

Rules and Regulations

2023 - 24



Butterflies
LEARNING CENTRE



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The aim of this Rules and Regulations document is to layout the basic principles and best practices for the smooth running of the **Little Caterpillars** kindergarten Project.

Our main objective is to provide our students with enriching activities in English, which will subsequently allow them to integrate International Schools.

Our educational project is student-centered and takes into account their particular needs, their individual necessities and backgrounds.

1. TIMETABLE

1.1- Long or Short programs

Option 1 - short program (4 hours)	9.00 – 13.00
Option 2 - long program (6 hours)	9.00 – 15.00

1.2- Number of days per week

The BLC understands that, initially, parents may feel the need to be flexible about the number of days their child(ren) attends school. We therefore offer that flexibility and Parents/Guardians can choose sending their child(ren) to school:

- 2 /3 times per week
- full week

Children adapt better when they have set routines, so we encourage Parents/Guardians to think of this option as an adjustment period, which is only available for a limited period of time, i.e. one month.

For Group 3 (4 to 5 year old children) only the **Long** or **Short Full Week** programs are available.

Please refer to our Fee Schedule for costs.

1.3- Trial Period

1. Before the moment of registration, all children are given the possibility of a free trial period at the school.
2. The trial period lasts a maximum of 2 days and may be done at a time that suits the child, within the school's opening hours.
3. As it is a trial period, there is no obligation of registration and no charge will be made, except for the cost of the food the child benefits from during their stay.

1.4 Arrival at the BLC

We ask Parents/Guardians to arrive timeously, so that sessions are not interrupted with people coming in and out of the classroom.

A 15-minute tolerance is allowed.

1.5 Leaving the BLC

The students can only leave our BLC premises when accompanied by an authorised person. Therefore, should Parents / Guardians wish someone else to collect their child(ren), they must provide the BLC with a written authorisation giving details of the person who will collect the child.

2. COMPLEMENTARY ACTIVITIES

We aim to give children the possibility to participate in various physical activities. We have therefore contracted external teachers who will come during the week into our premises for **Yoga, Dance & Movement** and **Music & Rhythms**. These activities are included in our monthly fee and have different timetables depending on the age group.

3. FIELD TRIPS AND OUTINGS

1. Throughout the school year study visits can be made as part of the development of the school's curricular project. These should be understood as classes to be held outdoors and, are, therefore, compulsory.
2. Participation in study visits or other school activities will not result in the student missing classes because of such participation.
3. Non-participation in study visits does not imply non-payment of the same or discounts on the monthly fees.

4. PARTIES AND CELEBRATIONS

For this school year the following parties and events to which parents are invited are programmed:

- Christmas party
- Father's Day
- Mother's Day
- End of the year celebration

The dates reserved for this will be communicated to Parents / Guardians in due course.

5. SUMMER ACTIVITIES - JULY

Throughout the month of July, the BLC aims to provide our students with a fun and active Holiday Program. We are working towards building partnerships with some third parties and hope to be a position to present the full program to parents towards the end of May. As this

program will involve working in partnership with third parties, it may therefore have extra costs attached to it.

Any payments made to enrol the child into the program are deemed as non-refundable, even if the child does not participate in it.

6. EXTRA CURRICULAR ACTIVITIES

6.1- Languages

Upon request, the BLC may be able to arrange for your child to attend extra classes in languages such as extra English, Portuguese, Russian, German or others if requested and possible. The request must be made on enrolment and, once confirmed, it requires a minimum commitment of one full school term. Participation might be subject to a limited number of vacancies.

Classes can be individual/pair or in a group (a minimum of 3 children are necessary to form a group).

Fees will be available upon request.

6.2- Swimming

Swimming lessons may be available upon request. These will take place at a nearby Health & Sports Club (to be advised). The request must be made on enrolment and, once confirmed, it requires the students' commitment for the full academic year (October to June). The availability of this activity is dependent on a minimum number of students' participation (7 students) and the availability of a suitable timeslot at the Health Club.

