



MON ÉCOLE MY SCHOOL 31

+33 6 18 20 66 41 ✉ info@monecolebilingue.com

Registration Form 2018/2019 Bilingual School

Child's Details

First name:

Last name:

Date of birth:

Mother tongue:

Spoken languages:

Previous school:

Address:

Has or is your child currently seeing a speech therapist:

Additional information (*Allergies, medication, etc.*):

First parent or legal guardian

First name:

Last name:

Address:

Profession:

Work/home phone:

Mobile:

Second parent or legal guardian

First name:

Last name:

Address:

Profession:

Work/home phone:

Mobile:



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Person to contact in an emergency if you are unavailable

Please contact this person in an emergency if we are unavailable:

First name:

Last name:

Work/home phone:

Mobile:

We, the undersigned, hereby authorize Mon École My School to take emergency measures and / or hospitalize my child, at my expense, in the event of an emergency.

Signature of parents or legal guardians:

<input type="text"/>	<input type="text"/>
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Other person authorized to collect the child from school

First name:

Last name:

Work/home phone:

Mobile:

Relationship (if any)

Please provide a photocopy of the person's ID.

Correspondence email address

All correspondence with the school will be sent by e-mail. Please provide us with e-mail address:

Email address 1:

Email address 2:

Arrival date

Please indicate the date your child will start school:



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Authorization to take and publish photographs/films

Mr.
(Full name of father or legal guardian)

Ms.
(Full name of mother or legal guardian)

authorise do not authorise

Mon École My School, without expectation of any kind of compensation or other remuneration:

- To take photographs, to film, and to record my child at the school facility and during school activities;
- To publish the photographs, films, and recordings of my child on Mon École My School's website and Facebook account;
- To publish the photographs of my child in educational and pedagogic documents to be used internally at the school; as well as in our school prospectus or in other printed publications produced by Mon École My School;
- To publish original works (drawings, written works, and any kinds of creations) of my child created at the school.

Signature of parents or legal guardians:

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Authorization for the school trips

Mr.
(Full name of father or legal guardian)

Ms.
(Full name of mother or legal guardian)

authorise do not authorise

my child to take part in all the school trips organized for the 2018-2019 school year, regardless of the mode of transport used (on foot, public transportation, chartered bus, etc).

Signature of parents or legal guardians:

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Payment of school fees by direct debit

Mon École My School has set up a simple direct debit scheme for the payment of school fees.

Simply provide us with your bank details and we will send you a form authorizing us to debit your account. Simply sign the form, scan and return to us by email.

You will receive notification at the beginning of the year of the amount of your monthly payments and you will be informed of any changes to this amount. You may suspend this form of payment at any time.

School meals and After-School Club fees, which vary, are payable by bank cheque the first week of every month.

Additional information for children under the age of 4

In order to make the transition from home to school as easy as possible for your child please answer the following questions:

Number of brothers and sisters:

Oldest/youngest/middle child:

Was your child in childcare before coming to My School? If yes, what kind of childcare

Length of nap time:

Is the room:

dark night light

Soft toy

yes no

Dummy

yes no

Potty trained

yes no

Meals:

with bits without bits

Can your child eat:

alone with help

Has your child ever been to a show:

yes no



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Has your child been or currently seeing a:

Speech therapist psychologist psychomotor therapist or other (please be precise):

Additional information you would like us to know:

School Fees

Tuition Fee

	Pre-school up to 3 years old ¹⁾	PS - CE1 (4 – 7 yrs old)	CE2 – CM2 (8-11 yrs old) Cambridge included ²⁾
New registration fee		180€	
Registration fee for children already attending My School		120€	
Annual tuition	5 090€	4 520€	4 680€
Annual school meals		780€	
Annual lunch box ³⁾		250€	
Sibling deduction (2 children)		240€	
Sibling deduction (3 children)		660€	
Before-school childcare		Free of charge	
After-school childcare ⁴⁾		840€	
Annual Commitment			
After-school childcare ⁴⁾		8.5€	
Ad-hoc attendance (daily rate)			
	Daycare after 6:00pm will be charged 10€ per ¼ hour begun		

- 1) The change in rate will be effective as of the month following the child's 3rd birthday.
- 2) Price includes Cambridge English exam, purchase of booklet and enrolment fees.
- 3) In the event of a food allergy only. Please supply a medical certificate. This price includes



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provision of a mid-morning snack comprising fresh fruit, dry fruit, biscuits, bread, etc; as well as the supervision of your child from 11:50am until 12:45pm for the 2-3 years old and from 12:30pm until 1:30pm for the 3-12 years old.

