



butterflies
EMPOWERING EDUCATION



Rules & Regulations

2024 - 25



Alameda Beloura 1, 2710-697 Sintra

+351 937 656 633

hello@butterflieseducation.com

butterflieseducation.com

RF(t) v1.24/25

1

Table of Contents

1. TIMETABLE.....	3
2. COMPLEMENTARY ACTIVITIES.....	4
3. FIELD TRIPS AND OUTINGS.....	4
4. PARTIES AND CELEBRATIONS	4
5. SUMMER ACTIVITIES - JULY.....	5
6. EXTRA CURRICULAR ACTIVITIES	5
7. PAYMENTS.....	5
8. FOOD	7
9. EDUCATIONAL PSYCHOLOGY.....	8
10. DUTIES & RIGHTS	8
11. EVALUATIONS / ASSESSMENTS	9
12. ENROLMENTS	10
13. INSURANCE.....	11
14. SCHOOL UNIFORM	11
15. GENERAL.....	12
16. EQUAL OPPORTUNITIES	13
17. CHANGES TO FEES, CALENDAR, RULES & REGULATIONS	14
18. PRIVACY AND DATA PROTECTION POLICY	14

The aim of this Rules and Regulations document is to layout the basic principles and best practices for the smooth running of the **Butterflies school**.

Our educational project is student-centered and takes into account their particular needs, their individual necessities and backgrounds.

1. TIMETABLE

1.1- Long or Short programs

For children enrolled at Nursery or Crèche we give parents the possibility to select from our Short or Long Programs, allowing families the time to adjust themselves to full school routines.

For children enrolled for Pre-School or Primary Years, only the Long Program is available.

The Short Program starts from 8h and finishes at 13h.

The Long Program starts from 8h and finishes at 17h with the possibility of extending for 2 further hours until 19h.

1.2- Number of days per week

For children attending Nursery and Crèche, we understand that, initially, parents may feel the need to be flexible about the number of days their child(ren) attends school. We therefore offer that flexibility and Parents/Guardians can choose from our **Short Program** to send their child(ren) to school:

- 2 /3 times per week
- full-week

Children adapt better when they have set routines, so we encourage Parents/Guardians to think of this option as an adjustment period, which is only available for a limited period of time, i.e. one month.

For children attending Pre-School and Primary School only the **Long Program** is available.

Please refer to our Fee Schedule for costs.

1.3- Trial Period

1. Before the moment of registration, all children are given the possibility of a free trial period at the school. For the 2024-25 school year, this option is only available for children arriving after the school year has started.
2. The trial period lasts for 1 morning only (without lunch).
3. As it is a trial period, there is no obligation of enrolment and no charge will be made.
4. Activities with an extra cost, such as swimming, are not permitted to children on a trial period.

1.4 Arrival at the School

We ask Parents/Guardians to arrive timeously, so that lessons are not interrupted with people coming in and out of the classroom.

The school is open from 8 o'clock every morning at no extra charge.

1.5 Leaving the BLC

The students can only leave our school premises when accompanied by an authorised person. Therefore, should Parents / Guardians wish someone else to collect their child(ren), they must provide the school with a written authorisation giving details of the person who will collect the child.

2. COMPLEMENTARY ACTIVITIES

We aim to give children the possibility to participate in various physical activities. We have therefore contracted external teachers who will come during the week into our premises for **Dance & Movement, Music & Rhythms, Arts** and **Maths**. These activities are included in our monthly fee and have different timetables depending on the age group.

3. FIELD TRIPS AND OUTINGS

1. Throughout the school year study visits can be made as part of the development of the school's curricular project. These should be understood as any classes that are held outside the school premises.
2. School fields and trips and any associated extra costs will be communicated well in advance to parents.
3. Participation in study visits or other school activities will not result in the student missing classes because of such participation.
4. Non-participation in study visits does not imply discounts on the monthly fees.

4. PARTIES AND CELEBRATIONS

For this school year the following parties and events to which parents are invited are programmed:

- Christmas party
- Father's Day
- Mother's Day
- End of the year celebration

The dates reserved for this will be communicated to Parents / Guardians in due course.

