

Internal Regulations for L'école Maternelle et Primaire Bilingue de Bâle (including after school care and after school activities)

Adopted as part of the creation of the School Association on 15th February 2006.
Modified by the Committee: 14.06.07, 10.03.08, 17.02.09, 19.11.09, 15.10.10, 10.10.11, 18.10.12, 30.10.13, 20.09.14, 22.09.15, 30.10.2018 and 9.11.2020

DUE TO COVID-19, SOME AREAS ARE SUBJECT TO CHANGE (see separate updates)

1. Admission and registration

Parents wishing to register their child must make an appointment with the management for a preliminary interview. They are bound by the Articles of Association and payment of the registration and the tuition fees within the deadlines.

Parents or persons legally responsible for a child registered in our records, become automatically members of the Association of L'école Maternelle et Primaire Bilingue de Bâle (EMBB).

Internal families wishing to have a place for their child take priority and will need to sign the new registration form by December 15 of the current year. After this deadline the registrations will be open to external families without any priority for internal children.

Final registration will be based on available places in order of registration and will be validated by the payment of the registration fee.

2. Rates and Fees

Les Coquelicots is not for profit association; the school fees are calculated to cover the associated cost of ensuring a proper functioning of the school.

The school fee is owed for the entire school year. By registering or re-registering a child the parents enter into a binding agreement to pay the fees. This commitment includes the payment, on the due dates, of all school fees for the whole school year even in a case of withdrawal of the child before the start of the school year or in case of a departure of the child after the school year has started.

The school fees are based on a school year and are due as follows:

- 1st Semester must be paid after the registration of the child is confirmed by the school, upon receipt of the invoice and before May 10.
- 2nd Semester must be paid before December 10.

Before each semester starts, the settlement for the forthcoming semester must be made upon receipt of the invoice (see document "Prices & Payments" relating to the payment dates).

The parents are responsible for paying the invoices within the due dates. The non-payment of bills on the due date(s) indicated on the invoice will result in financial penalties. If payment is not made on the new date indicated, this will result in further



financial penalties and exclusion of the child from the school until the situation has been resolved. This applies also for non-compliant payments of the bill. These terms are also applicable to the extra curricular activities, the after school daycare and the canteen.

In case of non-payment, the recovery process will be:

- 1st reminder: by email.
- 2nd reminder: via email and accompanied by a penalty of 50 CHF for administrative expenses.

3rd and final reminder: via post with a penalty of 100 CHF. From the third stimulus, the child will be excluded and parents will be prosecuted.

3. Attendance

Registration at the EMBB requires regular attendance at the institution, favourable to the development of the child's personality and meeting the requirements of the Erziehungsdepartement of Basel-Stadt (Education Department).

Absences are recorded each half day in a register kept by each teacher. Absences must be reported by phone before 8:30 am and between 11:30 and 14:00 in order not to interfere with the class.

In case of contagious disease and any other disease or prolonged absence, parents must notify the teacher of the kindergarten / primary school or the management as soon as possible.

Children will not be admitted to the school if they are suffering from a contagious disease, impetigo or conjunctivitis that can affect other children. A medical certificate of non-contagion is to be provided to the teacher after the quarantine period.

In general, parents are required to inform the school of any short or long term absence as soon they become aware of it. A written request must be submitted to the management for any absence outside the school vacations of the École Maternelle et Primaire Bilingue de Bâle.

4. Liability and Drop Off Times

No child shall be dropped at the school and left alone before school opening hours.

Pre kindergarten

The child must be accompanied by the parents or the responsible person to the classroom and transferred to a member of the teaching team. Under no circumstances should the child be left in the school's outside area.

Kindergarten and primary school

The child may be accompanied by parents or the responsible person to the entrance of the primary school building. According to Basel-Stadt Directive, it is expected that Kindergarten and primary school students will enter the building and go to their respective classes alone and independently.

School Opening Hours (maternelle and primary):



Monday - Friday from 7:45 am to 6:00 p.m.

Class hours

Pre Kindergarten and kindergarten:

Monday, Tuesday, Thursday and Friday from 8:30 am to 11:30am and from 13.30 (2:00p.m for the Petite Section) to 4:15 p.m.

Wednesday from 8:30 to 11:30am

Primary:

Monday, Tuesday, Thursday and Friday from 8:30 to 12:00 and from 1:30 p.m. to 4:00 p.m.

Wednesday from 8:30 to 11:30

Canteen hours:

Maternelle/kindergarten:

Monday- Friday from 11:30 to 1:30 p.m.

Primary:

Monday, Tuesday, Thursday and Friday from 12:00 to 1:30 p.m.

Wednesday from 11:30 to 1:30 p.m.

After class daycare:

Monday, Tuesday, Thursday and Friday from 4:30 p.m. to 6:00 p.m.

Wednesday from 1:30 p.m. to 6p.m.

