



Policies and Protocols School Year 2024-2025

This is the read-only English version of our Règlement Intérieur. The French version needs to be signed within the application pack.

Preamble

This document governs the operation of Rainbow PreSchool.

The policies and protocols will be regularly reviewed and revised to adapt to the evolving needs and challenges of the school community.

The policies and protocols establish rules for collective living, civility, and behavior within the school for the entire Rainbow PreSchool community.

This document aims to take preventive measures to avoid incidents and accidents and to mitigate their severity. It also aims to establish the necessary relationships and behaviors for the proper functioning of the institution.

Rainbow PreSchool is an educational community whose operation and rules enable everyone to live in harmony in a secure climate of work, seriousness, mutual respect, and cooperation.

Article 1 - Enrolment at the School

Enrolment is open throughout the year. Parents are encouraged to enrol before the month of January for the following school year, as the number of places is limited.

Admission to Rainbow PreSchool occurs in several stages, namely:

- 1. Visit** to the school in French or English. The visit allows you to discover the classrooms, learning spaces, and meet teachers from Rainbow PreSchool. Group visits take place on Tuesdays at 9:15 am. At the end of the visit, an enrollment package is provided and must be completed and returned before the second appointment. To support your application, submitting previous school reports, letters of recommendation, confidential teacher reports, and the enrollment form will help us know more about your child and tailor their assessment.
- 2. Assessment** with the Deputy Head to learn about the child on various aspects (academic, socialization, autonomy, etc.). The interview is billed at €150 including tax. Payment is made prior to the appointment. This amount is non-refundable and does not necessarily guarantee a place for the child.
- 3. Review** of the admission file and additional documents provided by the child's family (school reports, letters of recommendation, etc.).
- 4. Admission** is confirmed by an acceptance letter. The response is sent to the family by the Deputy Head.

In case of acceptance of the enrolment offer by the family, confirmation is required within 15 days following the date of the offer. Entrance fees (€1,950 including tax) are billed at this time. Once the entrance fees are paid, the child's place is reserved. Entrance fees are non-refundable.

Rainbow PreSchool is a private school, and the assessment determines the eligibility of the application for the school's program.

RSP is a school with a unique pedagogy that places great importance on alignment between families and the school in terms of educational vision. The interview serves to confirm this cohesion.

Article 2 - Access to the School and Punctuality

Access to the school is reserved for enrolled students, their parents, staff, and individuals authorized by the head of the establishment.

The school is closed during class time. Anyone wishing to enter the school must announce themselves via the intercom. A member of the team will then open the gate.

The school opens its doors at 8:45 a.m. in the morning. Reception is from 8:45 a.m. to 9:00 a.m. in each of the classrooms. Classes begin at 9:00 a.m.

Class dismissal is from 3:45 p.m. to 4:00 p.m. on regular days and from 12:00 p.m. to 12:10 p.m. on Wednesdays (for primary school children).

At the end of the class, parents may pick up their child from the classroom.

Students have classes on Monday, Tuesday, Wednesday morning (only for primary school), Thursday, and Friday.

Parents and students arriving after 9:00 a.m. must report to the school office where they will receive a late slip to be signed by the parent. These late slips will be placed in the attendance register. If a student remains after 4:10 p.m. (12:10 p.m. on Wednesdays), they will be directed to the Afterschool, and fees will be charged to the family.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none"> • Not entering the school before opening hours. • Being present before 9:00 a.m., the start of class. • Washing their hands before settling in the classroom. • Not leaving the school premises or classroom without permission from the teaching team. 	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none"> • Ensure that children are not left unattended outside the school before opening hours. • Ensure that children are present before the start of class. • Ensure punctuality for school entry and dismissal times. • Avoid disrupting traffic in front of the school with inconvenient parking.
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Article 3 - Attendance

As schooling is compulsory from the age of 3 in France, any absence must be justified by a medical certificate. Repeated absences, even if justified, will be subject to a dialogue with the parents to emphasize the importance of attendance. If the situation persists despite the discussion, a report is forwarded to the National Education authorities. However, exceptional leave of absence may be granted. The request must be submitted to the administration in advance.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none"> • Attend school every day. 	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none"> • Ensure that their child attends school every day and arrives on time. • Justify their child's absence in writing to the school administration on the same day via email.
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Article 4 – AFTERSCHOOL – Child Supervision

Rainbow PreSchool offers optional and fee-based child supervision services every school day from 4:00 p.m. to 6:30 p.m. This entails group homework supervision rather than individual academic support or tutoring. Each parent is responsible for their child's progress and should therefore check in with them and assist if needed upon returning home.

