

BILINGUAL INTERNATIONAL PRIVATE SCHOOL

“Le Pain de Sucre”

43 chemin du Pain de Sucre 06 800 CAGNES SUR MER - Tél. : 04.93.73.70.41 / 06.10.89.75.42

Private teaching establishment declared by the National Education Minister since 1982

Principal : Madame ROSFELDER-ALHADEFF and Monsieur ALHADEFF Serge

E-mail : ecoleps@free.fr- Website : ecolesbilingues.com

A BILINGUAL INTERNATIONAL SCHOOL

Our school is listed as a Bilingual International School. We accept children from the age of two for all pre-school levels, as well as students in the elementary grades.

Each child will flourish scholastically and socially with respect for:

His or her possibilities

His or her maturity and expressive capabilities

His or her biological rhythm

His or her familial and social environment together with a privileged scholastic environment

Where the child learns to respect him or herself and one another.

Our small class sizes allows us to offer the following:

- ✓ A pedagogically competent, qualified and motivated personnel
- ✓ An active education based on the autonomy of each child
- ✓ A personalised educational plan that respects the child's rhythm
- ✓ and personality with strengthened academic programs
- ✓ A completely bilingual (French/English) education
- ✓ A music program: percussion from the age of two
- ✓ Piano and music theory from the age of 4
- ✓ Sporting activities (baby gym, health and nutrition, swimming...)
- ✓ Outings: ski classes, field trips...
- ✓ Day care
- ✓ Mini-club: Wednesdays and during the school vacations

A BILINGUAL FRENCH-ENGLISH EDUCATION

The success of our students depends on their capacity to communicate in the relevant language including english. Therefore, our role and our mission as a Bilingual International School are to teach and expose our students to various cultures.

In a bilingual climate, the children learn naturally with English-speaking teachers. The immersion program starts as early as the age of two. The practice of the English language is therefore daily and the instruction time is shared with the French language: 50% French, 50% English.

The Academic French Program is reinforced, as the academic level of the school is high. We insure an individualised education offered by competent instructors and in small class sizes.



ENGLISH SPEAKING CHILDREN – FRENCH SPEAKING CHILDREN



Children without any French Language experience are welcome. Individualised courses will be organized to facilitate the integration of each child.

SCHOOL RULES

SCHOOL LIFE

The school year is from September to June inclusive.

OPENING HOURS

Monday-Friday : 7.30 to 6.30 p.m. as well as during the school vacations (Mini Club)
Closed : one week at Christmas and the month of August

Pre-School:

Monday – Tuesday – Thursday - Friday

→ Chicks (2 years)	→ 9 to 11.20 a.m.	2 to 4.30 p.m.
→ Squirrels (2 years 1/2)	→ 9 to 11.20 a.m.	2 to 4.30 p.m.
→ Rabbits (3 years)	→ 9 to 11.20 a.m.	2 to 4.30 p.m.
→ Panda Bears (4 years)	→ 9 to 12.00 a.m.	2 to 4.30 p.m.
→ Koala Bears (5 years)	→ 9 to 12.00 a.m.	2 to 4.30 p.m.

A nap is assured and based on individual needs.

Elementary School:

Monday – Tuesday – Thursday – Friday
8.30 to 12.30 a.m. 2 to 4:50 p.m.

SCHOOL LUNCH

There are three breaks for each meal.

Snack is at 10 a.m. and 4.00 p.m. for pre-school.

Snack is at 10.30 a.m. and 3.30 p.m. for Elementary grades.

The menus are displayed every week. Our cook ensures a healthy and well-varied cuisine. Dietary requirements will be accommodated with medical written notice.

WELCOMING OF CHILDREN BEFORE SCHOOL HOURS

Everyday from 7.30 to 9 a.m. and 4:30 to 6.30 p.m.

WEDNESDAY AND SCHOOL VACATIONS

Activities: computers, Internet, arts and crafts, English, games, educational and sporting field trips, pony (depending on the child's age) Options: drama, chess... (Minimum six children)

For trips to the mountains or to the sea: consult us.

SCHOOL TRANSPORTATION

There are numerous meeting points throughout the city. Schedules will be settled at the end of September after consulting the parents. Transportation will begin in October.



ACADEMICS



All our teachers have their degrees and years of teaching experience.

BILINGUAL TEACHING

A bilingual French/English education as early as of the age of two and half by native speaking French and English teachers.

PRE - SCHOOL

We offer a warm and welcoming atmosphere and a quality of life where the children can adapt to school life through the interaction with groups and adults. The students will flourish intellectually, emotionally as well as develop their motor skills.

