

Registration F Children's house	Form 2022/2023	
Inscription form Wee class:   Full time Big class:   Full time	☐ Part-time ☐ Part-time (for medical reasons)	
Child		
Surname / Name:		
Date / place of Birth:		
Nationality:		
Address:		
Mother		
Surname / Name:		
Date / place of Birth:		
Nationality:		
Occupation:		
Home & prof. Tel.:		
E-mail:		
Father		
Surname / Name:		
Date / place of Birth:		
Nationality:		
Occupation:		
Home & prof. Tel.:		
E-mail:		



Children's house

Signature

Family info	rmation			
Surname / Name:				
People authorised t	o collect the chi	ld, other than the	parents	
Surname / Name:				
No other person, oth child.	ner than those nai	med above will be a	illowed to leave the school w	ith the
People to contact,	other than the p	arents in case of e	emergency	
Sumame / Name:		Tél:		
Sumame / Name:		Tél:		
Fees will be paid:	□Annually	☐ Per term	☐ Monthly	
Fees will be paid by t		☐By family, the	□By company	

The International Montessori School of Grenade collects your data in order to process your application. The data collected is kept for a period of 1 year and is necessary for the follow-up of your application. The information you provide is for the exclusive use of the International Montessori School of Grenade and will not be communicated to third parties under any circumstances, except with the Rectorate and town halls. In accordance with the French Data Protection Act of 6 January 1978, as amended, and the European General Data Protection Regulation 2016/679 (RGPD), you have the right to access, rectify and delete any personal data concerning you. You can exercise this right by sending a letter to the International Montessori School, chemin de Montagne, 31330 Grenade or to montessorigenade2@gmail.com, specifying in the subject line "Personal rights" and attaching a copy of your proof of identity.



Children's house

### Medical history

Surname / Name of child:
Family doctor Name: Tel:
Measles
Vaccinations  Smallpox  DT Polio M.M.R  Whooping Cough
☐ Hepatite B ☐ Pneumonia ☐ Meningitis C
Food Restrictions Particular dietary habits:
Further information or recommendations:
Child's Medical Cover  Assurers Surname/ Name: Security No:
School Insurance  Name: Starting date:
I the undersigned permit my child to participate in all activities and authorise the teachers to take all measures necessary in case of an accident.
Atthe

Signature



Children's house

### Conditions of inscription in the big class

A registration is final when all documents and payments are up to date.

#### Inscription fee 450 €

This amount covers all administrative expenses incurred throughout the child's schooling. It is non-refundable.

#### School fees / full time

Monthly fee (covered by the family)	Monthly fee (covered by the company)	Annual (-3%) must be paid by september (family only)
525 €	625 €	5093 €

#### School fees / part time (for medical reasons only)

Monthly fee	Monthly fee	Annual (-3%) must be paid
(covered by the family)	(covered by the company)	by September (family only)
465 €	565 €	4510 €

The tuition fee for the month of June 2023 is asked for in advance to guarantee your child's place. This sum is nonrefundable and will be submitted for payment in July 2022.

Annual membership of the Association (per family): 35 €

#### Information

Welcomes children from 3 to 6 years. They attend full-time. Part times are only for specific therapeutic reasons

#### Schedule

Full time: From 9 am to 4.20 pm, Monday, Tuesday, Thursday and Friday.



Children's house

### Conditions of inscription in the wee class

A registration is final when all documents and payments are up to date.

Inscription fee 450€

This amount covers all administrative expenses incurred throughout the child's schooling.

It is non-refundable.

#### School fees / full time

Monthly fee (covered by the family)	Monthly fee (Covered by the company)	Annual (-3%) must be paid by september (family only)
495 €	595 €	4802 €

#### School fees / part time

Monthly fee (covered by the family)	Monthly fee (covered by the company)	Annual (-3%) must be paid by september (family only)
435 €	535 €	4220€

The tuition fee for the month of June 2022 is asked for in advance to guarantee your child's place.

This sum is nonrefundable and will be submitted for payment in July 2021.

Annual membership of the Association (per family): 35 €

#### Information

Welcomes children from the age of 2 years, through the year. They may attend full time or part-time.

