

Introduction

The School is a non-profit Foundation, managed by a Supervisory Board comprising both parent and independent members. The Articles of Association of the Foundation are displayed in the School Board Information section of the website.

Conditions of enrolment

1. The School reserves the right to refuse admission if, for example:
 - a. it determines that the pupil would not benefit educationally from attending the School, or
 - b. if the special educational needs required by a pupil are not available, or
 - c. the registration deposit and initial fee payments are not made in advance, or
 - d. a child is not toilet trained.
 - e. for any other reason that the School considers relevant.
2. Current fees and registration payments for the School and Nursery are shown on the enclosed schedule. The School reserves the right to change the fee level for the year, or any part of the year.
3. The registration deposit will be returned in full if the application is not accepted, if an application is withdrawn, or when the child leaves the School after timely notice of withdrawal (see Point 4)
4. A full half term's notice of withdrawal of a child must be received in writing addressed to the Administration Office. This also applies to pupils for whom a registration deposit has been paid but who then does not join the school. Failing this, the registration deposit will be forfeited. Half term is defined as the first day of the term, or the first day of the half term break. Any notice received and subsequently withdrawn may result in the loss of your child's place in the School.
5. Fees are due annually, payable in advance. In some cases fees may be paid by the term or by monthly payments, subject to case-by-case agreement with the Principal. If a payment of fees is in arrears, the Supervisory Board may require pupil to be withdrawn until the arrears have been settled. All fees and expenses should be paid to the bank account of the School, presently, ABNAmro 44.27.70.855. If, in exceptional circumstances, a cash payment is accepted, only the standard School receipt will be accepted as proof of payment. Even if a company or organisation has assumed primary responsibility for the payment of fees and charges, the ultimate responsibility for the payment remains with the parent or guardian who enrolled the child.
6. If a child enters School before half term, the full term's fees are payable. If the child enters after half term, a half term's fees are payable.
7. Fees are payable up to the end of the half term in which the child leaves the School. Any unexpired balance of fees paid, together with the registration deposit, will be returned in full, provided the correct notice is given (see Point 4.).
8. Refunds will be calculated at the rate of one-sixth of the annual fee for each half term to be refunded, irrespective of the number of weeks in the half term concerned.

9. The child should arrive promptly at the School and be collected promptly afterwards as follows:

Nursery:	Morning: Arrive between 8.30 and 8.45; to be collected between 12.00 and 12.15 Afternoon: Arrive between 12.15 and 12.30; to be collected at 3.20 p.m.
Early Years	Arrive between 8.30 and 8.45; to be collected at 3.20 p.m.
Infant School	Arrive between 8.30 and 8.45; to be collected at 3.25p.m
Junior School	Arrive between 8.15 and 8.45; to be collected at 3.30p.m
Secondary School	Arrive between 8.00 and 8.45; to be collected at 3.50p.m

It is the parent or guardian's responsibility to ensure that safe and timely arrangements are made for the arrival and collection of children.

10. All children are covered by the School's accident and third party liability insurance policies.
11. If a child is absent from School or Nursery for any reason, the class teacher must be informed immediately. The School must also be notified immediately of any infectious disease that the child may have contracted.
12. If either parents or guardians leave The Netherlands, they must undertake to notify the School. In such a case, they must nominate, in writing, a resident adult who will be responsible for the child during that absence. Such a nomination must be accompanied by a confirmation signed by that temporary guardian.
13. The School has the right to vary the conditions under which children shall be admitted and educated.