



REGULATIONS AND SCHOOL PERMISSIONS

In order to ensure enrolment to Little Genius International is both effective and definitive, it is necessary to read this document very carefully and to return it signed for acceptance in all its parts to our administrative office. If further clarifications regarding any aspect of the document are required, it is advisable to contact the school administration.

FINANCIAL REGULATION

No student will be allowed to start the new school year if the financial obligations for the previous year have not been paid.

Annual enrolment fee

The annual enrolment fee must be paid in a single instalment within the deadlines communicated by the School and is non-refundable under any circumstances. No partial payment of the enrolment fee will be accepted in case the student enrolls when the school year has already started and no partial refund will be made if a student exits the school during the school year.

Capital Assessment

Capital Assessment includes teaching material, including all textbooks and technology teaching tools. It should be noted that educational materials such as notebooks and pens (elementary school) and the material required for examinations are not included in the Capital Assessment. In case of textbooks loss, the replacement will be at the expense of the parents. The Capital Assessment is paid in annual instalments, according to the year of enrolment, for enrolment in the Nursery School and for enrolment at Primary School (two different costs). This payment must be made no later than the 15th of September of the current school year. The Capital Assessment is not in any way refundable even in cases in which a child exits the school during the course of the school year.

School fees

The current rate for school fees is available upon request and updated on an annual basis. The school reserves the right, where necessary, to increase the fees for the following school year. The tuition fee does not include school canteen, school uniform, extended services such as early access to the school, extra-curricular activities, as well as any element which is not explicitly stated as inclusive.

NB: The school is run by Little Genius International srl Benefit Company, which has a financial and tax cycle from 1/9 to 31/8 of the following year and therefore can not offer, without any exception, pluriannual payment plans except for exceptional cases.

School lunch service

The School provides a mandatory organic lunch service for its full-time nursery and elementary students. The cost of the lunch service is not included in the tuition fees and is partially subsidised by the school.

Payment procedures

Parents are invited to choose one of the following payment procedures for payment of the school fees.

NB: Little Genius International reserves the right to withhold report cards and certifications in the event that financial obligations have not been fully met.

Option 1: Annual in a single instalment

The annual school fees must be paid in a single instalment by 31st July with a discount of 5 %.

Option 2: In two instalments

The school fees must be paid in two instalments, as specified below:

The first instalment by September 15th The second instalment by January 15th NB: It is the responsibility of parents to effectuate payments by the due date.

Company benefits

Recent regulations (renewed article 51, paragraph 2, letter f-bis of the Consolidated Law on Income Tax - TUIR - Presidential Decree 917/1986) allow that companies can assign "flexible benefits" to their employees with considerable benefits in terms of taxes and contributions to the advantage of both the company and the employee himself. Among the various benefits, we would like to highlight those relating to expenses for the education of children and other family members. For what regards the school fees, it will be possible to design specific company agreements that allow parents to have their school fees covered in full by their own company or employer.

Financial support Bank

As of today school fees are 100% financeable.

This new financial product, unique in Italia, is being proposed exclusively by Little Genius International thanks to our collaboration with Banca Credito Cooperativo, for use by parents from the onset of the academic year 2018-19. This new financial credit will be utilizable by all families who require financial support in the payment of school fees of their child enrolled at Little Genius International (This product is valid exclusively for the payment of Little Genius International invoices).

Enrolment for the following school year

As per the Financial Regulations, parents are requested to enrol their child for the following school year before the 31st December, in order to ensure a place in the following class. (Priority will be given to enrolments received within this deadline). Beyond that date, enrolments will be open to the public outside. Enrolment is confirmed by pre-registration on the www.littlegenius.cloud platform (data to be checked and confirmed annually by parents / guardians by 31/8 of each year) and by paying the entire annual enrolment fee; this fee is non-refundable nor payable in instalments. Enrolment fees received after the 28th of February will be subject to a supplementary administrative charge of €50.00

Exams

Students attending Little Genius International aged five years onwards must take mandatory annual exams (the school reserves the right to modify the exams program on a yearly basis). All fees paid for exams are in any case non-refundable.