- 4) **Annual rate:** it will be billed on a monthly basis along with school fees. The amount is spread over 10 months, regardless of the number of Wednesdays in the month. There is no deduction if your child is absent.

Ad-hoc attendance: amounts due will be invoiced at the end of each month.

Wednesday Club

Price per child in €, for children ENROLLED at Mon École My School.

	Annual Commitment		Occasional Attendance
	One child	Siblings (price/child)	Price/Wednesday/Child
Morning 8:00am -12:00pm	410€	320€	17€
Morning + lunch 8:00am -1:00pm	590€	490€	24€
Afternoon 1:00pm-6:00pm	460€	370€	21€
Afternoon + lunch 12:00pm-6:00pm	660€	560€	27€
Full day + lunch 8:00am-6:00pm	910€	790€	37€

English lessons and snack included.

If your child comes to Wednesday Club all year: you will pay the special *Annual Commitment* rate. You will receive an invoice on a monthly basis along with school fees. The amount is spread over 10 months, regardless of the number of Wednesdays in the month. There is no deduction if your child is absent.

If your child attends the Wednesday Club occasionally: the *Occasional Attendance* price will be applied. The amount will be due every Wednesday that the child attends.

Registration Documents

Incomplete documents will be rejected.

Please make all cheques payable to Mon Ecole My School 31.

Please provide the following along with your registration form

No	Documents	Checklist for the parents	Reserved for school administration
1.	The registration form signed by both parents / guardians.	<input type="checkbox"/>	
2.	The school regulations 2018-2019, dated, initialled and signed.	<input type="checkbox"/>	



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3.	<p>A registration fee of :</p> <ul style="list-style-type: none"> • 120€ for a renewed registration • or 180€ for new registration as applicable. <p>This deposit is non-refundable under any circumstances in the event of cancellation.</p>	<p>(tick one only)</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
4.	<p>A deposit for one month's tuition fees:</p> <ul style="list-style-type: none"> • 509€ for the 2-3 year old, • or 452€ for the Petite Section to CE1 (4-7 years old), • or 468€ for the CE2 to CM2 (8 – 11 years old). <p>In the event of a cancellation before June 30th, this deposit will be refundable. After this date, the deposit is non-refundable.</p>	<p>(tick one only)</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
5.	<p>A security deposit of three cheques for an amount equivalent to three months of schooling, which will be returned at the end of June:</p> <ul style="list-style-type: none"> • in full, if there have been no non-payment incidents, or expulsion • minus the amount owed in the event of non-payments, • cashed during the year, in the case of early departure during the school year or if the child is expelled during the year following a decision from the Mon École My School Board of Administrators under conditions set out in chapter X. 	<p><input type="checkbox"/></p>	
6.	<p>For children enrolled in After-School Club for the full school year, a 84€ deposit which will be refunded at the end of June:</p> <ul style="list-style-type: none"> • in full, if there have been no non-payments or expulsion, or less than 3 late arrivals to pick up the child (after 6:00pm), • minus the amount owed in the event of non-payment incidents, • cashed during the year, in the event of 3 late arrivals to pick up the child during the year, • cashed during the year, in the case of early departure during the school year or if the child is expelled during the year following a decision from the Mon École My School Board of Administrators under conditions set out in chapter X. 	<p><input type="checkbox"/></p>	
7.	<p>In order to pay by direct debit, you will need to provide us with a RIB. If you choose to pay by cheque, 9 cheques each with the amount of one-month schooling, which will be fully refunded in the event of cancellation no later than June 30th. In the event of a departure during the school year, a partial refund will be given as specified in the regulations annexed to the application form Chapter XI Administrative and financial information paragraph Departure.</p>	<p><input type="checkbox"/></p>	
8.	<p>A photocopy of the child's birth certificate.</p>	<p><input type="checkbox"/></p>	



