



Association des Parents Anglophones de la Région de Chantilly
Anglophone Parents' Association in the Region of Chantilly

Registered address (for all mail): APARC, Mairie de Chantilly, 11 avenue du Maréchal Joffre, 60500 Chantilly

Wednesday classes: Ecole du Bois Saint Denis, 39 Avenue du Général Leclerc, 60500 Chantilly

Anglophones classes at the collège: Collège des Bourgognes, 9 Route des Bourgognes, 60500 Chantilly

Tel : 06 44 38 75 49

contact@aparcschool.org

www.aparcschool.org

TERMS AND CONDITIONS

English version for information only

Preamble

The objectives of APARC are to:

- Offer mother-tongue-level English language classes to bilingual Anglophone students, from kindergarten to collège, and support Anglophone students in the lycée. Each student must have an adequate level of English to join these classes. English skills are tested by APARC's teachers.
- Allow students learning English as a foreign language to consolidate and deepen their knowledge from primary to collège by following the 'English Extra' curriculum.
- Promote the cultural interests of the Anglophone community in the Chantilly region.

Article 1

These Terms and Conditions were adopted by the APARC Committee on August 30, 2018. Becoming a member of APARC constitutes acceptance of the Terms and Conditions. A copy of the Terms and Conditions is given to each family.

Article 2

APARC's management team is mandated by the Committee to enforce these Terms and Conditions.

Article 3 - LOCATION - ACCESS - Ecole du Bois Saint Denis in Chantilly

The premises of the Ecole du Bois Saint Denis (hereinafter "the School") are made available to APARC by the municipality outside school time. Occupancy hours are set by APARC in agreement with the municipality.

As a public building, it is strictly forbidden to smoke inside the premises and on the grounds of the School. Mobile phones, bicycles, strollers, scooters, roller skates, skateboards and other machines or games are not allowed on the premises of the School. Animals are not allowed on the school grounds.

The School is accessible through the gate located on the Rue d'Alençon, except when the gate is locked. For latecomers and some 'English Extra' classes, an alternate access point may be made available through the door located on the Avenue du General Leclerc. Non-residents of the Rue d'Alençon may not enter the street with their vehicles, and due to high traffic Avenue of General Leclerc, APARC strongly advises that you park on the Avenue Marie-Amélie when coming to the School.

Each member, while on the premises, is bound to respect the premises, and to be discreet. Any damage caused by a student will result in a repair to be paid by the students' legal guardians. Depending on the nature of the damage, the student may be excluded from APARC.

Article 4 - LOCATION - ACCESS – Collège des Bourgognes

APARC classes at the Collège des Bourgognes are referred to as “Club Anglophone”. Students and their families are required to respect the Collège's rules.

Article 5 - REGISTRATION, MEMBERSHIP FEES, TUITION FEES

APARC membership is valid for one school year (from September 1st to August 31st). The annual family membership fee is set by the APARC Committee and is due in full no matter when your family joins. The membership fee is not refundable.

Tuition fees are established annually by the APARC Committee and invoiced at the beginning of the school year for each student for the entire school year. If your child joins APARC mid-year, the tuition fees will be pro-rated, from the month when your child joins APARC. Where two or more children from the same immediate family attend APARC, tuition fees will be reduced for the second and subsequent children (by class, not alphabetical order).

Tuition fees are not refundable if your child leaves during the course of the school year. In case of *force majeure*, the member may submit a written appeal to the Executive Committee, who will make a final decision on the matter at its sole discretion.

Extra costs such as exam fees or the cost of replacing lost / damaged books will be billed separately during the year.

Article 6 - PAYMENT

Payment of the annual membership fee and tuition fees is due on September 1st of each year. Fees may be paid by a single bank cheque before the start of the school year, or by 10 monthly instalments collected from your bank by direct debit (prélèvements).

Should you elect to pay your fees in advance by cheque, then you must send a cheque payable to “APARC” to the Treasurer before the start of the school year.

Should you elect to pay your fees in instalments, fees will be deducted at the beginning of each month (around the 7th) starting in September. If you have already sent APARC the signed “Demande de Prélèvement / Authorisation de Prélèvement” form and your bank account RIB, then you do not need to supply another copy unless your details have changed.

You are responsible for informing the APARC Treasurer by email (treasurer@aparcschool.org) in the event of any changes to your bank account during the course of the school year. A new RIB should also be sent to the Treasurer.

Should you anticipate any difficulty in paying your fees, please contact the APARC Treasurer as soon as possible. **Unfortunately, failure of a direct debit without prior notification will result in a €50 administration charge being levied. A second failure will result in a further €50 administration charge, and the remaining balance for the school year will have to be paid immediately by cheque.**

If you wish to withdraw your child permanently from APARC during the school year, then you will need to give 4 weeks' written notice to the head teacher. **Where fees are paid by direct debit, any amount still owed for the academic year must be settled by cheque.**

Article 7 - CLASSES - SCHEDULE

A calendar of classes at Ecole du Bois Saint Denis is given to each student at the beginning of the year and is also available on the APARC website. The School will not be available for APARC on certain Wednesday afternoons during the year. These dates are omitted when calculating annual tuition fees.

To enable teachers and students to work in the best possible conditions, it is imperative that everyone – students, parents, teachers – adhere to the class hours. For security reasons, it may not be possible for latecomers to enter the School.

Article 8 - ABSENCES

No refund of school fees is provided in case of a student's absence. In cases of *force majeure*, the member may submit a written explanation to the Executive Committee, who will make a final decision on the matter at its sole discretion.

Article 9 - LIMITS OF LIABILITY

Families are responsible for their children. In particular, they are required to take the kindergarten and primary school pupils all the way to the School gate and ensure the presence of a teacher before leaving their children. They must also come to the school gate to collect their children at the end of the class. Teachers and the Association cannot be held responsible for children outside class time.

Article 10 - INSURANCE

Each child attending APARC is required to have valid school insurance (assurance scolaire) covering their time at APARC classes and activities. Proof of this insurance must be provided prior to the start of the academic year, and failure to do so will result in your child not being able to attend classes.

Article 11 - IMAGE RIGHTS

APARC may publish photographs or videos of children as part of our activities (such as in our newsletters, website, social media). If you object to your child appearing in these photographs and videos, please send an e-mail to president@aparcschool.org before the beginning of the school year.

Article 12 - DATA PROTECTION

The information collected by APARC is necessary for your membership in the Association and for the registration of your child(ren) in APARC classes. This information is subject to computer processing. In accordance with our ethics and the European Union's General Regulation on the Protection of Personal Data (GDPR), APARC is committed to respecting the confidentiality of your data. You may also consult our Privacy Policy. You have the right to access and modify your information. If you wish to do so, please contact the APARC President (president@aparcschool.org).

You may refuse that APARC stores your child's or family's records by sending an email to president@aparcschool.org. However, in the event of a refusal, we will not be able to establish any document certifying class attendance or payment of fees after you leave APARC.

Article 13 - EXCLUSION

The following may result in exclusion from Association, by decision of the APARC Committee:

- non-payment of sums due to the Association;
- any serious offence or action considered prejudicial to the Association;
- failure to respect people or premises;
- failure to comply with the Association's Terms and Conditions.