The exams will be as follows:

- Cambridge English Language Young Learners exam - class Nursery 4 and Elementary classes from 1 to 3 - Cambridge Primary International Exams per Maths and English - Elementary class 5
- Italian Ministry of Education Esami di Idoneità - all Elementary classes
- INVALSI - biannually in Elementary 2

Please note that the courses undertaken at Little Genius International are legally denominate "Istruzione privata parentale".

Please find the codice meccanografico provided by MIUR: RME100000X

The cost of the Cambridge Exams exams will be provided to parents annually according to the requirements of each examiner. Cambridge English Language Young Learners and Cambridge Primary International exams fees will be paid within the 1st instalment.

Refunds

The school will not refund any fees and payments if lessons are suspended due to force majeure, fortuitous cause, or because of third parties.

Delay in payment of school fees

Failure to effectuate payments within the required deadline will result in the application of a penalty fee charged at € 10.00 per day. Where payment remains unresolved by the fourth week, the school reserves the right to suspend admission of the student and withhold any certification until the debt is cleared. Therefore, parents who experience difficulties in paying the school fees are advise to contact the school Administrative Office in order to avoid dismissal.

Terms of payment

For reasons of safety and traceability of payments the School adopts a 'zero cash' policy, therefore parents are required to effectuate payments to Little Genius International exclusively via bank transfer, credit card, Paypal or ATM. No other means of payment will be accepted.

Please refer to the bank details as follows:

Banca: Fineco

Intestatario del conto corrente: Little Genius International

Numero di conto corrente: 3575321 IBAN: IT28C0301503200000003575621 ABI: 03015

CAB: 03200

Absences

Application for concessions or refunds of fees will not be taken into consideration in cases where a child is absent for a period of time or indefinitely.

DISCIPLINARY REGULATIONS

School hours and entrance policy

Nursery school

Entrance: From 8.30am to 9.00am (activities commence at 9.00am). The parent or guardian who expects a late entry beyond 9.00am must inform the school administrative office telephonically by 9.00am.

Exit: From 3.30pm to 4.00pm.

Scuola Elementare

Entrance: At 8.20am (activities begin at 8.30am sharp)

Exit: At 4.00pm

The parent or guardian who expects a late entry must inform the school administrative office telephonically by 9.00am.

In order to facilitate the normal conduct of the activities, parents are required not to enter the school premises to accompany their children. Children will be accompanied to their classrooms by Little Genius International staff.

Late entrance or early exit

Late entrance: Students arriving after 8:30am are considered late and will be seated in the administrative office until the beginning of the next lesson and so on.

Early exit: According to the rules in force, students at the compulsory school must attend full-time from 08:30 to 16:00 and can not leave before 16:00, except in exceptional and documented cases and must never exceed 6 times (DPR 122/09 art 14, paragraph 7) in an academic year. This early exit request in the afternoon should be formulated with a motivation to the School Manager or a collaborator as it is an exception. Exit permission is only granted to a parent or other adult who has a regular delegation (signed by the delegate, with a copy of the document of the delegated and the delegating). By law, both late entrance and early exit are considered as absences in the final count of attendance.

Absences

School hours must be respected, with lateness being recorded affecting the student's final report. The total amount of lateness and absence will be collated and where this exceeds 25% of the total number of school days in an academic year, the MIUR reserves the right to request repetition of the academic year. The school declines all responsibility for a lack of knowledge, skills, or insufficient results of the students wherein attendance has been normatively insufficient according to the parameters above.

Early access and extended stay at school

Early access and extended stay at school are available upon request at an additional cost from 8.00am to 8.30am and from 4.00pm to 5.30pm (please refer to the price list under "Extra Activities" for further details). Students and parents are not allowed (inside the building and the school garden) prior to the opening of the school at 8.30am except for students enrolled in the early access service.

Authorisation of early exit

No student is allowed to leave the school premises unless accompanied by:

- An authorised parent or legal guardian as explicitly stated on the student's enrolment form
- Adults authorised to take the child indicated on the student's enrolment form
- A third person delegated by means of a daily authorization (formal, signed and dated) completed by the parent or legal guardian.

For reasons of child protection, all other forms of authorisations that are communicated to the school will not be considered (no telephone, sms, email etc). The identification of an authorized person may be requested in the interests of student safety.

When to notify an absence

The school must be informed of any absences before 9.00am.