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9.	A photocopy of the ID of the person authorized to pick your child up from school.	<input type="checkbox"/>	
10.	2 passport photographs of the child.	<input type="checkbox"/>	

Please provide the following documents when term starts

No	Documents	Checklist for the parents	Reserved for school administration
1.	A copy of the child's school insurance policy	<input type="checkbox"/>	
2.	Proof of address (recent electricity / gas bill, etc.)	<input type="checkbox"/>	
3.	A copy of the child's vaccination records or a doctor's certificate in the event of allergies, etc.	<input type="checkbox"/>	
4.	A certificate stating your child no longer attends his / her previous school (if available)	<input type="checkbox"/>	
5.	A medical certificate in the event of an allergy requiring child to have a lunch box for the mid-day meal.	<input type="checkbox"/>	

Signature

Name and signature of the parents or legal guardians of the child, preceded by the words "I have read and approved the 8 pages of the registration form".

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Internal Regulations School & After-School Club

Given our non-profit, associative status, the association is only able to operate financially thanks to the school fees paid by families which cover rental and maintenance of premises, salaries of staff, investment in equipment, etc. The association does not receive any subsidies.

I. Basic Principles

Mon Ecole My School 31 welcomes children from the ages of 2 to 11 in a bilingual, family environment.

A copy of the internal regulations is given to each child's family either by mail or by hand along with the registration form.

Registering a child at My School implies that both the family and the child adhere to, and agree to comply fully with, the provisions and code of conduct set out in these internal regulations. This is reflected by the signature of this text by both the child and his/her legal representatives.

Registration is valid for one school year, providing there is no breach of the present rules.

These internal regulations shall be revised each year, or during the year if necessary, by the Board of Mon Ecole My School 31.

PHILOSOPHY

We welcome children from all horizons, emphasizing each and everyone's individual qualities.

At school, the children and adults work together in an atmosphere based on mutual respect and trust.

In class, I, the child, am expected to work, not play. I understand that the adult is there to help everyone, not just me.

II. School Times

School times must be observed by all:

- Arrival: 8:00am onwards
- School hours for children having lunch on the premises: Monday, Tuesday, Thursday and Friday, from 8:45am (9:00am for the Pre-school) to 4:30pm.
- School hours for children not eating on the premises: Monday, Tuesday, Thursday and Friday, from 8:45am (9:00am for the Pre-school) to 12:30pm and 1:30pm to



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4:30pm

- After-School Club: from 4:45pm to 6:00pm
- Wednesday Club: from 8:00am to 6:00pm
- School Holidays: same as state school calendar

Please ensure your child arrives on time so as not to disturb the other children.

Arrival

School opens at 8:00am every morning.

Children who arrive at school before 8:00am remain under their parents' responsibility until then.

The children in Primary School (6-11 year olds) are welcomed at the door from 8:00am to 8:45am. If your child is persistently late (more than 3 times), for no good reason, they will not be accepted in class for the entire morning session.

The children in Kindergarten (4-6 year olds) need to be taken by you into the classroom where their teacher will be waiting for them between 8:00am and 8:45am.

The children in Pre-School (2-4 year old) need to be taken by you into the classroom where their teacher will be waiting for them between 8:15am and 9:00am. Children arriving before 8:15am will need to wait in Kindergarten classroom.

Home time

The children come out of school between 4:30pm and 4:45pm and remain under the responsibility of the teachers until their parents come to get them. No matter the child's age, please let a member of staff know that you are here and that you are taking your child(ren).

Please let us know if someone other than yourself will be picking up your child. Some form of ID will be required.

From 4:45pm onward, children go to *After-School Club* which runs from 4.30pm to 6.00pm at the very latest. After-School Club is billed separately. After 6:00pm, each quarter of an hour will be charged 10€, so please be punctual. Late arrival at After-School Club must remain EXCEPTIONAL. For children enrolled in After School Club on an annual basis, three late arrivals to pick up your child will entitle the Mon Ecole My School 31 Association to cash the 2-month deposit and to exclude the child from After-School Club. For children attending After-School Club on an ad-hoc basis, Mon Ecole My School 31 Association will have the right to exclude the child from the club.