Swimming fees will be available in September 2023.

Transportation fees also apply.

6.3- Other Activities

At present, the BLC does not have other extra curricular activities. However, we are working towards creating partnerships with other groups in order to provide our students with activities in the Cascais/ Beloura area. We will keep you informed of these in due course.

Should your child already have an activity of interest, please let us know so that we may explore that option with a third party.

7. PAYMENTS

7.1- Insurance

All students enrolled at the BLC are automatically covered by our Accident Policy with Allianz Portugal. This insurance covers accident treatment expenses of up to 1.000,00 €.

The annual insurance premium has been included in the monthly fee.

7.2- Payment Date

1. The monthly fee, payable by each student for the coming year, will be displayed when the place/registration is renewed.
2. The monthly fee must be paid by the 5th day of each month otherwise it will be increased by 20%.
3. At the end of the month, if the monthly fee is not paid, the student's attendance may be suspended.
4. Fees include the transport costs for two field visits within the Cascais / Sintra area for Groups 2 and 3.
5. Any field visits outside the above areas will be communicated in writing to the parents/guardians and the expenses related to transport and/or entrance to shows or other similar activities, will be added to the monthly fee.
6. The monthly fee already includes the school break periods, and therefore, no discounts of any kind will be applied.
7. The temporary absence of the child does not give the right to any discount on the monthly fee or on any extracurricular activities in which the child is enrolled.

7.3- Absences

Each month is considered in its entirety for payment purposes and there will be no discount on student fees due to student absences, whether due to voluntary or involuntary nature.

7.4- School closure by Force Majeure

In the event of closure of the school due to legal determination, state of emergency, public calamity and / or other force majeure reasons not attributable to the BLC, such as pandemics, virus outbreaks, strikes, riots, of whatever nature, the monthly fees are payable in full under the terms of this regulation.

7.5- Withdrawal from the program

7.5.1- Prior to its start

In case of withdrawal from the program, the registration and enrolment fees will not be refunded.

Withdrawal from the program must be communicated in writing to the BLC at least 30 days prior to the start of the program in September.

7.5.2- During the school year

Parents and guardians must communicate the withdrawal of the student, in writing, at least a full calendar month before the date they wish it to take effect.

If this prior writing notice is not complied, the amounts referring to the monthly fees due until the end of the school year in progress will be charged.

7.5.3- After 15th December of the current school year

For any withdrawal requests made after the 15th of December of the current school year, the obligation of payment of all the fees until the end of the school year remains.

7.6- School Fee payment options option

7.6.1 Annual fee

Should Parents / Guardians wish to pay the school fee as an annual amount, this must be done by the 30th of June. This option will give Parents / Guardians a 2% discount on the total fee.

7.6.2- Term Fees

Parents / guardians have the option to settle their fees in three instalments, as follows:

- First instalment due on 1st September 2023.
- Second instalment due on 1st January 2024.
- Third instalment due 1st May 2024

7.6.3- Monthly Fees

The school year fees have been divided into 11 instalments that run from September to July of the following year.

Please refer to our fee schedule for more details.

We reserve the right not to allow students to enter our premises if the previous monthly fee has not been settled in full.

7.7- Payment methods

Bank transfer to the following details:

(please send proof of payment to info@butterflieslc.com stating the name of the child(ren))

Nome: ALPHABETDEDICATION

IBAN: PT50 0010 0000 58227910001 18

7.8- Christmas, Carnival, Easter and Mid-term Breaks

Christmas, Carnival, Easter or mid-term breaks have been accounted for in the calculation of the monthly fee and will therefore suffer no further discounts.

Please refer to our School Calendar for details.

7.9- August

The BLC will be closed for staff holidays throughout the whole month of August.