Unprogrammed absences

For absences exceeding 5 calendar days (including weekends), the school requires a medical certificate upon re-entry in the interest of the health and safety of the school community.

Programmed absence

For programmed absences for more than 5 days and previously communicated to the school, no medical certificate is required, but prior notification and compilation of the related form are required.

Illness

If a child falls ill during the school day the school will inform the parents / legal guardians by phone at the numbers provided in the enrolment form. If the child's state of health constitutes a medical emergency, the school will contact the national emergency services directly, accompanying the student to hospital in the absence of parents/guardians. It is therefore in the interest of parents to inform the school of any changes in their contact details or relevant health conditions.

Administering medicines to students

The staff of Little Genius International is not legally authorized to medically treat or administer medicines to their students other than for minor injuries. Therefore, any possible request of this kind carried out by the parent / legal guardian will be automatically rejected. Extreme and exceptional cases will be evaluated individually and delegated by the parents / legal guardians. Parents are reminded that students must be healthy to attend school and cannot administered medical therapy upon the school premises.

Little Genius Cloud service - Classe365

The School has adopted a Student Information and Learning Management System (SIS), . This technology platform innovates both the academic and the students' life, rendering its management more efficient and effective:

- School Enrolment (family and student data to be filled in and / or checked by 31st July of each year)
- Tracking student's progress
- Home-school communications
- Test results and other educational assessments
- Timetables
- Assigned homework

Access credentials will be transmitted upon registration.

School uniform, clothing and person's decor

Wearing the school uniform is a sign of identification and of belonging to the school community of Little Genius International. Wearing the uniform is therefore required since the first day of school in order to uniform students and strengthen their membership in the school. Uniforms are available online. The trademarks of Little Genius International are regularly deposited and protected internationally. It is forbidden for parents to purchase the uniform from third parties, which will result in legal prosecution. Goods purchased at www.little-genius.shop can be collected at the school administration following payment via Paypal, POS / check or after providing proof of payment by bank transfer. It is forbidden to attend school with make-up, dyed hair and roller shoes.

Toys from home

The school invites parents to discourage their children from bringing any kind of toy from home. Students that are found in possession of these items will be kindly invited to leave them temporarily in the school administration and to collect them upon exit from school, accompanied by their parents. The students of the Nursery section are temporarily allowed to bring in certain objects from home (teddy bears, security blankets, scarves, pacifiers, etc.), for the sole purpose of reassurance and comfort and solely during the settling in phase, with the understanding that these articles will be phased out by parents and teachers over time. Little Genius International declines any liability for loss or damage to toys brought to school from home.

Personal effects from home

Children cannot bring electronic games, jewellery (valuable or not), cell phones, tablets, watches, or any other types of electronic devices. Little Genius International disclaims any responsibility for lost or damaged personal belongings brought to school from home.

Alternative lunch

The school menu available to students can be changed only and exclusively upon presentation of a medical certificate ascertaining the presence of any allergies / food intolerances, illness or religious beliefs. It is the sole responsibility of parents to communicate such requests to the school Administrative Office at the beginning of the school year, by way of official certification. In the absence of this certification, the school declines all responsibility for any issues that may arise out of this negligence.

Lunch and snack from home

For health reasons and in compliance with food health and hygiene laws, Little Genius International prohibits all students from bringing food and drink (bottle of water included) inside the school from home. This exclusion is also important for the control and protection of students who have intolerances, to avoid contamination and risk.

Birthdays

To avoid discontent, invitations to private birthday parties (outside the school) will be distributed, provided that the whole class has been invited. Birthdays may also be celebrated at school (following a formal request) during snack time, with the cutting of a cake and the serving of light snacks. It is forbidden to hold parties involving the presence of external bodies and people as well as any activities that may disrupt the normal school day. Parents are required to make a formal request to the school in order to celebrate a birthday during the school day, so that no child with allergies or a special diet will be excluded.

No drinks of any kind are allowed nor food stuff, except for simple cake. Cakes must be as simple as possible, must be purchased in stores and pre-packaged for traceability (HACCP regulations) and consumable by the entire class (i.e. which do not contain substances that can cause allergic reactions to any child or for religious reasons). In any case, it is the responsibility of the parents to request information from the classroom administrator / teacher about substances that cannot be served. Foods not complying with these rules will be returned intact to the parents.

