



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.

Child-care service: it is provided to students in the kindergarten and elementary classes. This service is specifically geared to learning and socialization through play.

Study service: it is reserved for students in College classes (6th to 3rd). The students, supervised by a monitor, can do their homework there , read or do calm activities.

NOTE: Between 3:30 and 5:30 p.m., **only College students signed up for study have the option of going to the library/documentation centre.** They are authorized there by the monitor, based on available spaces.

Reminder: On days that the students are not **signed up** for the auxiliary services , they must **leave the school 15 minutes after the end of classes.**

HEAD OF THE CHILD-CARE/STUDY SERVICES:

- ⇒ **Primary:** Head of Primary Academic Life, ext. 620 until 5:30 p.m.
- ⇒ **College:** Head of College Academic Life, ext.628 (study) or 623 (academic life) until 5:30 p.m.

HOURS

The Child-care/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
5 days a week	\$1 430,00
4 days a week	\$1 320,00
3 days a week	\$1 188,00
2 days a week	\$880,00
1 day a week	\$440,00

1 - ANNUAL SERVICE

This annual fee gives access to Lycée Claudel’s Child-care/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 Child-care/Study service for arrangements. Flat rate: **20.00/session**
The Child-care/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 Child-care/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 Child-care/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.
Child-care/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 Child-care/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 15, the date when the cheques are deposited.

If signing up for the Child-care/Study services for less than 5 days a week, the days must be chosen no later than September 17 . It can be changed only twice a year: the Christmas holidays and the Spring vacation. No requests for day changes will be accepted outside of those periods.

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 Child-care/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 Child-care/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 Child-care/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:...../2018.

Signatures:...../2018.