7.10- School Supplies

Basic learning supplies will be provided by the BLC and are therefore already included in the monthly fee. School supplies included are: coloured and graphite pencils, coloured felt-tip pens, crayons, sharpeners, erasers, photocopies, cardboard, various writing and craft paper, glue, paint, paintbrushes, clay, scissors, tissues and wet wipes, etc.

8. FOOD

8.1- Lunch

1. Food is provided by a catering service outside the Institution and it is composed by three meals (morning snack, lunch and afternoon snack).
2. The menus are prepared monthly and will be sent to Parents and Guardians in advance.
3. It is not permitted to bring any type of food into the Institution, unless exceptionally agreed between the Institution and the Parents or Guardians for health reasons. In this case, the Parents must ensure that their child has an alternative.
4. The value of the food service is included in the basic monthly fee.

8.2- Birthdays

On your child's birthday, he/she is allowed to bring to school a small birthday cake to be shared amongst the class. However, we ask Parents/Guardians to ensure that this is a simple home baked cake with no fillings and no nuts (due to allergies and food intolerances).

9. EDUCATIONAL PSYCHOLOGY

The BLC works in partnership with an Educational Psychologist who supports the team by carrying out scheduled observations to the whole group of children or whenever challenges are detected that may affect the smooth running of the program.

1. If a requirement for a more specific intervention is detected, the BLC will contact the family to offer the services of the Psychologist. These services are independent and entail an extra cost to be negotiated directly between the family and the Psychologist. Any assessments and/or other necessary measures suggested by the Psychologist may be communicated to the BLC teacher upon prior agreement between parents / guardians and the Psychologist.

10. DUTIES & RIGHTS

STUDENTS

Duties

- be punctual, assiduous and responsible
- respect everyone – teachers and colleagues
- carry out the work suggested by the teacher
- help maintaining the classroom clean and tidy

Rights

- be treated with respect by all
- be promptly aided in case of injury or illness
- be heard by the teacher and other BLC staff

TEACHERS

Duties

- be punctual and assiduous
- carry out an annual plan of the educational content and its general objectives
- maintain respect at all times with students, Parents/Guardians and teaching staff
- help keeping the classroom and the BLC premises clean and tidy
- maintain order and discipline in the classroom
- show competence and be able to motivate students
- objectively evaluate students progress
- intervene when faced with incorrect situations
- be able to communicate with Parents / Guardians and suggest appropriate educative measures, if and when required.

Rights

- full participation in the educational process of the student;
- have access to training and information required for the smooth running of the job
- obtain adequate support from the BLC for any arising questions
- feel safe and secure within the BLC premises and during school activities
- be able to express her/himself freely whilst respecting others' opinions
- be 'au fait' with the Rules and Regulations document

PARENTS / GUARDIANS**Duties**

- reinforce before the students the importance of their school responsibilities
- appreciate the work and authority of the teacher when in the presence of the student
- be respectful of the BLC Rules & Regulations
- make the teacher aware of any situation which may affect the student's normal school performance
- be responsible for the child(ren)'s attendance and punctuality
- make all payments in a timely manner

Rights

- have access to:
 - the Rules & Regulations document
 - the Educational Plan
 - booking a slot to meet the teacher when required
 - participate during special school activities
 - group or individual suggestions made by the Educational Psychologist
- be assured of absolute confidentiality pertaining to matters of a private nature

11. EVALUATIONS / ASSESSMENTS

Evaluations /assessments are paramount throughout the academic year as these allow for a systematic collection of information that, once analysed, supports decision-making appropriate to promoting better learning practices.

For an efficient evaluation / assessment process all parties will be involved, i.e.

- teachers
- assistants
- students
- all other BLC staff
- parents / guardians
- other third party educators
- educational Psychologist

Student Evaluation / Assessment Process

At kindergarten level, all students are assessed on an on-going basis. However, there are three formal evaluation moments, i.e. at the end of the Christmas and Easter terms and at the end of the school year. Parents / Guardians will be invited for a group meeting with the teacher at these moments during which a newsletter summary of the activities throughout each term will be handed. This will also contain an individual report from the teacher pertaining each student.