#### Schedule

Full time: From 9am to 4.20 pm, Monday, Tuesday, Thursday and Friday Part-time: From 9am to 11.30 am: Monday, Tuesday, Thursday and Friday

or From 9am to 4.20 pm: Monday and Thursday or Tuesday and Friday

A child enrolled part-time may stay for lunch. A supplement of  $4 \in P$  per day will be charged. We ask parents to collect their child at 12.45 pm



Children's house

### Conditions of inscription in children's house / more

#### Accountancy

During the school year, you will receive 3 payment schedules and 1 global paid invoice for the school year, corresponding to the following periods:

September: payment schedule for the period September to December

January: payment schedule for January to March

March payment schedule for March to June

June: paid invoice for the period September to June

School fees are payable monthly, quarterly or annually by automatic bank transfer.

#### Reduction

A 15% reduction is given for a 2<sup>nd</sup> child from the same family.

A 3% reduction is given when the fees are paid yearly by the family.

Please make your request in June for a bank transfer to made before end of September.

Otherwise, the request will not be taken into account.

#### School Care

School care will be charged automatically at the end of each month: 3€ for a half hour:

• from 8.15 am to 9 am (45 minutes)

• from 4.35 pm to 6.10 pm (1 hour and 30 minutes)

#### Departure during the school year

A child's departure during the school year must be notified by registered post 3 months in advance. Otherwise, one term's school fees will be charged automatically.

#### Re-inscription

Places for re-enrolled children will only be secured after the school receives the re-enrolment contract and a cheque for the June fee of the upcoming year and will be deposited in July of the current year.

This sum is non-refundable.

<sup>\*</sup> An extra 10 euros will be charged for every 15 minutes after 6:10 pm



Children's house

### Conditions of inscription in children's house / more

Information for bank transfer

RIB (Relevé d'identité bancaire) for the bank transfer

IBAN FR76 1310 6005 0015 5642 4815 107

SWIFT AGRIFRPP831

CODE ETAB 13106

CODE GUICHET 00500

No. DE COMPTE 15564248151

CIÉRIB 07

Ecole Montessori Internationale 1966, Chemin de Montagne 31330 Grenade-sur-Garonne



Children's house

### Internal school rules

Created for children between 2 to 11 years old, our school offers them the possibility to learn with serenity in a Montessori AMI pedagogical framework, without any level requirement.

We accept precocious children or children with special needs and rights, as long as our educational team agrees with the family on the educational objectives as well as on the external care. Our aim is to help the children develop according to their own potential and to learn in peace.

If there is any doubt regarding the adaptation of a pupil, we give ourselves the possibility of proposing to the parents a test and adaptation period of 2 weeks.

Each class is taught by a team of French, English speaking teachers. Our teachers and assistants are trained by the Association Montessori Internationale (AMI). For the 6 to 8-years-old group, we can decide to integrate a teacher from the French National Education system, trained in Montessori pedagogy and experienced with children in cycle 2 and 3. This teacher will accompany our Montessori teachers in the validation of the French National Education Common Base.

#### 1. SCHEDULE:

On Monday, Tuesday, Thursday and Friday

Cosmic Class (CP au CM2): From 8:30AM to 4:30PM

Wee Class and Children's class: From 9 AM to 4:20PM

<u>School Care:</u> From 8:15AM to 9h00AM for the Wee Class and Children's house and from 4:35PM to 6:10 for everybody.

#### Wednesday

Cosmic Class (CP au CM2) From 8:50AM to 12h00PM

Extracurricular workshops: From 9:00AM to 5:00PM for everyone.



Children's house

### Internal school rules / next

#### DROP OFF

We respect the current health protocol of the Ministry of National Education. Depending on the sanitary context, the childrens' reception arrangements could vary.

Drop off takes place every morning. Each child enrolled in the school remains under the responsibility of his/her parent(s) or the responsible adult accompanying him/her until he/she is physically inside the building and taken in charge by a member of the teaching staff.

Students are met at the front gate located on the lane.

Only 2/3-year-olds can be accompanied to the class by their parents.

The 2-year-old children will be accompanied by their parents to the small garden gate in the morning and will be picked up in the large garden, respecting the sanitary instructions and the evening schedule. In accordance with Vigipirate security measures, we ask you to park at the bottom of the school lane and not to linger in front of the gates while dropping off or picking up your children.

