



# COLE

INTERNATIONAL SCHOOLS



COLE International Schools, Head office  
Of the non-profit society 'Freunde von COLE International Schools'  
108 Weingartnerstrasse, 6020 Innsbruck, Austria.  
Tel.: +43-664-3716063      Email: admin@cole.at      www.cole.at

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## Agreement contract COLE Pre-school

School contract between 'Freunde von COLE International Schools'

for 'COLE Pre-school'

and

the parents or guardians of the pupil named below, hereinafter called 'parents'

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pupil

represented by his/her parent(s) or guardian(s)

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Enrolment for \_\_\_\_\_ (year)      \_\_\_\_\_ (class)



## Pre-school

### **Introductory statement**

The trademark 'COLE International Schools' and any similar deviations and derivations of the name including COLE Pre-school is licenced to the non-profit association 'Freunde von COLE International Schools'. COLE International Schools aims at supporting children with regard to their early development skills, such as gross and fine motor skills, social skills, basic mathematical understanding, etc. and with an emphasis on English language learning. COLE International Schools also strives to improve general knowledge, promote the sciences, creativity, tolerance and understanding in children, youths and adults in school-related and social contexts.

The curriculum followed at COLE Pre-School has been developed by, and is the intellectual property of, Rosemarie Ladner-Cole, MA and is specifically designed to support the development of pre-school-aged children 3 to 6 years.

The working language at COLE International Schools is English.

## **1. Purpose of agreement**

- 1.1. The purpose of this agreement is to provide for schooling and training of pupils within the framework of COLE International Schools as in accordance with the pedagogical plan which forms an integral part of this agreement.
- 1.2. At present the school is run at no. 108 Weingartnerstrasse, 6020 Innsbruck. No change of location is intended during the current school year. A change of location within 25 kilometres from the present location shall not affect the mutual obligations under the present agreement.
- 1.3. COLE International Schools strives to make it possible for students to attend Pre-school from ages 3 to 6 years.

## **2. Rights and responsibilities of COLE Pre-school**

- 2.1. COLE International Schools, COLE Pre-school undertakes to ensure an orderly operation of the Pre-school in accordance with its mission statement. Please see the homepage.
- 2.2 To ensure the orderly operation of the school, cooperation between COLE Pre-school and the pupils as well as their **parents** is necessary. COLE Pre-school will keep the **parents** informed about current school life.
- 2.3 Under special circumstances COLE Pre-school reserves the right to prematurely terminate this agreement without compensation should the behaviour of pupils or disregard for school rules disrupt, impair or prevent the orderly operation of the school and efforts in cooperation with the parents have been unsuccessful.

## **3. Rights and responsibilities of pupils and their parents/guardians**

- 3.1. Pupils shall be entitled to an education in accordance with the school's mission statement as stated on the homepage and in the pedagogical concept, with the understanding that personal attendance on site is a pre-requisite for receiving the aforesaid education. Pupils, parents and guardians are obliged to uphold school rules and regulations, and to positively and actively partake in school activities and operations.
- 3.2. **Parents** undertake to attend information evenings as deemed necessary by school management and teaching staff, as well as being entitled to arrange individual meetings with the teachers and/or management as per their requirement.

- 3.3. In order to meet the pupils' requirements, organisational and staffing considerations must be planned a year in advance. The parents are aware of this and agree to notify the pre-school administration / management of any planned change of pre-school by the latest the 31st March in the current school year. Should **parents** fail to do so, they understand that they will be invoiced for the following term's fees.
- 3.4. The **parents** expressly confirm having read and understood the pedagogical concept and declare their consent to it.
- 3.5. The **parents** undertake to collect the pupil punctually after lessons or to ensure that he/she is collected. The **parents** take note of the fact that there is no supervision by staff members after the end of the day's lessons.
- 3.6. COLE International Schools, COLE Pre-school shall be entitled to transfer the power to care for and supervise the pupil unto staff members. COLE International Schools, COLE Pre-school is further empowered to ensure that, in cases of emergency, the pupil receives medical attention through a medical examination or by having him/her transferred to hospital. COLE International Schools, COLE Pre-school is obliged to inform the **parents** immediately should medical care appear necessary.