To accommodate families' flexibility, Rainbow PreSchool offers Afterschool vouchers for occasional use.

Article 5 – School Life

5.1 Pick-up Authorization

In the application pack, families provide information about individuals authorized to pick up their child from school. If parents wish to add someone to this list during the school year, they must contact the school via email

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(office@rainbowschoolparis.com) to provide the identity, phone number, and provide identification for the person to be added.

5.2 Uniform

Rainbow PreSchool seizes every opportunity to help students develop empathy towards their peers and consider everyone as equal. Wearing the school uniform reinforces these values by focusing attention on the group as a whole. This way, students always feel they are part of the Rainbow School community.

Uniforms are mandatory for all students. Uniform orders are placed exclusively through the school's supplier. Orders are delivered directly to the school, and the administration contacts parents to inform them of the date for collecting their orders.

Regarding shoes, families are free to purchase shoes that best suit their child. However, shoes must be waterproof, navy blue or black, and without visible branding. Flip-flops are not allowed at school for safety reasons. Light-up shoes are prohibited within the school premises.

The attire of Rainbow PreSchool students is regularly checked to ensure uniformity within the school.

5.3 Labelling of Clothing & Supplies

It is mandatory to label personal belongings with the student's name, including clothing and school supplies (pens, notebooks, etc.). The educational team disclaims any responsibility in case of loss or exchange of uniforms or school supplies.

5.4 Accessories, Make-up & Nail Polish

Students are reminded that accessories and nail polish are prohibited, except for religious or cultural purposes.

5.5 Head Lice

Every year, there are cases of head lice. All families in the school are informed. It is essential to meticulously check children's heads and proceed with appropriate treatment to eradicate lice and nits. It is strongly recommended that long hair be tied back.

5.6 School Outings

Several times a year, the school organizes educational outings tailored to and in connection with the curriculum. This is an integral part of the school's educational project.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none">• Wear the uniform every day, without noticeable accessories.• Wear clothing suitable for the season and temperature.• Take care of personal belongings and store them properly to avoid losing them.• Respect the belongings of others.	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none">• Ensure that their child wears the uniform every day, without noticeable accessories.• Ensure that their child wears clothing appropriate for the season and temperature.• Label their child's name on clothing and school supplies.• Thoroughly check their child's hair in case of head lice in the school and take necessary measures to eradicate them.• Authorize their child to leave the school premises when accompanied by one or more members of the educational team, for example, during school outings.
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Article 6 – School-Family Relationships

The school is a place of socialization and collective life, which implies acceptance of the rules of operation (schedules, politeness, and respect for the people who work there). Dialogue and exchange are favored to manage all situations.

The relationships between parents, teachers, and school administration must be cordial and respectful. It is essential to treat school staff (teachers and administrative staff) appropriately when requesting information about children's behavior.

Families may request appointments with teachers and/or the administration.

The administration requests an appointment with families if a situation requires a thorough exchange.

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Communication is essential to build a true partnership between the school and parents and contribute to improving students' learning experience.

Legal guardians must report changes of contact information (address, phone number, email) or family changes to the administration **as soon as possible.**

Respect for these rules is essential for the smooth functioning of the school.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none"> • Respect other children and adults. • Speak and act appropriately with classmates and adults. • Refrain from any form of violence (bullying, teasing, harassment, or dangerous games). • Seek help from an adult if encountering a problem. • Include all students during games, activities, etc. • Work constructively during group work. 	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none"> • Communicate any concerns about their child to a member of the educational team. • Position themselves as partners with the school for the child's well-being. • Be available to engage with the educational team (appointments, phone calls, emails, etc.). • In case of conflict, any intervention with a child or parent on the school premises or on the school's social media platforms is prohibited. • Engage in constructive, respectful communication with the entire community (other parents, students, and the educational team). • Avoid displaying aggression, humiliation, or lack of respect. • Inform the school of any changes in circumstances that may affect the child (moving, pregnancy, bereavement, etc.).
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Article 7 – Respect for Equipment and Premises

The school's equipment and books entrusted to families must be maintained with care.

