



Ecole Montessori du Mont-Blanc

Bilingual Pre-School and Primary/Elementary

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Application Form

2019/20

Pre-School – Primary/Elementary

PLEASE READ CAREFULLY:

- *I hereby apply for admission of my child to Ecole Montessori du Mont-Blanc and enclose the application fee of 100€ to cover the cost of processing my child's application.*
- *I understand that placement for the applicant is determined by the directors of the school after evaluation of his/her complete application and successful school visit.*
- *I understand that this application fee is refundable should my child not be admitted to the school or should I withdraw the application, and that sending in an application does not imply acceptance of my child to the school.*
- *I understand that if my child is accepted and I decide to withdraw my application or child; the security deposit is returned only if 6 months notice is given before the start of the school year; in the year a 3 month notice must be given before withdrawing during the school year, all fees must be up-to-date, and the child/parent has not been asked to leave because he/she has not respected the school rules as listed in the regulations and rules of the school.*
- *I understand that if my child is placed on a waiting list and is not accepted for that current year because of lack of space, the security deposit may be kept by the school to reserve the next immediate opening; or if you choose not wait for the next place, the security deposit is returned.*
- *I have read and accepted the application procedure and fee schedule. If my child is accepted, I understand that I must pay a security deposit of one's month tuition within 2 weeks of acceptance to confirm a place.*
- *I confirm that the information provided on this form is accurate and to the best of my knowledge no information has been withheld. I understand that failure to disclose relevant information at any point in the admissions process may lead to the withdrawal of an offer of admission or the exclusion of the student from Ecole Montessori du Mont-Blanc at any future date.*

Date:

Signature:

Parent Initial: _____

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Student Application Form

(Please complete one application for each child)

Start Date: ____ / ____ / ____ End Date (if applicable): ____ / ____ / ____

Child:

Name: _____ Home Ph: _____
 Address: _____
 Age: ____ Date of Birth: ____ / ____ / ____ Male: Female:
 Applying for Grade: PT MY GS CP CE1 CE2 CM1 CM2 6EME
 City/Country of Birth: _____
 Nationality: _____ Native Language: _____
 Languages Spoken: _____
 Previous Schools Attended: _____

Parents:

Mother

Father

Legal Name:	Legal Name:
Preferred Name:	Preferred Name:
Address (if different from child's)	Address (if different from child's)
Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:
Personal Email:	Personal Email:
Languages Spoken:	Languages Spoken:
Occupation:	Occupation:
Work Address:	Work Address:
Work Phone:	Work Phone:
Work Email:	Work Email:

Please tick as appropriate: Married Separated Divorced Single Other
 How long do you intend to stay in Chamonix? 1-2 years 2-3 years more years Permanently
 Reason for move to the area: Professional Expatriation Other

<i>Other Legal Guardian:</i>	Relationship:
Address:	Telephone:

Siblings:

Name: _____ Age: ____ Name: _____ Age: ____

Parent Initial: _____

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Medical Information

General Health:

Description of child's general health:

Allergies:

If so, please specify the nature of the allergy and the action to be taken:

Current Medical Treatment? Yes No

If yes, please attach the doctor's original prescription and the name of the doctor's contact information. Needed: Prescriptions in original packaging with the name of the child and method of dispensing.

Family Doctor:

Telephone:

Address:

Emergency Contacts: Name and telephone of other person/s to be contacted in the event of an emergency

Name:

Telephone:

Name:

Telephone:

Authorisations:

I, _____ verify that all the information above is true. I authorize the staff of Ecole Montessori du Mont-Blanc to:

1. take the necessary measures (medical or other when necessary - SAMU, hospitalization, firemen etc.) in case of a medical emergency concerning my child.
2. to take my child on walks to the park in la Moraine, to the Chosalets field and in the village of Argentière.
3. to take pictures of my child for internal and external usage .

Signed: _____ **Date:** _____

Parent Initial: _____

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School Fees

Annual Fee Structure

I declare to be the legal parent/guardian of my daughter/son _____ and would like to register my child for the school year 20__-20__ at Ecole Montessori du Mont-Blanc.

