

## **Cantaleum Zürich AG**

### **English translation of Terms of Contract for Kindergarten and Primary School**

**This is an English translation of the terms of contract to be used as a reference only. This translation does not replace or amend the official terms of contract in German. In the case of discrepancy between the original German-language contract and the English-language translation, the German version shall prevail.**

#### **1. Preface and basic terms**

Cantaleum Zurich (hereafter also “the school”) offers academic and musical education in the same institution. Lesson plans at Cantaleum Zurich follow the educational guidelines set by the Canton of Zurich, with additional enrichment in the school subjects of music and English. Lessons and school life are conducted bilingually.

The teachers employed by the school are certified through teaching diplomas that are recognised by the Office of Elementary Education of the Canton of Zurich (German: *Volksschulamt des Kantons Zürich*). When necessary, teachers receive additional support through qualified educational assistants. Class composition is determined by the school, with educational and practical considerations as priorities. Therefore, the school does not place students with specific teachers according to the wishes of students or parents/guardians.

As Cantaleum is a day school, students are supervised and given instruction from 7:00 to 18:00. Students receive a hot lunch, as well as two snacks during recesses. When students are not in lessons, they are supervised and led in activities by qualified day care staff and day care assistants.

The start date of the school year and the dates of school holidays and statutory holidays are set according to the public school calendar of the Canton of Zurich.

#### **2. Scope of school contract**

The terms of contract and the corresponding fee schedule are integral parts of the school contract, which shall be signed by all the parties named in the contract.

#### **3. Tuition**

The costs of tuition and other fees are presented in the fee schedule included with the contract. Tuition covers one school year (August 1<sup>st</sup> to 31<sup>st</sup> July). Tuition fees must be paid in

advance. The school reserves the right to make changes to tuition fees and other fees for the subsequent school year.

Personal vacations, absences due to illness/accidents, and other interruptions to school attendance do not result in the reduction or refunding of school fees (including tuition fees, additional fees, holiday activity fees, and school bus fees).

If the student enrolls at Cantaleum Zurich after the start of the school year, tuition will be pro-rated, rounding to the month.

Should a student withdraw from the school without observing the withdrawal period as outlined in section 5 of this document, the withdrawal is considered to be without proper notice. In the case of a withdrawal without proper notice, school fees (including tuition fees, additional fees, holiday activity fees, and school bus fees) must be paid by the end of the regular withdrawal period at the latest (as compensation for withdrawing without proper notice), regardless of the reason for withdrawal. If fees have been prepaid for the period after the withdrawal period, these fees shall be refunded by the school. If a student is asked by the school directors to leave the school, separate rules apply, as outlined in section 5.1 of this document.

Participation in either the Zurich Boys' Choir (German: *Zürcher Sängerknaben*) or Zurich Girls' Choir (German: *Mädchenchor Zürich*) is mandatory for all students at Cantaleum. The fees for these activities are presented in the enclosed fee schedule and shall be paid directly to either the Zurich Boys' Choir or the Zurich Girls' Choir, respectively.

## **4. Extras**

### **4.1 Holiday day care**

Day care during holidays is possible throughout the year, except during the two-week holiday at Christmas/new year and the second, third, and fourth weeks of the Canton of Zurich summer holidays. Cantaleum reserves the right to cancel holiday day care in the case of an insufficient number of registered children. If holiday day care must be cancelled due to an insufficient number of registrations, parents who have registered for day care shall be informed at least two months in advance.

On statutory public school holidays of the Canton of Zurich, no day care is provided: Knabenschiessen Day, Holy Thursday (German: *Gründonnerstag*), Good Friday (German: *Karfreitag*), Easter Monday (German: *Ostermontag*), Sechseläuten Festival, Labour Day (German: *Tag der Arbeit*), Ascension Day (German: *Auffahrt*), the Friday after Ascension Day, and Pentecost Monday (German: *Pfingstmontag*).

Holiday day care can be booked for an entire week or for individual days. Deadlines for registration for holiday day care are as follows:

- For autumn break: June 30<sup>th</sup>
- For sports break: October 31<sup>st</sup>
- For spring break: December 31<sup>st</sup>
- For summer break: March 31<sup>st</sup>

Registrations for holiday day care must be sent to the school directors by the deadlines shown above.

For students who enrol at the school after a specific holiday day care registration deadline has passed, holiday day care may be individually arranged at the discretion of the school directors.

