will be collected.**

## **I/ Payment**

Payment must be made in Swiss Francs (CHF) to the following account:

Account: John F. Kennedy International School AG, CH-3792 Saanen, Switzerland

Account No: 228986-6100 0 Credit Suisse, Paradeplatz 8, CH-8070 Zurich

Swift No: CRESCHZZ80A – Clearing No. 4835

IBAN: CH34 0483 5022 8986 6100 0

All costs associated with bank transfer and currency conversion to be paid by the student's parent/guardian.

N.B. The name of the student and student ID should be indicated on the bank transfer

Multi Child Discount: A 5% reduction in fees is offered on tuition and boarding fees for the third child from the same family in the same academic year and 10% on the fees for the fourth child (based on the lowest tuition fees)

### *Late Payment Charge*

Invoices are payable at 30 days from the date of invoice. A fee of CHF 50.- will be charged for each reminder sent and 5% late interest fee on the balance due.

## **J/ Contractual agreement and litigation**

The parents undersigned confirm their agreement with the financial conditions set out in both this document and in the School Handbook which can be consulted on [www.jfk.ch](http://www.jfk.ch).

By signing this document, the parents agree to abide by these policies. They undertake to maintain this contractual agreement with JFK until their child leaves JFK.

Parents receive an updated version of the present document as well as a revised version of the School Handbook every year. This annually updated version is automatically applicable, and replaces earlier versions signed by the parents.

The contractual agreement between the parents, the child and the school is, in the final instance, subject to Swiss law. Any case of litigation between the school, the students and the parents will be brought before the tribunal of Bern (Switzerland). The term "parents" used in this document is understood to refer to the child's legal representative.



**John F. Kennedy International School  
Saanen – Switzerland**

Please return this document duly signed both parents / guardian(s)

We, the undersigned, Mr. and Mrs. (name in full)

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Agree to the above terms & conditions and the financial obligations as stated.

Name of the student \_\_\_\_\_ Born on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_

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

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