



Ecole Montessori Bilingue « Les Colibris »

950 avenue de Roumanille – 06410 Biot Sophia Antipolis

Tél. 06 25 93 05 34 - Email. les.colibris@yahoo.fr

<Date>

Dear Parent(s),

Following your appointment, you will find below the list of required documents to proceed with your child's enrolment. Please return the completed forms as soon as possible. You can make an appointment to return and review the documents by calling us on **06 25 93 05 34** or **04 93 77 08 68**

- The completed application form (6 pages) and rules and regulations (7 pages), dated and signed by both parents (where applicable) or the child's legal guardian.
- The summary of school fees, completed and signed, together with the first installment (month, trimester or year)
- A deposit of €650
- A cheque for €450 to cover the enrolment fee (non refundable). Note that for founder members who enroll before 30th June 2009, enrolment fees will be waived
- A photocopy of the the livret de famille (if applicable)
- Proof of insurance
- Proof of social and medical cover
- Your child's medical file, with the photocopy of the child's up-to-date vaccination record, and a medical certificate stamped by your doctor
- 5 passport-size photographs of your child. Please always mention the full name of the child on the picture

All enrolments will be considered final when the application forms have been returned, duly signed by the parents or the guardian of the child, and when the fees have been paid. Our school has limited places and so it is therefore possible that we may subsequently advise you that your child is on a waiting list.

Thank you for your interest in our school. We look forward to a long and rewarding relationship with you and your child.

Yours faithfully

Nicolas WATTEL
Director

APPLICATION FORM

Please select the appropriate cycle for your child:

Jardin d'Enfants (2-3 years)

Maison des Enfants (3-6 years)

Elémentaire 1 (6-9 years)

Elémentaire 2 (9-12 years)

1- GENERAL INFORMATION :

Surname _____ First Name(s) _____

Gender Male Female

Date of Birth _____ Place of Birth _____

Nationality _____ Language(s) Spoken _____

Address _____

Postcode _____ Town _____

Home Number _____ Work Number _____

Mobile Number _____ Email Address _____

Expected duration of enrolment at the school _____

For non-residents or new arrivals in France:
date of arrival in France _____

expected length of the stay in the country _____

2- FAMILY INFORMATION

Father's Surname	_____	Mother's Surname	_____
Father's First Name(s)	_____	Mother's First Name(s)	_____
Date of Birth	_____	Date of Birth	_____
Occupation	_____	Occupation	_____
Employer	_____	Employer	_____

Other legal guardian

Surname _____

First Name(s) _____

Date of Birth _____

Occupation _____

Employer _____

Relationship to Child _____

Other children in the family

Name	_____	Age	_____
Name	_____	Age	_____
Name	_____	Age	_____

3- EMERGENCY CONTACTS

Title (Mr, Mrs, etc) _____ Relationship to Child _____

Surname _____ Home Number _____

First Name _____ Work Number _____

Mobile Number _____

General Health of Child _____

Known Allergies _____

Family Doctor _____

Telephone _____

Address _____

Choice of hospital, if required _____

Name of nannie, if applicable _____

Telephone _____

Languages Spoken _____

Schools/Creches/Kindergardens/playgroups frequented by the child

Name	Address	Year(s)

ABOUT YOUR CHILD

This information will be used as an initial basis for us to assess the best educational approach for your child. Please tick the boxes, cross out or fill in as appropriate

Is your child of a generally dependent or independent nature?

Does he eat on his own? Yes / No

Does he dress himself? Yes / No

At what age did he start to walk? _____

At what age did he start to talk ? _____

Does he wear nappies all day? Yes / No

Does he wear nappies at nap time? Yes / No

Does he go to bed easily at night? Yes / No

At what time does he sleep? _____

Does he eat well in the morning? Yes / No

Does he watch television every day? Yes / No

For how long? _____

Do you control the quality of the program your child is watching? Yes / No

Does he know how to write? Yes / No

Is he left or right handed? Left / Right

Is the child under medical observation or has he undergone any developmental or psychological tests ? Yes / No

If you so wish, you can provide us with more details, if you feel this will help us understand your child better.



What are your child's interests or talents?

How did you hear about our school?

What are your expectations from a Montessori school for your child?

We often call on the parents talents or interest to make short presentations to the children.
What are the topics you would like to choose if there was an opportunity to do so?

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Father's Signature

Mother's Signature

Guardian's Signature

Date:

Date:

Date:



General Terms

- School hours are from 8:30 to 16:15 on Monday, Tuesday, Thursday and Friday. Holidays are those set by l'education nationale.
- It is warmly suggested that you attend or send representation to the parent/teacher meetings which are run during the year. These meetings are very useful to parents, helping you to understand how the class functions and providing a rich source of information regarding the Montessori education methodology.
- When a child leaves to go to another school, we can provide you with a written report of your child's progress.
- Children that do not eat lunch at school must be picked up at 11:30 and returned to school at 13:00.
- A minimum of one individual meeting between you and your child's teacher is mandatory during the school year, and will be offered between November and Easter.
- A letter box is situated under the noticeboard. Please use it for any administrative requests. You may alternatively contact us by email.
- In order to attend any school outings, your permission must be received in advance. You are welcome to attend any school outing if you wish. However, if you do not wish your child to attend any school outing, you will be required to look after your child for the duration of the event.



