

## GENERAL CONDITIONS

The kindergarten " Au Manège Enchanté " is an association. The parents are invited every year to our general assembly.

### OPENING HOURS - WELCOMING

The kindergarten opens from Monday to Thursday, **from 8:00am to 11:45am**. We would appreciate if you can drop your child between 8:00am and 8:45am and pick him/her up between 11:15am and 11:45am. We welcome 15 children per half-day, aged from 2 ½ years until they start school. We have the possibility to include two, 2 years olds per morning.

### SCHOOL FEES

The school fees are monthly and calculated on the basis of the school year :

- [from Monday, 31august 2026 to Wednesday, 30 June 2027.](#)

Payments are made in monthly instalments payable in advance for the following month.



If your child is absent for any reason, the kindergarten will not offer any reimbursements or a replacement day in lieu.

HALF-DAYS PER WEEK	1	2	3	4
MONTHLY FEE 8H00 – 11H45	160.--	310.--	465.--	620.--

### CONTRACT CANCELLATION

Any termination of a contract during the course of the year must be notified to us in writing with 2 months' notice. The 2 months' schooling is due.

### HOLIDAYS

The kindergarten holiday calendar is based on the Vaud public school calendar and are not deducted from school fees.

## INSCRIPTION

### Documents needed :

- Inscription form, duly **dated and signed**,
- A photo of your child that will be used for the cloakroom / to be send by email,
- Photocopy of the child's health and accident insurance certificate,
- Photocopy of civil liability insurance for damage to other people's property.
- A medical certificate confirming fitness for life in a group setting (to be obtained from your paediatrician).

### For a first inscription :

- the inscription fee of 100.-- CHF.

**Your registration will be confirmed once all required documents have been received and the inscription fee has been paid.**



Kindly note that you can still cancel your child's inscription within 8 days after the signature of the contract. Past this delay, we will not be able to reimburse the inscription tax.

- The invoice for September is transmitted at the beginning of the school year.

## ILLNESS

Parents should be aware that despite careful precautions on our side, infections and contagions cannot necessarily be prevented.

In order to prevent the spread of the contagion, parents should warn the direction if their child presents any symptoms.

If your child is too ill, the direction can refuse to welcome your child for one day or more, in order to prevent any contagion.

## GENERAL INFORMATION

Please do not forget to bring the following :

- a pair of slippers or non-slip socks marked with the child's name,
- a tissue box,
- a packet of nappies or a nappy change if necessary.

Snack : each morning your child must bring a fruit for the 10 o'clock snack. A fruit basket is made available in the changing room.

In agreement with the FAJE, emergency places are available. If possible, please announce yourself the day before the event. Half a day is charged at 36.-- Chf.

The kindergarten will not be held responsible in cases personal items are lost or damaged.

Whenever you are present, your child is not under the kindergarten responsibility, it is solely under yours.

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