#### DELAYS

As any delay is detrimental to the proper functioning of the school, the doors will close at 9:15 am. Since the school does not have full-time staff to open the gate, latecomers may call the numbers posted on the bulletin board if the gate is closed.

All parents are asked to understand the importance of punctuality and to respect it.

#### SCHOOL CARE

Children in the morning garderie will be accompanied by their parents to the gate of the large garden. A member of staff will be there to welcome them. We ask you to be punctual and to leave the parking lot quickly.

Any delay at the garderie will result in a 10 euro fee.

#### 2. REGISTRATION

Entry in the International Montessori School is the result of a double choice: the choice of the school and its pedagogy by the family, and the choice of the family by the School. This double choice is the basis of the relationship between the School and the families. It implies the adherence to the pedagogical project of the Montessori School and to the present rules.

To accompany your children during the school year and to allow a better global coherence, we invite you to read Maria Montessori's books "The Child" and "The Absorbent Mind".



Children's house

### Internal school rules / next

The enrolment is final when all documents and payments are up to date and after a first interview with the child and his/her parents.

Three pedagogical meetings will be offered to you during the year, to explain the Montessori pedagogy, the school project and the organization of the school year. You must attend at least one of these meetings.

#### 3. ATTENDANCE

In France, school attendance is compulsory from the age of 3. It is important for the integration of your child to have an assiduous presence in class. We ask you to justify any absence or lateness by email. Any unjustified absence of more than 4 half days may be reported to the Rectorat.

#### ABSENCE AND ILLNESS OF A CHILD

The school cannot accept a child who is ill, has a fever or is carrying a contagious disease. We can only give medicine to a child if the parents request it in writing and attach a copy of the doctor's prescription.

The school is required to maintain an up-to-date attendance register and record absences each half day. In the interests of the children, we ask families to send an email as soon as possible to report a child's absence, and to confirm their return by email as well. In the event of temporary or long-term inability to take part in physical education and sport, a dispensation from sport will be drawn up by a doctor.

#### 4. HEALTH AND HYGIENE

#### MEDICAL TREATMENT

If a child has a homeopathic treatment to follow in class, the rules are as follows: an email is sent to the administration, the homeopathic medicine is stored in a dedicated air tight box. The box should contain the doctor's prescription and be marked with the child's name before being given to the teacher in charge of the class or at reception.



Children's house

### Internal school rules / next

#### HEAD LICE

If a case of head lice is reported in the school, we will ask all families to carry out a preventive treatment, and the family concerned to take the necessary steps over a period of 2 to 3 weeks. A child with lice may be temporarily refused admission.

#### COVID 19

COVID 19: the national health protocol is applied as well as the resulting rules regarding the presence of a child or his/her family on the school premises.

#### HEALTH CHECK-UP

In France, two health check-ups are compulsory during primary school. The first must take place in the child's sixth year, and the second in the ninth year. We are responsible for ensuring this medical follow-up. We therefore ask families to have these visits carried out by a doctor and to provide the school with a medical certificate attesting that the check-up mentioned has been carried out by a health professional. The 6-year-old check-up is particularly important as it includes the early identification of signs that may lead to later learning difficulties: visual, hearing and language problems.

#### COMPULSORY VACCINATIONS

Vaccinations are compulsory in France, especially when enrolling in school. Therefore, we ask families to provide us with an up-to-date photocopy of their vaccination booklet at the beginning of each year. In case of non-vaccination, a medical certificate is required.

#### **PACIFIERS**

Pacifiers are not accepted in the 3-6 class for reasons of hygiene, as there is a risk of children exchanging them. Similarly, children are not allowed to bring their toys to school. Transitional objects (teddy bears, cuddly toys, handkerchiefs, etc.) do not fall into this category.

#### HYGIENE RULES

As a general rule, children must be clean when they arrive at school, except for unforeseen accidents. For the sake of simplicity, a stock of spare clothes in different sizes is available at school so that the staff can change a child in case an accident does occur. Parents must return these clothes to the school washed and as soon as possible.