The classrooms are cheerful, colourful and interactive. There is an area for games with a variety of specialised materials adapted for an active education allowing for learning through games.

One French Instructor and One English Instructor for each class will ensure the following:

- ❖ Vocabulary, language skills
- ❖ Writing skills
- ❖ Pre-math, logic
- ❖ Developing of the senses
- ❖ Art
- ❖ Music- percussion
- ❖ Motor skills
- ❖ Computers from the age of three
- ❖ An approach to reading and writing
- ❖ Science and technology
- ❖ Piano (with the music teacher)
- ❖ Sports (with certified monitors)

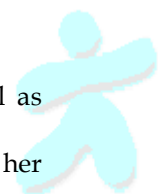


Class periods are organised into alternating workshops with 3-5 children in each group. This allows autonomous and individualised work. A report card will be given before each school vacation.

ELEMENTARY CLASSES

As in the pre-school, the small class size allows for a greater teacher/student interaction, as well as numerous Science and Social activities.

For enrolments, the completed documentation is required. The Principal will notify the parents of her decision as soon as possible.



<i>French Program :</i>	English Program :
Reading comprehension	Reading
Writing	Grammar
Grammar	Spelling
Conjugation	Oral expression
Vocabulary	Written expression
Spelling : vocabulary	Social Studies
Creative writing	Science
Poetry	Art
History	
Mathematics: reasoning	
geometry	
Operations	



ACADEMICS



Sports

Based on the timetable, physical education will be carried out by the teacher in charge of the class. Depending on the activity, municipal instructors will be in charge. The suggested activities are swimming, and athletics

Music

Our music teacher is in charge of the music education with one collective class per week. Each student will also learn how to play the piano.

Computer

A small computer room is available for each student. The children will use the computers to work on French programs, math, English and depending on their level, the Internet (closely supervised).

Study Block

CP- CE1- CE2 - CM: 5 to 6 p.m.

The study block operates every night except Wednesdays and the night before school vacations

Enrolment

For enrolments, the completed documentation enclosed is required. The Principal will notify the parents of her decision.

A parent / teacher meeting is organised at the beginning of the school year.

The Principal Mrs ROSFELDER-ALHADEFF Pascale is at your disposal for further information. An appointment can easily be arranged to meet the Principal.



REGISTRATION

INTERNATIONAL BILINGUAL PRIVATE SCHOOL "Le Pain de sucre"



2012 / 2013

Last & first name of the student : _____

I the undersigned : _____

As the : _____

I enrol my child in the following class : _____

Chosen rate : _____

Deposit paid : _____

I am aware of the enrolment fees :

Signed in Cagnes sur Mer, the _____

SIGNATURE OF BOTH PARENTS

Family book or passport	YES	NO
Health book	YES	NO
Civil Liability insurance	YES	NO
Health and injury insurance	YES	NO
Certificate from the previous school and/or school file	YES	NO
Photos (2)	YES	NO
Enrolment fees	YES	NO
Recent bank references	YES	NO
Justification of guardian	YES	NO
A4 envelop with 1.50 euro of stamps	YES	NO
6 stamps (local)	YES	NO



RATES 2012/2013



BILINGUAL ACTIVE PRIVATE SCHOOL "Le Pain de sucre"

Registration fees

Registration fees, administrative fees, deposit fees and fees related to school material (see prices below) and are not refundable except the deposit, which can be returned in one of the following conditions :

* only in major and unpredictable cases (death, child's long term illness, parents change of work location)

* At the end of school year when the child leaves the school for good.

School fees

* the price of the school fees is fixed and payable yearly however there is a possibility of paying it monthly over a period of ten months in condition that the payment will be done by the third of each month.

the price of our fees are fixed according to our offers below and cannot be altered.

Pupils non attendance can not be deducted. However, when a child doesn't attend school meals over a period of a week, 4 euros per day for his missing lunches will be refunded, providing a doctor certificate.

A deposit of three months fees is required from parents of children coming from abroad.



Rates 2012 / 2013

PRE-SCHOOL CLASSES

Part-time			435 €
Part-time	+	Wednesday +Vacations	472 €
Part-time	+	Lunch	524 €
Part-time	+	Lunch + Wednesday + vacations	551 €
Full Time			563 €
Full Time	+	Wednesday+ vacations	578 €
Full Time	+	Lunch	630 €
Full Time	+	Lunch + Wednesday+ vacations	669 €

ELEMENTARY CLASSES :

Full Time			563 €
Full Time	+	Lunch	630 €
Full Time	+	Lunch + Mini Club	669 €

Snacks are included in the price.