If you are going to be late to pick up your children, at lunchtime or in the afternoon, please let us know by texting us on the following number: 06 18 20 66 41.

From 4:30pm onwards, the garden is reserved for the children who stay to After-School Club.



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For security reasons, access to the climbing frame is not allowed after 4:30pm.

The car park is not a playground; children are under the responsibility of the parents once beyond the gate. Please facilitate access to vehicles, and drive at a maximum speed of 10km/h whilst on the premises.

Home time is not a good time to discuss your child's progress with their teacher. You may request an appointment with their teacher at any time of the year to do this.

III. Absences

If your child is going to be absent please let us know either by leaving a message or sending us a text message on the school phone. For absences longer than 2 days or for repeated absences, please provide a note from your doctor.

Unjustified or prolonged absences will be reported to the school inspectorate in compliance with French legislation.

IV. Moving up to the next class

The teacher and the Head Mistress are the only persons apt to decide if and when a child will move up to the next class.

V. Internal Organization

Any decisions regarding way the school is organized (number of classes, teacher affectations, sections, etc.) shall be made only by the Board and the Headmistress. Classes may be rearranged during the school year, as appropriate.

VI. Health

Illness

If your child is ill please keep them at home. If your child needs to take medicine please make sure that it can be given at home and not at school. **The staff are not permitted to give your child any medicine without a signed protocol** (see below).

If your child has a contagious illness, **please do NOT bring them to school**. They will need a medical certificate from your doctor in order to return to school.

Medical Treatment

If your child needs to take medicine during school hours, you will need to sign a protocol.

Please provide the doctor's prescription with the dose your child needs to take (not the whole box) marked with your child's name. The medicine will be kept in the school pharmacy cabinet which is locked at all times.

Emergency

In the event of an emergency, we will call the emergency services and notify you



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immediately.

VII. School Meals and Access to the Kitchen

- Access to the kitchen is strictly restricted to staff, relevant persons and to those serving school meals.
- Packed lunches are only allowed for medical reasons and pending presentation of a medical certificate. They must be stored in an insulated cooler bag.
- Perishable foods (milk, eggs, etc.) are not allowed on the school premises. Individual cartons of long-life milk are acceptable.
- The option selected at the beginning of the year (school meals, lunch box, etc.) can only be modified once during the school year and is valid for every day the child is at school. School meals cannot be billed on an ad hoc basis.
- The children are given a snack at 10:30am (earlier for the Pre-school), the menu is posted in the school lobby.

VIII. Miscellaneous

- If you need to contact the school during school hours, and your message is not urgent, please send a text message to 06 18 20 66 41, or an email to myschool31@gmail.com.
- To enable us to better support your child, please notify us of any changes in the family (a move to a new home, arrival of a new baby etc.) and of any event which may affect the well-being of your child.
- You may request an appointment with the teachers at any time during the school year.
- It is forbidden to bring pocket money, valuables or dangerous objects to school. The school cannot be held responsible for any losses.
- In order to prevent any dangers linked to allergies children may not bring any candy or chewing gum to school.
- Soft toys and pacifiers are allowed at nap time only.
- All clothing that can be removed during the school day must be marked with name and surname of the child. In the case of lost items, no claims can be made to My School.
- Please do not enter the animal enclosures or allow your child to do so.

IX. Discipline

- Each child is responsible for their own belongings and school supplies. The association declines all responsibility in the event of theft, loss or deterioration of the former. Unmarked items of clothing will be left in the lost and found boxes. At the end of the school year, any unclaimed items will be given to charity.
- To enable them to work under good conditions, the children agree to care for the equipment (furniture, textbooks, library books) provided by the school. Any damaged



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items shall be paid for by their families.

- The children and the adults are expected to show respect for each other throughout the day—including at home time and in the car park and surrounding areas.
- It is the school's responsibility to deal with any problems between the children while they are still at school. Parents must not take it upon themselves to talk to other children with regards to discipline.

X. Failure to Comply with Internal Regulations

The members of the Board and the Headmistress have full authority to enforce the present internal regulations.

