

# THE BILINGUAL INTERNATIONAL PRIVATE SCHOOL OF PEGOMAS

## “Le Pain de Sucre 3 »

1257 route de Grasse “La Bergerie” 06580 PEGOMAS - Tél. : 04.93.09.65.56 / 06.10.89.75.42

Private teaching establishment declared by the National Education Minister

Principal : Madame ROSFELDER-ALHADEFF

E-mail : [ecolepeg@orange.fr](mailto:ecolepeg@orange.fr) - Website : [ecolesbilingues.com](http://ecolesbilingues.com)

## A BILINGUAL INTERNATIONAL SCHOOL

*Our school is recognised by the National Education Minister as a Bilingual International School. We welcome children of different nationalities and offer an innovative view of teaching since we practise a truly bilingual approach: 50% English from the age of two . We accept children from the age of two for all pre-school nursery activities, as well as students at all primary grades (K-5).*

*Our Mission Statement: Each child will flourish academically and socially with respect for:*

**His or her creative abilities, age and maturity,**

**His or her individual rate of development,**

**His or her home and social environment together with a privileged scholastic environment,**

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

*Our small class sizes (15-20 students) allows us to offer the following:*

- ✓ **A pedagogically competent, qualified and motivated personnel**
- ✓ **An active education based on the autonomy of each child**
- ✓ **A personalized educational plan that respects each child’s rate of 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 class, field trips...**
- ✓ **Day care**
- ✓ **Mini-club: Wednesdays and during the school vacations**

## A BILINGUAL FRENCH-ENGLISH EDUCATION

**The success of our students is also based on their ability to communicate in the reference language: English. Our role and mission therefore, as a Bilingual International School, are to teach and expose our students to a variety of cultures.**

**The Academic French Program** is reinforced, as the academic level of the school is high. The course content for French, Mathematics and History are identical to that of other French schools.

**The Academic English Program** follows the curriculum proposed by English and American schools, and is based on the corresponding teaching materials, texts and resources.

**In a bilingual climate,** children learn naturally with their 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.



## ENGLISH SPEAKING CHILDREN – FRENCH SPEAKING CHILDREN



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

## SCHOOL RULES

### SCHOOL LIFE

The school year is from September to June included.

### OPENING HOURS

Monday-Friday : 7.30 to 6.30 p.m.

Our school timetable runs on a Monday, Tuesday, Thursday and Friday. Happyland, our activity centre option, runs on Wednesdays and school holidays.

Please Note: The School is closed for in-service purposes two Fridays throughout the school year. On these occasions, classes take place on the preceding Wednesdays.

Closure: 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 (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.

The Naptime functions are based on individual needs.

### Primary School:

Monday – Tuesday – Thursday – Friday

8.30 to 12.30 a.m. 2 to 4:50 p.m.

### SCHOOL LUNCH

Menus are displayed on the noticeboard each week.

Our cook ensures a healthy, varied and well-balanced cuisine.

Specific diets are taken into account when accompanied by doctor's note.

### RECEPTION OF CHILDREN BEFORE SCHOOL HOURS

Everyday from 7.30 to 9 a.m. and 16:30 to 18.30 p.m.

### EXTRA-CURRICULAR ACTIVITIES

Arts and Crafts, Computing, Music lessons, Field Trips bases on various themes, Sporting Events



# COURSE GUIDELINES



Our teaching staff consists of qualified and experienced professionals of different nationalities.

## BILINGUAL INSTRUCTION

We ensure a bilingual French/English instruction as early as of the age of two and half by native French and English speaking teachers.

### PRE - SCHOOL

We offer a warm, welcoming atmosphere and a quality of experience, where the children adapt to school life through the rich interaction of groups and adults. Students flourish intellectually, socially and emotionally, while simultaneously developing 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 play.