Enrolment criteria

Enrolment is undertaken on a first come-first served basis. The waiting list operates according to the same criteria. Please note that places cannot be reserved under any circumstances without financial confirmation.

School calendar

It is the responsibility of parents/legal guardians to monitor the school calendar regarding the school program. The school declines any responsibility for missed events or errors of attendance.

Weekly update

We also invite parents to keep track of weekly communications sent by email for school / family information.

Age anticipated enrolment

Parents are hereby informed that Little Genius International does not permit early admission in any class, thus the skipping of an entire academic year, to protect and safeguard the academic progress of the student.

Reports

The reports of the Nursery Section will be released in December and May. The reports in the Elementary Section will be released in December, February and June. During the course of the school year, two individual parents / legal tutors - teachers meetings are scheduled. The results of foreign examinations and Esami di Idoneità will not be integrated into the reports.

Expulsion and suspension

Given that the age of students attending Little Genius International is such that it excludes the possibility of grave conduct, nonetheless, Little Genius International reserves the right in cases of- conflict between parents and/or the school regarding basic institutionalised principles and policies, particularly in terms of discrimination and violence of all kinds, the educational program and the school organization in general- to effectuate suspension or expulsion where necessary. The same will be applicable in cases where a parent fails to respect his/her financial obligations and the normal rules of civic education and coexistence.

Injury and Damage

In case of contact between students resulting in injury or damage, please note that the so-called "culpa in vigilando" (liability of supervision) cannot be applied in the event of sudden and occasional physical contact, that occurs spontaneously, wherein this is caused by their indisciplined and unruly behavior and is therefore not due to an absence of supervision. Thus each case will be evaluated according to the circumstantial data.

Meeting request with school staff (teachers, principal etc)

Administrative office: 08:30 - 09:30 - from Monday to Friday

Teachers: by appointment (Monday and Tuesday 08.00-08.30 for Nursery teachers; Wednesday and Thursday 08.00-08.30 Elementary teachers, filling the online form Management: by appointment, filling the online form

School Principal: for emergencies, by appointment, filling the online form

The school reserves the right to evaluate the feasibility and utility of request.

Parking and external non-school spaces:

The space in front of the school and the adjoining avenue are the only points of entry and exit of students from the school. For safety reasons it is strictly forbidden to use them as playing areas, parking areas or as temporary parking. All clients can take advantage of the spaces specifically reserved to park their cars. The school management declines any liability for damage or injury caused by failure to observe these rules. For the safety of children, In the interest of student safety, Little Genius International wishes to emphasize that it is mandatory to accompany students to the front door of the school during both entrance and exit times and outside school hours for use of the toilets and snack machine facilities.

For safety reasons it is also strictly forbidden:

- To play in the area in front of the school and in the street;
- To climb trees, road signs and barriers
- To throw stones against people, windows and cars
- To enter school during school time or not (eg, to use the bathroom) without being accompanied by a parent / legal guardian

Little Genius International declines any liability for damage to property or personal injury caused by inappropriate behaviour and lack of adherence to school rules.

Lost and found

In order to avoid delays and discontent, Little Genius International urges parents to label all school clothing (uniform, towels, sweatshirts, hats, gloves, scarves, etc.) and objects belonging to their children. Parents are also requested to kindly inform the school of any lost and found objects. The school declines any responsibility for lost property that is un-labelled. In the event of lost property, the school will only manage reports sent to the e-mail address: lost@littlegenius.it. Requests received in person or by phone can not be managed in any case for reasons of traceability of the latter, and as a warranty of the effectiveness of the research.

School trips

During school trips the presence of siblings coming from other classes is forbidden. In some cases, and only if requested by the management, the school may foresee parental participation. In addition, mothers who have reached their 5th month of pregnancy will not be allowed to accompany their child on the school trips.

Force majeure-suspension of school service

The school may be forced to close in case of force majeure ;ie. meteorological events or unavailability of water, electricity, gas, etc, affecting the basic operability of the school service due to forces beyond the school's control.

SCHOLARSHIPS

Luogo e Date

Signature.....

Starting from the school year 2017-18, the School exclusively offers scholarships based on merit and academic achievements. The School in accordance with Art. 3 and 34 of the Italian Constitution, and of its Articles as a Benefit Corporation, promotes and guarantees the right to study. This is achieved annually by allocating part of its corporate profits (when possible) in order to enhance and sustain the academic progress of exceptional students, by providing economic support to their families.

