My Place to Grow®
since 1926

School Year 2026-2027

Boarding Guidelines

Welcome to Boarding at Institut Montana.

These guidelines are in addition to the School Handbook and are designed to provide all the information you need to make the most of your boarding life and make Montana YOUR place to grow.

If you have any questions, we are here for you!

Table of Content

Boarding Guidelines **1**
General Information for new boarders **3**
1. House Organization and Structure 3
2. Arrivals and Departures 3
2.1 School breaks 3
3. Residence permit & Health insurance 3
4. Swiss SIM cards 3
5. Pocket Money, Valuables, Passports and Cash 4
6. Boarding Student Induction 4
Daily Life **5**
7. Weekday & Weekend Schedule 5
7.1 Electronics & Bedtime (Lights out) 6
8. Juniors & Seniors Time Management 7
8.1 Juniors Point System 7
8.2 Seniors Time Management 7
9. Meals 7
10. Studium 7
11. Living At School 8
11.1 Boarding Rooms 8
11.2 Saving Energy 8
11.3 Keys 8
12. Departures from Campus (Ausgang) 8
13. Infirmary 9
13.1 Illness and Medicine 10
13.2 Medical Appointments 10
13.3 Illness away from school 10
14. Student Services: Coaching and Counselling 10
15. Laundry 10
16. Hygiene 11
17. Mail and Parcels 11
18. Fire Drills 11
Important Information **12**
19. Emergency Numbers 12
20. Boarding Houses Contact information 12
20.1 Other School Contacts & Academics 12

General Information for new boarders

1. House Organization and Structure

There are three boarding houses. Depending on your age and gender, you will join:

- Juventus (Primary and Junior boys)
- Grosses Haus (Senior boys)
- Felsenegg (Primary, Junior, and Senior girls)

2. Arrivals and Departures

2.1 School breaks

The boarding houses are open from noon, one day before the first day of classes.

Students may arrive on campus from 12:00 (noon) and latest one hour before bedtime: primary school students 20:00, junior 21:00 and senior students 22:00. Early arrivals must be pre-approved by the House.

School breaks begin on the last day of school before autumn, winter, sports and spring break, classes finish according to the timetable. Before the summer break, classes end at the beginning of the lunch break. The Boarding houses are always closed at noon, one day after the last day of the classes.

Weekends & Bank Holidays

Students may leave campus after their last lesson before the weekend or Bank Holiday with a valid “Ausgang” slip.

Students can return to the boarding house on Sunday evening or the evening prior to the start of school no later than the following times:

- Primary: 20:00
- Juniors: 21:00
- Seniors: 22:00

Students may also return to school on Monday morning in time for first lessons. House parents should be informed no later than the times specified above.

3. Residence permit & Health insurance

Residence permits and health insurance for students are coordinated through the Main Office (info@montana-zug.ch). Students must always keep their own medical insurance card on them, download the card on a Digital Wallet and confirm with house parents.

4. Swiss SIM cards

It can be easier for students to use a Swiss SIM card. If the student is under the age of 18, parent or guardian permission may be required.

5. Pocket Money, Valuables, Passports and Cash

Parents can decide on an appropriate weekly amount of pocket money for their child. It will be given out to the student once a week by the house parents. Students are encouraged to use their resources thoughtfully. Any changes to a student's pocket money amount, or requests from parents to send additional money to their child, must be submitted in writing to the respective boarding house at least 24 hours in advance, Monday to Friday, by 15:00 at the latest.

To prevent unauthorized entry into dorm rooms, students are required to lock their rooms whenever they leave. Cash and valuables should be stored in the room safe or lockable closet, or alternatively in the boarding house office safe. For larger amounts of cash (over CHF 200), students are asked to hand them over to the house parents for secure storage in the boarding office safe.

School takes no liability for theft, damage or loss of valuables or other personal belongings, except the items stored in the boarding house safe. A declaration form must be filled and signed upon arrival at the boarding house.

6. Boarding Student Induction

New students are paired with a buddy when arriving to boarding and they also given a boarding induction with a checklist of important places, information and procedures for boarding life.

