



**CHILD-CARE/STUDY SERVICES**

These are an **auxiliary service** provided to families. The children, supervised by adults, can extend their school day in complete safety and allowing children to prepare their homework.

This service is provided for elementary students only.

**Your child will be taken care of during 2 hours from 3:30 to 5:30. The service is offered over 28 weeks only.**

The first 45 minutes and the last 15 minutes will be a time of rest and relaxation for you child. He can have his lunch.

The Supervised Study will be organized in small groups of 10 to 12 students supervised by a licenced teacher. He will help your child **by monitoring his homework. He will provide methodological help if needed.**

the first week after the start of school and two weeks before the end of the year, your child will only be onl and there will be no supervised study during these periods.

**HEAD OF THE CHILD-CARE/STUDY SERVICES:**

Head of Primary Academic Life, ext. 620 until 5:30 p.m.

**HOURS**

The Supervised Study services are available during course days and are provided from 3:30 to 5:30 p.m., maximum.

In the event of force majeure, the institution informs the parents, who must come and pick up their child.

**RATES 2018 – 2019**

Number of Days	Annual Rate
4 days a week	\$1 620
3 days a week	\$1 480
2 days a week	\$1 100
1 day a week	\$580

**1 - ANNUAL SERVICE**

This annual fee gives access to Lycée Claudel’s Supervised Study services until 5:30 p.m. at the latest, regardless of the number of days in the week.

**2 - UNSCHEDULED SERVICE**

Contact the person in charge of the Supervised Study service for arrangements.

Flat rate: **30.00/session**

The Supervised Study fee must be paid upon receiving the invoice.

**3 - SIGNING UP DURING THE YEAR**

Signing up during the school year is possible based on the annual rate, on a pro rata basis for the remaining months.

The Supervised study fee will have to be paid as of the first day that the children have access to this service or upon receiving the invoice.

**4 - LEAVING CHILD-CARE/STUDY DURING THE YEAR**

The Supervised Study fee is non-refundable except in the event of an occupational transfer or move (with justification). Any month already started is due, and the fee already paid is refundable on a pro rata basis for the unused months.

Supervised Study fee refund requests must be sent by post or email to the Financial Director of Lycée Claudel.

**SIGN-UP PROCEDURE**

**1 - SIGNING UP FOR THE YEAR**

In order for the children to be signed up and accepted for the Supervised Study auxiliary service when the school year starts, the registration must be submitted via COBA before August 31.

**No change or cancellation will be accepted after September 16**, the date when the cheques are deposited.

**2 - ADMINISTRATION FEE IN THE EVENT OF A REJECTED**

**PAYMENT**

Any cheque not honoured by the issuing bank will result in an administrative fee of \$35.00.

**3- SURCHARGE IN THE EVENT OF LATENESS**

If the child must occasionally stay **beyond the scheduled departure time, the parents are responsible** for informing the person in charge about it.

**Rate: \$20 per 15 minutes, as of the first lateness. Any quarter of an hour started is due.**

**PENALTY SYSTEM:**

Consequences of not complying with the Lycée's internal regulations:

- ⇒ 1st warning - oral: dialogue between the head of the Supervised Study service, the child and his/her legal guardians.
- ⇒ 2nd warning - written: note to the legal guardians - waived suspension.
- ⇒ 3rd warning - written: interview with the legal guardians by the student's Director of Academic Life (Secondary) or Principal (Primary) - temporary or permanent suspension.

**MISCELLANEOUS**

Except on days of bad weather or upon submission of a medical certificate, the children signed up for the Supervised Study service are given a short time of outdoor play under the supervision of an adult.

In the study hall, silence is mandatory to enable the students to do their homework.

The Lycée's internal regulations also apply to the Supervised Study services. Since some children have severe allergies, be very careful that your children's snacks **do not contain** products such as **nuts or peanut butter** (or any product likely to cause anaphylactic shock).

**I have read these regulations and I undertake to comply with them.**

Last and first names of the children:.....

Names of the legal guardians:.....

.....

Signatures:.....Date...../2018.

Signatures:.....Date...../2018.