



Centre Actif Bilingue

école maternelle et élémentaire

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**ASSOCIATION guidelines
(C.I.D.E.M. association de loi 1901)**

CAB SCHOOL HANDBOOK

2020-2021

48, Boulevard ORLOFF 77300 FONTAINEBLAU Tel: 01 64 22 13 40

Website: www.ecole-cab.fr Email: info@ecole-cab.fr

THE CIDEM

ANNUAL MEMBERSHIP

Annual membership of the CIDEM Association is **€15** per family. The membership fee is paid each school year by each family.

THE CIDEM ASSOCIATION GENERAL RULES

General Assembly

The General Assembly brings together all the association members and usually meets once a year at the beginning of the year. It allows new members of the Board of Governors to be elected for the year, as well as to inform the parents of pupils of the main points of the school (budget, construction, events, trips, etc.) and to organise the work of the various initiatives of active parents in the school (Maintenance Work, Security and Hygiene, PTA, school library, etc.). The investment and the commitment of parents are essential for an optimal functioning of the CAB. Certain Administrative documents are submitted for the approval at the General Assembly: President's Report, Year Activities, Financial Summary and Budget Estimate Report. All of these documents are sent to active members no later than 7 days before the General Assembly for pre-reading.

Board of Governors / Board of Directors

The Board of Governors oversees the finances and the development of the school. It is composed of CIDEM member parents elected by the members at the General Assembly (only one vote and one elected representative per family), as well as the Head of School who represents of the teaching and administrative staff. The Board of Governors convenes approximately once per month with the expectation of transparent communication and effective collaboration with the CAB onsite leadership team as well as the CAB staff.

Nominations to the Board of Governors

Nominations for the Board of Governors are posted no later than 5 days before the election.

Secretary of the CIDEM association

All correspondence concerning the association (in particular email for the General Assembly, for the Board of Directors / the Bureau) must be addressed to the head office at 48, Bd Orloff - 77300 FONTAINEBLEAU.

Volunteer School Community Participation

The CAB is an association of parents in which everyone is encouraged to take an active part in the life of the school.

'Coffee & DIY' Saturday

From the start of CAB, parents were expected to get involved in school life to create a feeling of community and teach our children important values such as teamwork and self-reliance. Every year, the school invites parents to join a 'Coffee & DIY' Saturday for small tasks of renovation, cleaning, fixing Etc. We ask parents to attend one Saturday morning per year and per child.

Thanks to the time investment of everybody the school saves money!

In case parents are unable to attend one Saturday, with or without their kids, there are alternatives: Get involved in PTA, join the executive board, help on communication or financial participation: 150€/Kid

Parent Representatives (Parent Delegates)

For each class group, one (or two) parent(s) representative(s) is (are) promote communication. They are elected at the first parents/teachers class meeting. These delegates promote email communication between the teacher, the Head of School and the parents. These delegates have an email list of parents for the class they represent.

SCHOOL HANDBOOK – REGLEMENT INTERIUR

Centre Actif Bilingue - CAB

GENERAL

Educational Philosophy

The CAB Approaches to Learning is a detailed document available for all parents. It is updated regularly, just like the information describing the school on the cab website. The Cab **Registration implies approval of the CAB educational philosophy and approach.**

Educational Team

The CAB team includes the leadership team: head of school, administrative director, learning coordinator and school teachers, educators, ATSEM-childcare assistants and staff.

- **Head of School**

This leadership member is responsible for the security of staff and children, management of the staff, responsible for the learning program, overseeing overall budget stability, development and respect of legality. The Head of School is a bridge builder between the staff team, the board of directors and all stakeholders.

- **Discipline**

The Head of School is responsible for the pastoral care of the children and for promoting their well-being. Children who do not respect one another, school property, or any school rules are expected to reflect upon their behaviour in a constructive dialogue with the Head of School, class teachers and with their classmates. If a child's behaviour makes it necessary, the Head of School may at any time request an interview with the parents to better assess the needs of the child. Further consequences may be considered if dialogue and reflection does not suffice to ameliorate behaviour issues of a child. ***Only school teaching staff are authorised to intervene in the event of conflict between children within the school.***

- **Safety**

CAB staff are responsible for children from the moment the parents or their legal representatives are no longer on the school premises.