Children's house

### Internal school rules / next

#### CLOTHING

Please dress your child comfortably and appropriately for indoor and outdoor school activities. We endeavor to use washable paints; however, if you encounter a stubborn stain, please report it. A complete clean set of clothes and a plastic bag marked with the child's name is required for all children.

When the set has been used, please replace it.

All your child's belongings must be labelled with his/her name.

To make it easier for us to deal with misplaced clothing, we strongly recommend that you mark all of your child's belongings with their name.

#### 5. SECURITY

As in all schools, the following are forbidden in the school

- -Dangerous objects (pointed, sharp, flammable, etc.)
- -weapons or toys that imitate weapons

No adult, other than parents, members of the teaching staff or volunteers, is allowed on the school premises. The same applies to children who are not enrolled in the school or in the Wednesday workshops.

We thank you for not entering the school with your phone in your hand, for limiting or turning off your ringtone, and for being available to welcome and say goodbye to your child.

All our paints and cleaning products are organic and natural, to ensure the health of your children (except in case of pandemic COVID 19).

#### CLASS OUTINGS

At the time of registration, parents agree to allow their child to participate in all activities taking place outside the school under the responsibility of the educators. If needed, parent volunteers may accompany a group of children on outings. Outings (Cosmic Class 6-12 years old) without an educator will be the responsibility of the accompanying parents only. For these situations, a specific written agreement will be requested from the parents of the students concerned.



Children's house

### Internal school rules / next

#### EVACUATION EXERCISE

To prevent the risk of fire and intrusion, evacuation drills will be held regularly.

#### SUPERVISION AND PICK-UP OF STUDENTS

Students must leave the school premises with their parent, or a person authorized to pick up their child, according to the list filled out at registration. No child will be allowed to leave school without written permission and at the request of the parents.

#### 6. COMMUNICATION WITH FAMILIES AND FOLLOW-UP

The International Montessori School promotes communication between parents and educators, based on shared trust and mutual respect, in the name of the child's well-being. We offer several pedagogical meetings, workshops and events to present the projects, the classes, our pedagogy, the Montessori material, and to favor exchanges and ensure a good mutual communication.

The most important information is sent to parents by email or can be found on the school's website.

You will meet your child's educators or the pedagogical director during an individual meeting, at least once a year. You can also request an appointment with the team.

The teaching team meets regularly to discuss the organisation of work in class but also the needs or difficulties encountered by individual children. The school plays a crucial role in the life of the child and we do everything possible to ensure that the child's development is encouraged.

A child with specific needs will have to be accompanied by the team, parents and external professionals to ensure optimal follow-up. An adapted timetable may be offered to the parents according to the child's needs.

#### FOLLOW-UP WITH "TRANSPARENT CLASSROOM"

From the 3-6 class onwards, the children's progress and activities are recorded on "Transparent Classroom". This allows parents to follow their child's work and to become familiar with the Montessori program and its objectives.



Children's house

### Internal school rules / next

#### TRANSMON TO THE ELEMENTARY CLASS

The transition from kindergarten to the elementary class (6-9 years old) as well as from the infant community (2/3 years old) to the big class (3/6 years old), is initiated when the child is ready, has acquired the necessary maturity and on the advice of the educational team.

#### ELEMENTARY CLASS EVALUATION

Twice a year, we organize individual meetings of about 25 minutes to review the well-being and progress of your child, allowing you to understand the evolution, to follow the learning and the maturity of your child. Information concerning the student's progress and results is recorded in a binder and a school report given twice a year. It is the parents' responsibility to sign the notebooks and booklets and return them to the teacher.

#### ADMISSION INTO FRENCH EDUCATION NATIONALE ELEMENTARY

Every child who wishes to enter a French Education Nationale college will have to pass an entrance exam. The International Montessori School is committed to preparing all children at the CM2 level for this entrance exam.

#### 7. SCHOOLLIFE

#### RIGHTS, DUTIES AND RESPONSIBILITIES

Respect is paramount in all human relationships. The Montessori pedagogy gives the child the freedom to choose, to organise himself in space and in his work.

This implies respecting the space and the needs of the group as well as the accompanying adults. This freedom is based on respect and responsibility.

We therefore expect each parent to behave in the same way towards their children, each other's children and the teaching staff.

