



# RAINBOW SCHOOL PARIS

## Primary Application pack

Dear Parents,

In Rainbow School of Paris we offer a caring and positive environment, we give our children a warm and happy place to learn. We try to guide children to build and maintain a healthy self-esteem while developing intellectual and social skills in a school setting. We know how important your children are, and we will try to make their first learning experiences at school meaningful and memorable.

We would like to thank you for your application and interest in our establishment. This application pack includes the following information:

1. How to Apply
2. Primary Registration Forms (Pages 2,3)
3. School Authorisation Forms (Pages 4,5)
4. Parent's school agreement (Pages 6,7)
5. Term dates (Page 8)
6. General and Financial Conditions (Pages 9,10,11)
7. 2017-2018 Tuition and Fees (Page 12)
8. Teacher's Confidential Report Form (Pages 13,14)

Please make sure to carefully read this entire document before completing the Registration Form.

For any further information, do not hesitate in contacting us by phone at

+33 1 43 33 00 07 (Office)/+33 7 68 12 95 31 (Mobile) or by email:

[contactus@rainbowschoolparis.com](mailto:contactus@rainbowschoolparis.com)

We are looking forward to receiving your application and documents.

Sincerely,

Bénédicte Vaissade

Head of School

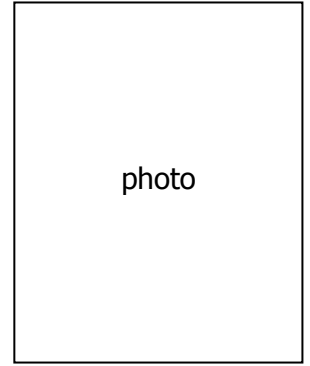
## HOW TO APPLY

Please submit the following documents

- Completed pack form (please attach picture)
- Copy of Birth Certificate or Passport
- Livret de Famille (if applicable)
- Vaccination history
- Copies of previous school reports
- Copies of diagnostic evaluations (if applicable)
- Parent's School Agreement Form
- School Insurance (Assurance Scolaire à responsabilité civile et individuelle)
- 350 € application fee (non-refundable)



# PRIMARY REGISTRATION FORM



ENTRY FOR YEAR 201\_\_

Grade 1/CP

Grade 2/CE1

Grade 3/CE2

Grade 4/CM1

GRADE 5/CM2



**AFTER SCHOOL CLUB:** Mon  Tues  Wed  Thurs  Fri

**WEDNESDAY CLUB:** Autumn (Sept)  Winter (Jan)  Spring (April)

First Name: \_\_\_\_\_ Boy  Girl

Family Name: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of birth: \_\_\_\_\_

Nationality (ies): \_\_\_\_\_ Main language(s) spoken at home: \_\_\_\_\_

Level of English  beginner  conversational  native speaker

Level of French  beginner  conversational  native speaker

Level of other language  beginner  conversational  native speaker

(\_\_\_\_\_)

Local address (in Paris): \_\_\_\_\_

\_\_\_\_\_

## Father

## Mother

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Address\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel (prof): \_\_\_\_\_

Tel (prof): \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Father's employer in France: \_\_\_\_\_

Mother's employer in France: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alternative emergency contact if parent unavailable:

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Doctor's name and phone number:

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Known allergies or medical condition:

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Last school (if applicable):

Name: \_\_\_\_\_ Country/city: \_\_\_\_\_

Dates attended and grades: \_\_\_\_\_

Does the child have any special needs? Please explain:

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Religion: \_\_\_\_\_ Special dietary needs: \_\_\_\_\_

Family situation (tick where applicable):

Parents living together                       Divorced                       Widowed  
 Separated     Remarried                       Married

Siblings:

Name: \_\_\_\_\_ Sex (M/F)                      Age: \_\_\_\_\_

Name: \_\_\_\_\_ Sex (M/F)                      Age: \_\_\_\_\_

Conditions of entry

- I hereby apply for the admission of my child to Rainbow School and enclose the application fee of 350€ to cover the cost of processing my child's application.
- I understand that this application fee is non-refundable and does not imply acceptance of my child to the school. If my child is accepted, I understand that I must pay a registration fee, capital fund + entrance fee, none of which are refundable.
- I understand that the school decides the placement for a child after a trial period in school.
- I understand that fees are payable in advance at the start of each term and that one term notice in writing is required before the removal of child, or one term's fees in lieu thereof.
- The head teacher reserves the right to resign the charge of any child.
- I agree to my child being taken from the school when accompanied by trained staff, e.g. outings and walks.
- I agree that in event of an emergency my child should attend the casualty department at the nearest hospital.