Communication

- The CAB is proud to be able to offer an open dialogue with the students' parents. For all interviews with teachers and/or the Head of School, a telephone or in-person appointment should be arranged beforehand.
- Parents can also request an appointment with members of the Board of Governors by contacting the CIDEM secretary.

Registration and Tuition fees

Enrollment and registration

The board delegates the management of registrations and enrollment to the Head of School and the Administrative director. New student enrollment is accepted according to the places available, the criteria for approval.

Registration or re-registration file

When registered or re-registering, the following are required:

- o CAB registration or re-registration fees
- o Membership of the CIDEM association
- o Signed School Regulation form of the CIDEM
- o The registration file: all the modifications concerning change of address, home phone number, place of work, mobile phone number or the email address must be communicated to the Administrative Director.
- o The complete online application form on SCOLANA

Registration fees are non-refundable in the event of withdrawal from the association and the school.

**Registration is definitively recorded only upon receipt of the complete file
with the School Regulations form signed by the parents**

Tuition Fees

The CIDEM is funded by membership association fees, school tuition fees, donations and grants. Tuition fees are payable annually or monthly. For the monthly option, they are paid over **12 months** by direct debit, **on the 30th of each month from 30th June to 31st May. No reimbursement of tuition fees is provided in case of short or long-term absences.**

Additional School fees

Throughout the school year, children may be required to acquire a small amount of materials and encouraged to participate in various activities according to the educational program established by the school (School Trips, Linguistic Trips, specific School Outings, etc.). Back to School material packs and School Outings pay packages for the Nursery and the Primary have been created. These include the essential school materials (notebooks, coloring pencils, bibs...) and the school day trips. This will limit the invoicing of the parents during the school year. These packs will be invoiced in October. The costs not included in the packs (textbooks, class photo, etc.) will be invoiced and due at the end of a trimester (December, April and June).

Payment methods

Two options are offered for payment of tuition and meals: annual or monthly.

- 1.) For **annual payment**, the payment must be made **before June 30** for tuition fees
- 2.) In case of **monthly payment**, **direct debit is required**: you must submit your signed SEPA request to the school's Administration
- 3.) Office and a bank identity (RIB/RICE in French). Payments are taken each month from **June 30th to May 31st** and include tuition and meals.

Departure during the year

Any early departure (more than 4 weeks before from June 30th of the current school year) must *be notified by a registered letter with acknowledgment of receipt (lettre recommandée avec accusé de réception) with three months notice. Tuition fees corresponding to three months' notice are due, regardless of the actual presence of the child at school.*

Departure costs are payable for each child.

In the event of the definitive departure of a child without due respect to the three month notice period, Tuition fees corresponding to three months' notice remain due.

Departure at the end of the year

Any departure at the end of the year must be communicated in writing. *No enrollment cancellation certificate (Certificat de Radiation) can be issued before full payment due of tuition fees and canteen/lunch box fees for the school year in question.*

'Coffee & DIY' Saturday

Parents are invited to participate in volunteer work for the school one Saturday morning (per year, per child) from 10am to 12pm,

If parents are not available to participate and can't get involved any other ways (PTA, executive board, communication) a financial contribution is solicited: €150 per child per year.

Nursery School Enrollment

The CAB welcomes approximately half of our students from ages 3 to 6 years old in our nursery program. There are 4 classes of children from the Nursery School to the Primary School, Year 1 (5 year olds).

Nursery School Calendar

The start of the school year follows the National Education school calendar for our region.

A Pre-entry morning is organised the day before school officially begins.

For children between the ages of 2 ½ and 3, a gradual return is organised the first week.

Nursery School Schedule

The nursery is open from 7h50 to 17h.

An educator welcomes children from 7h50. They join the classes at 8h20.

Morning

Boulevard Orloff entrance from 8h20 (Morning Day Care from 7h50)

Class of PS, PS/MS: for 3 year olds: **reception from 8h20 to 8h40.**

Class of MS and GS: **The class starts at 8h30.**

In the morning, the door closes at 8h40. Please do not ring after 8h45 as we cannot accept any children after this time.

The morning activities end at 11h50.

The children who do not eat at school should be picked up at **11h50 sharp**, at the Boulevard Orloff main entrance. We do not open the door after this time.

Afternoon

Entrance at 1:45pm sharp, Boulevard Orloff main entrance

The class takes place from 13h45 to 16h.