We want to respect our school, keep it clean and take care of it. It is important to us that the children respect the Montessori material, the furniture and their environment as a whole.

Parents are responsible for the replacement or purchase of materials in the event of damage (this can be covered by your school insurance).

By making children aware of the need to protect the planet and the environment, we teach them to respect themselves and to become aware of the role of each individual.



DUTIES

# Registration Form 2022/2023

Children's house

### Internal school rules / next

RIGHTS

I lose my rights if I don't fulfill my duties.

I have the right:	I have the duty:
- To live and learn safely at school, free from physical or verbal abuse from anyone in a calm, friendly and pleasant atmosphere for all	- to be polite and respectful towards the educational team and my classmates and not to make any mocking or aggressive remarks
- to think freely and have my individuality respected	- to listen to others
- to be respected by all, not to be humiliated, insulted, judged or compared to others, whether by teachers, other children or adults in general	- not to show any physical violence, to be as honest as possible: cheating and lies are not allowed
- to quality guidance adapted to my level: "help	- to respect the younger children, both in words and in attitude
me to act by myself", "help me to discover the world", "help me to think by myself"	- to respect the rest time of the younger children
- to live and learn in a tidy, clean and well-maintained place and in good hygienic conditions	- not to bring dangerous objects (which will be confiscated immediately), toys, sweets or cell phones
- to have my personal situation taken into account in a benevolent and objective way	- to be present and to arrive on time
- to have a "prepared environment" to grow up in: material in the classroom, material in the garden 	- to respect and take care of the premises as well as the equipment at my disposal; I will have to repair what I damage
- not to be rushed and to be calm during the changes of class and the "recesses"	- to respect the material and living environment (vegetation, animals)



- to intervene and to be listened to in class after having raised my hand silently and provided that it is for a thoughtful and constructive intervention
- to present my arguments, to give explanations in case of non-respect of the rules
- to move around the school in a calm manner, without shouting or jostling
- to raise my hand silently to ask for the floor and to wait my turn to speak, respecting the speaking time of the educators and my fellow students
- to respect my work plan as well as the dates and work instructions requested by the educators
- to eat my lunch or snack neatly in the classrooms or in the garden, and to help clean up afterwards
- to respect the rules of hygiene
- to accept the "sanctions" taken against me in case I do not respect one of the rules of life of the school. -to cooperate in the life of the school at all times, to help each other and to share

#### SECULARISM AND LMNG TOGETHER

Our school respects the principles of living together, secularism and pluralism and the resulting duty of tolerance and respect for the personality and beliefs of others.

As an international school, welcoming children from all continents, these principles are fundamental to us and we expect the same respect from all families.

#### VIOLENCE

The educational team is prohibited from using any behaviour, gesture or word that would show indifference or contempt towards the pupil or his/her family, or that would be likely to hurt the children's feelings.

Similarly, pupils and their families must refrain from any behaviour, gesture or word that would undermine the role or the person of the teacher and the respect due to their fellow pupils or their families. No deviation will be tolerated.

A child who believes that he/she has the right to settle a dispute by violence will first have to apologise. It will be explained to him/her that he/she should sit down calmly with the pupil with whom he/she has had a problem to explain and find a solution. A child who is momentarily difficult may be isolated for as long as it takes for him/her to calm down and behave in a way that is compatible with the life of the group.



Children's house

### Internal school rules / next

However, if the behaviour of a child or family seriously and persistently disrupts the functioning of the class or the harmony of the community, and reflects a maladjustment to the school environment or a profound disagreement with the values of the International Montessori School, the situation of this child or family will be submitted to the examination of the educational team and the management. As a private school, the Management reserves the right to decide if a child remains in school or not.

#### SOCIALIZATION AND BEHAVIOUR OF CHILDREN

A Montessori setting provides an environment that promotes the development of each child in the real world and not in a sterile, risk-free bubble. In addition, as part of their socialization, children learn to live with and in contact with others. During this learning phase, it is not abnormal that inappropriate behaviours are observed. Nevertheless, these behaviours are not tolerated. These situations are dealt with and resolved within the educational team.

In the case of a child's inappropriate behaviour, a multi-step procedure will be put in place by the educational team (steps 2, 3 and 4 will only take place if they are deemed necessary to resolve the situation):

Step 1: discussion with the child (conflict resolution)

Step 2: request for a return of the information to the parents the day after, resulting in an awareness of the child and a meeting with the parents and the child.