Generally speaking, the school upholds the following basic rules and principles:

- The principles of secularism and of political, commercial, ideological and religious neutrality;
- The principle of religious indiscrimination in the participation of parents in school life;
- The duty of tolerance and respect for others;
- The protection against physical and mental abuse and the duty not to use violence in any form whatsoever, and to condemn its use;
- The need to immediately engage in dialogue in times of difficulty or conflict.

The following are therefore prohibited:

- All forms of discrimination, be it racism, anti-Semitism, homophobia or sexism,
- All forms of discriminatory harassment affecting the dignity of the person; insults or defamation.

Children, and their families, shall refrain from any behaviour, gestures or words that would undermine the function or the person of the teacher and the respect they owe to their classmates and their classmates' families.

Similarly, the teacher and any person involved in the school shall refrain from any behaviour, gestures or words, which imply indifference, humiliation and contempt for the child or their families.

Any violent behaviour or any act of verbal or physical harassment, whether on the part of a child or a family member, will give rise to a meeting between the parents and the members of the Board and the Headmistress, and potentially to a warning or to temporary or permanent exclusion of the child or the family from the school, which cannot give rise to a refund in school fees of any nature whatsoever (the 3-month deposit will be cashed by the Mon Ecole My School 31 Association).

Any sanctions will be imposed by the Board of the association Mon Ecole My School 31, notified by registered letter with acknowledgement of receipt, and will not give right to any waiver of school fees, the fees for the current trimester remaining due.



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In addition to non-compliance with the present internal regulations, the following behaviour may give rise to a warning or exclusion of a child and / or family:

- voluntary deterioration of equipment or premises,
- dangerous behaviour,
- defamation, insult, provocation or verbal or physical aggression of staff, classmates or other parents.

The Board and the Headmistress reserve the right to refuse the registration or renewed registration:

- to anyone who has previously contravened the regulations,
- to any child whose special needs do not fall within the scope of teaching methods,
- in the event of a major dispute with the family.

XI. Administrative & Financial Information

Registration

Enrolment is for the full school year.

All new children joining the school will be required to undergo a period of observation, after which the child will or will not be accepted into the school. This two-week observation period, may result in the headmistress deciding to adapt the number of hours the child stays in school or in refusing the child. Mon Ecole My School reserves the right to refuse an application.

Registration for the following year

It takes place as of the end of January and up until the final registration date indicated by school authorities. Registration guarantees a place for the child for the next school year. Beyond this date, we cannot guarantee a place. Mon Ecole My School reserves the right to refuse an application.

Registration fees

These are payable at the time of registration and are **not refundable under any circumstances**.

Advance on tuition fees

Registration for entry into the school before 1st October: An advance of one month's tuition fees (excluding school meals) is required for children joining in September. The cheque will be cashed during the month of August preceding the start of the school year. You will therefore pay tuition fees on a monthly basis from August to May, as well as the canteen and other expenses (After-School Club, excursions, etc). In June, you will only pay canteen and other expenses (After-School Club, excursions, etc).

Registration during the rest of the year: The cheque for the month of tuition will be collected



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on arrival. You will pay tuition fees on a monthly basis until, and including, the month of June, as well as meals and other expenses (after school club, excursions, etc.).

If you notify the school before June 30th that your child will not be attending the school the following school year, the advance on tuition fees will be refunded to you. It will not be refunded under any circumstances if you notify us after this date.

School meals

If you know in advance that your child is going to be absent from school for more than a week, school meal costs for that period can be deducted from the invoice.

Monthly tuition payments and late payment

Monthly fees are payable by automatic direct debit from your bank.

For children who are present at the beginning of the autumn term in September, monthly debits run from September to May, since the month of June is covered by the advance cheque cashed in August.

For children arriving during the school year, monthly debits will run from the month of arrival until June.

All bank charges incurred as a result of the bank refusing to honour a monthly payment shall be charged to the parents on the monthly bill. If payment is going to be late for some reason, please contact the treasurer. A nominal fee of 40€/month will be charged for all unjustified late payments.

Under exceptional circumstances, tuition fees may be paid by cheque. You are kindly requested to provide us with 10 cheques (you will be informed of the amount) which will be cashed month by month. Failure to provide these cheques will annul registration.

