



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 (emergency number for Wednesday afternoons)

[contact@aparcschool.org](mailto:contact@aparcschool.org)

[www.aparcschool.org](http://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, 2021. 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.

Depending on the classes, the School is accessed through the gate located on the Rue d'Alençon, or through the door located on the Avenue du General Leclerc, according to the "protocole sanitaire" applicable sent to all families by APARC's management team. For latecomers access will be 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 parking on Avenue du General Leclerc can be dangerous due to the high volume of traffic, APARC therefore 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.

Each member is also required to comply with APARC's Behaviour Policy, a copy of which is given to each family at the start of the school year and is also available on the Association's website.

## **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 1<sup>st</sup> to August 31<sup>st</sup>). 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, a discount of 5% for two children, or 10% for three or more will be applied over the entire family invoice.

**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](mailto: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 family 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 AND CANCELLATIONS**

a. 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.

b. APARC shall not be held responsible for any cancellation of lesson if this cancellation is caused by: an epidemic or pandemic or other public health issue, such as the Covid-19; government restrictions; extreme weather conditions or any other event outside the reasonable control of APARC. APARC and all members will use reasonable efforts to mitigate the effect of such a force majeure event. In the event of prolonged cancellation of in-class lessons, APARC may provide distance lessons, in which case families accept that their children attend these and agree not to record, duplicate or share these lessons. The Executive Committee may periodically recalculate the fee structure to reflect the cost of these lessons compared to in-class lessons.

## **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](mailto: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 after you leave APARC 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 Behaviour Policy;
- failure to follow social distancing measures as promulgated by the Association, the Mairie de Chantilly, the College des Bourgognes or the Ministry of Education ;
- failure to comply with the Association's Terms and Conditions.

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