Children are expected to arrive each morning with the required materials.

The premises are meticulously cleaned daily by the staff; students and teachers are responsible for maintaining the premises and equipment.

In the event of damage to equipment, books, objects, or premises by a student, parents may be charged for any associated costs. Billing will be based on the actual cost, including labor fees.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none"> • Respect the equipment, both that of the school and their peers'. • Bring their own materials (notebooks, agenda, textbooks for each subject taught, sports attire, etc.). 	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none"> • Ensure that their child respects their own belongings, those of the school, and those of their peers. • Ensure that the children have their supplies (notebooks, agenda, textbooks for each subject taught, sports attire, etc.).
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Article 8 - Health and Safety

8.1 Health Protocol

Health and safety within the school are constant concerns of the entire team. The school establishes necessary policies and procedures that must be respected and followed by parents and students.

Protocol in case of an incident:

- In case of an incident during school hours (including breaks throughout the day) or Afterschool, the student will be directed to the administration for individual care;
- Ensure necessary care for students or alert emergency services if needed;
- The administration / a teacher notifies parents in case of an incident.
- If the incident is minor, parents will be informed at the end of the day, during dismissal. Otherwise, parents will be informed as soon as possible, by phone or email.

In case of emergency, the child will be transported by emergency services to the nearest hospital.

Protocol in case of a sick child at school (during classes, breaks, lunch, or Afterschool):

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- The child will be accompanied to the office for observation. The administration will take their temperature to check for fever.
- After observation, if the child does not feel better and cannot return to class, the administration contacts the family. The family must pick up the sick child as soon as possible (**maximum 1 hour**).

8.2 Security: Prevention

Chewing gum is prohibited in the school.

Violent games and dangerous objects are prohibited in the school.

No toys should be brought by students to the school, except under exceptional authorization from the teaching team, or for a specific project like Show & Tell.

The use of mobile phones or connected devices is subject to restrictions.

Any prohibited object will be confiscated from the child and returned to the family with a reminder of the rules.

The teaching team declines all responsibility in case of loss, damage, or exchange of personal belongings.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none"> • Adhere to the measures and restrictions related to the health protocol that may be implemented. • Avoid playing violent games. • Move calmly within the premises (hallways, stairs, etc.) and refrain from climbing fences or walls. • Refrain from scratching, biting, or hitting other children or staff members. • Listen to the instructions given. • Respect fellow classmates. 	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none"> • Adhere to the measures and restrictions outlined in the health protocol. • Notify the school of any health-related information concerning the child, including medical conditions, allergies, and Individualized Healthcare Plans (In French: PAI). • Ensure that the child's PAI is renewed annually. • If the child exhibits symptoms of illness or fever, refrain from sending them to school. • Ensure that the child maintains good personal hygiene. It is strongly recommended to keep the child's nails short and well-maintained. • In case of a contagious illness contracted by the student or a family member, promptly inform the school administration and refrain from sending the child to school. The child's return is contingent upon providing a medical certificate confirming their recovery. • Pick up the sick child promptly, after being contacted by the school, <u>within a maximum of 1 hour.</u>
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Article 9 - Behavior

The school is a living environment where respect for others and self-respect are essential. Students who fail to adhere to the school rules will be subject to disciplinary action. All sanctions must be taken seriously and require dialogue between the student and parents.

When a child exhibits challenging behavior, solutions are sought first within the classroom or, exceptionally and temporarily, in one or more other classes. The student is not left unsupervised. In cases of particularly serious or recurring difficulties affecting the student's behavior at school, their situation will be reviewed with the parents and the teaching staff.

In the event of a rule violation, individual sanctions may be imposed after a discussion with the student. The child is encouraged to reflect on their behavior and understand the consequences of their actions based on their age, maturity, and development.