In all cases (payment by direct debit or payment by cheque), you will be required to provide us with a deposit cheque for an amount equivalent to three months of schooling, which will be returned to you in June in its entirety if there were no non-payments during the school year, or less the amount of non-payments and/or costs resulting from a departure during the school year.

When a child leaves the school, a certificate will be given once all outstanding charges have been paid.

Periods of prolonged absence do not, under any circumstances, give rise to a reduction in tuition fees.

Registration during the year

Tuition fees for the month of arrival are due in full.



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Departure

Given our non-profit, associative status, the association is only able to operate financially thanks to the school fees paid by families which cover rental and maintenance of premises, salaries of staff, investment in equipment, etc. The association does not receive any subsidies.

1. **Early departure during the school year from the school or After-School Care with Annual Engagement.**

Early departures from the school, or After-School Care, shall be notified by return-receipted registered letter at least three months in advance, addressed to Mon Ecole My School, 20 rue Théron de Montaugé, 31200 Toulouse. The notice period shall run from receipt of this notification.

- **If the departure is not justified by an illness, which is a legitimate and serious cause**, justifying the end of schooling for treatment, and duly justified by a medical certificate from the attending specialist or from the hospital indicating the necessity to interrupt the child's schooling due to medical treatment, the parents will be liable to pay an indemnity fixed by a penalty clause for the amount of three (3) months school fees and two (2) months of childcare fees for daycare, corresponding to the deposit provided by cheque upon registration of the child. From May, this amount will be calculated on a pro rata basis in proportion to the remaining school year. The deposit cheques will be cashed for the months of notice not given by the student, according to the terms and conditions provided in the following section: [Conditions and methods of collection and return of deposit cheques](#), regardless of the date of departure.
- **If the early departure is legitimate and stems from a serious cause related to the need for medical treatment**, and is duly justified by a medical certificate from the attending specialist or hospital, indicating the need to interrupt the schooling of the child for medical treatment, the parents will be liable to pay an indemnity fixed by a penalty clause corresponding to one (1) month of school fees and / or day care. The corresponding deposit cheques will be cashed for the months of the notice not given by the student, according to the modalities set out in the following section [Conditions and methods of collection and return of deposit cheques](#), regardless of the date of departure .

2. **Exclusion of a pupil from the school and / or After-School daycare, by decision of the Board of the Mon Ecole My School Association (cf: Conditions set out in [Chapter X](#)).** The corresponding deposit cheques (three (3) for the school fees and / or two (2) for daycare) will be cashed according to the modalities set out in the following section [Conditions and methods of collection and return of deposit cheques](#). From May, the amount due will be calculated on a pro rata basis in proportion to the remaining school year.

Conditions and methods of collection and return of deposit cheques

- The deposit cheques will be returned at the end of June in full providing there has been no incident of payment, early departure, exclusion, or less than three late



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arrivals (beyond 6.00 pm) at the After-School daycare centre during the school year.

- In the event of a payment incident, the deposit cheques will be returned at the end of June, minus the amount pertaining to the payments that should have been settled during the year.
- For daycare, the deposit cheques will be cashed during the year as from the third late arrival (beyond 6.00 pm) at the afterschool daycare centre.
- In the event of early departure during the year or exclusion of the child, be it for school fees or for daycare, the deposit cheques will be made according to the terms specified below:
 - ◆ Debit of the first cheque upon receipt of the registered letter.
 - ◆ Debit of the second cheque two weeks later.
 - ◆ Debit of the third cheque (school fees only) two weeks after the second cheque.
- If necessary, parents can contact the school accountant to adapt this schedule.
- In the event of a legitimate and serious reason for early departure due to illness, justifying an end of schooling due to medical treatment and duly justified by a medical certificate from the attending specialist or from the hospital indicating the need to interrupt the schooling of the child due to medical care, only the first cheque will be cashed.



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Signature

(Please initial each page and then date and sign this final page. Please return all 10 pages along with your child's registration form. Thank you.)

I / we hereby acknowledge that I / we have read and accepted the above 10 pages of the Mon Ecole My School Internal Regulations for 2018/2019.

Date

Child's name

Signatures of parents or legal guardians

<input type="text"/>	<input type="text"/>
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