5. SUMMER ACTIVITIES - JULY

Throughout the month of July, the school aims to provide our students with a fun and active Holiday Program. As this program may involve working in partnership with third parties, it may incur extra costs. We will inform parents of the program and its costs as soon as possible.

Any payments made to enrol the child into the program are deemed as non-refundable, even if the child does not participate in it.

6. EXTRA CURRICULAR ACTIVITIES

6.1- Languages

Upon request, the school may be able to arrange for your child to attend after school extra classes in languages such as extra English, Portuguese or others if requested and possible. The request must be made on enrolment and, once confirmed, it requires a minimum commitment of one full school term. Participation might be subject to a limited number of vacancies.

Classes can be individual/pair or in a group (a minimum of 3 children are necessary to form a group).

Fees will be available upon request.

6.2- Swimming

Swimming lessons have been built into the curriculum for children in pre-school and primary school. The lessons will take place at a Health & Sports Club. The request not to enrol for swimming lessons must be done at the beginning of the school year. If your child is enrolled for swimming lesson, a commitment of a full term is required.

Swimming and transportation fees can be found within the Fee Structure document.

6.3- Other Activities

At present, the school does not have other extra curricular activities. However, we are working towards creating partnerships with other groups in order to provide our students with activities in the Cascais / Beloura area. We will keep you informed of these in due course.

Should your child already have an activity of interest, please let us know so that we may explore that option with a third party.

7. PAYMENTS

7.1- Insurance

All students enrolled at the Butterflies are automatically covered by our Accident Policy with Allianz Portugal. This insurance covers accident treatment expenses of up to 1.000,00 €.

The annual insurance premium has been included in the monthly fee.

7.2- Payment Date

1. The monthly fee, payable by each student for the coming year, will be displayed when the place/registration is renewed.
2. The monthly fee must be paid by the 5th day of each month otherwise it will be increased by 20%.
3. At the end of the month, if the monthly fee is not paid, the student's attendance may be suspended.
4. The monthly fee already includes the school break periods, and therefore, no discounts of any kind will be applied.
5. The temporary absence of the child does not give the right to any discount on the monthly fee or on any extracurricular activities in which the child is enrolled.

7.3- Absences

Each month is considered in its entirety for payment purposes and there will be no discount on student fees due to student absences, whether due to voluntary or involuntary nature.

7.4- School closure by Force Majeure

In the event of closure of the school due to legal determination, state of emergency, public calamity and / or other force majeure reasons not attributable to the school, such as pandemics, virus outbreaks, strikes, riots, of whatever nature, the monthly fees are payable in full under the terms of this regulation.

7.5- Withdrawal from the program

7.5.1- Prior to its start

In case of withdrawal from the program, any registration and enrolment fees will not be refunded.

Withdrawal from the program must be communicated in writing to the school at least 30 days prior to the start of the program in September.

7.5.2- During the school year before 15th December

Parents and guardians must communicate the withdrawal of the student, in writing, at least a full calendar month before the date they wish it to take effect.

If this prior written notice is not complied with, the amounts referring to the monthly fees due until the end of the school year in progress will be charged.

7.5.3- After 15th December of the current school year

For any withdrawal, requests made after the 15th of December of the current school year, the obligation of payment of all the fees until the end of the school year remains.

7.6- School Fee payment options option

7.6.1 Annual fee

Should Parents / Guardians wish to pay the school fee as an annual amount, this must be done by the 30th of June. This option will benefit Parents / Guardians a 2% discount on the total fee.

7.6.2- Term Fees

Parents / guardians have the option to settle their fees in three instalments, as follows:

- First instalment due on 1st September.
- Second instalment due on 1st January.
- Third instalment due 1st May

7.6.3- Monthly Fees

The school year fees have been divided into 11 equal instalments that run from September to July of the following year.

Please refer to our fee schedule for more details.

We reserve the right not to allow students to enter our premises if the previous monthly fee has not been settled in full.