Sanctions are determined based on the severity of the offense and the age of the child, and may include:

- Verbal or written apologies
- Commitments to improve behavior
- Additional assignments
- Temporary exclusion from a class
- Written warning
- Discussion with the family
- One-day suspension
- Expulsion

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Sanctions may escalate to suspension or expulsion of the student, especially if their behavior poses a danger to other students or demonstrates a lack of adherence to the school's philosophy.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none"> • Respect other children and adults. • Use appropriate language. • Avoid using coarse or familiar language that is disrespectful (swearing, insults, etc.). • Speak and act properly with classmates and adults. • Refrain from engaging in any form of violence (bullying, teasing, harassment, or dangerous games). • Seek assistance from an adult when encountering a problem. • Include all students during games, activities, etc. • Work constructively during group assignments. • Move quietly within the premises. • Respect the work of other children and adults. 	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none"> • Never encourage violence in any form. • Avoid using coarse or familiar language that is disrespectful (swearing, insults, etc.). • Respect the sanctions and trust the educational team. • Encourage and apply the rules of conduct within the school as well as in the family sphere, for better understanding and cohesion for the child. • Exchange constructively and respectfully with the entire community (other parents, students, and the educational team). • Avoid showing aggression, humiliation, or disrespect. • Inform the educational team if their child feels in difficulty. • Position oneself as a partner of the school for the well-being of the child. • Be available to exchange with the educational team (appointments, phone calls, emails, etc.).
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Article 10 – Anti-bullying Policy

Rainbow PreSchool promotes a safe, respectful, and inclusive environment. It is the responsibility of everyone—students, parents, and the school team—to contribute to this. Rainbow PreSchool is committed to ensuring the well-being and dignity of all students and staff.

School Bullying: The French Government defines bullying as follows: In a school environment, bullying is when a student or group of students repeatedly subject a peer to negative or even violent remarks or behaviors.

- Bullying has the effect of undermining the dignity of a person and creating an intimidating, hostile, degrading, humiliating, or offensive environment.
- With the development of new technologies and social networks, it extends beyond the school context and also affects young people through cyberbullying.
- Victims are often left alone in the face of this diffuse threat.

According to Article L. 111-6 of the Education Code:

No student should be subjected to bullying resulting from remarks or behaviors, whether committed within the educational institution or outside school or university life, which have the purpose or effect of undermining their dignity, altering their physical or mental health, or degrading their learning conditions. These acts may constitute the offense of school bullying as provided for in Article 222-33-2-3 of the Penal Code.

Since 2022, school bullying has been considered a criminal offense.

10.1 Reporting

Students are encouraged to report any incidents of bullying to a trusted adult within the school team. Parents are encouraged to voice their concerns directly to the school administration.

10.2 Investigation and Immediate Intervention Measures

All reported incidents of bullying will be thoroughly investigated by the school administration. Appropriate measures will be taken to address and resolve each reported case, which may include meetings, disciplinary measures, and support from the school psychologist. The school will maintain confidentiality throughout the investigation in strict compliance with legal rules in force.

10.3 Disciplinary Measures

Disciplinary measures may include, but are not limited to:

1. Implementing a holistic approach of discipline to teach the individual engaging in bullying about their mistakes and support their growth.
2. Disciplinary sanctions that may lead to exclusion and/or reporting the situation to the Public Prosecutor.

10.4 Prevention and Education

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Rainbow PreSchool is committed to preventing bullying through educational programs, awareness campaigns, and regular staff training.

Rainbow PreSchool encourages open dialogue about bullying, emphasizing kindness, empathy, and respect. The school curriculum includes lessons and activities that promote a positive school culture, fostering inclusion, and teaching conflict resolution techniques.

10.5 Implementation of Specific Actions for Victims and Ongoing Monitoring of the Situation

Bullying victims will receive support, including counseling and guidance, to help them cope with the emotional and psychological impact of bullying.

10.6 Non-Retaliation Policy

The school enforces a strict "non-retaliation" policy, ensuring that individuals who report bullying or witness it are protected against any form of retaliation.

10.7 Parental Involvement

Parents are strongly encouraged to actively participate in the prevention and resolution of bullying cases. Rainbow PreSchool is committed to maintaining open communication with parents and involving them in strategies aimed at addressing and preventing such situations.

