

Occupational Therapy

Conditions of Agreement / Contract with Foundations for Learning (FFL)

FFL is an educational consultancy and shared services provider offering teaching and learning support to students/adults, teacher training, consultancy and educational advisory services etc.

FFL's goal is to provide highly specialized programme of Occupational Therapy via a network of practitioners who will work within the schools and on a consultative basis, providing assessment, therapy plans, advice and training and teaching solutions to individuals and groups within the education community.

Art. 1 PURPOSE OF AGREEMENT

1. The purpose of this agreement is, on the part of FFL, to understand and support the named client by:
 - a. assessing the needs of the client,
 - b. providing input through which the client can be supported with Occupational Therapy
2. Where the named client is a child/young person, it is the responsibility of the parents, to provide the conditions for understanding and supporting the student by:
 - a. providing any existing information,
 - b. supporting the assessment process,
 - c. fulfilling the financial agreement/contract.

Art. 2 ACCEPTANCE PROCESS

1. The acceptance process may vary from one applicant to another due to a number of factors, most notably the nature of the referral area/s.
2. The final decision concerning acceptance of a client by the Occupational Therapist rests with FFL fulfilling the financial agreement/contract.

Art. 3 ADMISSION, SCOPE, DURATION AND CLOSURE

1. To the extent that each client is unique, each approach to Occupational Therapy will be tailored to each child's needs. The assessment process will determine the programme of therapy..
2. The scope and duration of support services will be directly dependent on the need of the client.
3. Closure may be achieved through a review and, where appropriate, final report provided by FFL.

Art. 4 COSTS, PAYMENT OF FEES, BILLING

1. The charge per hour is CHF 150.
2. All consultancy fees are due within 10 days from the date of the invoice.
3. Services may be suspended if accounts remain unpaid after a written reminder.

Art. 5 CANCELLATION OF ORDERED HOURS

1. All efforts should be made to inform FFL of cancellations with as much notice as possible.
2. The cancellation policy requires a minimum of 24 hours notice for a full refund. Notification should be given by email to both practitioner and the admin department of FFL (admin@foundationsforlearning.ch). If notice is given less than 24 hours but before 7:30am on the day of the session, 50% of the fee will be charged. Notification after 7:30am (or no notification) will result in a full-charge.

Art. 6 INSURANCE USED TO COVER THE COSTS OF WORK UNDERTAKEN BY FFL.

1. It is the obligation of the bill-payer to check whether work undertaken by FFL is covered by their insurance policies before commencing at FFL (if they wish to have insurance coverage).
2. In cases where insurance does not cover the costs, the bill-payer is liable to pay the full amount of hours rendered by FFL.
3. Swiss health insurance very rarely covers the costs of practitioners at FFL.

Art. 7 INSURANCE AND LIABILITY FOR DAMAGE

1. FFL will NOT provide any insurance coverage for the client, particularly not health, accident, or third party liability insurance coverage.
2. Parents confirm to have their own health, accident and liability insurance for a child.
3. Damage caused to people or property by the client on his/her way to or at the therapy session, is the sole and full liability of the client (and/or parents where a child is the named client).

4. FFL will not accept any liability in the case of theft to the disadvantage of the client.

Art. 8 CONFIDENTIALITY AND REPORTING

1. FFL and its practitioner uphold the strictest confidentiality. The limits of confidentiality will be discussed prior to the first session taking place.
2. In order for the client to benefit from the expertise and perspectives of a range of specialists, FFL may discuss cases with specialized third party professionals who work with the client in order to ensure optimum services to the client. However, this will not be done without the approval of the client/parents.

Art. 9 MISCELLANEOUS

1. Any amendment or addition to this Agreement, as well as its mutual partly or totally annulment, shall be valid only if executed in writing. This also applies to the amendment, addition or annulment of this particular provision.
2. This Agreement shall be exclusively governed and construed by the laws of Switzerland (without reference to its conflict of law provisions).
3. All disputes arising out of or in connection with this Agreement, including disputes on its conclusion, binding effect, amendments and termination, shall be exclusively decided by the competent courts at the registered seat of FFL.