#### 4. Personal data

##### Pupil (please tick appropriate boxes)

Surname, first names: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Male: ☐ Female: ☐ Insurance Number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Mother-tongue/1<sup>st</sup> language: \_\_\_\_\_

2<sup>nd</sup> and/or 3<sup>rd</sup> languages: \_\_\_\_\_

Street name, house number: \_\_\_\_\_

\_\_\_\_\_

Post code, city: \_\_\_\_\_

**Previous schooling (if any)**

Name of last school / pre-school / playgroup, or similar attended:

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Address: \_\_\_\_\_

**Parents (guardians)****No. 1**

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Surname, first names	Nationality	type of relationship (father, mother, other)
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Address (only if different to pupil's address already stated before)

Telephone (mobile): \_\_\_\_\_

Telephone (work): \_\_\_\_\_

Other telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**No. 2**

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Surname, first names	Nationality	type of relationship (father, mother, other)
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Address (only if different to pupil's address already stated)

Telephone (mobile): \_\_\_\_\_

Telephone (work): \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Email: \_\_\_\_\_

**No. 3**

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Surname, first names	Nationality	type of relationship (father, mother, other)
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Address (only if different to pupils's address already stated)

Telephone (mobile): \_\_\_\_\_

Telephone (work): \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Email: \_\_\_\_\_

**Further data**

Does your child have –

a). learning difficulties that need to be taken into account by the teachers / staff?

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b). any health issues that need to be taken into account by the teachers / staff?

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c). other special circumstances that need to be taken into account by the teachers / staff?

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Who should be notified in case of illness or accident?

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Surname and first name of person	reachable telephone number
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GP – surname and name	GP's telephone number
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Pupil's health insurance number	insured with:	father <input type="checkbox"/>	mother <input type="checkbox"/>
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## 5. School calendar, holidays

- 5.1. Classes are held from Monday through Friday. The school year usually begins by mid-September; it ends at the beginning of the new school year. A school year consists of two terms. The first term begins with the first day of the school year and ends at the start of the mid-year break (usually the second Monday in February). The second term begins on the Monday following the mid-year break and ends at the beginning of the official school summer holidays, which is on a Saturday, on the 5<sup>th</sup> July at the earliest, on the 11<sup>th</sup> July at the latest. Furthermore, no classes are held on state holidays and on the school's discretionary holidays. On days when no classes are held the school is closed.
- 5.2. School hours may be adapted to pedagogical and organisational needs by COLE International Schools, COLE Pre-school together with the principal and the staff.

## 6. Pre-school fees

- 6.1. The current (2024-25) applicable Pre-school fee for 5 morning sessions per week is 2,500.00 € (two thousand five hundred) per term. For further information on costs and the fees for 3 mornings (1,500.00 € per term) or 4 mornings (2,000.00 € per term) per week please go to the 'Admissions/Pre-school' page on our website. The applicable Pre-school fees for one term is payable by the latest 7 working days before the beginning of term. It must be paid in full to the following account and state the payment purpose ('pre-school fee, ... days/week, term..., year ....., pupil name'):

Raiffeisenbank Tirol Mitte West eGen, Tirol, Austria

IBAN: AT81 3633 6000 0130 0995

BIC: RZTIAT22336

When booking 3 or 4 mornings per week please state below which mornings you are booking. Although we try to be flexible it is not possible to keep changing the mornings. So please be sure you know which mornings you want to book. Please tick the appropriate boxes.

3 days/week ☐

4 days/week ☐

Full week ☐

Monday ☐

Tuesday ☐

Wednesday ☐

Thursday ☐

Friday ☐

- 6.2. An eventual fee increase will be announced by the 15<sup>th</sup> March of the current school year. It shall be valid as from the beginning of the following school year.