7.7- Payment methods

Bank transfer to the following details:

(please send proof of payment to hello@butterflieseducation.com stating the name of the child(ren))

Nome: ALPHABETDEDICATION

IBAN: PT50 0010 0000 58227910001 18

7.8- Christmas, Carnival, Easter and Mid-term Breaks

Christmas, Carnival, Easter or mid-term breaks have been accounted for in the calculation of the monthly fee and will therefore suffer no further discounts.

Please refer to our School Calendar for details.

7.9- August

The school will be closed for staff holidays throughout the whole month of August.

7.10- School Supplies

Basic learning supplies will be provided by the school and are therefore already included in the monthly fee. School supplies included are: coloured and graphite pencils, coloured felt-tip pens, crayons, sharpeners, erasers, photocopies, cardboard, various writing and craft paper, glue, paint, paintbrushes, clay, scissors, tissues and wet wipes, etc.

8. FOOD

8.1- Lunch

1. Food is provided by a catering service outside the Institution and it is composed by three meals (morning snack, lunch and afternoon snack).
2. The menus are prepared monthly and will be sent to Parents and Guardians in advance.
3. It is not permitted to bring any type of food into the Institution, unless

Alameda Beloura 1, 2710-697 Sintra

+351 937 656 633

hello@butterflieseducation.com

butterflieseducation.com

exceptionally agreed between the Institution and the Parents or Guardians for health reasons. In this case, the Parents must ensure that their child has an alternative.

4. The value of the food service is not included in the basic monthly fee.
5. The school is a nut and red meat free environment.

8.2- Birthdays

On your child's birthday, the class teacher will do a baking activity within the classroom to celebrate your child's birthday with a simple cake to shared with the other children. No party bags are allowed.

9. DEVELOPMENT AND WELL-BEING

The Butterflies school has contracted the services of a Development and Well-Being Coordinator to support the team. Scheduled regular observations to each classroom have been scheduled and, whenever challenges are detected that may affect the smooth running of the program, the classroom teachers may also request additional examination and guidance.

1. If a requirement for more specific intervention is detected, the school will contact the family to offer the services of our in-house Educational Psychologist, who can carry out an informal observation. This observation will incur no additional costs, as it is included within the school's educational offer.
2. Should the need arise for further support, the school has a network of therapists that can be available.

10. DUTIES & RIGHTS

STUDENTS

Duties

- be punctual, assiduous and responsible
- respect everyone – teachers and colleagues
- carry out the work suggested by the teacher
- help maintaining the classroom clean and tidy

Rights

- be treated with respect by all
- be promptly aided in case of injury or illness
- be heard by the teacher and other school staff

TEACHERS

Duties

- be punctual and assiduous
- carry out an annual plan of the educational content and its general objectives
- maintain respect at all times with students, Parents/Guardians and teaching staff
- help keeping the classroom and the school premises clean and tidy
- maintain order and discipline in the classroom
- show competence and be able to motivate students

Alameda Beloura 1, 2710-697 Sintra

+351 937 656 633

hello@butterflieseducation.com

butterflieseducation.com

- objectively evaluate students progress
- intervene when faced with incorrect situations
- be able to communicate with Parents / Guardians and suggest appropriate educative measures, if and when required.

Rights

- full participation in the educational process of the student;
- have access to training and information required for the smooth running of the job
- obtain adequate support from the school for any arising questions
- feel safe and secure within the school premises and during school activities
- be able to express her/himself freely whilst respecting others' opinions
- be 'au fait' with the Rules and Regulations document

PARENTS / GUARDIANS

Duties

- reinforce before the students the importance of their school responsibilities
- appreciate the work and authority of the teacher when in the presence of the student
- be respectful of the school Rules & Regulations
- make the teacher aware of any situation which may affect the student's normal school performance
- be responsible for the child(ren)'s attendance and punctuality
- make all payments in a timely manner

Rights

- have access to:
 - the Rules & Regulations document
 - the Educational Plan
 - booking a slot to meet the teacher when required
 - participate during special school activities
 - group or individual suggestions made by the Educational Psychologist
- be assured of absolute confidentiality pertaining to matters of a private nature

11. EVALUATIONS / ASSESSMENTS

Evaluations /assessments are paramount throughout the academic year as these allow for a systematic collection of information that, once analysed, supports decision-making appropriate to promoting better learning practices.