Annual Application Fee:	€100
Security Deposit (payable within 2 weeks after child is accepted to the school)	€800
Maternelle Tuition – Half Days for Petite Section* (see note 2.1.4.2)	€4000
Maternelle Tuition – Full Days	€8000
Primary/Elementary Tuition	€8000
Biannual Payments are subject to a 2% discount	
Maternelle Tuition – Half Days for Petite Section* (see note 2.1.4.2)	€3920
Maternelle Tuition – Full Days	€7840
Primary/Elementary Tuition	€7840

Methods of Payment

Please select from the list below:

2 cheques made payable to Ecole Montessori du Mont-Blanc to cover the cost of the school fees in two payments. Please note the dates the cheques will be cashed: (Full time - €3920, Half days €1960) - September 1st, (Full time - €3920, Half days €1960) - February 1st.

3 cheques made payable to Ecole Montessori du Mont-Blanc to cover the cost of the school fees in three payments. Please note the dates the cheques will be cashed: (Full time - €3200, Half days €1600) - September 1st, (Full time - €2400, Half days €1200) - January 1st, (Full time - €2400, Half days €1200) - April 1st.

Mother/Guardian: _____ Date: ____ / ____ / ____

Father/Guardian: _____ Date: ____ / ____ / ____

Notes and Conditions:

1. The application fee is payable each year during the re-inscription process.
2. The security deposit is a one-time fee; it is cashed but refunded at the end of the child's education upon varying conditions.
 - a. Refunded:
 - i. if all fees are paid and up to date.
 - ii. In the case of cancellation of enrolment before the school year has begun, 6 months notice is required for refunding.
 - iii. Current students leaving school must give 3 months notice.
 - b. Non refundable:
 - i. If a student has left the school because of failure to follow the rules and regulations of the school.
 - ii. If fees are not paid and up to date.

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Parent Questionnaire:

This information is to help us know your child better and ensure a smooth transition into the school. Please explain why you would like your child /ren to attend EMMB, your expectations of the school and educational program, special needs, strengths and weaknesses of your child, family circumstances the school needs to know (e.g. divorce, bereavement, disabilities, illnesses, how long you plan on staying, and any other areas of concern).

1. Please describe why you are choosing a Montessori education for your child and what are your expectations?
2. Is your child independent by nature? Please list the strengths and weaknesses of your child.
3. Does your child know how to write?
4. Does your child have any particular interests/hobbies/sports they play?
5. Is there any other information that would help us to know your child better? (see list above)
6. How did you learn about our school?
7. Do you (the parents) have any special talents that you would be interested in sharing in our classroom? (music, storytelling, sports, cooking etc.)

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Rules and Regulations of Ecole Montessori du Mont-Blanc

Ecole Montessori du Mont-Blanc offers a bilingual Montessori education to maternelle and Primary/Elementary aged children, and is registered by the Ministère de l'éducation nationale – France. Numéro d'agrément: **0741736K**.

1. Practical Information

1.1. School Life

1.1.1. School Hours

8:45 – 16:00 Monday, Tuesday, Thursday, Friday

Half Day Option for Petite Section

8:45 – 12:00 (or 13:30 when the children are ready to stay for lunch and playtime) Monday, Tuesday, Thursday, Friday

1.1.2. Student Drop-Off

The school is open between 8:45 and 9:00 for drop-off. At this time, the children should enter directly into the classroom, as the classroom teacher will be there to greet them. Parents may help their children prepare for class in the entrance by taking off their jackets and putting on their indoor shoes (only if necessary). Parents are asked to please stay in the entrance and let the children enter the classroom independently.

1.1.3. Late Arrivals

We request that you respect the hours of arrival to protect the children's work cycle. If you know that your child will be late to school due to an appointment for example, please make sure that you email the school at least 12 hours before. After 9:05 each morning the front gate of school will be locked, if your child is not at school at this time and there is no legitimate reason for them being late they will need to stay home and join the class again after the 3 hour work cycle is complete at 12pm.

1.1.4. Student Pick Ups

1.1.4.1. Classes finish at 4pm each day, please ensure that you are at school to pick up your child at this time. Parking for the school is in the Ferme d'Elisa parking area, or for a quick pick up, you may park in the school driveway. Parking in the Village Des Oursons along Clos des Rouges du Dolent and stopping on the road beside the school is strictly prohibited. The best parking option is at Les Grands Montets, and you can walk the children to school along Chemin des Carterons, this is a safe road with very little traffic. For Half Day pick ups, please take your child straight home after the full time students have entered the classroom as their presence can be a distraction from their work.