- 6.3. The Pre-school fees must be paid within 7 days of the due dates referred to in clause 6.1. of this agreement. In the event of a late payment arrears interest at the rate of five per cent per month will be charged. If a payment is overdue for more than six weeks, the **parents** also undertake to refund the cost of out-of-court-collection by a legal representative authorised by Freunde von COLE International Schools. Furthermore, if the fee is not paid in good time, COLE International Schools, Pre-school is entitled to prematurely terminate this agreement without any type of compensation.
- 6.4. Pre-school fees include costs for normal tuition. The **parents** also undertake to pay in advance any additional costs, e.g. expenses for sports (swimming, skiing) weeks, school outings, accommodation, board, admission fees, or similar purposes, within 10 days from the receipt of a written notice. Clause 6.3. is applicable to these payments.
- 6.5. For pupils entering or departing during the term the full fee for that term (6 months) will be charged. In the event of an early withdrawal from COLE Pre-school the term fee is not refunded.
- 6.6. COLE Pre-School does not offer sibling discounts on any fees or costs.
- 6.7. There is no right to a reduction or refund of Pre-school fees if single classes or all classes on single days have to be cancelled due to circumstances outside the responsibility of COLE International Schools, e.g. snowfall, floods, fire, strike, illness, epidemics, health hazards, etc.

## **7. Enrolment fee and society fee**

A one-time, non-refundable enrolment fee of 600 € (six hundred) shall be due when the pupil has been definitively enrolled in COLE Pre-school. It must be paid to the account mentioned in clause 6.1., stating the payment purpose ('enrolment fee, dates of school year and term, name of pupil'). For organisational reasons this fee is not refunded unless the pupil is prevented from entering school solely through the fault of COLE International Schools, Pre-school. The enrolment fee shall be payable on receipt of invoice. Pupils that have left school within a period of two years and want to return must pay 50 percent of the enrolment fee. If the enrolment fee is still outstanding on the due date COLE Pre-school will regard this agreement as null and void.

## **8. School uniform and basic regulations**

- 8.1. Pupils are required to wear the designated COLE International Schools uniform on the school premises as well as at all school events outside those premises. If the pupil repeatedly refuses to wear the designated school uniform COLE International Schools, Pre-



school is entitled to terminate this agreement. It is incumbent on the **parents** to care for the uniform clothes. Suitable indoor, non-slip slippers (without metal zips, buckles, etc.) for wearing indoors on the school premises are required.

- 8.2. Chewing-gum as well as (toy) weapons are strictly prohibited.
- 8.3. A contribution of 150 € (one hundred and fifty) per term/per child is to be paid to cover costs for resources (e.g. books, toys, educational materials, paper, etc.). This amount is subject to change. Families have the choice of helping with the regular cleaning of the premises to a minimum of 15 hours per term or, as an alternative, may make a payment of 250 € (two hundred and fifty) per term/per family.
- 8.4. All instructional materials remain the property of COLE International Schools and are the (intellectual) property of Rosemarie Ladner-Cole, MA. Work completed by pupils is sent home with them on a weekly basis, for **parents** to see and observe progress being made. Please note that all instructional materials are protected by intellectual copyright laws.

## 9. Data protection

- 9.1. Any photographs of pupils commissioned by the school and taken in the course of the school year during classes or at celebrations or sport events, etc., may be reproduced for internal use in school magazines and on flyers as well as in press releases or on our website and in social networks (e.g. Facebook). This right is free of charge and cannot be revoked during a period of 7 years. After that period a written revocation is possible.
- 9.2. Furthermore, the parents herewith give their consent to the use of the pupils' and the parents' personal data for necessary administrative and legal documentation purposes. This consent also includes the use of sensitive data according to the Austrian Data Protection Act (Datenschutzgesetz), in particular where it may be deemed necessary for medical reasons or the consideration of religious beliefs.

