



## Contract of enrolment

This is a contract of enrolment at the Lifestyle Educare Kita. It sets out the rights and duties of the parents and legal guardians of children who enrol at our Kita.

The Lifestyle Educare Fees and Registration policy forms part of this agreement.

### 1. Details of child to be enrolled at the school

Surname	
Name	
Date of Birth	
Nationality	
Mother Tongue	
Other languages	
Residential Address	
Doctor	
AHV number	
Copy of Clinic Card	

### 2. Details of Mother

Surname	
Name	
Nationality	
Mother Tongue	
Other languages	
Residential Address	
Private Phone	
Mobile Phone	
email	
Primary Contact (Yes / No)	

### 3. Details of Father

Surname	
Name	
Nationality	
Mother Tongue	
Other languages	
Residential Address	
Private Phone	
Mobile Phone	
email	
Primary Contact (Yes / No)	

### 4. Details of Legal Guardian (if relevant)

Surname	
Name	
Nationality	
Mother Tongue	
Other languages	
Residential Address	
Private Phone	
Mobile Phone	
email	
Primary Contact (Yes / No)	

### 5. Details of Company (If payment made by Employer)

Company Name	
Company Address	
Name of Contact Person	
Phone	
mobile	
email	

## 6. Special Needs of the child

Please list any special needs or conditions that the child may have, including health, learning or physical needs or conditions. Note that Lifestyle Educare may not enrol children whose needs require specially trained staff, or whose requirements may detract from fulfilling our obligations to the other children.

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## 7. Care Requirements

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning – Half Day (07h30 – 13h00)					
Full Day – (07h30 – 18h30)					

- Children can only be enrolled for a minimum of two days. Official regulations require that the child must attend a minimum of 4 morning sessions and 2 afternoon sessions in the obligatory kindergarten year.
- Attendance can be made up of a combination of full and half days. For example, 2 days enrolment can be made up as 2 full days, or 1 full day and 2 half days, or 4 half days.
- Half days run from 07h30 to 13h00, and full days from 07h30 to 18h30. Afternoon only half days are not possible. Ad hoc arrangements can be made to extend a morning half day to a full day at a cost of CHF 100 per half day extension.

## 8. Other Terms and Conditions

- a. There will be a 2 week settling period. At the end of this period either party to the agreement may terminate the agreement. Any fees paid in advance (excluding the settling in month) will be refunded.
- b. Where fees are in arrear for longer than 1 month, Lifestyle Educare will have the right to terminate this agreement.
- c. Any legal costs incurred to recover outstanding fees will be recoverable from the parents or legal guardian.
- d. Where a child is absent from class, there will be no refund of or making up of days in lieu of days absent.
- e. Where the child requires extraordinary care due to illness or is infectious, the child is not to attend school.
- f. Where the child falls ill at school, employees will take all reasonable steps to treat the child or get professional treatment as necessary. In such situations parents should make the necessary arrangements to collect the child when requested to do so.
- g. Accident, health and civil liability insurance in relation to the child will be the responsibility of the parents or legal guardian.
- h. For excursions, activities off the Kita premises, or where a particular situation necessitates it, employees are permitted to transport the child by car or public transport.
- i. This agreement will be governed by Swiss Law.
- j. In the event of any claims or disputes, the Canton where Lifestyle Educare is physically located will have jurisdiction.

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Place / Date

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Signature Parent / Legal Guardian

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Place / Date

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Lifestyle Educare AG