OPTION: MINI-CLUB OCCASIONNEL:

Day			45 €
Extra ½ day	+	Lunch	34 €
Extra ½ day			32 €
Occasional meal	7,50 €	Refund meal	4 €
		School transportation (month)	50 €

Déduction **10 % for the second child's enrolment**
15 % for the third child

ENROLMENT FEES :

<u>Pre-school :</u>	150 €
<u>Primary</u>	150 €
<u>Documentation</u>	90 €
<u>Deposit</u>	95 € per family

SIGNATURE OF THE CHILD'S REPRESENTATIVE :

INFORMATION FILE

**BILINGUAL ACTIVE PRIVATE SCHOOL
"Le Pain de sucre"**

2012/2013



STUDENT

Last and first name.....
Date of birth.....
Nationality.....
Address.....
Phone number.....

FATHER

Last and first name.....
Nationality.....
Profession.....
Work address.....
Work phone number.....
E-mail Address.....

MOTHER

Last and first name.....
Nationality.....
Profession.....
Work Address.....
Work phone number.....
E-mail Address.....

Family situation : Married – divorced – separated – cohabitation – widow – single mother

Brothers and sisters (number).....

Child's guardian :

Address.....
Phone number.....

Emergency contact :

Name..... Name..... Name.....
Phone number..... Phone number..... Phone number.....

Civil Liability Insurance :

Health and Injury Insurance:.....

Social security number of the responsible parents :

Name and address of the previous school :

Signed in Cagnes sur Mer, the.....

SIGNATURE



MEDICAL FILE 2012-2013



Last and first name _____
 Doctor's name _____
 Health problems _____

**AUTHORISATION IN CASE OF ILLNESS OR ACCIDENT
 DECLARATION**

I, the undersigned,.....
 *authorize, Mrs Pascale ROSFELDER-ALHADEFF or the person responsible to take all emergency measures including hospitalisation after a doctor's prescription (in case of illness or accident)
 *am aware of the following : in case of illness, the necessary fees for the child's treatment are the family's responsibility, the bill and the medical file will be addressed to the family.

Signed in Cagnes sur Mer, the.....
 SIGNATURE (mention read and approved)



FIELDTRIP AUTHORISATION



Student's last and first name

Déclaration

I, the undersigned.....authorise my child to participate in all the fieldtrips organised by the school in Nice and its surroundings.

I am aware the transportation of the children in the school's Mini-Bus is offered by the establishment; however, a fee may be required for transportation made by another company

I authorise the school to publish any photos of my child taken during school activities, on its website. YES NO

Signed in Cagnes sur Mer, the.....
 SIGNATURE (read and approved)



INTERNATIONAL PRIVATE SCHOOL

SCHOOL RULES AND REGULATIONS

Student's name

At the time of the enrolment, the following regulations must be followed and accepted by the parents with a signature.

ENROLMENT – ADMISSION

IMPORTANT : Each enrolment is for the entire school year.

NURSERY SCHOOL : The enrolment file and required documents must be delivered to the secretary's office. After we examine the files, the child will be registered according to the available rooms.

PRIMARY SCHOOL : The school file is required, as well as the previous schools leaving certificate which must be delivered to the secretary's office in September. After we examine the files, the parents will be informed of the Principal's decision concerning the child admission.

The parents must immediately inform the school of any changes (address, family situation, phone number...) and provide the new information in writing.

EXPENSES AND FEES FOR THE SCHOOL YEAR :

The fees for the school year are fixed, we offer the possibility of monthly or quarterly payments. Consequently monthly amounts are equal and do not vary based on the number of school days in each month.

Enrolment costs include : The application, deposit and school material fees will be due with the enrolment, and under no circumstances will these fees be refunded, except the deposit :

- in the event of a family's move to another city (evidence)
- at the end of the school year

The parents choose the school prices quarterly with or without mini-club.

The school fees must be paid by the 3rd of each month or each quarter. In regard to the school vacations, if the 3rd of the month is before the return to school, the fees must be paid before the vacation. Failure to pay will result in the enrolment being cancelled. The fees will still be due.

Payment can be made by bank transfer.

Meals will be refunded any case of absence lasting more than one week, with a signed medical certificate.

OPENING HOURS

School is open from Monday to Friday, from 7.30 am to 6.30 pm, including school holidays.

Classes begin at 8.30 am for the primary pupils and 9.00 am for the nursery pupils.

We will not accept children arriving late.

The mini-club is a spare-time activities center ; it is open each Wednesday and during the school vacations.

During the Christmas holidays, the school will be closed for one week.