3rd step: interview between the family, the educators and the management

4th step: educational council to consider the continuation of schooling.

#### Meals

Children enrolled full-time or staying until 12.45pm bring their own lunch. We recommend a few raw vegetables, a meal to be heated on the spot or in a thermos, accompanied by a fruit and a dairy product.

Please note the name of your child on the containers, the lunch box as well as the yoghurt, fruit, etc.

All meals must be accompanied by a cooler pack.

Please provide a clean cotton napkin with your child's name on it in the lunch box.



Children's house

### Internal school rules / next

I, the undersigned
Parent of
Certify that I have read the rules and regulations of the International Montessori School and accept its recommendations.
Date Signature

Please return this form to the school, dated and signed



Children's house

### Internal school rules / next

#### **AUTHORIZATIONS**

Request for parental permission for image rights:

(Use of photos, films, sound recordings, creations of your child by L'Ecole Montessori Internationale de Grenade on its website, during its open house or during meetings in the school). As part of our educational work, we may use photos, films and sound recordings of the children of École Montessori Internationale de Grenade in the school's newspaper, website and other publications. These are not individual photographs of identity but group photos or films, or views, or sound recordings, showing children during an activity or some of the work they created during their time in this school.

In application of the law on data processing and freedom and the rules of protection of minors, the captions accompanying the photos, films, sound recordings, creations, will not communicate any information likely to identify directly or indirectly the children or their family. The law requires us to have the written authorization of the parents for this use. Therefore, we would be grateful if you would fill in the form below.

We would like to draw your attention to the fact that the use of images (photos, films), soundtracks, creations by your children, is without any lucrative goal and without publication of family name (first name only). If you refuse, your child will either be kept out of the picture, or his/her face will be masked, or he/she will not be recorded.

Madam, Mister	
Legal representatives of	

You authorize us without financial compensation, for a period of 20 years from the date of this letter, to reproduce and distribute these photographs or these recordings for communication to the widest public (the whole world) on the Internet or on all media, including CD, DVD, including by way of publishing paper books or by representation on a large screen, either directly or through any third party or authorized organizations in any event, including market, festival or fair, cultural event for the purpose of demonstrating, informing, or promoting the achievements of our establishment. With regard to the creations (drawings, writings, photographs and all kinds of intellectual achievements) that your child would be brought to realize in the enclosure of our school, you authorize us without financial counterpart to use them for the whole world and for the duration of the royalties, as and when they are born, for noncommercial purposes and in a strictly educational or teaching goal. In particular, you authorize us to carry out the material fixing of these creations by all technical processes, in particular, by numerical, magnetic recording, on all supports and in all formats, such as CD, DVD, videograms and generally by



all the means likely to "capture" the aforementioned elements, including by way of publication of works as well as by impression, loading, posting, passage, transmission or permanent or precarious storage in a mass support, or via a network. Finally, you authorize us to communicate these creations to the public by all means of broadcasting, including terrestrial, satellite, cable, digital network or / and analog, or online, such as the Internet, including in the context of representations on the big screen, either directly or through any third party or organization authorized by us, in whole or in part in any event, including symposium, festival or exhibition, and generally, in any event for demonstration, information, promotion or training.

I give my consent to : (complete with yes or no)
the diffusion of my child's photographs
the broadcasting of films of my child
the broadcasting of sound recordings of my child's voice
the broadcasting of creations made by my child in class
Done at on

Name, first name and signature of the parents followed by the mention "Read and approved".



Children's house

### List of materials to be provided

When starting school, please bring

- A pair of slippers
- Wellington boots
- Waterproof trousers
- An art folder (72cm x 52cm)
- A change of clothes
- 2 passport photographs
- 1 clean napkin in the lunchbox
- A water bottle

#### For the nap:

- A fitted sheet (120m)
- A quilt

#### For the wee class:

- 1 pack of nappies
- 1 liniment lotion
- 1 pack of 200 cotton pads
- 1 small school bag (30cm x 30cm)
- 1 small laundry bag

Please make sure your child's name is tagged on every item.