I have read the general and financial conditions and agree to abide thereby:

Date

Signature



# AUTHORISATION FORM

Child's Name: \_\_\_\_\_

## Food

We understand that the school is not responsible for the food that has been brought from home (packed lunch).

## Cookery class

We authorise our child to partake in cooking classes, which will include touching or eating ingredients/ food, and doing some simple cooking tasks. We also authorise our child to taste homemade food.

## Photos

We authorise our child to have his or her photograph taken individually or in-group while participating in school activities. We agree that these photographs can be used for class project as well as for marketing the purpose of the school.

## Field trips

We agree to our child being taken from the school when accompanied by trained staff, e.g. outings and walks.

## Emergency

We agree that in event of an emergency our child should attend the casualty department at the nearest hospital.

## Contact information

We agree to give our name, local address, email and phone number to my child's school.

Date

Signature of the parents



## AUTHORISED PICK UP INFORMATION

Child's Name: \_\_\_\_\_

These contacts, in addition to Parent(s) and Emergency contacts, are permitted to pick up my child:

1. Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

2. Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

3. Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

4. Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_



# PARENT SCHOOL AGREEMENT

## Primary

### ***We, the parents will:***

- show respect for students and school's staff
- make sure our child is well rested and eats healthy food
- see that our child arrives punctually (until 9:00 am), attends regularly, and is properly equipped in full uniform, including a coat
- let the school know about any concerns or problems that might affect our child's work or behaviour
- make sure to close the school's door and gate, for security reasons
- keep our child at home if unwell; the school cannot make accommodations for sick children (i.e. staying inside during recess)
- notify the school of absence
- pick up our child on time (at 12:00 pm or before 4:10 pm). After 4:10 pm (12:10 pm) we will pay a 10€ late fee. After 4:15 pm our child will be sent to after school club and we will have to pay a 20€ fee for the whole session
- support the school's policies and guidelines for behaviour
- monitor our child's schoolwork and communicate any concerns with our child's teacher
- encourage my child to read for a regular period of time each day
- make sure my child takes proper care of books and other material
- make sure our child's backpacks include a healthy meal, appropriate cutlery, napkins and a water bottle
- check our child's school backpack daily
- will attend parent/teacher conferences and important school events
- will read sign, and return progress reports on time
- pay fees due on or before the first day of the term otherwise we will be liable to a surcharge of 50€ for every subsequent week
- notify the school at least one term in advance of withdrawing our child

### ***We, the school will:***

- show respect for students and parents
- contact parents if there is a problem with attendance, punctuality or equipment
- let parents know about any concerns or problems that affect their child's work or behaviour
- take care and encourage each student
- use special activities in the classroom to make learning enjoyable
- model Positive school behavior
- provide instruction in a way that will motivate and encourage our students
- provide a safe and positive atmosphere for learning
- explain assignments so that our students have a clear understanding
- provide academic intervention strategies for students experiencing difficulty
- send home termly Reports
- arrange Parents' Evening during which progress will be discussed
- keep parents informed about school activities through regular letters; newsletters and notices about special events
- be available to talk to parents

*Parent's copy*



# PARENT SCHOOL AGREEMENT

## Primary

I have read and accepted the conditions stated in the following documents:  
Parent school agreement, General and Financial conditions, Authorisation form and  
Authorised pick up information form.

Student Name:

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Parent Name:

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Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

*School's copy*



# TERM DATES 2017-2018

## Autumn Term 2017

- Starts: Thursday 7<sup>th</sup> September
- Half Term Break: Saturday 21<sup>st</sup> October - Sunday 5<sup>th</sup> November
- Term Ends: Tuesday 19<sup>th</sup> December (after school)
- Christmas holiday: Wednesday 20<sup>th</sup> December – Wednesday 10<sup>th</sup> January

## Winter Term 2018

- Starts: Thursday 11<sup>th</sup> January
- Half-Term Break: Saturday 17<sup>th</sup> February - Sunday 4<sup>th</sup> March
- Teacher Training Day Wednesday 21<sup>st</sup> March – School Closed
- Term Ends: Friday 30<sup>th</sup> March

