



**Centre Actif Bilingue**

école maternelle et élémentaire

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**ASSOCIATION**

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

# **CAB SCHOOL HANDBOOK**

**Association operating rules  
& internal school rules**

**2021-2022**

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

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# **Association C.I.D.E.M. - OPERATING RULES**

## **ANNUAL MEMBERSHIP**

Annual membership of the CIDEM Association is €115 per family. The membership fee is paid each school year.

## **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 parents of the school's main orientation (budget, construction, events, trips, etc.) and to organise the work on various actions/initiatives from parents with the school management (Maintenance Work, Security and Hygiene, PTA). 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. It works in a close collaboration with the teaching team and the CAB management.

### **Administration office:**

The administration office is composed of some members of the Board of Directors (Chairman, Vice-Chairman, Treasurer, Vice-Treasurer and Secretary) as well as the Director who represents the team and federates the vision for the school.

### **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.

### **Associative tasks**

SATURDAYS "CAFE DIY " / FRIDAYS "APERITIF DIY":

Since the establishment of the school, parents have been encouraged to take an active part in the life of the

school. In order to create an involved community that allows us to promote to our children the notions of such as mutual support and teamwork.

Every school year, our school invites parents to participate in its small maintenance and fitting out works, 1 Saturday morning or one Friday evening/per child/year.

The dates are communicated at the beginning of the year.

**Everyone's investment leads to real savings.**

Other investment choices within the school are possible: join the festival committee, join the Board of Directors, work on communication or participate financially: **150€/child**.

**Parent Representatives (Parent Delegates)**

In each class, 2 parents are involved in promoting the link between teachers, management, parents and teachers. They are elected at the first parents' meeting. These delegates are the holders of the list of e-mails from the parents of the class they represent. They undertake not to disseminate these addresses outside the CAB.

# INTERNAL SCHOOL RULES

## 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

The Director is in charge of:

- Pedagogical coordination (kindergarten, elementary and languages)
- Animation and management of staff and staff representative bodies
- Management of external providers and stakeholders (including supervision of the work)
- External relations (parents, prospective partners) and school promotion
- The fund-raising process
- The management and supervision of the overall and administrative organization, the financial management of the establishment and maintenance of a well-balanced budget

She also manages all tasks related to human resources in close collaboration with the Board of Directors. It may delegate certain tasks to employees of CIDEM or to parents.

- She is in charge of health and safety.
- She manages the supervision of the children.
- She is responsible for the trainees and manages their reception

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.

If a child's behaviour requires it, the director may at any time request an interview with the parents in order to evaluate the child's needs. All decisions must be taken in close collaboration between the parents and the pedagogical team.

### 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.

## **Canteen rules**

Children are required to:

- Go to the toilets
- Wash their hands
- Be calm
- Be polite with canteen staff
- Do not play with food
- Respect other children
- Follow the storage instructions at the end of the meal

## **Court rules**

Children are required to:

- Respect other children
- Respect the material
- Do not climb trees
- Comply with safety rules
- Do not throw papers on the ground

## **Educators and school teachers.**

Children are under the responsibility of the CAB as long as they are on the premises. School teachers are in charge of the children as long as the parents or their legal representatives are no longer on the school premises.

## **Parent-Teacher Relationships**

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.

***Only the school's teaching staff is authorized to intervene in case of conflict between children within the school.***

## **Registration and Tuition fees**

All fees are available at the school or on the school's internet portal. These are updated every school year.

## **Registration management**

CIDEM's Office of Administrators delegates the management of registrations to the management team. Registrations are accepted according to the places available, the accreditation criteria and the group balance.

## **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 operating rules for the CIDEM & Signed internal school rules
- o The complete online application form on SCOLANA The completed online registration form on the school's web portal (SCOLANA). (all modifications concerning a change of address, home telephone,

the workplace, cell phone or e-mail address are to be reported to the school via SCOLANA) and to the parents class representatives).

