THE INTERNATIONAL SCHOOL OF MONTPELLIER / NINOS’COOL

Une école privée internationale, maternelle et primaire, au nord de Montpellier

RULES

The school
The International School of Montpellier/Ninos’cool is a EURL capital of 5000 euros, managed by Ms. LAVERNE Delphine.
The International School of Montpellier/Ninos’cool is a private school, lay off state contract, declared from the Town Hall, the Prefecture, the Court and the School Inspection of Montpellier.
Its premises are located 321, Avenue Saint Sauveur - 34980 SAINT CLEMENT DE RIVIERE.
The school runs from September 1 to July 31, Monday through Friday from 7:30 a.m. to 6:30 p.m.. A hotline is provided during business hours.
The school holiday calendar is based on the academic calendar.
Children are admitted from the age of 2 years in kindergarten, even if they still wear diapers and from 5 years in primary school.
The school receives no government funding and operates with tuition paid by parents.

The Staff
The entire school staff provides at the time of recruitment an extract from the criminal record and a medical examination certificate stats his or hers professional ability to work in a school environment and are non-contagious.

The Management
Is provided by Ms. Delphine LAVERNE, responsible decision-making at the school.
The Branch is responsible of:
- Administrative management of the Institution
- Recruitment of staff and students admitted under agreement over which it has a hierarchical power,
- Admissions decisions or radiation,
- Ensure the health, hygiene and safety of the children,
- Set the team the axes of the pedagogy and the rules of life in School.

The teaching and coaching staff:
The teaching staff is recruited on the basis of at least a bachelor degree.
For language teaching, the teacher has taught the foreign language as their mother tongue and justifies an experience with children. Recruitment is determined by the criteria evaluating the teaching skills on the one hand, and mastery of the language of instruction on the other hand, without discrimination on nationality of the candidates.
Supervisor staff shall:
- Manage, with the teacher, educational activities,
- Monitor the health, hygiene and safety of children in class,
- Assist in the preparation and smooth running of the meal.

Submission of eligibility requirements and radiation

How to register
Registration of children takes place within the premises, by Mrs. Laverne. It becomes effective upon the filing of the complete file, at the latest before the first day of class. The initial registration is renewed automatically until cancellation of the child.

The registration package includes:
- The registration form with contact information and information concerning the family and the child,
- A copy of the Family Register or full copy of the birth certificate
- Permission to contact Emergency if needed
- The Certificate of Liability Insurance indicating your child or a certificate of a school insurance for the school year,
- The Rules of Procedure dated and signed,
- Certificate of Fitness for life in community and authorizing the administration of paracetamol prepared by the doctor,
- A copy of immunizations in the child's health book,
- A copy of the identity of the parents who are present,
- The authorization form indicating the identity of persons entitled to accompany the child from school.

The application form must imperatively be updated each school year (September to June) and during the year if circumstances change.

* Radiation:
It can be ordered by the leadership of the School if:
- Any failure to comply with these rules,
- On the inadequacy of the child or parents at the school,
- On non-compliance with regard to other employees or children,
- From a disagreement with management, teaching, administrative or logistics of the school.

Radiation occurring after the trial period of one month will be a notice of two months non-refundable.
Life at school

HOME: Every child should be left by parents or the person who is accompanying her to a teacher or to the person in charge of welcoming. No child shall be left only in the locker room. The school is not responsible for an accident that would occur before coming into class.

OUTPUT: At the exit, the child will only be awarded to parent or a person to whom we have been previously presented. If something expected happens parents must give written authorization signed and dated, and call us.

ABSENCES - DISEASE: In case of prolonged absence, notify us by telephone. Report any case of contagious disease and contamination by parasites. It is desirable that children carrying parasites (lice-nits) or suffering from contagious diseases-impetigo warts- are not attending school.

In case of illness occurring at school, the Director call the parents and together they decide what to do.

In an emergency, serious accident, the Director will appeal primarily to emergency services Fire or EMS.

Parents will be notified immediately. It is very important to be able to join the parents at any time in case of sudden illness or accident. Do not forget to tell us during the year any change of location, hours, telephone numbers (home, work or mobile).

In case of illness requiring a foreclosure, a doctor's certificate must be provided to return the child to school. We agree to give medications at school at lunchtime to children who remain in school. We ask you to register the child's name on the boxes and deliver the medication accompanied by copy of the order to a teacher in the morning, otherwise we can not provide this service.

No treatment will be administered without a prescription. The staff reserves the right to refuse to administer medication under certain conditions.

If your child wears glasses, tell us whether to keep them on or not during physical activity or recreation.

FOR THE SAFETY OF YOUR CHILDREN FOLLOWING THINGS ARE PROHIBITED: pins, brooches, containers or glass bottles, umbrellas, personal toys, chewing gum, candy, peanuts, matches, balls, rubber bands, bottles, medicines, coins, lighters, electronics games, small hard balls, earphones, and anything obviously dangerous for your child or his classmates. The school accepts no liability for loss or theft of money and valuables.

Parents, you are responsible for the content of the school bags and pockets of your child.

GOOD HABITS
• In the winter, the school is warm enough, no need too cover the child but provide clothing and footwear according to the weather, children goes outside twice a day unless it rains.
• Remember to notify us of any important event, any information concerning the child or her family and emotional environment.
• For any communication with teachers, simply ask to speak to us outside school hours.
regardless of day or to make an appointment for another time convenient for you and us.

