École Française Internationale de Berne

TERMS, CONDITIONS and PRICES for ACTIVITIES and EXTRA CURRICULUM SERVICES 2026-2027

Any profits made by the school on extra-curriculum activities and services contribute to covering the costs of other services, educational activities and outings, operating costs and any losses from previous years.

All prices listed below are per child.

The flat-rate calculations are based on 176 school days (180 days – 4 public holidays) and 36 weeks (21 weeks in the first semester and 15 weeks in the second semester).

LUNCHTIME – SCHOOL CANTEEN

Canteen services are reserved for EFIB students and generally begin on the first day of school in September.

EFIB offers canteen every day of the week from Monday to Friday, from 11:45 a.m. for maternelle and from 12:00 a.m. for primary school and collège until 1:30 p.m. During this period, registered children are accompanied to the dining room in age groups and supervised by qualified staff. The meals offered are adapted in terms of quality and quantity to the children's needs.

The cost of this service includes supervision and meals and **is a flat rate**.

The calculation is made on an annual flat-rate basis in two periods:

- from the start of the school year to the winter holidays (19/02/27) = 1st semester, itself divided as follows:
  1. 1st week of school = before the start of APE
  2. From 7/09/27 to 19/02/27 = after the implementation of the APEs
- after the winter holidays (8/03/27) until the end of the school year = 2nd semester

Prices for canteen packages (supervision and meals)

	Once a week	**Twice a week**	**3 times a week**	**4 times a week**	**5 times a week**
1st week	During the first week, meals will be charged at CHF 21 per lunch.				
1st semester with APE	410 CHF	821 CHF	1'231 CHF	1'642 CHF	2'052 CHF
2nd semester	304 CHF	308 CHF	616 CHF	923 CHF	1'231 CHF

For school trips, the SCHOOL organizes picnics for child registered at canteen or at an APE on the day of the trip (at no extra cost to parents).

Registration is done via Eduka, before the start of the semester and according to the schedule set by the school office.

It is not possible to change packages during the term.

A pro-rata fee is calculated for students who arrive during the school year or who leave the school during the year.

Exceptional or repeated absences must be reported by the family to the school office. They do not entitle the student to a discount, except in two specific cases:

1. For health reasons: If the student is absent for a period exceeding 15 consecutive days and upon presentation of a medical certificate.
2. If schooling is suspended for more than one month for professional reasons relating to one of the parents or legal guardian, and upon presentation of supporting documentation.

No child will be allowed to bring their own meal (lunch box/picnic) to school, except:

- in the event of a short term cancellation of an APE (on the same day) > in which case the child will eat their lunch box intended for the APE
- for medical reasons: In this case, it is mandatory to contact the school office to establish an Individual Care Plan (“PAI” in French).

The fee for exceptional school canteen (outside of the package) is CHF 25 per lunchtime (meal and supervision). Registration must be made **as soon as possible and no later than 9 a.m. in writing (email to the secretariat or registration on Eduka).**
In addition to exceptional registrations made by parents, the following are also considered exceptional canteen:

- child who are not registered for the package and who are not picked up at lunchtime (by a parent or other person designated by the parents)
- child enrolled in an APE who do not have their own lunch.

In these two cases, **no complaints will be accepted.**

Day pupils (i.e. those who do not eat in the canteen and are not enrolled in an APE) must be picked up by at lunchtime by parents or other person designated by the parents.

For an elementary school pupil to leave the school alone, the relevant section must be completed in Eduka. All day students must leave the school between 12:00 noon and 1:30 pm. They are not allowed to bring their own lunch or stay at school during the lunch break.

SPECIAL CASE: **Wednesdays and Fridays after lunchtime**, **nap package** for kindergarten/maternelle:
The canteen fee covers supervision of children until 1:30 pm. For kindergarten/maternelle whose parents want them to take a nap:

- either the child is enrolled in the activity center, in which case nap time is covered by the leisure center fee,
- for others, a flat rate of CHF 15 is offered to cover the nap period until 2:30 pm After 2:30 pm, a one-off registration fee for the leisure center will be charged.

Registrations must be made **in writing** to the school office.

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AFTER/BEFORE SCHOOL CARE

These services are reserved for EFIB children. They generally begin on the first full day of school in September, except for morning childcare, which operates on request.

EFIB offers:

- For kindergarten/maternelle: after-school childcare on Mondays, Tuesdays and Thursdays from 4:00 pm to 6:00 pm
- For children in primary school: homework support on Mondays, Tuesdays and Thursdays from 4:00 pm to 6:00 pm
- Upon request (see terms and conditions below*), morning childcare from 7:15 am to 8:15 a.m. for children from maternelle to CM2.

These three childcare services are available “à la carte” or as a package. The rates are as follows:

A la carte:

- **Morning childcare,** *only on request:* CHF 15 per morning, regardless of arrival time
- **After-school childcare:** CHF 15 per hour, any hour started is charged in full
- **Homework support:** CHF 17 per hour, any hour started is charged in full

Registration for these three services is done via Eduka. Invoicing takes place at the end of the period.