Daily Life

* Depending on individual timetables

** Optional; offered days depend on semester schedule

7. Weekday & Weekend Schedule

Monday to Thursday

06:45 - 07:00	Wake-up call
07:10 – 07:55	Breakfast
08:15 - 15:20/16:20*	School Day
15:45 - 18:15*	Co-curricular programme
17:15 - 18:15	Supervised Studium
18:30 - 19:00	Dinner
19:30 - 21:00**	Evening Activities
20:45 - 23:00*	Room time
21:15 - 23:00*	Bedtime/Lights out

Friday

06:45-07:00	Wake-up call
07:10-08:00	Breakfast
08:15-15:20/16:20*	School Day
16:20–19:15	Free time/Ausgang
19:15-19:35	Dinner
21:45–00:15	Room time
22:15-00:15	Bedtime/Lights out

Saturday

08:00*	Wake-up call Juniors (11:00 for Seniors)
08:30-09:30	Breakfast
09:30-18:30*	Saturday Excursion/ Activities (Varies during ski season)
12:00-12:20	Lunch
12:20 onwards	Free time (parallel: Saturday Excursion)
19:15-19:35	Dinner
21:45-00:15***	Room time
22:15-00:15***	Bedtime/Lights out

Sunday

10:00	Wake-up Call
10:30-11:30	Brunch
11:35-19:10	Free time/Ausgang (senior privileges apply
18:30-19:00	Dinner
20:45-23:00*	Room time
21:15–23:00*	Bedtime/Lights out

7.1 Electronics & Bedtime (Lights out)

Students must submit their electronic devices (if required) and be in their boarding house **30 minutes prior to their bedtime**.

Sunday to Thursday:

- Students must hand in all their electronic devices, **half an hour before their bedtime**.
- **Exception** for Grades IS 11-12 and SG 5-6: they can keep all their devices, Monday to Sunday, if not under any disciplinary measures e.g. repeatedly missing meals.

During the weekend:

- Students can keep their electronics, exception Friday when juniors must hand in their computers (can keep their phones overnight) due to next day activity.
- Primary students are allowed to use their devices 1h/day and 2h/day on weekend (Friday to Sunday) if not under any disciplinary measures or parent request.

- Point system applies here for FE and JU Primary and Junior students, see 8.1.
- In case a student has been handing fake devices they are then confiscated for 1 week. Only for use at school or to call parents.

	Sunday-Thursday	Friday - Saturday
Primary students	21:15	22:15
Junior students	22:00	23:00
Grade IS 10 / SG 4	22:30	23:30
Grade IS 11 / SG 5 (in room by)	23:00	00:00
Grade IS 12 / SG 6 (in room by)	23:00	00:15[1]

8. Juniors & Seniors Time Management

8.1 Juniors Point System

There is a point system for FE and JU that is meant to support junior students with the time management while in the boarding house. All details can be found on your House Information panel and will be explained in the meeting upon your arrival at the boarding house.

8.2 Seniors Time Management

The timetables for meals, electronics and bedtimes are always to be respected. If not, the house parents can decide together on what consequences to apply for each student individually to help them meet their time management goal.

9. Meals

Dietary requirements due to allergies or intolerances will be catered for upon receipt of a doctor's certificate. Additional costs may apply.

At certain times the dining hall is closed.

- Water and fruit are always available in the Blue Room and FE Foyer
- Refreshments are available in the main common area of the boarding houses. For more information, please refer to the School Handbook.

10. Studium

Regular self-study times promote positive learning experiences and support academic performance. Studium is a quiet self-study time, so that all students can study without disturbance. Students are encouraged to plan their studying responsibly. If completing work requires more time, it is always possible to find opportunities to continue beyond the designated study times.

[1] May take the last Seilbahn from Schönegg arriving on the Zugerberg at 00:04

From Monday-Thursday, all boarding students up to Grade 10 are required to attend Studium (School Handbook 5.5 Homework and Independent study apply). Seniors 11&12 can study in their rooms unless recommended by academic.

If a student is registered in a co-curricular activity that occurs during the Studium time, they may be exempt from attending Studium unless special academic or disciplinary measures apply.

When students have permission to do Studium in their dorm room or boarding study areas, quiet time is expected.

11. Living At School

11.1 Boarding Rooms

The boarding houses offer single or double rooms, depending on choice and availability.

In every room there is a bed, a desk, a chair, a wardrobe, storage space and a fridge. Every student will have a safe or lockable cabinet. A pillow and bed linen are provided and washed by the school; students may also bring their own. Towels are not provided but can be purchased at the Main Office.

Checking in and out of an allocated room requires both student and houseparent to confirm the inventory (any damages to be registered). Any excessive, wilful or negligent damages will be charged. We do have a liability insurance for our students, but the deductible will be charged.