From 16h until 17h, a teacher and several guardians supervise the children during this pick-up hour until 17h. After 17h it becomes a paying nursery guardianship.

Complementary Information

Additional Wednesday morning nursery enrolment is optional and available for additional payment

From the 4th birthday of the child, full attendance at school is obligatory.

Elementary Ages of Children Enrolled

The CAB welcomes students from CP to CM2 (6-11 years-old).

Elementary School Calendar

The start of the school year follows the National Education school calendar.

A Pre-entry to school day is held the day before.

Elementary: Weekly - Daily Schedule & Hours

The primary school is open from 7h50 to 17h on Monday, Tuesday, Thursday and Friday. An educator welcomes children from 7h50 on these days; children join the classes at 8h20. **A school teacher welcomes children on Wednesdays from 8h. School finishes at 11h30 on Wednesday.** Parents are to drop off their child(ren) at the Boulevard Orloff main entrance.

Morning

Entrance is the Boulevard Orloff main entrance from 8h15 to 8h25.

Classes CP - CE - CM: class hours from 8h30 to 12h.

The class starts at 8h30. Parents must respect these hours.

Non-boarders (children who eat outside of the school) must be picked up at **12h sharp**, as no guard is guaranteed after this time.

Half-boarders (children who eat at school) are not allowed to leave school at noon.

Afternoon

Entrance at 1h45 sharp, Boulevard Orloff main entrance

The afternoon class hours are from 13h45 to 16h15.

From 16h15 until 17h, a teacher and several guardians supervise the children during this pick-up hour until 17h. After 17h it becomes a paying nursery guardianship.

After School Study Hall (open only to children in Year 3 – CE2upwards)

A study session in English is organized on Tuesdays from 16h55 to 17h55.

Flat rate and payable yearly.

Entries into the sixth year: All students in CM2 must pass an entrance examination in their sixth organised by National Education to join a private or public institution.

Choice of languages

The choice of languages is made during the registration of your child at the CAB. Your choice will be considered as a reference language throughout your child's schooling to promote continuity and coherence in your child's learning.

Meals

Organic Cafeteria Menu

Meals are provided by an external service provider (chosen by the Board) developed partly from organically farmed foods. The meal menu is updated regularly. Meals are warmed and served by the school's catering staff on our premises. The bread, is made from organically farmed flour, and is delivered fresh every day by the baker. Special attention is given to hygiene, balance and quality of our meals. The menus are posted on the school website and are available via a mobile application for smartphone and tablet via our caterer « Elior » (<https://bonapp.elior.com>).

Children bring their own lunch: Lunch Box Option

A Lunch Box option is possible given two exceptional situations:

- 1) either for medical reasons (IFP, etc.)
- 2) or for cultural or religious reasons.

- **Only cold meals are accepted**, except for children with food allergies with an IFP or for denominational requirements.
- Every morning, the parents must put their child's lunch box in the fridge reserved for the lunch boxes located in the refectory/canteen.
- **Use of lunch boxes provided by the CAB is mandatory.** The boxes are given out on the pre-entry day or upon the general return to school (charged at €8).

Lunch Hour Supervision and Service

The Supervision of the lunch service is provided by supervisors and the staff team monitored by the school director. Educators regularly eat meals with nursery -level children.

Canteen payment

Annual fee payable monthly over 10 months (30 August to 31 May)

After School and Before School Day-care

- Wednesday morning (for the Primary pupils). Arrival is possible from 8 o'clock and again
- From 11:30 to 12 o'clock as free day-care. The school closes at 12 o'clock.
After school care is from 5 to 6 p.m. (Nursery and Primary)
- Occasional childcare is possible; check with the school office.
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If a different person (or another parent) is to pick up the child, a written parental consent is required. Please contact the Administrative Director and send an email permission.

Morning additional day care hours

Before schoolcare option for all students: 7:50 to 8:20

for nursery: 8:20 to 8:40

for elementary: 8:20 to 8:30

Evening additional day care hours

After school care option for all students: 4:15 to 5 o'clock p.m.

Daycare or study hall: 5:00 to 6:00 p.m.

Wednesday after school care for elementary: 11:30 to 12:00 p.m.

Late Arrivals

Please arrive to school on time. This respects all children's school routines and helps with the smooth running of the school. Doors are closed at 8:40 in the morning. Children aren't admitted into school after that time.