The following cancellation fees for holiday child care apply:

- Cancelling after the registration deadline, but at least two months before the holiday: 50% of the day care fee will be charged
- Cancelling at least one month before the holiday: 80% of the day care fee will be charged
- Cancelling less than one month before the holiday: 100% of the day care fee will be charged

Normally, one to two singing camps organised by the Zurich Girls' Choir and the Zurich Boys' Choir take place annually during school holidays.

## 4.2 School bus

Registering for the school bus service guarantees a place for the student on the school bus during the week for one semester. The school bus registration is for the entire school week of school bus service throughout the semester. It is not possible to register for individual days of school bus service. However, it is possible to register for one-way service (to school only or leaving school only) for the entire week for the semester.

For school bus service for holiday day care, a separate agreement with the school administration is necessary.

Due dates for registering for the school bus service:

- For the first semester: May 31<sup>st</sup>
- For the second semester: November 30<sup>th</sup>

Registrations for the school bus service must be sent to the school directors by the deadlines shown above.

Students who enrol at the school after the school bus registration deadline has passed may be individually arrange school bus service with the school directors.

### **4.3 Tutoring**

Students at Cantaleum Zurich can register for tutoring in most school subjects. Tutoring sessions are 60 minutes each and are conducted either one-on-one or in a small group. The fees for extra lessons are presented in the tuition fee schedule.

## **5. Enrolling at the school / Withdrawing from the school**

The enrolment process at the school involves the completion of the school contract and the payment of the registration fee of CHF 500 and the interest-free deposit. The deposit is CHF 2000 for the first child of the family to attend the school, CHF 1000 for the second child of the family to attend the school, and CHF 500 for every other child from the family to attend the school. The deposit shall be refunded upon the child leaving the school, if the child has attended school at Cantaleum for a minimum of 12 months and no outstanding fees are owed to the school.

It is possible to enrol at Cantaleum throughout the school year. It is possible to start the process of withdrawal from the school at the end of any month, which is followed by a four-month withdrawal period. Written notice of withdrawal from the school must be sent by registered post to the school directors. The post office date stamp on the registered letter will be used to determine the start of the withdrawal period.

The school contract automatically terminates after the completion of the sixth grade.

### **5.1 Extraordinary termination of contract by the school**

An immediate expulsion of a student from the school may be necessary in the case of major disciplinary issues or for pedagogical reasons, which results in the immediate termination of the school contract (extraordinary termination of contract). The school reserves the right to expel a child from the school in cases of significant difference of opinion with the parents/guardians of the student, or when the tuition fee agreement is not honoured. In these instances, the procedures for the expulsion from the school will be carried out by the school directors.

In the case of an extraordinary termination of contract by the school, fees already paid to the school will not be refunded. Any outstanding fees owed to the school at the time of the extraordinary termination of contract remain outstanding. The deposit shall be refunded by the school in full if there are no other outstanding fees that may require compensation through the deposit.

### **5.2 Cancellation after signing school contract**

Should the parents/guardians decide against the attendance of their child at Cantaleum despite signing the school contract, the following policies apply:

- No cancellation fees will be charged for a cancellation of the school contract four or more months before the date of first attendance specified in the contract
- Three months of school fees will be charged for a cancellation of the school contract between two and four months before the date of first attendance specified in the contract
- Four months of school fees will be charged for a cancellation of the school contract that occurs less than two months before the date of first attendance specified in the contract or for the non-attendance of a student without advance written notice
- The deposit, if already paid, shall be refunded; the registration fee, however, is non-refundable

Intent to cancel the school contract must be expressed in writing and sent via registered post to the school directors. The post office date stamp on the registered letter will be used to determine the withdrawal date and whether it adheres to the deadlines listed above.

## **6. Liability and insurance**

The school is not responsible for damage caused by students on the way to or from school. Accordingly, the school is not liable and repudiates any claims of responsibility resulting from such incidents.

The school is only liable for damages that are incurred during school hours if there is evidence that the school has incurred a serious violation of its supervisory obligations.

The school repudiates any claims of further liability from incidents arising during school operation. If damage is caused by a student who is liable on the grounds of having sufficient power of judgment, the parents/guardians of the student are responsible for monetarily compensating the school or a third party for the full amount of damage caused by the student to the school or to a third party.

The school is not responsible in the case of the loss or theft of student property. Parents/guardians are responsible for the accident insurance for their child.

## **6. Privacy policy**

Cantaleum Zürich AG is obligated to follow the conditions of data protection as set by Swiss law. Personal information provided to Cantaleum Zürich AG through the school contract is only stored and used for the purpose of processing and implementing the contract. The school is bound by the obligation not to release any personal information to third parties without the permission of the parents/guardians of the student.