For an efficient evaluation / assessment process all parties will be involved, i.e.

- teachers
- assistants
- students
- all other school staff
- parents / guardians
- other third party educators
- Development and Well-Being Coordinator

Student Evaluation / Assessment Process

All students are assessed on an on-going basis. However, there are three formal evaluation moments, i.e. at the end of the Christmas and Easter terms and at the end of the school year. Parents / Guardians will be invited for a meeting with the teacher at these moments

during which a newsletter summary of the activities throughout each term will be handed. This will also contain an individual report from the teacher pertaining each student. Parents / Guardians can also request individual meetings with the teacher to discuss their child(ren) progress or any other questions related to their child(ren)'s education.

12. ENROLMENTS

12.1- Registration fee – 2024/25

There is a one off non-refundable registration fee of **€250**. This fee is applicable to all **new** students enrolling for the **2024/25** school year and is due when completing the Registration Form.

12.2- New student Enrolment fee – for 2024/25

The enrolment fee for **2024/25** is a set fee of **€920** payable within 48 hours of confirmation of enrolment.

12.3- Enrolment renovation – for 2025/26

During second term, the school will send a letter regarding the re-enrolment for the following academic year, thus giving existing children re-enrolment priority. Parents / Guardians must complete the form and hand it back to the school indicating whether they will be re-enrolling their child(ren) for the following academic year.

Please be aware that the non-re-enrolment and payment of the enrolment fee may imply that your child(ren)'s spot will be given to another child.

12.4- Enrolment renovation – fee discount

The enrolment fee for children returning to the program will benefit from a **15% discount** over the full enrolment fee.

12.5- Enrolment Day

At enrolment time the following documentation is required:

- a) Completed Student Enrolment Form
- b) Student's Citizen Card or Passport
- c) Residency Card
- d) Medical form should your child have a confirmed or suspected medical condition

At enrolment time, the school will hand parents the following documents:

- a) School Calendar for the current school year
- b) Classroom timetable
- c) List of supplies needed in September for the start of the school year

Neither the registration nor the enrolment fees are refundable (see point 7.1.- above)

12.6- Enrolment Outside Enrolment period

New enrolments are accepted throughout the academic year, depending on the availability of spots within our group.

The acceptance of new children within the group must follow the school's enrolment procedures, i.e. payment of the registration fee, enrolment fee, insurance and all respective monthly fees.

12.7- Waiting list

Should we have more Parents / Guardians interested in enrolling their child(ren), we encourage them to complete the registration form which places their child(ren) in a waiting list and make the appropriate non-refundable registration payment.

Should a spot become available, the Parent/Guardian will be contacted and that usual Enrolment Procedures will be followed.

13. INSURANCE

Every single student enrolled at the school is automatically covered by our Accident Insurance policy. Our policy covers treatment expenses due to accident up to 1.000,00 €.

The insurance fee must be paid together with the first instalment in September. The amount for the 2024/25 school year is **50 Euros**.

The insurance fee is non-refundable (see point 7.1.- above)

14. SCHOOL UNIFORM

The Butterflies school has opted for a relaxed uniform style.

Uniforms will be available for purchase directly from the TOG's website before the start of the school year.

15. SICKNESS / ILLNESS

15.1 Illness

If during school your child shows symptoms of illness (fever, pain, vomiting, etc...), the school will immediately contact the family so that they can come to pick them up and make the necessary care arrangements, i.e. doctor. Whenever possible, in case of prolonged illness, the student should present a medical certificate.

15.2 Emergency

In case of emergency, the school will immediately contact the parents/guardian and will take the child to the nearest Hospital or to a hospital of the parents / guardians preference. The school insurance may be actioned (according to point 13.). The transport of the child will be done in the most adequate manner depending on the severity of the injury and a school representative will accompany the child.