Absences

All excused or unanticipated absences (for illness or emergency or other) should be communicated directly to the Administrative Director: administration@ecole-cab.fr

Closure

The school is closed between 12:05 p.m. and 1:45p.m.

The CAB follows the schedule of school holidays set by the National Education for our region (l'Académie de Créteil) except during the days indicated below:

- **Educational Work Days for Staff** (Journées Pédagogiques): 3 days a year are planned. Day-care is guaranteed **until 5:00 p.m.** for working parents. There is **no school lunch on these days. A cold sack lunch must be provided by the family.**

- **Free Wednesdays** (Mercredis Libérés): 6 pedagogical working Wednesdays are planned. **There is no school for the children; no day-care; no nursery; the school is closed!** Please verify these annual days per the CAB school calendar.

- Please notify the school if you intend to travel with your child for exceptional reasons during dates the school is in session.

Additional Materials

At the beginning of the year, the child must bring the required material on the class materials list.

In case of any lost or damaged library books (or rented class books) parents must replace it with an equivalent one or must be paid 15€

Parents provide Snacks

For nursery pupils, each family brings a morning snack for all children in the class about once a month: sign up on a list posted at the entrance to the class. We recommend fruit, yogurts, cheese, etc. For primary students, from the class CP (6 years-old) if the child needs a snack the child will need to bring their own snack. There is a collective snack provided at the 10h30 recreation period of bread and cheese.

COMMUNICATION AT THE CAB

Information for parents

Schoolteachers provide information to parents at the first class meeting and at individual meetings (at the request of parents or school teachers). **The first meeting is very important to attend.**

Correspondence Notebook

A Correspondence Notebook serves as a link between the school and the parents throughout the year. **Any information contained therein must be read and signed. In primary school, the notebook is also a school agenda/homework diary. This will be provided by the school and charged during the year.**

E-mail

If you wish to receive information from the school directly, please clearly note your email address when registering. Please inform the administrative office of any changes during the year.

Information boards

Various information boards are located at the entrances to the school and outside each class and in the halls of the school. Please take a regular look at these information boards.

HEALTH AND SAFETY

Security

Dangerous objects such as knives or other pointy objects are not permitted at school. Toy guns or other imitation weapons are not permitted.

Fire Drills & Lock Downs

The school is legally obliged to practice regular fire drills and two annual lock-downs to practice necessary security measures with the children.

Insurance

When school starts, you must provide the school with a certificate of liability and personal accident insurance for bodily injury that your child may cause to others or to himself.

Illness

- **A sick child cannot attend the school.** In the event of a disagreement between the educational director and the parents, a medical certificate will be required. The following infectious diseases result exclusion: conjunctivitis, whooping cough, non-viral diarrhea, diphtheria, hepatitis A and B, skin infections with streptococci, meningitis, mumps, measles, rubella, scarlet fever, ringworm, tuberculosis, chicken pox and lice. A certificate of non-contagion risk issued by the attending physician and will be required for the child's return to the school.

- **No medication can be brought to school except for those children needing an individualized medical plan (PAI) for emergency (such as asthma and allergies).**

- In the case of emergency, the staff member responsible shall contact emergency medical services and the parents. If the parents cannot be reached, the responsible staff member will always defer to the expertise of the medical professionals on site as well as decision for hospitalization.

Absences due to illness

In case of absence of a child, **parents must notify the school as early as possible.**

Lice

Children with lice must be treated and must remain at home until the lice are fully eradicated. Treatments are available in your local pharmacy. Please advise your child's teacher if your child has lice.

Vaccinations

A medical form for the child must be filled out during registration. A photocopy of all vaccinations must be provided every year.

Supervision

From 4h15, and whenever in the presence of the parents, the parents are responsible for their child(ren). Children are under **the legal responsibility of the parents** or their legal representatives **during the school's festivals, events or holidays** outside the school grounds and during school time on the school campus.

Student teachers / interns: *stagiaires*

The teachers supervise student teachers and ensure their monitoring in their class.

Clothing

All clothing, swimming equipment, sports clothing and slippers must be marked with the child's name and coats must have a tie. Lost or forgotten items are regularly brought to the Red Cross after being unclaimed for a trimester.

Loss of objects

Children should not have any money, valuables (electronics and portable games), toys or medicines on them. In case of loss or forgetting these, the school cannot be held responsible.