- Do not hesitate to come and talk to us about any concerns about your child and their education in our school, we are always available for this.

**The hygiene of children**
Children must be brought to school in decent condition of cleanliness. For children in diapers, packages of diapers and wipes will be provided by parents at the start and if necessary in the course of the year at the request of staff. In addition, each child must have in his locker a complete change of clothes, weather he wears diapers or not. Clothing should be marked with the child's name.

**The power**
The child must have had breakfast at home. The meals and snacks in the afternoon are provided by parents. Sweets are not allowed at school except during holidays or birthdays with an agreement from the teachers.

**The nap**
It is not mandatory. It takes place between 12:45 and 15:15, under the supervision of a staff member. We provide a sheet and a fleece blanket. Every weekend we ask you to wash the sheet and end of each month the blanket. Children who wish may bring pillow, sheet or a personal blanket.

**Sanctions**
Students are required to respect the rules that govern life in the classroom and in school. Any infringements exposes the child to sanctions during class or recess. Parents will be called if necessary.

**The organization of school life**

- **KINDERGARTEN:**
  - *The opening hours of the school:* 7:30 a.m. to 6:30 p.m.
  - *School hours:*  
    - Morning: 9 a.m. – 11:30
    - Afternoon: 1:45 p.m. to 4:45 p.m.
  - *The daycare schedules:* 7:30 to 9 am and 4:45 p.m. to 6:30 p.m.

- **PRIMARY**
  - *The opening hours of the school:* 7:30 a.m. to 6:30 p.m.
  - *School hours:*  
    - Morning: 9 am – 12 p.m.
    - Afternoon: 1:15 p.m. to 5 p.m.
  - *The daycare schedules:* 7:30 to 9 am and 5 p.m. to 6:30 p.m.
The school closes at 18:30.
Out of respect of teachers and the school environment we ask that you respect this schedule. However, if we observe repeated delays beyond 6:30 p.m. we will charge a compensation amounting to 20 euros, to the attention of teachers and supervisory staff held outside their working hours. This compensation does not justify any delay which must remain exceptional. Finally, if necessary, the staff reserves the right to contact the nearest police station where parents will go to retrieve their child.

TRANSPORT:
A transport service is in place since September 2014:
- Morning and evening, a shuttle bus connects the school to Montpellier Occitanie and Agropolis.
- Rates and schedules will be established in September, please contact us for further information.

A DAY IN SCHOOL
So that you can imagine your child in school, and because we feel strongly that communication between school family we will describe a typical day of your child.

KINDERGARTEN

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7h30 - 9h</td>
<td>In class, free workshops (drawings, construction toys, board games, puzzles ...)</td>
</tr>
<tr>
<td>9h - 9h20</td>
<td>collective rituals: songs and rhymes, date, weather ...</td>
</tr>
<tr>
<td>9h20 - 10h</td>
<td>educational activities by grade</td>
</tr>
<tr>
<td>10h</td>
<td>A visit to the toilet in small groups, followed by a light snack: a fruit and water</td>
</tr>
<tr>
<td>10h30 - 11h</td>
<td>outdoor games</td>
</tr>
<tr>
<td>11h - 11h30</td>
<td>educational activities by grade</td>
</tr>
<tr>
<td>11h30</td>
<td>Lunch: meals can be made by parents and stored in the fridge or ordered catering. We take care of warm meals, monitor and assist children to eat and make sure the meal is a time of relaxation and conviviality.</td>
</tr>
<tr>
<td>12h45</td>
<td>nap: It is not mandatory. We listen to the family, who are familiar with the rhythm of their child's sleep. A rest room is equipped for children to sleep in after eating. They get up as soon as they wake up. The older children have a quiet time.</td>
</tr>
<tr>
<td>13h30-15h30</td>
<td>phased clock for the smallest. educational activities for older children.</td>
</tr>
<tr>
<td>15h30 - 16h</td>
<td>A visit to the toilet in small groups, then snack time (provided by parents)</td>
</tr>
<tr>
<td>16h - 16h45</td>
<td>outdoor games</td>
</tr>
<tr>
<td>16h45-18h30</td>
<td>workshops games</td>
</tr>
</tbody>
</table>
### PRIMARY

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<th>Time</th>
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<tr>
<td>7h30 - 9h</td>
<td>In class, free workshops (drawing, construction toys, board games, puzzles, computer ...)</td>
</tr>
<tr>
<td>9h - 10h15</td>
<td>educational activities</td>
</tr>
<tr>
<td>10h15 - 11h15</td>
<td>light snack and outdoor games</td>
</tr>
<tr>
<td>11h15 - 12h00</td>
<td>educational activities</td>
</tr>
<tr>
<td>12h00 – 12h45</td>
<td><strong>Lunch</strong>: meals can be made by parents and stored in the fridge or it can be ordered catering. We take care of warm meals, monitor and assist children to eat and make sure the meal is a time of relaxation and conviviality.</td>
</tr>
<tr>
<td>12h45 - 13h15</td>
<td>Free time: Indoor or outdoor games</td>
</tr>
<tr>
<td>13h15 - 15h</td>
<td>educational activities</td>
</tr>
<tr>
<td>15h - 16h</td>
<td>snack and outdoor games</td>
</tr>
<tr>
<td>16h-17h</td>
<td>educational activities</td>
</tr>
<tr>
<td>16h45-18h30</td>
<td>Workshops, games</td>
</tr>
</tbody>
</table>

All members of the school staff undertake to comply with these rules and are empowered to enforce.