11.2 Saving Energy

The school believes in the responsible use of natural resources. Energy consumption should therefore be kept to a minimum. When leaving a room, please turn off all electronic devices and the lights.

11.3 Keys

Student ID cards act as access passes into the main buildings of the school. Room keys are provided by house parents during check in. Both must be returned to them at check-out before the break departures. In the event of a lost key or Student ID a surcharge is applicable (CHF 20 / Student ID; CHF 100 / room key).

12. Departures from Campus (Ausgang)

Students should request their **weekday Ausgang** from their house parents **at least 10 minutes before departure.** Students who require weekend leave (Ausgang) must ensure that parental confirmation is received **no later than Wednesday**. Requests to miss a meal must be submitted no later than the evening before.

In cases of a delayed return to campus, the student must inform a houseparent on duty immediately by phone call, SMS, teams or e-mail. A valid (signed) Ausgang slip must be kept on the student when off campus as proof of permission to be off campus.

Bilingual Primary Students:

- BPS students may leave the premises only if accompanied by a member of staff or a parent/guardian.

Junior Students:

- Friday after last lesson, until 19:10 (unless going home)
- Saturday between 12:26 and 19:10 (subject to Saturday Activities)
- Sunday after brunch until 18:10 (seniors privileges apply)

Ausgang permissions on Saturday or Sunday depend on the weekend activities schedule and are not applicable for students required to participate in the weekend activities.

In principle, Juniors must attend all meals in the dining hall.

Seniors

* Students must also be 16 years and above
** Only applicable in accordance with activity programme schedule and their requirements
*** If the student is not under any disciplinary measures, they may go to Luzern or Zurich and skip lunch.

	Monday to Thursday:	**Friday:**	**Saturday**
Grade IS 10 / SG 4 two afternoons **	After lunch/last lesson until Activities/Studium/Dinner	after lunch/last afternoon class until 19:10, and 19:35-23:00 (22:56 SB) *	09:30-12:00 12:25-19:10 19:35-23:00(22:56SB) *
Grade IS 11 / SG 5 three afternoons***	After lunch/last lesson until Activities/Studium/Dinner	after lunch/last afternoon class until 00:00 (23:26 SB)	09:30-19:10 19:35-00:00(23:26SB)
Grade IS 12 / SG 6 four afternoons***	After lunch/last lesson until Activities/Studium/Dinner	after lunch/last afternoon class until 00:00 (23:56 SB)	09:30 - 19:10 / 12:26- 00:00 (23:56 SB)/19:35 - 00:00 (23:56SB)

Students in IS 11–12 / SG 5–6 who are not subject to any disciplinary measures may skip dinner on Friday, lunch or dinner on Saturday, in accordance with senior privileges. An Ausgang Slip is required, starting after the last lesson on Friday or after lunch on Saturday. Permission to skip Sunday dinner is not permitted.

Students in IS 11-12 / SG 5-6 with 3 or more free lessons may have permission to go to Zug and be on time for the next lesson. Houseparents may grant exceptions to students in specific situations, at their discretion.

13. Infirmary

Location: 1st floor House Felsenegg, FE 108

Visiting Hours (subject to change in winter):

- Monday to Friday from 08:00 to 16:30.

For the privacy of all, only one student at a time is allowed in the treatment room.

When a boarding student is **unwell during the school day**, they must stay in the boarding house. The nurse will visit them regularly during the day.

13.1 Illness and Medicine

For Medication we refer to the School Handbook 4.11.

A medical note specifying the dosage and the prescribing doctor's contact is required for prescription medication at the school, and the medical note must be submitted to the nurse.

13.2 Medical Appointments

The school nurse should be informed about all medical appointments for boarding students so that they can issue an appropriate Ausgang. The nurse can also help coordinate medical appointments with parents.

Students can visit the school doctor in Zug by prior arrangement. Such appointments should be coordinated with the school nurse. It is recommended that as few medical appointments as possible are scheduled by someone other than the school nurse to ensure appointments are clearly communicated to the boarding team. Please try to ensure that as few appointments as possible are scheduled during class times, compare with school absences.

Any accompaniment and travel costs for students will be communicated and charged to the parents.

13.3 Illness away from school

If a student becomes unwell during the weekend at home, the guardians/parents are responsible for organising any necessary treatment and care. The student should only return to the boarding house after full recovery and/or the expiration of any medical certificate (do not apply in the event of an accident). Please also see school handbook absences 5.4.