Parents / Guardians can also request individual meetings with the teacher to discuss their child(ren) progress or any other questions related to their child(ren)'s education.

12. ENROLMENTS

12.1- Registration fee – 2023/24

There is a one off non-refundable registration fee of **€180**. This fee is applicable to all **new** students enrolling for the **2023/24** school year and is due before full enrolment is confirmed.

12.2- New student Enrolment fee – for 2023/24

The enrolment fee for **2023/24** is equivalent to one full monthly fee payable within 48 hours of confirmation of enrolment.

12.3- Enrolment renovation – for 2023/24

During the second term, the BLC will send a letter regarding the re-enrolment for the following academic year. Parents / Guardians must complete the form and hand it back to the BLC indicating whether they will be re-enrolling their child(ren) for the following academic year.

Please be aware that the non-re-enrolment and payment of the enrolment fee may imply that your child(ren)'s spot will be given to another child.

12.4- Enrolment renovation - fee

The enrolment fee for children returning to the program will benefit from a 20% discount over the full enrolment fee. For the **2023/24** academic year, the re-enrolment fee is equivalent to one monthly fee for the appropriate age group and must be paid within 48 hours of submission of the completed re-enrolment form.

12.5- Enrolment Day

At enrolment time the following documentation is required:

- a) Completed Student Enrolment Form
- b) Student's Citizen Card or Passport
- c) Parent / Guardian ID card / Passport
- d) Medical form should your child have a confirmed or suspected medical condition

At enrolment time, the BLC will hand parents the following documents:

- a) The Butterflies Learning Centre Rules & Regulations
- b) Price List for the current school year
- c) School Calendar for the current school year
- d) List of supplies needed in September for the start of the school year
- e) The Little Caterpillars Mission Statement and Program Overview

Neither the registration nor the enrolment fee are refundable (see point 7.1.- above)

12.6- Enrolment Outside Enrolment period

New enrolments are accepted throughout the academic year, depending on the availability of spots within our group.

The acceptance of new children within the group must follow the BLC enrolment procedures, i.e. payment of the registration fee, enrolment fee, insurance and all respective monthly fees.

12.7- Waiting list

For the school year 2023/24, our Little Caterpillar group will be divided into 3 groups according to children's ages, as follows:

Group 1 – children aged 2 to 3 years old

Group 2 – children aged 3 to 4 years old

Group 3 – children aged 4 to 5 years old

Should we have more Parents / Guardians interested in enrolling their child(ren), we encourage them to complete a pre-enrolment form which places their child(ren) in a waiting list.

Should a spot become available, the Parent/Guardian will be contacted and the payment of the enrolment fee will be used as confirmation of entering the program. As per point 7- above, please note that the enrolment fee is compulsory and non-refundable.

13. INSURANCE

Every single student enrolled at the BLC is automatically covered by our Accident Insurance policy. Our policy covers treatment expenses due to accident up to 1.000,00 €.

The insurance fee must be paid together with the first instalment in September. The amount for the 2023/24 school year is **16,27Euros**.

The insurance fee is non-refundable (see point 7.1.- above)

14. SCHOOL UNIFORM

The BLC has opted for a relaxed uniform style where only the branded white T-Shirt, Sweatshirt (in light or dark blue), Hat and Bag are mandatory. There are other branded items available.

Uniforms will be available for purchase directly from the TOG's website before the start of the school year.

15. SICKNESS / ILLNESS

15.1 Illness

If during school your child shows symptoms of illness (fever, pain, vomiting, etc...), the BLC will immediately contact the family so that they can come to pick them up and make the necessary care arrangements, i.e. doctor. Whenever possible, in case of prolonged illness, the student should present a medical certificate.