The number and amount of scholarships are determined annually on the basis of student's results and depending on the availability of financial resources based on the last available financial balance statement (available by June 30th of each year -). This is determined by the adoption of the following criteria in a specific algorithm to ensure accuracy and fairness:

- Average of academic marks
- Discipline
- School attendance
- Family conditions

Terms of notice required to leave the school

The school requires a notice period of three months in the event that a student needs to withdraw his/her attendance from the school. A partial reimbursement will be consented to parents who have made a formal communication three months prior to the anticipated last day at school. There is no partial refund for parents who withdraw a student prior to the three months period. The Capital Assessment fee and the annual enrolment fee will not be refunded under any circumstances.



SELF-DECLARATION OF MANDATORY VACCINATION

In addition, I declare, under Italian law, in awareness of the implication resulting in the event of false declaration that the student (name).....
(fiscal code)..... born in (place)
on (D.O.B.).....Italian citizen/other (specify).....
resident in..... n. Postcode..... (Prov)

Has the student been administered mandatory vaccinations? Yes / No

Date and indication of the most recent vaccination

Signature for self- certification (law 15/98,127/97, 131/98):

The undersigned hereby declares awareness that Little Genius International School may use the data contained within this self-certification exclusively for institutional purposes relating to the Public Administration (GDPR EU 2016/679)..

If the event that vaccinations have not been administered, please attach a medical certificate communicating exemption whether total or partial.

Date Signature.....

* whilst awaiting for the final draft of the law, Little genius management will specify, successively, the possible variations, both temporal and/or substantial ,that may result from the new law.

Acceptance – An integral part of the Regulations and School permission

- Parents are kindly requested to sign and date the Regulations and the School permission form and to return it to Administrative Office by September 1st.

I, the undersigned (parent or legal guardian)

..... parent/guardian of (child's name)

..... declare to have read and understood the school rules of Little Genius International, hereby accepting them in their entirety.

In particular, in relation to Articles.1341 and 1342 Cod. Civ., the undersigned hereby approves the legal clauses entitled "Delay in payment of school fees", "Terms of notice required to leave the school", "Enrolment for the following school year," "Terms of payment ", "Annual enrolment fee ".

Place and Date

Signature

Little Genius International Srl Sb Privacy Policy – GDPR UE 2016/679

Little Genius International SRL SB is committed to protecting your privacy, including your personal data. This Policy sets out the terms on which we will hold and process any personal data that we hold as a data controller. If you have any queries about this Policy or how we use your data, you can contact us using the contact details below. Please read this Policy carefully. By contracting with us, unless we are acting as your data processor, you acknowledge that the personal data you supply us will be used in accordance with this Policy.

When Do We Collect Information?

We will collect information from you or the student you have legal custody when you become our client, employee or supplier, or contact us in person, by telephone, by e-mail, by post, by fax or by social media. We also collect information from you when you voluntarily complete client surveys, enter a competition or promotion, provide feedback or complete a contact form on our website or on premises. We use Google Analytics to analyze the use of our website by means of cookies (such as your IP address and other browser-generated information). We may collect the following information:

- Your contact details, such as name, address, telephone number and email address
- Your date of birth, nationality, country of birth, country of residence, employment status and tax identification number (i.e. Fiscal Code) • Identity documents details, passport, id card, driving license
- Details of any goods or services you sell to us, or ask us to supply
- Details of your credit history and any records held by financial crime prevention agencies
- Details of your employment status, income and source of wealth if requesting financial support from the school

All the above detail regarding the students attending or willing to attend our school, such as demographic information, medical certificates, school attendance, report cards, academic records, identity documents of family members

Children

If you are a parent, Personal Data of children under the age of 18 will be processed in line with legal requirements and this policy only if authorized by the parent or adult holding the legal custody of the child.

