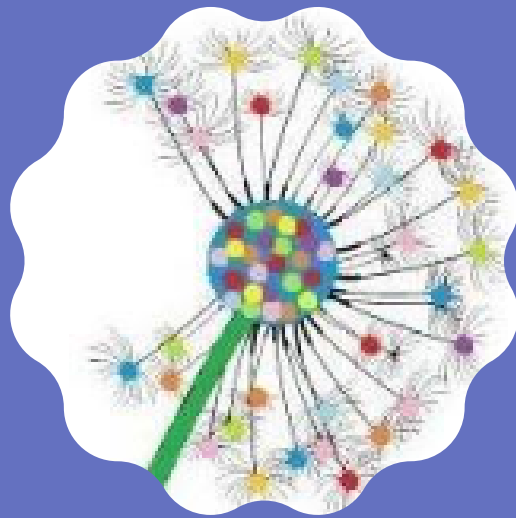


# Welcome Booklet Bilingual Montessori Colors School



## School Year 2023/2024

USEFUL INFORMATION

DOCUMENTS AND SCHOOL MATERIALS

INTERNAL RULES



# PRICES AND SCHEDULES

PRICE LIST	2/3 years	3/6 years	6/11 years
REGISTRATION FEES	200€	200€	200€
TUITION FEES /10 MONTHS + 125 € for the week of July	Child 1 : 500€ Child 2 : 450€ Child 3 : 400€	Child 1 : 510€ Child 2 : 450€ Child 3 : 400€	Child 1 : 525€ Child 2 : 450€ Child 3 : 400€
MEAL (Catering API RESTAURATION)	4,50€/meal • Standard • Vegetarian • Without Pork	4,50€/meal • Standard • Vegetarian • Without Pork	4,60€/meal • Standard • Vegetarian • Without Pork
MEAL (Lunch-Boxs) On medical advice ONLY	2€	2€	2€
ENGLISH COURSE (School vacation)	175€	175€	175€
SCHOOL EQUIPMENT (Group purchase, by the school)	Not purchase by the school	Not purchase by the school	70€

PRICE LIST	2/3ans	3/6ans	6/11ans
MORNING CARE	7h45-8h20 PRICE : 2€	7h45-8h20 PRICE : 2€	7h45-8h20 PRICE : 2€
EVENING CARE	From 4:30 p.m. to 5:00 p.m. PRICE: 2€	From 4:30 p.m. to 6:15 p.m. PRICE: 4.50€ (External guest activity: 2€)	From 4:30 p.m. to 6:15 p.m. PRICE: 4.50€ (External guest activity: 2€)
WEDNESDAY DAYCARE	NO CLASS ON WEDNESDAYS	Option 1: 12 p.m.-2 p.m. PRICE: 5€ Option 2: 12pm-6pm PRICE: 25€ External activity Option: 12pm-6pm PRICE: 10€	Option 1: 12 p.m.-2 p.m. PRICE: 5€ Option 2: 12pm-6pm PRICE: 25€ External activity Option: 12pm-6pm PRICE: 10€

## PENALTY FEES

EXCESSIVE OR RECURRING DELAYS	2€/minute
LATE DAYCARE	Departure at 6:20 p.m. : additional 5€ From 6:20 p.m.: 5€ / minute Departure after 6:30 p.m. : additional 50€
DEBIT REJECTION FEES	10,25€
LATE PAYMENT	40€

# MONTESSORI PEDAGOGY IN BRIEF

## IS:

- **A different perspective on the child and his education**
- **The learning of autonomy and independence through free choice and respect for the rhythm of each child**
- **Promote the development of the senses, access to writing, reading, mathematics with the manipulation of elaborate educational material**
- **Promote openness to the world and guarantee an awakening to nature through teaching materials for science and geography**
- **Develop artistic and cultural senses: painting, drawing, manual work, modelling, outings...**
- **Give the child confidence in his learning**
- **A pedagogy of discovery and experimentation that promotes personal learning approaches and meets their knowledge needs**
- **Uninterrupted work and activity times to have time to repeat, grope, make mistakes, research ... in complete freedom**

