

COLOURWOODS MONTESSORI KINDERHAUS

Max-Daetwylerstr. 4, 8126 Zumikon

Phone : 044 918 19 81 – Mobile : 079-5074196

www.montessori-zumikon.ch ximena.rudolph@sunnehof.ch

KINDERHAUS LOCATION: HOHFURREN 20, 8126 ZUMIKON (No mailbox)
Tel. 043 288 05 90

General Enrollment Regulations

1. Colourwoods Montessori Kinderhaus (hereinafter called Colourwoods) accepts girls and boys from 3 to 6 years of age. In special cases as of 2 ½ years old.

Opening hours: Monday to Friday from 8.30am to 15:00pm
Wednesday from 8.30am to 12:00pm

Please make sure your child is by 9:00am at the latest in class.
Picking up times: 14:45-15:00pm Wednesday 12:00pm.

- 1.1.1 As a rule, acceptance of a child is dependent upon a short interview with the parents (or legal representative) as well as the child.

- 1.1.2 Enrollment Form

Enrollment is made by the completion of the “Admission and Registration Form” This form is to be filled in completely and it constitutes the terms of the contract between the Childs Parents (or legal representative) and Colourwoods. The signed “Admission and Registration Form” indicates acceptance of the General Enrollment Regulations.

2. Documents required for Enrollment

- Details of any medical conditions of the attending child.
- A copy of Vaccination and blood-group certificates.
- A copy of the Health and Accident insurance policy.
- A copy of the Personal Liability insurance policy.

3. School Year and Holidays

A separate information sheet will be provided to the parents prior to the start of the school year, detailing this information. Colourwoods holidays are the same as the Zumikon public school and kindergarten. Since last year Colourwoods has been recognized by the Zurich education authorities as part of the official private kindergarten's in Kanton Zurich (new law since 2007)

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Health and Accident insurance is compulsory for all children and it is the responsibility of the Parents (or legal representative) to arrange appropriate cover.

Personal Liability Insurance is compulsory and it is the responsibility of the Parents (or legal representative) to arrange appropriate cover.

4. Annual Fee's

Registration Fee: The one time registration fee is CHF 600.00 per child and is not refundable.

Annual Tuition Fee: The annual fee is CHF 16,800 per child (CHF 1,400 per month). 10% discount for siblings.

The tuition fee includes: Warm lunches 4x a week, (no pork or beef) excursions, all the Montessori and non Montessori learning material, creative dance lessons with Frau Piasko, pottery lessons with Frau Brunner, art material and Waldkindergarten material. Mini Minstrel with Juliette if she has time (regarding her 3 kids).

5.1 Conditions of payment:

The Annual tuition fees will be invoiced on a quarterly basis in advance and will be payable within 10 days of the date of the invoice.

A standing order to effect the payment is preferable. The Year starts on the 1st of August and finishes on the 31st of July of the following year. The Monthly or quarterly fee are to be paid monthly in advance all year round, regardless of illness or holidays.

Overdue payments will be subject to a 2.5 pct late payment charge and will be invoiced accordingly.

In the event of unpaid outstanding invoices, Colourwoods reserves the right to prohibit the child from attending the kindergarden, until such time as any outstanding payment has been settled.

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5.2 Early Termination

A minimum of 2 months notice is required in writing from the parent (or legal representative). In the event that the child is withdrawn prior to the required notice period, fees for a total of 2 months (CHF 2,800) will become payable and invoiced accordingly, payment to be effected within 10 days of the date of the original invoice.

In the event that Colourwoods terminates the contract for, but not limited to, reasons as defined in clause 5.1, then the 2 month notice period charge will be invoiced and become payable by the parent (or legal representative). Payment to be effected within 10 days of the date of the original invoice.

5.3 Increase of Fees

Colourwoods Montessori Kinderhaus, reserves the rights to increase the fees if necessary. The fees will be subject to review on a 2 to 3 year basis and maybe increased and be effective for the subsequent school year commencing August 1st.

6. Medication

In the event that the child requires medication to be administered during school hours, the parent (or legal representative) has to completed the required medication to be administered form, which will be provided upon request.