

# Terms and Conditions - MOSAIC CLUBS

(Mosaic Clubs: Clubs organised by the Mosaic school)  
The French version is authoritative.

## Preamble

This document complements the other MOSAIC School reference documents.

The clubs offered at various times during the student's day are an extension of the school's activities.

Internal and financial regulations and insurance obligations apply to these clubs, and essential medical information will be communicated to staff in charge of pupils during this time.

## Club prices

Club prices shown on the website include snacks, supervision, teaching, areas used and equipment needed to run the club.

The price of the activity is calculated for the school year. It takes into account the pupil's absences due to school holidays, public holidays and school events.

## Timetable

- morning: between 7.30am and 8am,
- in the evening:
  - between 4pm and 5pm,
  - between 5pm and 6pm,
  - between 4pm and 6pm.

## Departure

Children are looked after until 6pm, depending on the options chosen by families.  
An adult must collect the child from the Mosaic Club reception (Avenue Dumas 23).

Unaccompanied children are not allowed to leave the Mosaic Club, except for those whose parents have previously sent a written authorisation stating that they allow their child(ren) to return alone or with another family. Authorisations must be registered on the parents' portal or sent by e-mail, accompanied by a document acknowledging this.

The fee for being late after an activity or after school is CHF 26 per 15 minutes.  
A sign-in sheet is available for monitoring purposes.

## Billing and payment

Participation in the clubs is invoiced on a quarterly or monthly basis, depending on the choice made by the family. The invoice must be paid within 30 days of the invoice date.

## Registration & Confirmation of registration

### Regular registrations

Registrations are made via the parent portal.

Confirmation of club registration will appear in your parents' area of the parents' portal. Confirmations will be processed on a first-come, first-served basis, subject to availability.

ATTENTION - Children enrolled in language tutoring -

We would remind you that tutoring hours are set at the start of the school year and may sometimes conflict with the clubs you chose in June. In the event of a timetable conflict, we will reimburse the club. Further information will be sent by email at a later date.

### Exceptional registrations

Registrations must be made by e-mail only, 24 hours in advance, to [clubs@ecolemosaic.ch](mailto:clubs@ecolemosaic.ch).

## Modification of reservation

Wherever possible, a participant may change times or days during the same half-year, subject to availability of places and payment of the difference in price, if necessary. Requests for changes should be sent by email only to [clubs@ecolemosaic.ch](mailto:clubs@ecolemosaic.ch).

Changes requested verbally or via What's app will not be accepted.

## Cancellation and refund policy

Children are enrolled in activities for the month. For any cancellation of enrolment during the month by the parents/legal guardians, 100% of the total cost will be charged for the current month.

In the event of a participant's absence, repeated late arrivals or early departures, no reimbursement will be made.

Any request for cancellation by a club must be made exclusively by e-mail to [clubs@ecolemosaic.ch](mailto:clubs@ecolemosaic.ch), before the 15th of the month preceding the cancellation.

Only club cancellations made by the clubs manager will entitle the holder to a refund for the cancelled session(s).

## Parental responsibility

Parents/legal guardians assume full responsibility for any material damage caused intentionally or unintentionally by their child/children.

## Image rights

As part of the activities offered at Mosaic Clubs, we sometimes take photos of children in action. For each photo we wish to use, you will receive an express request for authorisation to use your child's image.

## Mobile phones/tablets

As participants do not need their personal phones or tablets during the clubs, they are strongly advised not to bring them. Mosaic Clubs reserves the right to confiscate phones/tablets if necessary. If participants need to contact a parent or other adult in an emergency, club staff will give them access to a phone.

## Permission to care

Parents/legal guardians authorise Mosaic Clubs to provide their child with any necessary nursing care, and also to administer homeopathic treatment in the event of a headache, blow, bruise, lump, digestive problems or other "minor" ailments.

If the child's condition so requires, the parents/legal guardians also authorise contact with an emergency service and/or transport to an appropriate care facility such as a hospital or community health centre.

In addition, if the emergency contacts cannot be reached, the parents/legal guardians authorise the doctor to provide their child with any medical care required by his/her condition.

Finally, parents undertake to inform the management of Mosaic Clubs of any change in their child's state of health, if different from that indicated at the time of enrolment.