1.1.4.2. Please ensure that the school is notified before 1:30pm for full day or before 9:00am for half day if you have organised someone other than yourselves (parents/caregivers) to pick up your child. If we have not received confirmation of this

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change in schedule, the children must stay with the teachers until we hear from you. This also includes play dates and children leaving with other parents of the school.

1.1.5. Late Pick Ups

The school staff organise any afterschool meetings beginning at 4:15, pick ups after this time will incur a penalty of €5 per 15 minutes.

1.1.6. Classroom Check-outs

As part of our goal to emphasize the importance of school, please avoid scheduling any appointments during the school day. If it is necessary for a student to be checked out of school during the day, please email the school at least 12 hours before. When you pick up and drop off your child, please ensure to sign them out on the form on the notice board in the entrance of the school.

1.1.7. Absence/Sickness at School

To report an absence, please email or phone the school before 9:00am. Any unreported absences will be followed up by the directors. Every sick child should be kept at home until complete recovery. The school may phone the parents and ask them to come and get their child in case of illness.

1.1.8. Medication

No medication, whether it is prescription or over the counter medication, shall be given to a student by any staff, except on the written orders of the child's doctor. All medication must be complete with the child's name, name of the medication, dosage required, and current date. Non-prescription medication can be administered only by a parent/guardian at school. It is the parents' responsibility to inform the teacher or director of special medical concerns.

1.1.9. School Holidays

The school follows the calendar of the French school system (Zone A) as well as public holidays. Changes may occur and will be notified at the beginning of the school year; there are exceptions as Ecole Montessori du Mont-Blanc is a private school.

1.1.10. Parent/Teacher Meetings

1.1.10.1. Parent/Teacher conferences are scheduled two times throughout the school year, in December and May.

1.1.10.2. In addition, if a child displays a particular behaviour requiring specific attention, parents will be called for a meeting in order to find the best solution to the situation.

1.1.10.3. Similarly, if during the school year, parents wish to meet a teacher, they must make an appointment with the teacher through the Directors. The meeting must take place after school hours so as not to disturb the class.

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1.1.11. Parent/Director Meetings

All queries concerning the academic aspects or the running of the school must be referred to the Directors. An appointment may be set up by emailing the school.

1.1.12. School Reports

Written reports are given once a year, at the end of the academic year to all students enrolled at Ecole Montessori du Mont-Blanc.

1.1.13. Parent Presentations (Primary/Elementary class only)

Parents are invited into the classroom twice a year in November and April to sit with their children while they present their favourite Montessori materials to them. Please refer to the calendar given at the beginning of the year to confirm these dates.

1.1.14. Lunch

The children must bring their own lunch each day, either a cold lunch in an insulated lunch-box with a pack of ice (to keep it cool); or they may bring a hot meal already heated and kept in a thermos flask. Lunches cannot be heated at school.

1.2. Behaviour Policies

1.2.1. Student Behaviour

Students are responsible for their own good behaviour, which is based on fundamental respect for self, others, and the environment. Parents and teachers should help students develop good self-discipline so they become productive and responsible individuals who will make positive contributions to the school and to society in the future.

Older children participate in discussions where they create and record their own code of behaviour. Each year the children in the Primary/Elementary class create and sign a classroom rules list, which is established by the children with the guidance of their teachers.

1.2.2. Discipline Policy

All students have a desire to be accepted and to participate in their classrooms in a positive and constructive manner. Individuals are to be respected for their uniqueness and for their individual feelings, interests and abilities. We work towards helping students to learn how to help them in terms of self-discipline. Grace and Courtesy lessons are an important part of the Maternelle and Primary/Elementary classrooms. Each child has an opportunity to role-play in different challenging situations, and learn appropriate behaviours and responses – whenever possible, before the situation descends into a behaviour problem.

Every student is important and we nurture the whole person. The individual person and each child's feelings are respected. Students need to know that certain rules and guidelines are necessary so that everyone can grow and develop effectively. Students are reminded as necessary that unacceptable behaviour will not be tolerated within the school.

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Rather than focusing on what should not be done, we work to show children what should be done, and explain and model appropriate behaviour.

1.2.3. Discipline Procedure

Our teachers are trained to use various techniques to redirect a child's behaviour, including encouragement, positive reinforcement and natural consequences for actions.