Health Requirements

- Your child's medical information must be submitted to us for the 2009/10 school year, composed of a medical certificate confirming your child is in good health (to be provided by your doctor) and a photocopy of the child's vaccination record. This information must be submitted as soon as possible as it is essential for us to proceed with enrolling your child.
- Sick children cannot be admitted to the school.
- In order to reduce the spread of childhood illnesses (chickenpox, conjunctivitis, influenza, stomach bugs, etc.) we ask that you observe your doctor's instructions with regard to exclusion periods, and to let us know as soon as the first symptoms appear so that we may advise other parents to take appropriate measures.
- We are not legally permitted to administer medicines within the school grounds, and if the child is not capable of taking medicine alone we ask you to make appropriate arrangements. If your child is able to take medicine unaided, the medicine or homeopathic treatment must be transported in a sealed box. All containers must be marked with the child's name, and must be accompanied by the doctor's prescription.
- If a case of headlice is detected in the school, we ask all parents to take preventative measures. We will advise you of the appropriate treatment and measures to take at the beginning of term.



Other Notices

- **Parking:** Out of respect for our neighbours, please either use the parking spaces specifically allocated to the school, or those available for general use, and avoid the spaces allocated to other establishments. Please do not park on the pavement, to allow vehicles to enter and exit easily.
- For hygiene reasons, dummies/pacifiers are not permitted in the classroom as these may end up being borrowed by other children. Similarly, children are not allowed to bring toys to school, with the exception of transitional items such as teddies, comfort blankets, etc.
- **Clothing:** To enable us to ensure all clothing is returned to the right child, we would strongly advise you to mark all of your child's clothing with both first name and surname. Young children do not always recognise their own clothes, and adults can easily confuse items which look alike.
- The school does not provide nappies, wipes or paper towels. Please make sure you provide everything on the list which will be provided to you once your child's enrolment has been confirmed.
- Please remember to let us know in writing of any changes to your contact details. These details are particularly important in case of emergency.

Please initial all of the previous pages, and sign below, writing "read and approved" before your signature.

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Father's Signature

Mother's Signature

Guardian's Signature

Date:

Date:

Date:



FEE PAYMENT

SCHOOL YEAR 2009-2010

Child's First Name and Surname: _____

Standard Fees

Cycle	2-3 yrs Part time	2-3 yrs Full Time	3-6 yrs	6-9 yrs	9-12 yrs
Monthly (x10)	470	670	670	720	Please ask for details
Quarterly (x3)	1530	2200	2200	2370	
Annual	4500	6500	6500	7000	

Special Rate: Founder Member* (20% discount)

Cycle	2-3 yrs Part time	2-3 yrs Full Time	3-6 yrs	6-9 yrs	9-12 yrs
Monthly (x10)	376	536	536	576	Please ask for details
Quarterly (x3)	1224	1760	1760	1896	
Annual	3600	5200	5200	5600	

**Enrolment by 30 June 2009, not applicable for corporate applicants.*



Please tick your chosen method of payment

Standing Order

Cheque or Cash (quarterly or annual payment only)

Fees are due on the following dates:

- Monthly payments are due on the first day of each month
- Quarterly payments are due on 1st September, 1st December and 1st March.
- Annual payments are due by 1st September.

Parents who have two or more children in the school are eligible for a 20% discount on the second child and 30% on the third child. This discount applies to the standard fees and is not available to corporate customers.

A €650 deposit is payable at the time of enrolment. This will be returned to you, with deductions made for any sums due to us, when your child leaves the school.

An non-refundable fee of €450 is payable on enrolment. *Please note that founder members are exempt from this fee.*

The school does not receive any grant from central or local government. Maintaining our cash flow is therefore a fundamental element to our financial wellbeing. Any delay in payment, for whatever reason, will result in a 10% surcharge on the fees for the current period.

We will also regrettably be obliged to exclude any child whose parents have not met their financial obligations beyond the first day of the following month. The child will only be allowed to return to school once all overdue fees have been paid.

Enrolment is valid for the entire school year. Therefore, any child who is enrolled with us is expected to stay until 30th June. If your child needs to leave before the end of the school year, you must advise us in writing giving 3 months (90 days) notice (in addition to the current month) by registered mail.

Enrolment for the following school year begins in January.



Meals

- Registration for and payment of school meals should be made directly with the organic caterer used by the school. Meal fees are payable monthly, and are currently set at €4,50 for 2-3 et 3-6 years and €6,50 for 6-9 years. The school meal registration form will be provided in due course.
- Please indicate your preferences for your child's lunchtime meals:

	Mon	Tue	Wed	Thur
School Meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packed Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



After-school care and extracurricular activities

- After-school care is available from 16.30 to 18.30 on Monday, Tuesday, Thursday and Friday, at a rate of €10 per hour, payable each term. This includes a snack and workshop activities. Children must be picked up no later than 18.30.
- We also offer workshops on Wednesdays and during school holidays, for half or full-day sessions, for €30 or €50 respectively. Details of these workshops will be provided separately.
- Please indicate whether you would be interested in any of the following:

After School Care	Mon	Tue	Wed	Thur
<i>(please indicate desired start/end times)</i>				

Wednesday Workshops	Morning	Afternoon	Full Day
<i>(please tick)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Holiday Workshops	Full Day	Half Day	Week (full time)
<i>(please tick)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jurisdiction: *l'école Montessori Bilingue « Les Colibris »* is subject to French law. Any disagreement between the parties will be subject to arbitration by the appropriate courts in the Alpes Maritimes.

Please sign and date below, preceded by "Agreed", and ensure you have initialed every page

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Father's Signature

Mother's Signature

Guardian's Signature

Date:

Date:

Date: