



# MON ÉCOLE MY SCHOOL 31

+33 6 18 20 66 41 ✉ [info@monecolebilingue.com](mailto:info@monecolebilingue.com)

## Registration Form 2019/2020 Wednesday Club

My Wednesday Club offers a bilingual (English/French) environment for children from the ages of 4-11 (3 to 11 years old for the children enrolled at Mon Ecole My School), every Wednesday - excluding school holidays - at the bilingual school, Mon Ecole My School 31, located 20 Rue Théron de Montaugé, 31200 Toulouse (Metro Balma Gramont).

We guarantee small child to adult ratios, a green garden of 10,000 square meters, in a warm and friendly, bilingual environment.

Children who are not enrolled in Mon Ecole My School are welcome.

### Child and Family Details

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Child's last & first name:

Date of birth:

Mother tongue:

Parents/guardians last & first name:

Address:

Work/home numbers:

Mobile:

Email address:

Additional information  
(Allergies, medication, nap, others):

### Other person authorized to collect the child from school

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Last & First name:

Work/home phone:

Mobile:

Relationship (if any)



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## Person to contact in an emergency if you 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:

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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 club facility and during Wednesday Club 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 club.

Signature of parents or legal guardians:

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## Schedule

Every Wednesday, except during school holidays, from 8:00am to 6:00pm.

## Activities

Activities in French and English (cooking, board games, crafts, sports games, bingo, stories, singing...), outings, cultural and sports activities, crafts, theatre, outdoor games, etc.

1 hour of English class in the morning and 1 hour in the afternoon.

## What to bring

Small backpack with:

- (in summer) sun glasses, cap or sun hat, sun cream;
- (in winter) scarf, hat, gloves, boots;
- (all year) water bottle;
- complete change of clothes for 3-4 year olds;
- snack for the afternoon.

Please mark your child's belongings. Mon Ecole My School can not be held responsible for loss of personal belongings.

## Fees

### *For children ENROLLED at Mon Ecole My School*

	Annual Commitment	Occasional Attendance
	One child	Price/Wednesday/Child
Morning 8:00am -12:00pm	460€	22€
Morning + lunch 8:00am -1:00pm	640€	29€
Afternoon 1:00pm-6:00pm	510€	26€
Afternoon + lunch 12:00pm-6:00pm	710€	32€
Full day + lunch 8:00am-6:00pm	930€	42€
Annual sibling deduction	90€	N/A

English lessons and snack included.



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### For children NOT enrolled at Mon Ecole My School

	Annual Commitment (36 Wednesdays)	Occasional Attendance
	One child	Price/Wednesday/Child
Morning 8:00am -12:00pm	520€	24€
Morning + lunch 8:00am -1:00pm	730€	31€
Afternoon 1:00pm-6:00pm	610€	28€
Afternoon + lunch 12:00pm-6:00pm	820€	35€
Full day + lunch 8:00am-6:00pm	990€	46€
Annual sibling deduction	60€	N/A

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. 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.

**Please tick the box of your choice:**

- Annual commitment
- Occasional attendance.

## Registration Documents

**Please provide the following along with your registration form**

**For all:**

No	Documents For all	Checklist for the parents	Reserved for school administration
1.	The registration form signed by both parents / guardians.	<input type="checkbox"/>	
2.	The school regulations 2019-2020, dated, initialled and signed.	<input type="checkbox"/>	



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For children enrolled for the full school year:

No	Documents For children enrolled for the full school year	Checklist for the parents	Reserved for school administra tion
1.	<p>A security deposit of three cheques for an amount equivalent to three months of Wednesday club fees which will be refunded at the end of June:</p> <ul style="list-style-type: none"> <li>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),</li> <li>minus the amount owed in the event of non-payment incidents,</li> <li>cashed during the year, in the event of 3 late arrivals to pick up the child during the year,</li> <li>cashed during the year, if the child is expelled during the year following a decision from the My School Board of Administrators under conditions set out in <a href="#">chapter VII</a> et <a href="#">VIII</a>. A security deposit of three cheques for an amount equivalent to three months of Wednesday club fees which will be refunded at the end of June:</li> </ul>	<input type="checkbox"/>	
2.	<p>If you choose to pay by direct debit to your account: Your bank details.</p> <p>If you choose to pay by cheque: 10 cheques each with the amount of one month of Wednesday Club fees, 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 <a href="#">Chapter VIII Administrative and financial information</a>, paragraph Departure during the school year”.</p>	<input type="checkbox"/>	

**Please provide the following on the 1<sup>st</sup> day of Wednesday Club:**

No	Documents	Checklist for the parents	Reserved for school administra tion
1.	A copy of the child's school insurance policy	<input type="checkbox"/>	
2.	A photocopy of the child's birth certificate	<input type="checkbox"/>	
3.	A copy of the child's vaccination records or a doctor's certificate in the event of medical reasons, etc.	<input type="checkbox"/>	
4.	A photocopy of the ID of the person authorized to pick your child up from school	<input type="checkbox"/>	
5.	A medical certificate in the event of a food allergy requiring child to have a lunch box for the mid-day meal	<input type="checkbox"/>	



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**Registration Form 2019/2020 Wednesday Club**

## Signature

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Name and signature of the parents or legal guardians of the child, preceded by the words *"I have read and approved the 6 pages of the registration form"*.

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**Registration Form 2019/2020 Wednesday Club**

## **Internal Regulations My Wednesday 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.*

### **Basic Principles**

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The Wednesday Club of Mon Ecole My School 31 welcomes children from the ages of 4 to 11 (ages 3 to 11 for children enrolled at Mon Ecole My School) 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.

Annual 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.

### **I. Club times**

Club times must be observed by all:

#### **Arrival**

The Wednesday Club opens at 8:00am every morning.

Children who arrive at the club before 8.00am remain under their parents' responsibility until then.

#### **Home time**

The children come out of Wednesday Club at 06:00pm at the very latest.

Regardless of what time the child leaves the Club, please let a staff member know you are leaving.

If the child is picked up by someone other than the parents, this person must provide proof of identity.



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### Late arrival

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

Late arrival at the Wednesday Club must remain EXCEPTIONAL. Three late arrivals to pick up your child will entitle the Mon Ecole My School 31 Association to cash the 3-month deposit and to exclude the child from the Wednesday Club.

### School Holidays

The same as state school calendar.

## **II. 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 (06 18 20 66 41).

## **III. 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 the Club. They will need a medical certificate from your doctor in order to return to the Club.

### Medical Treatment

If your child needs to take medicine during Club 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 immediately.

## **IV. 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





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cartons of long-life milk are acceptable.

- The children are given a snack consisting of organic fruit and bread at 10:30 am.

### V. Miscellaneous

- If you need to contact the Club during the day, and your message is not urgent, please send a text message to 06 18 20 66 41, or an email to [info@monecolebilingue.com](mailto:info@monecolebilingue.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.
- 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 My Wednesday Club.
- 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 Mon Ecole My School.
- Please do not enter the animal enclosures or allow your child to do so.
- The carpark is not a playground. Children must be supervised at all times by their parents when on the carpark. Please be considerate of drivers and do not drive over 10kmph.

### VI. 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, library books, games). Any damaged 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 Club's responsibility to deal with any problems between the children. Parents must not take it upon themselves to talk to other children with regards to discipline.

### VII. Failure to comply with internal rules and regulations

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



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Generally speaking, the Wednesday Club upholds the following basic rules and principles:

- The principles of secularism and of political, commercial, ideological and religious neutrality;
- The principle of religious indiscriminate 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 Club, which cannot give rise to a refund in school fees of any nature whatsoever (the 2-month deposit will be cashed by the Mon Ecole My School 31 Association).

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, clubmates 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 needs do not fall within the scope of the Club,
- in the event of a major dispute with the family.



## **VIII. Administrative and financial information**

### **For all the children**

#### **Registration**

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

### **For children enrolled for the full school year**

#### **Registration**

- Registration is valid for one school year.
- Registration during the year: fees for the month of arrival are due in full.

#### **Monthly tuition payments and late payment**

- Monthly fees are payable by automatic direct debit from your bank. All bank charges incurred as a result of the bank refusing to honour a monthly payment shall be charged to the parents. If payment is going to be late for some reason, please contact the treasurer. A nominal fee of 10€/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 the registration.
- In all cases (payment by direct debit or payment by cheque), you will be required to provide us with a deposit of three cheques for an amount equivalent to three months of Club, which will be returned to you in June in its entirety if there were no non-payments during the school year, or minus the amount due and/or costs resulting from a departure during the school year or an expulsion, or cashed by Mon Ecole My School 31 in the event of more than 2 late arrivals to pick up your child.
- **Periods of prolonged absence do not, under any circumstances, give rise to a reduction in fees.**

#### **Departure during the school year**

**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.**

- **Early departure during the school year** 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.



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- **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 of the Club fees, 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 the Club fees. 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 .
- **Exclusion of a pupil from the Club, by decision of the Board of the Mon Ecole My School Association (cf: Conditions set out in [Chapter VII](#))**. The corresponding deposit cheques (three (3) for the Wednesday Club) 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 arrivals (beyond 6:00 pm) 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.
- The deposit cheques will be cashed during the year as from the third late arrival (beyond 6.00 pm).
- In the event of early departure during the year or exclusion of the child, 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 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



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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.

### **For children attending the Wednesday Club occasionally**

Fees must be paid every Wednesday the child attends the Club.

## **Signature**

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*(Please initial each page and then date and sign this final page. Please return all 7 pages along with your child's registration form. Thank you.)*

I / we hereby acknowledge that I / we have read and accept the above 7 pages of the Wednesday Club 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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