## DOCUMENTS TO PROVIDE :

- **1 photocopy of vaccinations from your child's health record**
- **1 photocopy of the family book or identity card of the child**
- **1 certificate of "civil liability" insurance (School & Extra-curricular)**
- **2 passport photos**
- **Completed and signed medical file**
- **Authorizations: group outing, image rights and acceptance of the rules of procedure completed and signed allowed it**
- **SEPA direct debit authorization or other means of payment**



# SCHOOL MATERIAL 2-6 YEARS OLD

- 1 pair of slippers (Correct fit on the feet)
- 1 complete spare outfit (with first and last name)
- 1 drawing board (24\*32) and 1 cardboard folder
- 1 small pillow for the nap if necessary (with first name)
- 1 blanket (with first name)
- 3 large packs of paper towels
- 3 boxes of Kleenex.
- 2 packets of wipes
- 2 reams of white paper (1st prize)
- Rain boots
- Plastic rain pants with braces

## TO ADD FROM 3 YEARS OLD

- 1 large format blue binder
- 1 kit with: eraser, pencil sharpener suitable for children, 2 glue sticks, 2 ergonomic pencils, 12 colored pencils.
- 1 packet of canson colored sheets
- 1 shirt

## PRIMARY (6/11 YEARS OLD)

- 1 empty pencil case
- 1 Schoolbag
- The various school supplies are purchased by group order and are invoiced at €70 for the entire school year, (September invoice)



# **INTERNAL RULES**

## **I - ORGANIZATION WITHIN OUR SCHOOL:**

### **I-1 CONTACT WITH THE SCHOOL**

You can reach the management at 06.25.13.98.14 by fSMS. (Do not hesitate to leave a voice message with your name and your request). When you register, you will receive a code allowing you to connect to Educartable. This platform allows us to centralize all the information of our school and to communicate with our entire teaching team. Thank you for using this means of communication to keep a track of all the conversations.

### **I-2 TIMETABLES**

#### **TOTODDLER SECTION (2/3 YEARS):**

Pupils are welcomed in the school for school time, Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 4:30 p.m. We have a Chilcare to welcome them from 7:45 a.m. to 8:20 a.m. and from 4:30 p.m. to 5 p.m.

#### **KINDERGARTEN AND ELEMENTARY (3/11 years old):**

Pupils are welcomed in the school for school time, Monday, Tuesday, Thursday and Friday from 8:20 a.m. to 4 p.m. as well as Wednesday from 8:20 a.m. to 12 p.m. Chilacare is offered on Wednesdays with three options:

Option 1: Childcare from 12 p.m. to 2 p.m.

Option 2: Chilcare from 12 p.m. to 6 p.m.

Option 3: Daycare center with activities proposed by outside animators (Music, pottery, etc.).

Please note that an additional cost will be charged by the facilitators. The school holidays are identical to those offered by the National Education. The school is closed to the public every Friday afternoon before the holidays.

### **I-3 PUNCTUALITY AND DELAY**

Punctuality and attendance are essential to the smooth running of the class: the door will be closed at 8:30 a.m. Children will not be accepted after this time, you will be able to drop them off at 12 noon, except in very exceptional cases after having informed the school by phone. Please also be punctual in the evening for the respect of all. In the event of recurrent non respect of the timetable, a penalty fee may be applied. (See price list). In the event that no authorized person comes to pick up a child at the end of the daycare and there is no news from the parents, the person in charge of the garderie daycare will inform the school management. The child will be taken by the management, to the nearest police or gendarmerie service, from 6:30 p.m. They will then inform the parents of the child's whereabouts by telephone and email.