*Our French and English Instructors provide the following:*

#### Pre-school year 1

- ❖ Vocabulary, language skills
- ❖ Writing skills
- ❖ Pre-math, logic
- ❖ Developing of the senses
- ❖ Art
- ❖ Music- percussion
- ❖ Motor skills
- ❖ Computers from the age of three

#### Pre-school years 2 and 3

- ❖ Beginning reading and writing
- ❖ Mathematics
- ❖ Science and technology
- ❖ Art
- ❖ Computing
- ❖ 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 for autonomous and individualised work. A report card will be given to parents before each school vacation

## PRIMARY 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.

<b>French Program :</b>	<b>English Program :</b>
<b>Reading comprehension</b>	<b>Reading</b>
<b>Writing</b>	<b>Grammar</b>
<b>Grammar</b>	<b>Spelling</b>
<b>Conjugation</b>	<b>Oral expression</b>
<b>Vocabulary</b>	<b>Written expression</b>
<b>Spelling : vocabulary</b>	<b>Pers/Soc/ Health Education</b>
<b>Creative writing</b>	<b>Science</b>
<b>Poetry</b>	<b>Art</b>
<b>History</b>	<b>Geography</b>
<b>Mathematics: reasoning</b>	
<b>geometry</b>	
<b>Operations</b>	



# COURSE GUIDELINES



## Sports

In our Pre-school, classes to develop motor skills are conducted every day.  
In our Primary section, there are two gymnastics classes per week.  
Swimming lessons are conducted by a qualified life guard.

## Music

Pre-school classes have daily musical activities. Our music teacher takes charge of music education with one collective class per week. In Elementary classes, each student will also learn how to play the piano.

## Computer

The children use the multimedia computers as a data base to work on French , Maths and English projects: and depending on their level, the Internet as a research tool.

## Study Block

CP- CE1(17.00 to 17;30pm)- CE2 - CM: 17.00 to 18.00 p.m.  
The study block operates every night except Wednesdays and the night before school vacations

## Enrolment

*For all admissions, the enclosed documentation must be completed and returned to the school. The Principal will notify parents of her decision. Entrance examinations may be organised at the Principal's request. .*

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

*For further information, please make an appointment with our Principal, Mrs  
Pascale ROSFELDER-ALHADEFF.*



# REGISTRATION

## BILINGUAL ACTIVE SCHOOL OF PEGOMAS

### “Le Pain de sucre 3”

2010 / 2011



Last & first name of the student : \_\_\_\_\_

I the undersigned : \_\_\_\_\_ (please insert your full name)

As the(Legal Guardian of the student): : \_\_\_\_\_

Enrol my child in the following class : \_\_\_\_\_

Chosen rate : \_\_\_\_\_

Deposit paid : \_\_\_\_\_

I am aware and accept the enrolment fees, school rules and regulations:

Signed in Pegomas , the \_\_\_\_\_ (date)

#### 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
Payment of Enrolment fees	YES	NO
Recent bank references	YES	NO
Justification of guardianship/custody of pupil	YES	NO
1 A4 stamped addressed envelope at 1.50 euro	YES	NO
6 stamps (local)	YES	NO
Doctor's Certificate confirming pupil's fitness for swimming and school sports.	YES	NO
Doctor's Certificate confirming pupils fitness to participate in the school community(Nursery/Pre-school section/vaccinations)	YES	NO





**BILINGUAL ACTIVE PRIVATE SCHOOL  
"Le Pain de sucre 3"**

**Registration fees**

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

- \* only in major and unpredictable cases (death, child's long term illness, parental transfer)
- \* At the end of the 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 monthly over a period of ten months ( on the condition that the payment will be made by the third of each month.

The price of our fees is fixed according to our offers below and cannot alter.

Pupil absence cannot be deducted. However, when a child doesn't have school meals over a period of one week, 4 euros per day for unconsumed lunches may be refunded, provided a doctor certificate is presented.

A 50% reduction may be applied if, with prior management agreement, meals are provided by parents as a result of medical recommendations.

**A deposit of 4 months (Term One Fees) is required from parents of children who are not currently resident in the region at the time of enrolment.**

**Monthly Rates 2010 / 2011**

**PRE-SCHOOL CLASSES**

Full Time school fees - 4 Days	580€
Full Time school fees - 4 Days + Lunch	680 €
Full Time school fees - 4 Days + Happyland	620 €
Full Time school fees - 4 Days + Happyland + Lunch	740 €
Part-time school fees - 4 Days	440€
Part-time school fees - 4 Days + Lunches	540 €
Part-time school fees - 4 Days + Happyland	490 €
Part-time school fees - 4 Days + Happyland + Lunch	600 €