***IMPORTANT**: For **morning childcare**, parents must register their child ***at least 48 hours in advance in advance,* or at the latest on Friday for the following Monday,** via Eduka.

Last-minute cancellations, i.e. 24 hours before the reserved date or the previous weekend for Monday, will be charged.

Package:

Morning childcare excluded from the package		1st semester			2nd semester		
		Once a week	Twice a week	3 times per week	Once a week	Twice a week	3 times a week
After-school childcare (kindergarten/maternelle)	4 pm to 5 pm	**301 CHF**	**602 CHF**	**903 CHF**	**215 CHF**	**430 CHF**	**645 CHF**
	4 pm to 6 pm	**602 CHF**	**1’204 CHF**	**1,806 CHF**	**430 CHF**	**860 CHF**	**1’290 CHF**
Homework support (primary and secondary school)	4 pm to 5 pm	**341 CHF**	**682 CHF**	**1’023 CHF**	**244 CHF**	**488 CHF**	**732 CHF**
	4 pm to 6 pm	**682 CHF**	**1’364 CHF**	**2’046 CHF**	**488 CHF**	**976 CHF**	**1’464 CHF**

Registration is done via Eduka. Invoicing takes place at the beginning of the period.

Pupils who are not picked up at the end of the school day (by a parent or other person designated by the parents) will be required to attend after-school care or homework support.

No complaints will be accepted.

For an elementary school pupil to leave the school alone, the relevant section must be completed in Eduka.

After-school care and homework support are **exceptionally free of charge in the following cases**:

1. For siblings where one child's class is involved in a group meeting, summoned by the school. (e.g. back-to-school meetings, school trips, General Assembly, etc.)

2. For siblings where one child is involved in/is the subject of a meeting convened by a teacher (mid-year or end-of-year review, etc.)
3. For siblings whose parent is a representative on school bodies (school councils, class councils, management committees, etc.)

Childcare or homework support is provided only for the duration of the meeting.

In general, the school office or teachers organizing these meetings will inform parents that childcare is free and the conditions for benefiting from them.

In the case of group meetings, and in order to organize childcare services as efficiently as possible, **it is mandatory to register children with the school office at least 48 hours before the date of the meeting**. **Childcare or homework support will be billed to parents who have not registered their child(ren) within the deadline.**

In all the cases mentioned, **the term "siblings" refers to children enrolled at EFIB.**

In all other cases, and in particular in the event of a meeting at the request of the parent(s), childcare and homework support will be charged.

For flat-rate enrolments: 4 participations are deducted from the total number of school days for these meetings.

IMPORTANT: Morning childcare is **excluded from the free program**, regardless of the reason for enrolment.

ACTIVITY CENTER : WEDNESDAY AND FRIDAY AFTERNOONS

This service is reserved for EFIB children. It generally begins on the first Wednesday or Friday of school in September.

EFIB offers childcare on Wednesday and Friday afternoons from 1:30 p.m. to 6:00 p.m. During this period, registered children are supervised by qualified staff and engaged in extracurricular activities appropriate for their age.

To ensure that activities run smoothly, parents are required to pick up their children at 4:00 p.m. or 6:00 p.m. If parents need to pick up their children outside of these hours, they must submit a **written** request to the school office **before noon**. Early departure does not entitle parents to a discount.

There are two options to choose from: flat-rate **or** à la carte coverage.

1. **À LA CARTE** = exceptional care (outside of the flat rate):

- CHF 40/afternoon for the 1:30 pm to 4:00 pm time slot
- CHF 55/afternoon for the 1:30 pm to 6:00 pm time slot.

Any time slot that has begun will be charged. Invoicing takes place at the end of the semester.

2. **PACKAGE** = every Wednesday and/or Friday for a given period (1st or 2nd semester):

- CHF 35/afternoon for the 1:30 pm to 4:00 pm time slot x number of sessions
- CHF 50/afternoon for the 1:30 pm to 6:00 pm time slot x number of sessions.

Flat rate	Wednesdays		Fridays	
	From 1:30 pm to 4:00 pm	1:30 pm to 6 pm	From 1:30 pm to 4:00 pm	1:30 pm to 6 pm
1st semester: from the start of the school year to the winter holidays	735 CHF	1'050 CHF	735 CHF	1'050 CHF
2ndsemester: after the winter holidays at the end of the school year	525 CHF	750 CHF	490 CHF	700 CHF

Packages are invoiced at the beginning of the period. **It is not possible to change packages during the period.**

Registration, whether for a package or à la carte, is done through Eduka.

Once registration is closed, it is no longer possible to withdraw a child.
There is no adjustment at the end of the term, even if the child has not attended all sessions of the semester.

Outings may be organized by the leisure center. By registering their children, whether for a package or on an exceptional basis, **parents agree to their children participating in these outings**.

PERI-EDUCATIVE ACTIVITIES (APE)

This service is only for EFIB children. It begins according to the schedule set by the school office. Activities may include foreign languages, games, creative activities, sports, and more. The list of these extra-curriculum activities and detailed information will be sent out in due course by the school office.

