

Tandem's ASC Programme 2009/2010

Tandem Parents

Information & Regulations



international | pre-school

General Information & Regulations

(Tandem parents)



What is an ASC?

An **ASC** is an **After School Club**. Tandem offer you a wide selection of extra-curricular activities additionally to our free-play day-care programme in all three schools. The After School Clubs are generally open to children between the ages of 2.5 to 10. Each Club clearly defines for which age group they cater for. Our ASC activities are offered by outside specialised staff, by our teachers or teacher assistants. Children may attend any ASC from once to four times a week.

Our offer

Below you will find the general ASC schedule.

Day Care: 16:00 to 16:30

ASC: 16:30 to 17:45

Pick-up: 17:45 to 18:00

Day Care: 17:45 to 18:30

Please note that certain Clubs have a different schedule. Please look at your school's ASC timetable for more specific times.

Holidays

Autumn Holiday:	12 Oct. to 16 Oct. 09
Christmas Holiday:	21 Dec. 09 to 1 Jan. 10
Winter Holiday:	15 Feb. to 19 Feb. 10
Spring Holiday:	26 April to 30 April 10
Summer Holiday:	19 July to 20 Aug. 10

Minimum of children

The minimum number of children to lead an ASC at Tandem is at least five. If Tandem decides to cancel a Club, the remaining paid fees for the semester will be refunded.

Enrolment procedure

Once you have sent in the enrolment form and signed the brochure to say you are in agreement with Tandem's ASC terms and conditions, you will be sent the bill for the first billing period. Then your child enrolment is confirmed. Once the fees for the first billing period are paid, you will receive a confirmation of your child's enrolment.

Clothing and Personal liability

We ask the parents to make sure that their child has appropriate clothing for each ASC. Tandem declines all responsibility for personal objects brought on the school premises at anytime.

Withdrawal and Registration

Registration can be cancelled up to a month before the starting date. This must be completed in writing. If this cancellation period is not observed, then the ASC fees for an entire semester are owed, regardless of whether the child actually attends the club or not.

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Semester Costs

Payable by the semester, due as per contract, the payment terms is 30 days

After School Club Costs (per Semester)

Description	Price	Note
Piano Lesson	1,110	Private 30 min lesson
Cello Lesson	1,110	Private 30 min lesson
Dance	636	45 min lesson
Martial Art	636	1h15 lesson
Language	552	1h15 lesson
English Club (pm with lunch)	1,680	from 12:00 to 16:00
English Club (pm without lunch)	1,080	from 13:30 to 16:00

* except for the individual music lessons, the ASCs are approximately 18-23 chf/hour

Day Care Option (per semester)

Description	Price	Note
Day Care	Included	Before and/or after the ASC

Exceptional Withdrawal

If it is decided, in consultation with the ASC coordinator, that a club needs to be canceled or a child withdrawn under exceptional circumstances, this would be done at the end of that given month. The semester charges will be assessed on a monthly basis (a partially-completed month is considered as a whole month).

Additional Costs

Some club teachers might have special requests of extra contributions from parents (ie: instruments, ceramic firing per object, special books, yoga mats etc.) In general, these then become the child's individual property.

With my signature, I affirm that I have carefully read the ASC Brochure, understood and accepted it.

Place, Date

Signature