



Club Rochambeau Terms and Conditions

1. General Terms

- Registration for Club Rochambeau will open 2-3 weeks prior to the start of the semester.
- Registration for the clubs is to be done through the [Sawyer website](#), unless otherwise noted. To register, you must create an account, connect with your credentials and pay online. If you pay a deposit for a club - e.g. MSI soccer, then that same credit card will be charged for the balance on the due date.
- Full payment (unless otherwise noted) is due upon registration, and is required prior to the start of the semester. We are not able to reserve a space without payment.
- Places in our clubs are limited and they will be allocated on a first come first served basis. A maximum of 3 activities per week are allowed per child, this will give everyone a better chance to get a spot in a club. Rochambeau reserves the right to remove a child from a club if he or she is registered in more than 3 activities and there is a waiting list for that club.
- Rochambeau reserves the right to cancel a club. If the minimum number of registrations for a club (8) is not reached. A full refund will be issued within 4 weeks.
- If you are on a club waitlist and a place becomes available, we will contact you to take that place.
- 16 sessions are planned for each semester. Make-up sessions will only be proposed if 4 are cancelled by the school.
- Rochambeau offers complimentary childcare after end of club - from 5:15pm to 5:30pm.
- After 5:30pm, a late fee of \$25 will be charged for every additional 1/4 hour.
- Only the students from CE2 and CM1 who need to transfer from Rollingwood to Forest Road campus to attend a club will be allowed to take the shuttle bus free of charge. These students can either be picked up by their parents at the Forest Road campus or take the shuttle back to Rollingwood. Written notice is to be sent to rollingwood@rochambeau.org, with clear instructions.

2. Refund and Transfer requests

- No refunds (partial or full), will be issued after the start of the club. Exceptions may be made if health issues prevent a child from fully participating in the club. Documentation will be required.
- A refund will be issued if a club cancellation is received at least 72 hours before the start of the club. All cancellations made after that period will not be refunded.
- Transfers between clubs are possible based on space availability and only within the first 15 days of the start of the semester. There is a \$25 transfer fee per club. No transfers possible after the 15 days.
- **MSI soccer:** All deposits for MSI soccer clubs are non-refundable.



3. Club Cancellation Policy

- If school is cancelled or closes early, e.g. due to inclement weather, all afterschool activities are cancelled. This includes clubs, child care and study hall.
- If an instructor is unavailable during a scheduled club session, students will be supervised in the child care/garderie for the duration of the club period. Parents will be informed of any club change.

4. Medications, forms and Emergency Contact Information

- Please note that no medical personnel are on site after 5:30 PM and the Health Centers are locked. Medications left in the Health Center are not accessible after that time. Any child old enough to self-medicate must have a signed letter from his/her doctor, and must carry his/her own medication.
- We are not able to send medication from the Rollingwood Campus to Forest Road for students transferring by bus.
- In an emergency, the instructor will notify the parents and call 911. Please make sure we have updated emergency contact information.
- At the beginning of each school year, a **PRE-PARTICIPATION PHYSICAL EVALUATION FORM FOR ATHLETES** will be required for all students participating in a sports-related activity. This form is valid for 365 days. This is a different form than the one required by the admissions office.

5. Responding to Disruptive Behavior

- The safety and wellbeing of your children is our priority. At the discretion of the club instructor, a child displaying inappropriate behavior will be asked to leave the club and will remain in child care until club dismissal time. Parents will be notified by phone or by email. Children who receive a second disruptive behavior report may be required to withdraw from that club for that semester without refund. A child may be removed from a club at any time at the discretion of the school.

Contacts

- CP-CE1-CE2-CM1 : Carmen Djomeda - djomedac@rochambeau.org
- CM1-CM2: Corinne Dalliere - dallierec@rochambeau.org
- Secondary athletics: Marc Baudlet - baudletm@rochambeau.org
- Secondary general: Magda Salman - salmanm@rochambeau.org