We believe that all children desire to be productive, and in control of themselves. We also believe discipline should include acknowledging the child's contributions, respecting their achievements and recognising progress. To that end, our discipline policy is designed to help our students develop self-discipline and self-respect.

If used consistently, this positive approach to discipline is very effective with most children.

If a child's behaviour is disruptive or inappropriate, the teacher will speak to the child, explain what is expected and why the action was unacceptable. Consequences of misbehaviour are explained, and the teachers ensure that even the youngest children understand.

If the child does not respond appropriately, a method of discipline appropriate and effective for the child will be applied. A common example would be that they would be asked to sit away from the group in a quiet area within the classroom, often next to the teacher but always with adult supervision. This quiet time gives the child a few minutes to think and settle back to positive activity. The length of time will be appropriate to the age of the child and the behaviour.

Older children are encouraged to think about their actions and choose when they are ready to participate again themselves. Children involved in disputes are encouraged to try to work through a difficulty themselves, and teachers will help as necessary to resolve differences.

Teachers use their best efforts to help children make good choices. If a child continues to be disruptive despite verbal discussions and thinking time, the teachers may contact the parents to discuss the situation and determine if there is anything unusual going on with the child at home as well as any approaches which may work well with the child. On some occasions, the child will be asked to write a letter to the parents explaining the situation which occurred.

If, after discussion with the parents, the behaviour continues, the teacher and the directors will schedule a meeting with the parents to discuss discipline issues and work towards positive resolution. Through close cooperation between home and school, effective solutions can usually be found.

If this approach is unsuccessful, an external behaviour psychologist or other appropriate clinician may be recommended to observe the child and confer with the parents, teachers, and directors in order to resolve the situation.

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In the case where a child deliberately hurts another child or a teacher:

1. The child will be sent to see the directors, and the parents will be notified. In the case of a Primary/Elementary child, after taking into account the situation observed, the directors may determine that the child should be sent home from school. In the case of a younger child, it is possible that the child may be deemed overtired or ill and sent home as a non-disciplinary action.
2. If deliberate injury occurs a second time after being sent home as a disciplinary measure, the child may be asked to stay home for another day or another appropriate response to curb repeat behaviour of this kind as agreed with the directors and teacher. The school may recommend an external behaviour psychologist or other appropriate clinician to observe the child and confer with the parents, teachers and directors in order to resolve the situation.
3. In very unusual and serious situations where these actions have been insufficient to resolve the situation the school reserves the right to request that the child does not continue at school.

1.2.4. Unacceptable Behaviour

Violation of the rights of others, inappropriate language, verbal or non-verbal teasing, bullying, physical contact (pushing, tackling), defiance, disrespect and misuse of property or equipment are deemed unacceptable. Families are financially responsible for any damages incurred by their children to school property.

1.2.5. Parents/Guardians

Parents and guardians agree to follow the rules and regulations of the school, as do their children.

Any breach of the rules of civility and basic courtesy, or any behaviour deemed disrespectful to the staff of the school or its environment may lead the directors to implement the measures deemed necessary.

1.2.6. Parking

Parking for the school is in the Ferme d'Elisa parking area, or for a quick pick up, you may park in the school driveway. Parking in the Village Des Oursons along Clos des Rouges du Dolent and stopping on the road beside the school is strictly prohibited. The best parking option is at Les Grands Montets parking lot, and you can walk the children to school along Chemin des Carterons, this is a safe road with very little traffic.

Parking in the Ferme d'Elisa parking area and in the school driveway is not permitted outside of school hours.

1.2.7. Electronic Devices

- 1.2.7.1. The children are allowed to bring in a kindle type reader to school, as long as it cannot connect to any internet source. The school is not responsible for any damage or loss of a device. All devices must be named.

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2. Enrolment Procedure

Admissions are accepted throughout the school year based on availability. The priority enrolment for the following year is for students currently enrolled in Ecole Montessori du Mont-Blanc. Afterwards, new students on the waiting list can register for the remaining places not confirmed.