## **I-4 ENTERING AND EXITING CLASSES**

We welcome pupils, excluding daycare, from 8:20 a.m. to 8:30 a.m. In the same way, the pupils join the person picking them up between 4 p.m. and 4:30 p.m., excluding the daycare. Only the people listed in the document “person authorized to pick up the child” will be able to leave with the child concerned. However, in the event that the designated person is unable to pick up a child, another person may be authorized to do so, provided that the legal guardian of the child informs the school management by email (montessoricolors@gmail.com). An identity document may be requested. As soon as a parent or a person duly authorized by the parents has come to pick up the child under his or her full responsibility, even on school premises.

## **I-5 TRANSITION TO ELEMENTARY CLASS**

The transition from kindergarten to elementary class 6-12 in our school requires a certain maturity on the part of the child concerned as well as the validation of the achievements provided for in the common core of competence. When we receive a request for a child to be enrolled in a grade higher than the corresponding to his or her age, the decision is taken solely by the educator after consultation with the family and the management. You will be asked to provide an assessment by a psychologist.

## **I-6 APPOINTMENT AND EDUCATIONAL MEETING:**

The Montessori Colors school wishes to promote communication between parents and educators on the basis of shared trust and mutual respect in the name of the well-being of the child. In order to build this trust, we offer: A pedagogical meeting in which we will explain to you the main elements of Montessori pedagogy and the school's projects. (October) An educational meeting between the parents and the educator every Friday morning before the holidays (The school is closed in the afternoon for team meetings and does not welcome any children after 12:30 p.m. on these days). Requests for one-off appointments can be sent via educartable to our teaching team, on an ad hoc basis to take stock of a specific situation.

## **I-7 MEALS, FOOD AND DIET:**

In the continuity of Montessori pedagogy, lunch is not a break in the day, but on the contrary an opportunity for collective sharing and learning the rules and customs of common life. Children are invited to set the table then clear under the watchful eye of an adult. Meals are delivered each morning by a caterer (API restoration: <https://www.api-restauration.com/innovations/restauration-scolaire/>) and reheated by us. No longer able to act on the meal order after 72 hours, any meal canceled after the deadline will be invoiced. It is imperative to inform us of your child's diet (no special diet, vegetarian with fish and no pork). It is also imperative to provide us with the list of foods that can cause an allergy. Lunch boxes are prohibited except for the Individualized Support Plan (PAI) drawn up by a doctor.



## II - SCHOOL LIFE:

### II-1 AUTONOMY AND DISCIPLINE

The school plays a key role in the life of the child: we do everything we can to ensure that their development is encouraged. The freedom of the child is at the center of our work. It is not a question of external freedom, but of an internal freedom that is built through independent activity, respect for the rhythm and interests of the child. Thanks to Montessori pedagogy, discipline and freedom no longer vary in opposite directions. More freedom is not less discipline and vice versa, quite the contrary! The teaching team meets regularly to discuss and debate both the organization of work in a class and the difficulties encountered by a particular child.

### II-2 SOCIALIZATION AND SCHOOL BEHAVIOR

- A Montessori atmosphere offers a suitable environment that promotes through experience the revelation of each child in the real world and not in a sterile bubble free of any risk. As part of his socialization, the child learns to live in contact with others. During this learning phase, it is not unusual for blows, bites or insults to be exchanged. However, these behaviors are not tolerated. These situations are taken care of and resolved within the educational team. The playground is not a sanitized bubble. It represents a natural environment of fulfillment which is not devoid of danger. In the case of inappropriate behavior on the part of the child, a procedure in several stages will be put in place by the educational team:
- Step 1: Discussion with the child: Conflict resolution / Apologies / Quiet time
- 2nd step: Request for a return the next day of the information to the parents resulting in an awareness of the child and a discussion with the parents.
- 3rd stage: Interview between the family, the educators and the management.
- 4th step: Education Council to consider whether or not to continue schooling in our school.