Trips

When necessary, for the supervision of children during a school outing, the teaching staff requests the participation of parents. Accompanying parents must follow the instructions of the school teachers!

Parking – Drop-off

Parking is quite difficult at the school. We suggest that you arrive early and park where street parking is available, then walk to school.

It is strictly forbidden to park in front of the fire station, to double park in front of the school or to park in front of neighbouring

entrances or garages.

TEMPORARY EXCLUSION

The following may result in temporary exclusion:

- contagious diseases
- non-treatment of lice.
- Non-payment of tuition fees.
- Late payment without justification or endorsement by the Board.
- The non-respect of the association statutes.
- Repeated / non-respect of CAB school rules.
- Repeated failure to respect the opening and closing hours of school without any major reason.

EXTRA-CURRICULAR ACTIVITIES (EXCEPT NURSERY)

1. Children not attending the school must pay the corresponding CIDEM fee (€15)
2. Method of payment: for activities organised by the school (internships, language courses), payment is made to the Administrative Director (by check payable to CAB). For other classes (chess, music, theatre, etc.) payment is made directly to the external teacher. Extra-curricular activities are supervised by accredited external staff.
3. All annual activities are payable annually.

Your child's participation in afterschool activities / clubs, our Wednesday learning programs or Vacation Camps are optional, additional learning opportunities. These are billed separately.

PERSONAL DATA OF CHILDREN

The parents communicate to the school personal data such as their family name, first name, address, ages of their child(ren), bank coordinates, etc. All personal data given to the CAB, either in writing or by email / SCOLANA, is gathered only for the use of the CAB Administrative management. The parents benefit from all rights to the access and modification of their personal data conforming to the law. The keeping of, the use of and the security of the personal data signed with the SOFITY association, manager of the SCOLANA site also guarantees to respect all laws concerning personal data.

APPENDIX: CONTACT DETAILS

CAB Head of School

- *Head of School: Amélie Mabile*
direction@ecole-cab.fr
01 64 22 13 40
48, Bd Orloff – 77300 FONTAINEBLEAU

CAB Administrative Director

- *Administrative Director: Christine Huppenoire*
administration@ecole-cab.fr
01 64 22 13 40
48, Bd Orloff – 77300 FONTAINEBLEAU

3. Website

For further information, and for the latest CAB news, blog updates, and more check the website regularly.

- <http://www.ecole-cab.fr>
- info@ecole-cab.fr

Cafeteria Rules

Hygiene: Children go to the toilet and wash their hands before mealtime.

Help: children always ask for help and assistance as needed.

Respect: children speak quietly and respect one another.

Children treat the cafeteria staff respectfully, saying hello, please and thank-you.

Children respect the food; they are not allowed to play with it nor throw it.

Children use their cloth napkin without playing with it.

At the end of the meal, students clear their plate and fold their napkin.

Children may be asked to help clean up after the meal.

Children who do not respect the rules shall reported to the team / director.

Inappropriate, disrespectful and unsafe behaviour shall be sanctioned with a 1,2,3 step process:

1st warning: reflection sheet (description of the problem and decision to act accordingly in the future)

2nd warning: reflection sheet and email to parents

3rd warning: reflection sheet, email to parents / parent-meeting, removal from lunchtime at school

The school director reserves the right to sanction inappropriate behaviour in accord with the school values of respect for one another, respect for school learning context, respect for the school environment/ building.

Playground Rules

Children come into the playground with their class group and return to class in their group, with an adult.

Children play respectfully without teasing, bullying or physically hurting one another.

Toys from home are not permitted.

School toys such as balls or scooters must be put away after use.

Garbage from snacks must be thrown in the trash bin.

Children are not permitted to climb the trees in the playground.

Children are not permitted to damage the foliage in the playground.

Children who do not respect the rules shall reported to the personnel / director.

Inappropriate, disrespectful and unsafe behaviour shall be sanctioned with a 1, 2, 3 step process:

1st warning: reflection sheet (description of the problem and decision to act accordingly in the future)

2nd warning: reflection sheet and email to parents

3rd warning: reflection sheet, email to parents / parent-meeting, removal from playground at school

The school director reserves the right to sanction inappropriate behaviour in accord with the school values of respect for one another, respect for the school learning context, respect for the school building/ grounds.