Parents are required to comply with school hours and drop their child in the morning at 8:30 am at the latest and afternoon at the latest at 1:30 p.m. (2:00 p.m. for kindergarten).

Any delay must be announced before 8:30 am and between 11:30 and 1:30 p.m. (2:00 p.m. for kindergarten) in order not to interfere with the courses. In the morning, a late coming child will not be accepted until the break.

For the well-being of the child, their classmates and the smooth running of the education programme, late arrivals are limited to a maximum of three times per semester. Abuse of this may lead to exclusion of the child.

Children are under the sole responsibility of the school (teachers / kindergarten aid) during school hours and reception times. They are under the sole responsibility of the parents or their representatives outside of these periods.

On leaving the school, the child will only be handed over to parents or a person as reported on the parental consent list. Anyone else not on the above list must present a signed permission of the parents.

In case of accident, the management reserves the right to inform the parents, a doctor or the emergency services. In the absence of the management, a member of the teaching staff will take this decision on its behalf and will notify them as soon as possible.

All the school premises are entrusted to the management, who is in charge of the safety of all personnel and property.



5. Canteen

Only children enrolled in the canteen can stay at the school during the lunch break. And are supervised during the lunch break.

The payment of the canteen is made quarterly. Payment must be made in advance, upon receipt of the invoice. As it is an advanced lump sum payment, there is no possible refund for absences.

Canteen changes are made quarterly and must be announced in writing two weeks before the end of the preceding quarter. Any occasional inclusion in the canteen is subject to management approval and will be charged an increased amount.

The non-payment of canteen fees on the due dates indicated on the invoices will result in penalty payments and subsequently the exclusion of the child from the canteen until the situation has been resolved. This applies also for non-compliant payments of the bill.

Parents of children with special dietary needs (allergies, vegetarianism, etc...) must communicate these needs to the management when registering the child, at the latest, in order to enable these requirements to be considered. A medical certificate as well as a permission form and an emergency kit in French and German need to be provided to the school.

6. Day care / after school activities

Childcare is available (Monday, Tuesday, Thursday, Friday) between 4:30 p.m. and 6:00 at extra cost. p.m. and Wednesday afternoons from 1:30 p.m. to 6p.m.

A penalty charge of 30chf per quarter of an hour will be applied to parents who do not collect their child by closing time. (18.00 each day)

Fees are charged per half hour except for Wednesday afternoon where a package rate is applied. Any delay in collecting your child after the opening hours will be charged per quarter of an hour.

Any abuse leads to exclusion from daycare.

Payment is due after the number of day care hours has been calculated and processed on an invoice.

After-school activities can also be offered to students attending the school (dance, gymnastic activities, cooking workshop, French and other language courses etc). The Management and the school committee arrange the schedules and days. Registration is made quarterly and is binding on the parents and the child until the end of the quarter.

The number of available places for each activity is limited. Management reserves the right to suspend an activity due to lack of registered children.

The payment of these activities is made quarterly. Payment must be made in advance, upon receipt of invoice (within the due timelines). As it is an advanced lump sum payment, there is no possible refund for absences. It is not possible to make up a missed lesson.



For daycare and after-school activities, insurance is the participant's responsibility.

7. Volunteer Supervisors

The management reserves the right to accept or solicit the participation of volunteer parents who will supervise children at school events taking place off the school premises during school hours.

The entire organisation and event activity remains the teacher's sole responsibility.

8. Exclusion and Expulsion

The temporary or permanent exclusion of a child may be imposed by the management or by the President of the Association of the Bilingual Kindergarten and Primary School of Basel in the following cases:

- Inconsistent behavior with the school functioning (valid for both children and parents)
- Non-compliance with the internal rules
- Non-payment of bills
- Repeated delays hindering the organisation of classroom work (1day exclusion after 3 late arrivals within the quarter)

9. Special Provisions

For safety reasons, children should not wear necklaces, brooches, bracelets, etc. The School does not accept any responsibility for accident, loss or theft.

Personal possessions and toys: No games or toys may be brought into the school unless requested by a teacher as part of a specific activity. The item will be handed back to the child at the end of the activity.

Children are expected to take care of the school's premises and property. In the case of any loss or damage, the parents will be expected to pay for the resulting repair or replacement expenses.

All medication is strictly forbidden at school (except for special cases agreed by management whereby a medical certificate is required.)

10. Cantonal Provisions

Children's education is mandatory in the canton of Basel-Stadt according to the schedule published by the Erziehungsdepartement of Basel-Stadt. Children must diligently attend school. Any prolonged and unjustified absence will be reported to the Basel authorities. Children from the neighbouring cantons of Aargau, Basel-Land and Solothurn are subject to the provisions of Basel-City canton if they attend the school.

Completed in Basel, on November 9th, 2020

NB: Any new Regulation repeals and replaces the previous regulation. In case of any dispute, the French version of the regulations takes precedent.