### II-3 HYGIENE RULES

In general, children must be clean when they arrive at school, except for an unforeseeable accident (Tolerance for children in the 2/3 year old class whom we will accompany towards cleanliness). It is therefore necessary to provide the school with a complete change (with identification) in a waterproof bag/pocket inside the schoolbag in the event of an accident. Dirty clothes will be put inside this pocket to be washed by those responsible for the child. Specifically concerning 2-year-old children, changes will be made only with diapers (standing change) to be provided by the families.

### II-4 PERIODIC FEASTS AND ANNIVERSARIES

Birthdays will be the subject of a Montessori ritual. No sweets and cakes are allowed (due to the recurrence of these events). Certain events such as Halloween, Christmas, Easter will be celebrated with disguises. On some of these occasions, a cake and candy buffet will be offered during the party.





## **II-5 CLOTHING AND PERSONAL ITEMS**

All clothing must contain your child's name, including shoes, gloves, etc. Jewelry and toys from the house are prohibited within our establishment (except for special events). Only the cuddly toy is accepted for the nap, but will immediately return to the bag at the end of the nap (unless you are very sad). Unmarked and unclaimed clothing will be donated each holiday period to charity. We also ask that you keep rain gear permanently in the locker room, namely: rain boots, K-way and rain pants, all in a small bag (marked with your name). These outfits are to be taken home and washed each holiday period or if they are very dirty. Slippers are compulsory and must be worn in classes for kindergarten students. In general, please dress your child in clothes that are not fragile, practical and comfortable, corresponding to the weather of the day! Avoid overalls and lace-up shoes, remember to facilitate the autonomy of your child who must be able to do it by himself.

## **III - HEALTH:**

### **III-1 MEDICINES:**

Taking medication in our school requires a double administrative formality:

- Doctor's prescription.
- The document "TAKING MEDICINES DURING SCHOOL TIME" duly completed.

The drugs will be given by the legal guardians to a member of the teaching team (by hand), in a closed box including the instructions for administration as well as the prescription. Apart from this specific case, the introduction of medicines (including homeopathic) on school grounds is strictly prohibited.

### **III-2 HEALTH CHECK:**

In France, two health check-ups are compulsory during nursery and primary education (at 6 and 9 years old). The Montessori Colors School is nevertheless required to ensure this 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 mentioned assessment was carried out by a health professional. These examinations are particularly important for early identification of certain signs leading to later learning difficulties: visual and hearing problems, language disorders, etc...

### **III-3 ALLERGY**

In the event of an allergic symptom, parents will be notified immediately to accompany their child to a doctor. It is of paramount importance to diligently fill in the elements that may cause children to fear an allergy.

### **III-4 VACCINATION**

Parents must provide a photocopy of the "vaccinations" page of the student's health record, which must be up to date with reminders.



### III-6 SICKNESS ABSENCE

Children who are temporarily ill (general condition incompatible with community reception) cannot be admitted to school. In the event of a contagious disease, parents are required to withdraw their child immediately and notify the educators. Upon return, a certificate of non-contagion may be required. Parents must imperatively report any infectious disease from which a member of the family may be suffering, as well as accidents occurring outside school concerning the child. The school cannot accommodate a child who is sick, feverish (+38°) or carrying a contagious disease. Any absence is recorded every half-day in a special register kept by the teacher. Any absence must be reported to school the same morning and must be justified in writing by the parents on the day of their return to school. In the event of fever, diarrhoea, vomiting, and other bothersome symptoms, parents will be notified immediately and asked to pick up their child as soon as possible.

### III-7 LICE

Children who are temporarily ill (general condition incompatible with community reception) cannot be admitted to school. In the event of a contagious disease, parents are required to withdraw their child immediately and notify the educators. Upon return, a certificate of non-contagion may be required. Parents must imperatively report any infectious disease from which a member of the family may be suffering, as well as accidents occurring outside school concerning the child. The school cannot accommodate a child who is sick, feverish (+38°) or carrying a contagious disease. Any absence is recorded every half-day in a special register kept by the teacher. Any absence must be reported to school the same morning and must be justified in writing by the parents on the day of their return to school. In the event of fever, diarrhoea, vomiting, and other bothersome symptoms, parents will be notified immediately and asked to pick up their child as soon as possible.

