



**IPS SUMMER CAMP 2017
Enrolment & Child care Agreement**

Concluded on _____._____._____ in Belgrade, by and between:

- 1) International Primary School, Belgrade, Temišvarska no. 2, PIB 108766255, represented by Peter Parsons, Assistant Director (hereinafter: the School or IPS) on the one side,

and

- 2) Name _____ address _____
passport _____ (hereinafter: the Parent/guardian) on the other side,

whereby in further part of the text of Enrolment & Child care Agreement (hereinafter: the Agreement), the School and the Parent/guardian individually shall be referred to as the Party, and jointly as the Parties.

Article 1

By this Agreement the Parties mutually agree on enrolment of:

Student's Name: _____ **Date of Birth:** _____
(hereinafter referred to as: the Child or Student)

for Summer Camp.

Camp Dates: June 26, 2017 – August 18, 2017

Camp Weeks:

26.6.-30.6. 3.7.-7.7. 10.7.-14.7. 17.7.-21.7. 24.7.-28.7. _____

Article 2

Subject of the Agreement

This Agreement summarizes mutual right and obligations, as well as the procedures, the timeline, the services to be provided and the fees, which will be charged for these services. By signing this agreement the Parent/guardian indicates full understanding of, and agreement with the IPS policies. These policies are non-negotiable.

Article 3
The Fee and manner of payment of the Fee

Fees: 1 week half day 60 € 9 am - 1 pm or 1 pm - 5 pm
1 week full day 90 € 9 am - 5 pm
Lunch (optional) 15 € per week

Other Fees:

Late pick up fee 30 € / hour

Payments:

The Parties agree that the Fees can be paid weekly or monthly in advanced. External visits will be charged extra, prices and further information will be provided before booking the visits.

The Parties agree that the School does not give any refunds or credits for student absences, vacations or school closings due to holiday's breaks or inclement weather.

Article 4

Enrolment, Hours of operation, Arrival/Pickup procedures and Absences

Enrolment:

All information including enrolment, information record, emergency and medical forms must be completely filled out and returned before beginning our program and this is by filling up and delivering to the School a document - Child information record.

The enrolment fee is paid at the time of enrolment and secures enrolment for the child listed on this form for the dates specified. If your child is unable to start the program as intended, one-week notice is required for changing the starting date. Enrolment fee is non-refundable and non-transferable unless IPS does not accept your child.

The parent understands that no medication of any kind may be kept in the student's classroom, backpack or pocket.

The parent agrees to submit (on or before the first day of care) a copy of the child's current immunization record or Health Form (only for non IPS children).

A one-week notice is required for any changes to enrolment schedules or fees. All changes must be reviewed and approved by the school representative (director or assistant director).

Hours of Operation:

Monday – Friday each week, in time period: 8:45 am – 5:00 pm prompt.

A late pickup fee will apply after 1:15 pm for Half Day students and after 5:15 pm for Full Day students.

Arrival/Pickup Procedures:

The Parents/designated persons can drop off and pick up their children from the school building or garden, whereby it is necessary that the Parent/guardian inform a member of staff before or after dropping off or picking up the Child. Only designated persons will be allowed to pick up the Child.

Absences:

Parents will contact IPS before the scheduled time of arrival if the student will be late or absent.

Article 5

Illness, Medication and Personal Belongings

Illness & Medication:

By signing of the Agreement the Parent/guardian certify that the Child is to his knowledge, in good health, and free of illness at the time of enrolment. The Parent understands and agrees that when the child is ill, that the School is not obliged to accept the Child and that it will not accept the Child for care. This includes fever, diarrhea, vomiting, bad cough, and a communicable disease.

Topical lotion, lip balm & sunscreen can be given if it is in the original container, labelled with the child's name, in which case the Parent/guardian has to inform staff if the Child has any skin allergies.

Personal Belongings:

The Parties agree that Children's belongings must be labelled with their name. The School cannot be responsible for any loss of items. The Children will be sent to school in appropriate clothing for the weather. Parents will supply a change of clothes each day in the student's backpack, even if their child is fully potty trained (School Age students included). No personal items such as toys, stuffed animals, and electronics will be permitted.

Article 6

Termination

The School reserves the right to terminate this Agreement at any time for any reason whatsoever, including but not limiting to non-payment of the fees, inability to fulfil requirements of enrolment, disruption of the program by student or parent, refusal or inability to follow up School's policies, if child needs cannot be met in School's program, behaviour that presents a risk to the health, safety or wellbeing of other children or staff members.

The School will make every effort to give reasonable notice (which cannot be longer than 5 working days) to allow parents time to obtain alternative childcare arrangements.

The Parent/guardian have right to withdraw child from IPS Summer Camp at any time, for any reason. However, the Parent/guardian must send a two-week' notice in writing and if a two-week notice is not provided, the Parent/guardian will be responsible for two-weeks of fees.

Article 7

Communication

The Invoices, newsletters and general announcements will be sent via email and the emails which the Parties have presented each other. In the event that the Parent is unable to receive emails, it is the Parent/guardian’s responsibility to obtain information from the office.

Article 8

Discipline rules and Reporting of Abuse

Discipline Procedures:

In case of disciplinary measures, re-direction is used first, and if necessary the Child is removed from the situation and allowed to talk out their behaviour. If further discipline is required, the Parents will be notified so the School and the Parent/guardian can take a course of action together to rectify the problem.

Reporting Abuse/Neglect:

The School staff members are mandatory reporters of suspected child abuse or neglect. Suspected abuse will be reported to Social Services for investigation as required by law. All inquiries will be referred to the Department of Social Services. Staff members may not discuss these matters with a parent, guardian or outside source.

This policy agreement is subject to change by the school, with one week written notice.

Article 9

The Parties have read this Agreement, understand its content and considering that is represent their free will, in confirmation signed this Agreement.

This Agreement have been concluded in 3 (three) identical copies, of which two (2) copies keeps the School and one (1) copy keeps the Parent.

In Belgrade _____

Parent / Guardian

School