10.8 Review and Revision

This bullying policy will be regularly reviewed and revised to adapt to the evolving needs and challenges of the school community.

<p><u>The children commit to:</u></p> <ul style="list-style-type: none"> • Respect other children and adults. • Do not engage in any form of violence (bullying, teasing, harassment). • Never seek to humiliate a peer. • Speak and act appropriately with peers and adults. • Seek help from an adult in case of a problem. • Alert an adult to any unjust situation or difficulty facing a student. • Include all students during games, activities, etc. • Respect the work of other children and adults. 	<p><u>The parents commit to:</u></p> <ul style="list-style-type: none"> • Never encourage violence in any form. • Respect the sanctions and trust the educational team. • Engage in constructive, respectful communication with the entire community (other parents, students, and the educational team). • Inform the educational team if your child is experiencing difficulties. • Act as a partner with the school for the well-being of the child. • Be available to communicate with the educational team (appointments, phone calls, emails, etc.).
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Article 11 – Food (cafeteria, lunchbox, cooking activity, allergies)

Rainbow PreSchool is committed to providing students with healthy and sustainable meals to promote their health and well-being. The cafeteria program is an essential element of this commitment, offering French cuisine made from organic and locally sourced ingredients, with at least 50% of ingredients being organic and locally sourced.

However, each family may have preferences and dietary needs of their own. Therefore, lunchbox meal options are provided to meet these needs. Families must prepare daily meals in a properly sealed container and provide appropriate utensils as well as napkins and a water bottle.

The school is not responsible for food brought from home (lunchbox) for this reason the school cannot reheat children's lunchbox lunches. If the family wishes their child to have a hot meal, it must be heated and placed in an insulated thermos that keeps the food warm until lunchtime.

Whether lunch is prepared at home by the family, or the child is enrolled in the cafeteria, Rainbow PreSchool ensures that each child has access to meals that are as tasty and nutritious as possible throughout the school day. The health and safety of students are among Rainbow PreSchool's concerns. Therefore, the school follows strict protocols regarding health and safety to ensure that all food is handled in accordance with applicable regulations.

The cafeteria is optional and fee based. It is offered on Mondays, Tuesdays, Thursdays, and Fridays.

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During the year, children may participate in cooking classes with teachers or external instructors. These activities are an integral part of our school's educational project.

Finally, families must inform the educational team of any allergies or dietary restrictions at the time of the child's enrolment. Due to frequent allergies to nuts/peanuts (walnuts, hazelnuts, peanuts, pistachios, etc.), these are prohibited within the school for any snacks, birthday cakes, lunch boxes, snacks, etc.

<u>The children commit to:</u>	<u>The parents commit to:</u>
<ul style="list-style-type: none">• Eat one's own meal.• Follow the instructions given by the school adults.• Sit down and eat properly.• Avoid wasting food.• Raise one's hand if help is needed and avoid speaking loudly or shouting.• Be vigilant regarding allergies or dietary restrictions.• Use a transparent water bottle.	<ul style="list-style-type: none">• Ensure that the child has a lunch every day upon arrival at school in the morning.• Provide a balanced lunch for the child every day.• Pack the food in a properly sealed container with appropriate utensils, napkins, and a water bottle every day.• Inform the school staff about any allergies or dietary restrictions.• Ensure that the child has a transparent water bottle every day.• Ensure to warm up the child's meal and place the food in an insulated thermos to keep it warm until lunchtime.• Allow their child to participate in cooking classes, which may involve touching or eating ingredients/foods and performing simple culinary tasks.• Allow the school to provide homemade dishes for tasting.• Ensure not to include any nuts / peanuts in the children's snacks or lunch boxes.

The educational team thanks you for reviewing this document and sincerely hopes that it will foster a harmonious atmosphere of security, diligence, mutual respect, and cooperation throughout this school year.

I, Mrs./Mr. _____,

hereby acknowledge that I have read and accepted the internal regulations of the school for the academic year 2024-2025, along with my child:

Child's Last Name: _____

Child's First Name: _____

Class: _____

Signed at: _____

Date: _____

Mandatory signatures of both parents with parental authority or the legal guardian, preceded by "read and approved":

Parent: _____ Parent: _____ Legal Guardian: _____

Student's Signature: _____