The opening of an APE is subject to the number of registrations. The secretariat will inform parents of which APEs that are open and those that are not.

In the interests of fairness and to enable as many pupils as possible to benefit from the extra-curriculum activities, each pupil may only enrol once per semester for the same activity, even if it is offered several times a week (e.g. sewing).
However, at the end of the registration period, if places remain available, a second registration may be considered for students already registered for that activity, within the limit of the remaining places.

EFIB offers two semester-long cycles of extra-curriculum activities:

- September or October – until the winter holidays = 1st semester
- After the winter holidays – end of the school year = 2nd semester.

The APE are offered:

- Either during the lunch break from 11:45 am to 1:15 pm for maternelle and from 12:00 noon to 1:30 pm for primary school and collège, with 30 minutes for lunch and 60 minutes for activities,
- Or after school from 4:00 pm to 5:30 pm, with 30 minutes for snack and 60 minutes of activity.

For APE during the lunch break, pupils bring their own picnic. For APE after school, pupils bring a snack.

If a child is registered for a lunchtime APE, they are automatically deregistered from the canteen (on the day they have the APE).

The cost of APE **is a flat rate**. The calculation is based on the number of sessions for each APE and according to the rate of CHF 17 per 90 minutes APE session. Flat rates are invoiced at the end of the period. According to the APE, an additional contribution may be requested for the equipment used.

If an APE teacher is absent/off:

- Replacement of the activity or postponement of the session to a later date = APE maintained
- If no replacement is found and the APE is cancelled on the day itself, the children will be taken to the canteen, where they can eat their lunch box with their classmates. This service does not incur any additional cost to parents compared to the APE rate.

No refund will be possible if a solution is proposed by EFIB.

Registration for APE activities is done via Eduka. Registrations for activities are recorded in order of arrival. Enrolment in an APE is a commitment for the entire duration of the APE.

No withdrawals during the semester, no refunds or reductions will be granted.
Once enrolment is closed and the APE are confirmed, it is no longer possible to unregister a child.

Exceptional or repeated absences must be reported by the family to the school office. They do not entitle you to a discount, except in two specific cases:

1. For health reasons: if the student is absent for a period exceeding 15 consecutive days and upon presentation of a medical certificate
2. If schooling is suspended for more than one month for professional reasons relating to one of the parents or legal guardians, and upon presentation of supporting documentation.

SWISS GYMNASIUM ADMISSION EXAM PREPARATION (APE)

This service is reserved for EFIB collège students (3ème). This service offers courses to prepare students for entry into the Swiss secondary school system.

This service takes place in the first semester, between September and the winter holidays (late February/early March).
This APE takes place during lunchtime (12:00 a.m. – 1:30 p.m.) or after class (depending on the timetable for 3ème).
Registration for APE is done via Eduka. The cost of this APE is CHF 40 per 1 hour session, and it is subject to a minimum of two registrations.

Invoicing takes place at the end of the period.

Registration for an APE is a commitment for the entire duration of the APE. **No withdrawals during the course are permitted**.

Once the semester has begun, no refunds or reductions will be granted. Once registration is closed, it is no longer possible to withdraw a child.

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ALPINE SKIING (APE)

This service is reserved for EFIB children from GS (maternelle) to 3ème (collège).
The APE alpine skiing activity is offered each year in January and February Friday afternoons, weather permitting.
Registered pupils leave the school by bus for various destinations depending on snow conditions and are brought back to the school at the end of the day. Pupils are supervised by certified instructors, teachers and EFIB parents.
The program and additional information will be communicated in due course by the school office.

Without the voluntary help of parents, it is not possible to organize the Ski APE.

Registration is done through Eduka, according to the schedule established by the school office. Registration closes 48 hours before the APE. Once registration is closed, it is no longer possible to withdraw a child.

This rate is **a minimum** of CHF 100 per afternoon session and may be adjusted upwards, if necessary, depending on the number of participants, in order to ensure that the activity breaks even.

Invoicing takes place at the end of the period.

Only cancellations for medical reasons **with presentation of a medical certificate** will be valid. Without presentation of a medical certificate, the APE will be invoiced.

SUMMER HOLIDAY CLUB

This service is open to EFIB children and other children (aged 3 to 12).

The program, opening days and other information will be communicated in due course by the school office.
The holiday club offers fun, sporting and cultural activities and is open from 8.30 a.m. to 5 p.m. according to the calendar set by EFIB.

Registration for the holiday club is done via Eduka for EFIB children. The holiday club will only open if there are at least seven registrations.

Once registration is closed, it is no longer possible to withdraw a child.

The price, which includes lunch and the cost of outings and activities, is CHF 95 per day. Parents must provide their children with a morning and afternoon snack.

Invoicing takes place at the end of the period.

Exceptional or repeated absences must be reported by families to the club manager/staff. They do not entitle families to a discount.

Outings may be organized by the holiday club. By registering their children, parents agree to their children participating in these outings.

In the event of any discrepancies or differences in interpretation, only the French version of this document shall be deemed authentic.