The school is closed for August.

SCHOOL LUNCH

We are in charge of meals and snacks. Menus are displayed each week. Individuals' menus may be modified with a medical note or if requested by the parents in writing.

RECEPTION OF CHILDREN / HEALTH AND CLEANLINESS

Children must arrive in clean and healthy state. If a child is ill during the school day, the parents will be informed and they will be taken to a quiet space until the parents arrive.

Pupils suffering from a high temperature cannot be accepted to school.

If a child needs medical treatment, the medication must be brought to school with a medical note or prescription.

A certificate of non-contamination will be required after an absence of more than 3 days, or after a childhood disease. The child's doctor will be called if necessary.

A serious lack of personal hygiene may result in expulsion.

BELONGINGS

The school can not be responsible in case of personal belongings being lost. We advise the parents to keep their valuables at home.

Toys, candies, cell phones, etc... are prohibited at school, in order to avoid conflicts.



NURSERY SCHOOL – EDUCATION

Please, ensure that your child has the following :

- *blanquet or duvet for the nap*
- *cleansing clothes and cleansing lotion (to renew)*
- *1 plastic cup*

*All these objects have to be labelled clearly.
Bedding for the nap and bibs will be provided by the school.*



Smocks :

The smock is compulsory (each child will have to come and go home with it) :

<i>Chicks' class</i> YELLOW SMOCK
<i>Rabbits' class</i> RED SMOCK
<i>Squirrels' class</i> ORANGE SMOCK
<i>Pandas' class</i> GREEN SMOCK
<i>Classe des Koalas</i> BLUE SMOCK

For the Childs' nap, do not forget their dummy, teddy bear or comforter (if the child needs it to sleep). The dummy must be stored in a box.

All the belongings have to be marked with the name of the child.

The notice boards should be updated daily.

An introductory "information meeting" will take place each start of each new school year. The parents will be informed of the projects, methods and organisation of the school work. The monthly programmes, and the mini-club schedule will be displayed at the entrance of each classroom.

Each quarter, the childrens' work and their reports will be given to the parents. A daily correspondence book is at the parents' disposal.



SCHOOL RULES



PRIMARY SCHOOL - EDUCATION

Children are expected to be dressed appropriately.
We will not accept any lack of discipline.

All the pupils have to :

- Respect the teachers and the school staff.
- Take care of the material at their disposal ; breakages will be charged t to the family .

A “code of good behaviour” will be given to each pupil, which explains the child’s rights and obligations.
This code will be signed by the child and the family.

Misconduct regarding school work or behaviour will result in the followings :

- A written warning

Or

- An oral warning

After 3 written warnings, the child will be kept in detention on Saturday morning from 9 am to 12 or on Wednesday afternoon from 2 pm to 5 pm.

Following 2 detentions, a suspension may be required, , and serious misconduct may result in instant expulsion.

The administration is responsible for disciplinary measures.



PRIMARY SCHOOL – SCHOOL WORK

An introductory “information meeting” will take place at the start of each new school year. The parents will be informed of the projects, methods and organisation of the school work.

The children’s progress will be tested at the start of the year and at the 3rd quarter. These established values are the same as the National Education Department.

The parents are invited to check the childrens’ work and must sign the exercise books each week.

School work will be frequently checked by tests.

A report card will be given to the parents before each school vacation.

The correspondence book assures frequent and regular contact between the parents, the teachers and the school administration.

Parents are asked to look through the book weekly to stay informed and to assure it is current, it must be signed.

The child is required to have his or her correspondence book every day at school.

Parents can make appointments with the teachers by using this book. They are asked not to come and see the teachers without appointment or during the class hours.

Each evening, the studying room is open, except for the evening before the school holidays.

A list of materials is given at the beginning of each school year, and the books and note books are provided by the school.



SCHOOL RULES



ARRIVALS – DEPARTURES



NURSERY SCHOOL GATE

Parents are entirely responsible for the closing of the schoolyard gate.
Children have to be accompanied to reception and handed over to the adult available.

PRIMARY SCHOOL GATE

In order to avoid traffic problems, children are welcome to arrive at 8.00 am

CHILDRENS' DEPARTURE

Children can only leave the school with their specified representative, after an identity check, and a signature in the departure note book.

Children who will leave the school earlier are entirely under their parents responsibility.

PARENTS RECEPTION

The Principal Mrs Pascale ROSFELDER-ALHADEFF is entirely at your disposal, and she will be happy to meet you by appointment.

Cagnes sur Mer, the.....

SIGNATURE OF THE CHILD'S REPRESENTATIVE

Mention "Read and approved"