14. Student Services: Coaching and Counselling

The developmental years are full of new challenges. Young people can feel a lot of pressure and stress from different sources. Students should know that they are not alone, and do not have to deal with their concerns alone. House parents understand the challenges of adolescence and are always available when needed. Students can approach their house parents at any time and that they will be treated with respect and with the utmost discretion.

If students prefer not to go to their houseparent, the school offers coaching and counselling via the Care Team where professionally trained staff can lend support, confidentiality. Appointment sor drop-in services are available for students, and the office can be found at GH 5a and FE 107, contact information may be found in each house on the information panel.

15. Laundry

Personal laundry can be washed and ironed weekly, upon request during the admission process (additional charge apply, dry cleaning not included)

Items should be placed in the provided laundry bag and hung outside the student's room door. Senior and Junior students are kindly requested to bring their laundry bags to the designated collection areas within the boarding house on the scheduled collection day. This does not apply to BPS students.

Laundry is collected once a week according to the scheduled posted in each boarding house

- Tuesday: GH and JU
- Wednesday: FE

Clean, washed and ironed clothes are laid on the bed within a week, to be checked and put away by the students. Please report any missing or damaged items within 24 hours to the house parents. There is no express washing service.

Please be careful about what is put into laundry bags, and please identify special items directly with the house parents in writing. We do offer a gentle cycle. If an item is “dry clean only” or if the care label is missing, the school is not responsible if that item is damaged in the laundry. For expensive items (more than CHF 500) students must fill and sign the laundry form with the house parents before sending to the laundry.

Costs apply according to the Enrolment regulations.

Bedding is changed every two weeks at no additional cost. For any further needs, we advise having a second private bedding.

16. Hygiene

Regular body hygiene is obligatory and a sign of respect towards oneself and others in the community.

We encourage students to ensure they have enough supplies for the term.

17. Mail and Parcels

Mail and parcels for students may be addressed to the student and sent to the main school address. Post received for students will be transferred to the student’s boarding house.

Deliveries can only be collected directly from the Main Office for special reasons (e.g. university application) or urgent matters (e.g. medicine); for all the rest, students may collect the post from their house parents.

The school reserves the right to open shipments for students under 16 years of age or in case of suspicion that such a shipment violates the Rules. This would be done in the presence of the recipient.

- Any costs for receiving shipments or mail for students will be charged in full to the parents.
- All costs for sending mail or packets on behalf of a student will also be invoiced back to the parents.

18. Fire Drills

Fire drills are a regular practice of staying safe. Each house has fire warden volunteers who instruct their housemates to evacuate. In the event of an alarm, all students are required to evacuate the building as calmly and safely as possible to the meeting point designated for evacuations.

Important Information

19. Emergency Numbers

Fire brigade	Tel. 118 | 112
Helicopter	Tel. 1414
Police	Tel. 117 | 112
Ambulance	**Tel. 144 | 112**
Intoxication Hotline	Tel. 145 | 044 251 51 51
Support and Help	Tel. 147
24h Doctor Hotline	Tel. 0900 008 008
Zug Hospital	Tel. 041 399 11 44
School Doctor	Tel. 041 712 22 55 (Dr. Xaver Windisch)

20. Boarding Houses Contact information

Felsenegg (all girls):

Landline	+41 (0)41 729 11 63
Mobile	+41 (0)79 704 11 83
Email	felsenegg@montana-zug.ch

Grosses Haus (boys from Grade 10-12/SG 4-6):

Landline	+41 (0)41 729 11 79
Mobile	+41 (0)79 889 39 32
Email	grosseshaus@montana-zug.ch

Juventus (boys from BPS up to Grade 9/ SG 3 / BSS 9):

Landline	+41 (0)41 729 11 90
Mobile	+41 (0)79 552 02 12
Email	juventus@montana-zug.ch

20.1 Other School Contacts & Academics

	Telephone	Email
General	041 729 11 77	info@montana-zug.ch
Physical Well-Being	041 729 11 75	care@montana-zug.ch
Care	041 729 11 74 & 041 729 11 62	
Bilingual Primary School		bps@montana-zug.ch
Bilingual Secondary School		bss@montana-zug.ch
Swiss Gymnasium		sg@montana-zug.ch
International School		is@montana-zug.ch