**The fees for the constitution of the file are definitively acquired in case of withdrawal.**

**The registration will only be definitively registered upon receipt of the complete and signed application form.**

### **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 (school supplies & school outings)**

At the beginning of the school year and throughout the year, the children are provided with small materials (notebooks, pencils, bibs etc...) and participate in different activities (visits, outings, ...) depending on the program pedagogical framework established by the school. Two back-to-school packages "kindergarten" and "elementary" are therefore put in place, including these expenses.

They limit the billing of parents throughout the year (except green class, language class or internships).

Packages are to be paid in November.

The costs not included in the packages (class photo, occasional daycare...) are subject to an invoice and payment at the end of each quarter (December, April, June).

### **Daycare fees**

- Daycare annual fees: Monday, Tuesday, Thursday, Friday from 5:00 pm to 6:00 pm
- Occasional Daycare: Monday, Tuesday, Thursday, Friday from 5:00 pm to 6:00 pm
- Complementary billing for any delay after 6:00 p.m.
- Depending on the demand and the number of children involved, a daycare from 18.00 to 18.30 may be considered.

### **Extracurricular activities (also available to external children)**

- End-of-day activities are offered throughout the year: The list is available in early September.
- English workshops take place on Wednesday mornings for kindergarten and afternoon for the elementals.
- Every first week of the school vacations (except Christmas) there are internships of language are available

### **Terms of payment of tuition**

**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 and a bank identity (RIB/RICE in French). Payments are taken each month from **June 30<sup>th</sup> to May 31<sup>st</sup>** and include tuition and meals.

### **Terms of payment for extracurricular activities :**

Children who are not in school must pay the CIDEM membership fee.

For activities organized by the school (internships, language courses), payment is made to the school. (by check payable to the CAB or direct debit).

For the other courses (chess, computer coding, yoga...) the payment is made directly to the instructor. All annual activities are to be paid on a yearly basis.

### **Departure during the year**

Any definitive early departure before June 1st of the current year is subject to 3 months' notice.

This early departure 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.

In the case of the child's permanent early departure, as noticed by the school and in the absence of a registered letter with Acknowledgement of Receipt, the tuition fees corresponding to the three months' notice period are due.

### **Departure at the end of the year**

Any departure at the end of the year must be communicated in writing. *No enrolment 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.*

### **Meals**

#### **□ Organic Cafeteria Menu**

Meals are provided by an external service provider (chosen by the Board) developed partly from organically farmed foods. 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 here (<https://www.c-est-pret.com/scolaire/accueil/%7B4bccfd37-96f3-479b-a065-b7845191bd5c%7D>) via smartphone, computers & tablets.

#### **□ Lunch Box**

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, elementary school children must go downstairs and place the box in the refrigerator reserved for the "lunch box" located in the refectory, kindergarten children place the box on the table in the school entrance.

Mandatory use of lunch boxes provided and invoiced by the CAB. They are given at the beginning of the school year.

#### **□ 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)

## Daycare

### Opening hours

Morning:

Free daycare before school (kindergarten and elementary): 7:50 am to 8:20 am

Free daycare wednesday morning & noon for elementary: 8.00 am to 8.20 am & 11.30 am to 12 pm

Evening:

Free daycare after school (kindergarten and elementary): 4:15 pm to 5 pm

Daycare fee-based: 5pm to 6pm

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

**If a different person (or another parent) is to pick up the child, a written parental consent is required. It must be sent by email at [administration@ecole-cab.fr](mailto:administration@ecole-cab.fr)**

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): 5 to 6 free Wednesdays are planned. ***There is no school for the children; no day-care; no nursery; the school is closed!***

In the child's best interests, we recommend that you avoid going on holiday outside the academic periods.

## Material to be supplied

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 a equivalent one. If the book has not been replaced by June 15th it will be charged 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.

## Late Arrivals

In order not to disrupt the smooth running of the school and classes, the doors will close at 8.30 am (8.40 am for children from PS and PS/MS). Late arrivals should remain occasional.

