



Auxiliary Program Terms and Conditions

General Terms

- Registration for child care, study hall and enrichment activities is 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.
- Registration is done on a first come first served basis. Once the maximum capacity of a class has been reached, we will close enrollment for that class and when applicable, your child will be added to the waitlist.
- If we don't reach the minimum enrollment for a class (generally 8 students) the given class will be canceled and payment will either be refunded or transferred to another class of your choice, if space is still 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 see if you are still interested or still able to join that class. We will send you a link to register and pay for that class.
- About 16 sessions are planned for each semester. Make-up sessions will only be proposed if 4 sessions out of the 16 are canceled by the school.
- Some clubs function on a yearly basis; registration is done in the fall so it is not necessary to re-enroll in the spring.
- Rochambeau offers complimentary childcare before and after the activities - before the start of the activity (3:30pm to 3:45pm or in some cases from 3:30pm to 4:00pm) and after the end of the activity (5:15pm to 5:30pm).
- If your child is not picked by 5:30pm, you will be charged a late fee of \$25 per child for every additional ¼ hour.
- If your child is registered for extended aftercare, pick up time is from 6:00pm to 6:30pm. After 6:30pm, a late fee of \$25 per child will be charged for every additional ¼ hour.

Refund and Transfer requests

- Transfers between clubs are possible based on space availability and only within the first 5 days of the start of the club.
- Refunds will not be issued once a club has begun. Exceptions may be made if health issues prevent a child from fully participating in the club. Documentation is required.
- All club cancellations made between the registration period and the start of the clubs, will be refunded partially. Rochambeau charges a \$100 cancellation fee per withdrawal.
- MSI soccer: All deposits for MSI soccer clubs are non-refundable.

Etablissement partenaire homologué par le ministère français de l'éducation nationale

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Club Cancellation Policy

- If school is canceled or closes early, e.g. due to inclement weather, all afterschool activities are canceled as well. This includes enrichment activities, child care and study hall.
- If an instructor is unavailable during a scheduled club session, students will be supervised in child care 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 one Campus to another 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 from 7th to 12th grades 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. This form will be sent to you by the athletic director at the time of registration.

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.

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