2.1.1. Pre-inscription and first enrolment

- 2.1.1.1. Application fee €100 payable to Ecole Montessori du Mont-Blanc.
 - 2.1.1.1.1. reimbursed if the candidate is not approved by the school.
- 2.1.1.2. Application Form completed, signed and each page initialled by each parent/guardian.
- 2.1.1.3. Organise a school visit to observe the child, minimum half a day.
- 2.1.1.4. Security deposit: payment of one month of tuition per child - €800.
 - 2.1.1.4.1. To be paid once the child has been accepted by the school.
 - 2.1.1.4.2. This fee is cashed but refunded at the end of the child's education upon varying conditions.
- 2.1.1.5. Payment of school fees (see table) – two methods of payment:
 - 2.1.1.5.1. 2 cheques made payable to Ecole Montessori du Mont-Blanc to cover the cost of the school fees in two payments. Please note the dates the cheques will be cashed: €3920 - September 1st, €3920 - February 1st
 - 2.1.1.5.2. 3 cheques made payable to Ecole Montessori du Mont-Blanc to cover the cost of the school fees in three payments. Please note the dates the cheques will be cashed: €3200 - September 1st, €2400 - January 1st, €2400 - April 1st.
- 2.1.1.6. Proof of third party liability or school insurance received by the school.

2.1.2. Re-inscription

- 2.1.2.1. Application fee €100 payable to Ecole Montessori du Mont-Blanc.
- 2.1.2.2. Payment of school fees (see table) – two methods of payment:
 - 2.1.2.2.1. 2 cheques made payable to Ecole Montessori du Mont-Blanc to cover the cost of the school fees in two payments. Please note the dates the cheques will be cashed: €3920 - September 1st, €3920 - February 1st
 - 2.1.2.2.2. 3 cheques made payable to Ecole Montessori du Mont-Blanc to cover the cost of the school fees in three payments. Please note the dates the cheques will be cashed: €3200 - September 1st, €2400 - January 1st, €2400 - April 1st.
- 2.1.2.3. Re-application Form completed, signed and each page initialled by each parent/guardian.
- 2.1.2.4. Proof of third party liability or school insurance received by the school.
- 2.1.2.5. Note: each re-application must be validated by the directors, who reserve the right to refuse.

2.1.3. Request of cancellation after enrolment is complete:

- 2.1.3.1. The request to cancel an application must be made 6 months before the start of the new school year. After this time period, the security deposit will be retained by the school.
 - 2.1.3.1.1. Please note that the application fee is not refundable.

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2.1.4. School Fees:

- 2.1.4.1. The school year is composed of 10 months, September-June. The parent understands and agrees that the student is enrolled for the entire school year, and that the parent is liable for the entire year's tuition and fees upon the signing of this agreement.
- 2.1.4.2. Half day options are available for children in Petite Section, or until they turn four years old. Children should begin transitioning to full days at this time, unless there is a clear developmental reason to continue half days.
- 2.1.4.3. For any enrolment after the official beginning of the school year, the fees will be calculated on a monthly base of €800 per month e.g. if there are only 2 months left in the trimester, the fees will be 2 x €800 = €1600.
- 2.1.4.4. When a cancellation occurs after the child has started the school year, the school will retain 2 monthly installments – the fee for the current month and the security deposit.
- 2.1.4.5. Late payment of tuition fees will incur a penalty of €25 per week.
- 2.1.4.6. Absences for holidays and sickness are non-refundable.

3. Breach of Contract

3.1.1. The directors reserve the right to end the schooling of a child if:

- 3.1.1.1. the child's behaviour hinders the smooth running of the class and/or is not coherent with the rules and regulations of the school.
- 3.1.1.2. the child displays a particular need which the parents may not have discussed or made clear at the time of inscription: behavioural, academic, social, medical etc. and the school cannot properly meet the child's needs. Or the need turns out to be more serious than previously discussed or recognised and is beyond the capacity of the school to properly meet or care for.
- 3.1.1.3. the school fees are not paid. If the tuition is not paid, a penalty will be charged at €25 per week. If the payment has not been organised within 1 month, the child may be refused from the school.
- 3.1.1.4. the parents/guardians are a threat to the school by their behaviour or slanderous words.
- 3.1.1.5. there has been excessive interruption of schooling during the school year.
- 3.1.1.6. The parents/guardians must inform the school of their intention to remove their child/ren from the school for whatever reason in writing. In the event that the notice given is less than 2 months, the school will retain 2 monthly installments – the fee for the current month and the security deposit.

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