For reimbursement of expenses, all invoices must be handed to the school, who will then deal with the insurance company.

Should there be a need for the child to be taken to the hospital after the school accident/incident, parents / guardians must inform the school so that we school insurance may be actioned.

15.3 Medication

Should child(ren) need to take medication during school hours, it is the Parents/Guardians responsibility to ensure that the medication is brought to the school clearly labelled and a detailed list be handed to the teacher showing which medicine and dosage must be administered and at what time.

16. GENERAL

Any school related matter must be brought to the attention of the school staff and/or the teacher as soon as it is known.

16.1 Change in parental responsibility

In order to avoid unpleasant or embarrassing situations, it will not be possible for any member of the school staff to appear in any court proceedings related to divorce or parental responsibility.

16.2 Head lice

Please ensure that you check your child(ren)'s head regularly for head lice. Should your child(ren) have caught head lice, they should be immediately treated. Children should only return to school after treatment.

16.3 School Absence

If your child must miss school due to illness or any other reason, please ensure that the school is informed before the start of the school day.

16.4 Toys

We encourage children not to bring their toys to school. However, we will also create opportunities for 'Show & Tell' time, on which days children will be allowed to bring a toy to school.

The following objects, which are not necessary for school life, are not allowed in the school grounds:

- a. Money;
- b. Mobile phones;
- c. Electronic games;
- d. Other objects that have not been requested by the school.

The school is not liable for the above-mentioned goods in case of loss or misplacement.

16.5 Footwear

Outdoor playing time is fundamental for the development of your child and is done in all types of weather. Please ensure your child footwear is appropriate for school activities. Please also provide a pair of Wellies Boots to remain at school.

Although not compulsory, whilst in the classroom, we encourage children to go barefoot, however, during colder months they should wear non-slippery socks, crocs or slippers.

16.6 Changes to student's personal details

Any changes to personal details, i.e. home address, Parent / Guardian mobile number, should be communicated to the BLC immediately. Emergency telephone numbers must be updated at all times.

16.7 Extended Activities

The school can provide an optional childcare service from 17H to 19H.

There is a minimum number of five children requirement for the start of the service.

The commitment to this service is valid for a full trimester.

It is possible for children not enrolled on the service to make occasional use of it. To schedule a one-time attendance please advise the school in writing at least 24 hours in advance.

The costs for the extended service are:

Monthly	€60
Occasional	€20 per day

This fee includes a light snack, such as fruit or a biscuit.

16.8 Transport

Child-safe transport will be arranged for any field trips or outings and also for children who have enrolled for the swimming activity. This service will be provided by a fully licensed third party.

The cost of the transport depends on the number of children taking part on the activity and will be advised in advance.

16. EQUAL OPPORTUNITIES

The Butterflies school encourages applications from diverse backgrounds, as we believe this enriches our community and is vital in preparing our children for today's world.

We also welcome children with diagnosed or suspected special educational needs provided that our staff can accommodate them.

We urge parents of children with special educational needs to discuss their child's requirements during the admission process.

An educational psychologist report must be provided on enrolment.

The school reserves the right to request a psycho-educational evaluation, if necessary, in order to better support the child. The cost of this evaluation is the parent's full responsibility.

If the parent fails to disclose important information related to the child's special educational needs, the BLC reserves the right to review the child's enrolment at the school.

17. CHANGES TO FEES, CALENDAR, RULES & REGULATIONS

The school reserves the right to change/update our fees, calendar and Rules & Regulations should it be deemed as necessary and justifiable. Parents / Guardians will be informed of any alterations made as soon as possible.

18. PRIVACY AND DATA PROTECTION POLICY

The school needs to have access to our students personal data, as well as some personal information regarding Parents / Guardians, in order to comply with all legal obligations, i.e. enrolment, insurance, invoicing, administrative and fiscal management. The data requested must be provided, as it is essential for the provision of the service.