## 10. Declaration

- 10.1. The pupils and the **parents** acknowledge the relevant school rules. They declare their acceptance of the educational concept and the objectives and learning content of COLE International Schools and they will endeavour to give the schools all possible support.
- 10.2. The **parents** declare their willingness to continuously accompany and support the pupil's learning efforts and to regularly attend information meetings/evenings.

- 10.3. The **parents** agree to give their support to the school's curricula and extra-curricular projects that are in accordance with the concept of the school.
- 10.4. The **parents** declare that they have notified the school of any health-related problems, learning difficulties and discipline problems that may affect school life. If it should appear that the pupil has learning difficulties or disciplinary shortcomings that cannot be remedied by COLE International Schools, Pre-school, the **parents** are prepared to withdraw the pupil from school if the board of 'Freunde von COLE International Schools' so decides. The date of withdrawal shall be determined by the principal.

## **11. Duration and termination of this agreement**

- 11.1. This agreement shall remain in place until the pupil is deemed ready for the next level in education (e.g. primary school). However, either party can terminate the agreement before that time without giving reasons (ordinary termination). For organisational and staffing reasons an ordinary termination shall only be possible until the 31<sup>st</sup> March of the current school year. It must be declared in writing. An ordinary termination becomes effective as from the beginning of the next school year and it does not affect the obligation to pay the agreed-upon school fee for the current school year (see clause 6.5).
- 11.2. An immediate termination of the agreement by COLE International Schools, Pre-school shall be possible during the school year if the pupil or the **parents** seriously compromise the objectives of COLE Pre-school or seriously disregard the school rules or if cooperation based on mutual confidence with the principal, teachers, or members of the school board is no longer possible.

## **12. Miscellaneous**

- 12.1. COLE International Schools, Pre-school would like to draw attention to the fact that there are pets on the school premises. These pets move freely on the premises and also have access to the school building. They undergo a veterinary examination once a year. Before a pupil comes to the school it must be ascertained whether he/she suffers from any allergies. If so, the school must be notified.
- 12.2. Amendments to this agreement shall be in writing. This also applies to the revocation of the written form requirement. There are no additional oral agreements between the parties. This agreement shall replace all prior agreements between the parties thereof.
- 12.3. If any of the provisions of this agreement are found to be invalid or unenforceable, or if they become invalid or unenforceable, the remainder shall remain valid and the invalid or

unenforceable provisions(s) shall be replaced by a valid and enforceable provision as close as possible to the intention of the parties at the time of the conclusion of the agreement.

- 12.4 All parties agree to abide by the Data Protection Act and respect the need for confidentiality regarding all circumstances relating to COLE now and in the future.

### **13. Place of jurisdiction, liability**

- 13.1. Damage to persons or property caused by the pupils shall be refunded by the **parents**, notwithstanding a possible liability on the part of the pupil.
- 13.2. Liability by COLE International Schools, Pre-school for damage to pupils' personal belongings caused through slight negligence shall be expressly excluded.
- 13.3. The court having subject matter jurisdiction at the location of the school shall be exclusively competent to adjudicate any and all disputes arising from this agreement.

#### **We acknowledge receipt of the following documents:**

- A copy of this agreement signed by the parties thereof

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Place and date, signature of father/mother/legal guardian

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Place and date, signature of COLE International Schools, Association representative



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COLE International Schools, 108 Weingartnerstrasse, 6020 Innsbruck, Austria  
COLE Pre-school is an independent child-care education institute  
COLE Pre-school ist eine unabhängige Kinderbetreuungs- und Bildungsanstalt  
Bank details -- Bankverbindung: RAIKA Tirol Mitte West eGen  
IBAN: AT81 3633 6000 0130 0995 BIC: RZTIAT22336  
Gerichtsstand -- jurisdiction: Innsbruck, Tirol, Austria