**ELEMENTARY CLASSES :**

Full Time school fees - 4 Days	580€
Full Time school fees - 4 Days + Lunches	680 €
Full Time school fees - 4 Days + Happyland	620 €
Full Time school fees - 4 Days + Happyland + Lunch	740 €

**Options :**

French tutorials for pupil's for whom French is their second language)	90€ / month
Revision and Consolidation Classes in English	90€ / month
Occasional meal	7,50€
Refund for meal	4€

Children enrolled in HAPPYLAND attend every Wednesday, and also during regular school holidays (not Summer vacation). The School is closed between Chrismes Day and the first day of school in January

**There is a 10 % reduction on school fees for a second child's enrolment and 15 % for the third child**

**ENROLMENT FEES : 380€**  
**DEPOSIT : 120€ per family**

**RE-ENROLMENT FEES 1st child : 300€**  
**RE-ENROLMENT FEES 2nd child : 220€**  
**RE-ENROLMENT FEES 3rd child : 150€**

**SIGNATURE OF THE CHILD'S REPRESENTATIVE :**

**INFORMATION FILE**

**BILINGUAL ACTIVE PRIVATE SCHOOL OF PEGOMAS  
"Le Pain de sucre 3"**



2010/2011

**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:**.....

**Parents Social security number:** .....

**Name and address of the previous school :** .....

Signed in Pegomas, the.....

**SIGNATURE**



# MEDICAL FILE 2010-2011



Child's 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 consultation (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 Pegomas, the.....

SIGNATURE (Please write "read and approved" before your signature)



# FIELDTRIP AUTHORISATION



Student's last and first name .....

**Déclaration**

I, the undersigned.....authorize my child to participate in all the fieldtrips organised by the school.

I am aware that 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

Signed in Pegomas, the.....

SIGNATURE (Please write "read and approved" before your signature)



# THE INTERNATIONAL PRIVATE SCHOOL OF PEGOMAS

## SCHOOL RULES AND REGULATIONS

*Student's name ... ..*

*At the time of enrolment, the following regulations should be accepted and signed by parents.*

### 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 3<sup>rd</sup> of each month or each quarter. In regard to the school vacations, if the 3<sup>rd</sup> 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 tissues and cleansing lotion (to be renewed when necessary)*  
*1 plastic cup and an airtight box (tupperware) for snacks*  
*All these objects should 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> <b>YELLOW SMOCK</b>
<i>Squirrels' class</i> <b>RED SMOCK</b>
<i>Pandas' class</i> <b>GREEN SMOCK</b>
<i>Classe des Koalas</i> <b>BLUE SMOCK</b>

For your child's nap, do not forget the dummy, teddy bear or other (if the child needs one to sleep). The dummy must be stored in a box.

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

Notice boards should be checked every day.

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

Each quarter, the children's 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.
- 1 Take care of the material at their disposal ; costs for damage will be charged 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 organization of the school work.

The children's progress will be assessed before each school holiday and their report cards will be distributed to them for their parents' attention.

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

The correspondence book ensures 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 ensure it is being well kept, it must be signed and the child is required to have his or her correspondence book every day at school.

**Parents may make appointments with the teachers via this book, and are thus requested not to come and see teachers without an appointment or during class time.**

Each evening, the study 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 text books and note books are provided by the establishment. (However, throughout the course of the year, parents will be asked to buy some guided reading books for French and English- these vary from year to year)



**SCHOOL RULES**



**ARRIVALS – DEPARTURES**



**ARRIVALS AND DEPARTURES**

Parents are entirely responsible for closing the schoolyard gate properly.  
Children should be accompanied and "handed over" to the person responsible at the reception.  
Parents should not come into the school grounds before the school opens. Neither should they come into the school grounds before the end of classes at 16h50.

Children can only leave the school with their specified representative, after an identity check, and a signature in the departure note book.  
Children who leave the school earlier are entirely their parents' responsibility.

Parents coming to pick up children should not linger in the playground. The teachers on playground and study duty must have their full concentration on the pupils who are staying in school and not on those who are leaving, and who are thus, their parents' responsibility.

**PARENTS RECEPTION**

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

Pegomas, the.....

SIGNATURE OF THE CHILD'S REPRESENTATIVE  
Mention "Read and approved"