## IV - ADMINISTRATIVE, FINANCIAL AND LEGAL ASPECTS

### IV-1 EFFECTIVENESS OF REGISTRATION

Registration is effective upon receipt of the registration file (Rules of procedure, image rights, medical file, person authorized to pick up the child, school outing authorization, registration form as well as the requested documents) duly completed and signed by all the legal guardians of the child, as well as the receipt of the registration fees. Due to the number of requests which is sometimes higher than the number of places we offer, a waiting list is established according to the date of return of the documents. However, we give priority to children already registered in our establishment as well as the registration of siblings.

The teaching and management team reserves the sovereign right to make reservations or not to finalize a registration.

Registration fees are non-refundable except for families on the waiting list who have paid them and cannot ultimately be reserved a place, when we decide not to finalize a registration or in the event of force majeure ( departure following a professional transfer, etc.).



## IV-2 BILLING

Once the registration is effective, you will receive an invoice at the end of August including the tuition fees. You will then receive an invoice at the end of each month, including the tuition fees for the following month as well as the extras for the month that has just passed (meals, daycare, etc.). The invoice must be paid between the 1st and the 5th of the month. We strongly wish to favor direct debits. Any excessive delay in payment or rejection of the direct debit will result in financial penalties (see fee schedule). Some families wish to pay tuition fees for the year in order to benefit from the 3% reduction. These fees are non-refundable. In this case, you will receive an invoice each month including only the calculation of the extras consumed. Additional costs may be requested on an ad hoc basis (school trip, transport, extracurricular activities, etc.). They will only be invoiced and deducted after the written agreement of the legal representatives.

## IV-3 SUSPENSION / TERMINATION OF THE CONTRACT

Payment for the school year is considered due from the signing of this contract. From the signing of this, you commit to our school until the end of the school year. In the event of departure during the year, a 3-month notice will be put in place. In the event of force majeure or dismissal of one of the legal managers, no notice will be necessary.

## IV-4 EXTERNAL EVENTS:

No contingency beyond our control (epidemic, pandemic, administrative closure, etc.) resulting in the temporary closure of the establishment will result in a reduction in tuition fees. However, an educational follow-up will be established by our teams.

## IV-5 SAFETY:

As in all public establishments, dangerous objects (pointed, sharp, flammable, etc.) are strictly prohibited in an inalienable manner within our structure. No adult, apart from parents, members of the educational team or speakers is allowed on the premises of the establishment. The same is true for out-of-school children.

## IV-6 EVACUATION DRILLS

To prevent the risk of fire and intrusion, evacuation drills will take place regularly.

## IV-7 IMAGE RIGHTS

By accepting the internal rules, you accept the publication of your child's photos on the educartable platform, access to which is strictly reserved for parents and members of our team.

You also agree to the publication of photos of your child on our website and our social networks. However, for any external publication (Instagram, Facebook, Google+, website, etc.) no face will be visible (Photo taken from behind, blurred face or obscuring emoji). Respect for your child's image is an essential value carried by our school.



## IV-8 DAMAGE / THEFT

Any degraded material will de facto lead to an invoicing of the legal representatives. The management declines all responsibility in the event of theft, in particular because of the prohibition on bringing objects from the house into the school grounds.

## IV-9 VIOLENCE AND LACK OF RESPECT

We work with respect for everyone and hope that the same will be true of parents registering their child in our establishment. We want to favor benevolent and non-confrontational communication. Thus, any verbal and/or physical violence on the part of a parent on school staff will be immediately sanctioned by a complaint filed with the authorities, the definitive withdrawal of the child from school, the immediate payment of the rest schooling.

