



Club Rochambeau Terms and Conditions

General Terms

- 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, then that same credit card will be charged for the balance on the due date. Please alert us of any changes in credit card status.
- 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. Once the maximum capacity of a class has been reached, we will close enrollment for that class.
- Rochambeau reserves the right to remove a child from a club if he or she is registered in multiple activities and there is a waiting list for that club. (This does not apply to Study Hall or Childcare.) Our goal is to allow each student to join in at least one activity in this school year while we have very limited capacity in some activities due to COVID-19-related health protocols.
- If we don't reach the minimum enrollment for a class (generally 8 students) the given class will be cancelled and payment will either be refunded or transferred to another class of your choice, given that there is still space available. 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 the 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.

COVID-19-related regulations:

- For the 2021-2022 school year, we will be implementing a COVID-19 testing program for all students, faculty and staff. In the context of the current health conditions, we believe regular COVID-19 testing enhances our commitment to the health and safety of all members of our school community. For all **High School Varsity and other competitive Grade Level Sports and activities**: Weekly testing is required for all participants in all grade level competitive sports or activities, regardless of vaccination status. (Team coaches, teachers, club animators, or other school staff will provide direction to the students involved in these activities.)

- **Face Masks:** Mask wearing will continue to be required on campus, regardless of vaccination status. This applies to students, faculty and staff while indoors and while in close contact or crowded spaces while outdoors. It is a recommended practice while in other outdoor situations.
- **Illness:** Individuals who are sick may not come to campus. Symptoms of illness include (but are not limited to) any ONE of the following: fever of 100.4 or higher, sore throat, cough, difficulty breathing, diarrhea or vomiting, new onset of severe headache, or new loss of taste or smell. [Click for more information.](#)
- The Health and Safety protocols outlined above will be reviewed throughout the year and may change based on the current situation and guidance from local, state, and national health agencies.

Refund and Transfer requests

- If your child is part of a group or class sent into quarantine because of exposure or possible exposure to COVID-19, your child may NOT participate in afterschool activities of any kind. And if your child's afterschool group is the source of an exposure and the group must quarantine, your child may not attend on-campus classes or other activities during the quarantine period. The school will make every effort to make up any sessions lost for the full group, but shall not refund the missed sessions.
- 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.
- 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.
- No transfers between clubs are possible at this time unless the club corresponds to the child's grade level and only if space is available. This must happen during 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.

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.

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.

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.