How We Will Use Your Information

We use information held about you in the following ways:

- to comply with our contractual obligations to you;
- to help protect your information and prevent unauthorized access to it;
- to deal with any queries, complaints or problems reported by you;
- for payment verification, debt tracing and debt recovery;
- to enable you to participate in all our school activities;
- to enable you to participate in the interactive features of our online platforms and to ensure that content from our website is presented in the most effective manner for you and your computer/device;
- to generate statistics relating to use of our website and our school;
- to provide you with information about activities (by mail, telephone etc.), administrative and other daily issues, other goods or services we offer or you enquired about. You may opt out of receiving this information when we collect your details or at any time by contacting us using the following contact details or the functions provided in the communications;
- if required to do so by law and to the extent necessary for the proper operation of our systems, to protect us/our customers, or to enforce the terms of any contract that we have entered into with you;
- to notify you of changes to our terms of business

Our use of your personal data will be for one or more of the legitimate interests described above.

Disclosure of Your Information

We may disclose your information:

- to businesses that are part of the same group of companies as us, or that become part of that group;
- to our IT providers and others who provide us with support services (such as software integration partners) so that we can comply with our contractual obligations to you;
- to our appointed accountants, lawyers and other professional advisers (including our bankers), to the extent that they require access to the information in order to advise us;
- to credit reference agencies and organizations to allow us to undertake the checks set out below;
- to debt collection agencies or to the Court;
- if required to do so by any legal requirement;
- to law enforcement agencies and others in order to investigate or prevent fraud or activities believed to be illegal or otherwise in breach of applicable laws;
- if we or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers and suppliers may be one of the transferred assets. We will not disclose your information to third parties other than as outlined above.

Credit and Identity Checks

As part of our contracting process we may carry out automated checks using your personal data, such as your name, postal address, date of birth, telephone numbers and employment status. This information may be used by us to prevent fraud and money laundering, for example, when processing applications for credit, managing credit or for debt recovery.

Storage of Your Personal Data

We will only keep your personal data for as long as we need to in order to fulfil the purpose(s) for which it was collected, as set out above in this Policy, and for as long as we are required to keep it by law. We retain personal data collected in connection with the performance of our contractual obligations to you and the information provided to us for identity and anti-money laundering checks. You may require us to delete personal data once that period has expired unless we are required to retain that personal data for a longer period by law.

Security

We take appropriate security measures (including physical, electronic and procedural measures) to help safeguard your personal information from unauthorized access and disclosure. We may transfer, or allow access to, your information internationally including to countries outside the European Economic Area (EEA) when performing our contractual obligations to you. We will ensure that your personal data is adequately protected when it is transferred outside the EEA in accordance with applicable data protection laws. You can update your personal data by contacting us.

Cookies

Our website uses cookies to distinguish you from other users to enable us to provide you with a better experience when you browse our website and to allow us to improve our site. We use cookies to keep track of which pages are most popular, which method of linking between pages is most effective and to help identify and address problems with the use of our website that arise from time to time.

Your Rights

You have the following rights which can be exercised by contacting us using the details provided below: The right:

- to ask us not to process your personal data for marketing purposes;
- to access personal information held about you and to obtain a copy of it
- to prevent any processing of personal data that is causing or is likely to cause unwarranted and substantial damage or distress to you or another individual;
- to obtain the rectification or completion of personal data which are inaccurate or incomplete;
- to restrict or object to the processing of your personal data and to request its erasure under certain circumstances;
- in certain circumstances, to receive a copy of your personal data in a structured, commonly-used and machine readable format and the right to require us to transmit that data to another data controller where technically feasible;
- to be informed about any use of your personal data to make automated decisions about you, and to obtain meaningful information about the logic involved, as well as the significance and the envisaged consequences of this processing;
- to lodge a complaint about the way in which your personal data is being used; and
- to withdraw your consent to any use by us of your personal data otherwise than for one of the legitimate purposes set out above.

Changes to Our Privacy Policy

We reserve the right to amend this Policy at any time. Any substantive changes we make to our Policy in the future will be notified to you in writing, but we would advise you to check our website regularly to ensure that you are familiar with the most up-to-date version.

Contacting Us

If you have any queries, comments or requests regarding this Policy or would like to exercise any of your rights set out above, you can contact us at:

- Email: dpo@littlegenius.it
- By Telephone: 0039 0697245148
- By Post: Little Genius International Srl Sb – Via di Grotte Portella, 28 – 00044 Frascati (RM) Italy

For acceptance

Date _____

Signature _____

Signed with CSN, SPID or any other form of digital signature