15.2 Emergency

In case of emergency, the BLC will immediately contact the parents/guardian and will take the child to the Cascais Hospital. The school insurance may be actioned (according to point 13.). The transport of the child will be done in the most adequate manner depending on the severity of the injury. For reimbursement of expenses, all invoices must be handed to the school, who will then deal with the insurance company.

Should there be a need for the child to be taken to the hospital after the school accident/incident, parents / guardians must inform the school so that we school insurance may be actioned.

15.3 Medication

Should child(ren) need to take medication during school hours, it is the Parents/Guardians responsibility to ensure that the medication is brought to the school clearly labelled and a detailed list be handed to the teacher showing which medicine and dosage must be administered and at what time.

16. GENERAL

Any school related matter must be brought to the attention of the BLC staff and/or the teacher as soon as it is known.

16.1 Change in parental responsibility

In order to avoid unpleasant or embarrassing situations, it will not be possible for any member of the BLC staff to appear in any court proceedings related to divorce or parental responsibility.

16.2 Head lice

Please ensure that you check your child(ren)'s head regularly for head lice. Should your child(ren) have caught head lice, they should be immediately treated. Children should only return to school after treatment.

16.3 School Absence

If your child must miss school due to illness or any other reason, please ensure that the BLC is informed.

16.4 Toys

We encourage children not to bring their toys to school. However, we will also create opportunities for 'Show & Tell' time, on which days children will be allowed to bring a toy to school.

The following objects, which are not necessary for school life, are not allowed in the school grounds:

- a. Money;
- b. Mobile phones;
- c. Electronic games;
- d. Other objects that have not been requested by the school.

The BLC is not liable for the above-mentioned goods in case of loss or misplacement.

16.5 Footwear

Outdoor playing time is fundamental for the development of your child and is done in all types of weather. Please provide a pair of Wellies Boots.

Although not compulsory, whilst indoors, we encourage children to go barefoot, however, during colder months they should wear non-slippery socks, crocs or slippers.

16.6 Changes to student's personal details

Any changes to personal details, i.e. home address, Parent/Guardian mobile number, should be communicated to the BLC immediately. Emergency telephone numbers must be updated at all times.

16.7 Extended Activities

The BLC can provide an optional childcare service from 15H to 17H.

There is a minimum number of three children requirement for the start of the service.

The commitment to this service is valid for a full trimester.

It is possible for children not enrolled on the service to make occasional use of it. To schedule a one-time attendance please advise the school in writing at least 24 hours in advance.

The costs for the extended service are:

Monthly	€120
Trimester	€440
Yearly	€1 320
Occasional	€20 per day

16.8 Transport

Child-safe transport will be arranged for any field trips or outings and also for children who have enrolled for the swimming activity. This service will be provided by a fully licensed third party.

The cost of the transport, if applicable, depends on the number of children taking part on the activity and will be advised in advance.

16. EQUAL OPPORTUNITIES

The BLC encourages applications from diverse backgrounds, as we believe this enriches our community and is vital in preparing our children for today's world.

We also welcome children with diagnosed or suspected special educational needs provided that our staff can accommodate them.

We urge parents of children with special educational needs to discuss their child's requirements during the admission process.

An educational psychologist report must be provided on enrolment.

The BLC reserves the right to request a psycho-educational evaluation, if necessary, in order to better support the child. The cost of this evaluation is the parent's full responsibility.

If the parent fails to disclose important information related to the child's special educational needs, the BLC reserves the right to review the child's enrolment at the school.

17. CHANGES TO FEES, CALENDAR, RULES & REGULATIONS

The BLC reserves the right to change/update our fees, calendar and Rules & Regulations should it be deemed as necessary and justifiable. Parents / Guardians will be informed of any alterations made as soon as possible.

18. PRIVACY AND DATA PROTECTION POLICY

The BLC needs to have access to our students personal data, as well as some personal information regarding Parents / Guardians, in order to comply with all legal obligations, i.e. enrolment, insurance, invoicing, administrative and fiscal management. The data requested must be provided, as it is essential for the provision of the service.