An interview with the parents may be envisaged in case of repeated delays.



## Absences

The planned absence of a child must be reported to the teacher as soon as possible and communicated by e-mail to the administration: [administration@ecole-cab.fr](mailto:administration@ecole-cab.fr). In the case of an unanticipated absence, this must be reported by telephone or by e-mail to the administration: [administration@ecole-cab.fr](mailto:administration@ecole-cab.fr)

## HEALTH AND SAFETY

### 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.**

### Security

The following are not allowed in school

- Dangerous objects (sharp, flammable objects, etc...)
- weapons or toys imitating weapons
- connected objects and auditory and visual recording objects (connected watches, mobile phones, cameras...)

### 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.

### Lice

Children with lice must be treated. You are requested to inform the teacher in order to prevent their spread.

### 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 diarrhoea, 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 (including homeopathy) can be brought to school.

No medication can be administered by the educators except in the case of a fever occurring during the day. Teachers must then contact the parents to agree on the appropriate course of action.

- Medical intervention in case of emergency:  
if the parents cannot be reached, the person in charge calls 115 "Emergency Medical Service" for any health problem: illness, advice, accident. This service will decide whether a doctor or the fire brigade will be required for possible hospitalisation.

In the event of a pandemic, the school sets up a specific health protocol following government recommendations.

### **Vaccinations**

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

### **Clothing**

All clothing, swimming equipment, sports clothing and slippers must be marked with the child's name and coats must have a tie. Unmarked and lost item will be donated to charities every holiday period.

### **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.

### **Loss of objects**

Children should not have any money, valuables (electronics and portable games, phones), 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!

## **KINDERGARTEN**

The CAB welcomes in its nursery school about 80 children from 2 ½ to 6 years old. There are 4 classes of children from the Nursery School to the Primary School;

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 7.50am to 5 pm.  
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 TPS/ PS: **reception from 8h20 to 8h40.**

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

**In the morning, the door closes at 8h40.**

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.

### **Afternoon**

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

The class takes place from 13h45 to 16h15.

At, 16h15, pick-up takes place at Rue des pleus entrance

### **Complementary Information**

There is no school on Wednesday mornings for kindergarten pupils.

From the child's fourth birthday, full-time schooling is mandatory.

## **ELEMENTARY**

The CAB welcomes in its primary school about 80 pupils from CP to CM2.

School days: Mondays, Tuesdays, Wednesday mornings, Thursdays and Fridays.

### **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 5pm on Monday, Tuesday, Thursday and Friday. An educator welcomes children from 7h50 on these days; children join the classes at 8h20. On Wednesdays there are classes from 8:30 to 11:30, the school is open from 8:00.

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.**

**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**.

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.

At 16h15, pick-up takes place at Rue des pleus entrance

### **Complementary Information**

*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.*

## COMMUNICATION AT THE CAB

### **Information for parents**

Educators & schoolteachers provide information to parents at the first class meeting and at individual meetings (at the request of parents or school teachers or educators).

### **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.**

### **E-mail**

All the school's information is sent by e-mail to the addresses you gave us when you registered. Please inform the administration of any changes in during the year.

### **Supervision**

**From 4h15, and whenever in the presence of the parents, the parents are responsible for their child(ren).**

Apart from school time, the children are placed **under the responsibility of the parents** or their legal representatives.

### **Student teachers / interns: stagiaires**

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

## 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.

## 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 Mabilie  
[direction@ecole-cab.fr](mailto: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](mailto:administration@ecole-cab.fr)  
01 64 22 13 40  
48, Bd Orloff – 77300 FONTAINEBLEAU

### **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](mailto: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:

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

2<sup>nd</sup> warning: reflection sheet and email to parents

3<sup>rd</sup> 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:

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

2<sup>nd</sup> warning: reflection sheet and email to parents

3<sup>rd</sup> 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.