## Spring Term 2018

- Starts: Tuesday 3<sup>rd</sup> April
- Spring holiday: Tuesday 10<sup>th</sup> April (after school) – Sunday 29<sup>th</sup> April
- Half Term Break: Tuesday 8<sup>th</sup> May - Sunday 13<sup>th</sup> May
- Bank Holiday: Monday 21<sup>st</sup> May
- Term Ends: Tuesday 3<sup>rd</sup> July (at noon)





# GENERAL AND FINANCIAL CONDITIONS

## ATTENDANCE AND PUNCTUALITY POLICIES

### 1. INTRODUCTION

At Rainbow School we believe that good attendance is essential for our children to take full advantage of the school life. Regular and punctual school attendance is very important to us.

Children who are persistently late or absent soon fall behind with their learning. This frequently develops large gaps in their learning; it can also have repercussions on the child's integration within his /her group. This is why the school staff emphasizes the importance of pupils arriving and leaving school on time.

#### 1.1 Arrival School Hours

Rainbow School doors open from 8:45 am to 9:00 am.

**Primary lessons begin promptly at 9:00 am.**

Children who arrive later than 9:00 must report to the school office where their name and time of arrival will be noted in the lateness book.

#### 1.2 Collection School Hours

Rainbow School doors re-open at 3:45 pm. Collection time is from 3:45 pm to 4:00 pm. At 4:00 pm children are brought to the Blue room until 4:10 pm. If a child is not collected by 4:10 pm his/her name will be recorded in the late collection book, and a late fee must be paid. On Wednesday collection time is 12:00 pm, children collected after 12:10 pm will have to pay a late fee.

## SCHOOL UNIFORM POLICY

### 2. INTRODUCTION

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We believe the uniform represents the school, therefore, must be in good condition, clean and worn properly. Each item of the uniform must be clearly marked with the child's name.

#### 2.1 Aims and Objectives

Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- protects children and parents from social pressures to dress in a particular way;
- makes children feel equal to their peers and focuses the importance on who they are not what they wear

## 2.2 Jewellery and extreme haircuts

On health and safety grounds we do not allow children to wear jewellery in our school. The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

## 2.3 Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. Shoes should be navy blue or black. No shoes with laces unless they already know how to tie their shoes.

# ADMISSION AND FINANCIAL POLICIES

## 3. CONDITIONS OF ADMISSIONS FOR NEW STUDENTS

### 3.1 Enrolment of new students

The enrolment of a new student is confirmed by payment of:

1. The application fee to be paid at the time of application;
2. The registration fee should be paid when your child is accepted along with the Capital Fund + Entrance Fee.
3. Payment of the term's tuition
4. School insurance certificate

### 3.2 Discontinuation of the enrolment

Parents notify the school one term prior to the student's departure, by registered letter to:

Rainbow School Paris  
7 avenue Charlebourg  
92250, La Garenne Colombes, France

In the case of discontinuation of the enrolment, the financial consequences are as follows:

- The application fee, registration fee, capital fund and entrance fees are non-refundable;
- If a cancellation is received after without a term's notice, the term's fees are payable in full.

## 4. SCHOOL FEES

### 4.1 School Fees

The student is enrolled in the school for the entire school year. Fees may be paid yearly or termly. The termly fees are invoiced at the end of each term (Fall, Winter, Spring) and should be paid within the first week of the following term. Any parent who does not pay by the beginning of term will become liable to a surcharge of 50 € for every subsequent week.

### 4.2 Arrival during the course of the year

For students enrolling during the school year, school fees will be invoiced depending on the student's arrival date. School supplies will have to be covered as well.

#### 4.3 Conditions of payment

- Annual school fees and optional charges are to be paid in one single payment; although parents paying the tuition fees themselves may pay the first week of each term (September, January and April).
- The annual fees are payable once a year before the first day of school in September by one single payment or with three cheques dated on September 5<sup>th</sup>, January 5<sup>th</sup> and April 5<sup>th</sup>, whatever the school term or semester dates; in this case, an indemnity for deferred payment of 25 € must be added to each cheque.
- School insurance has to be provided by the parents.
- Cheque, bank transfer, and cash may be used for payment. You may find our bank transfer details at the bottom of each invoice and it can also be obtained from the administration. In such cases, we would please request that you label the payment with your name to help us to trace it.
- An application cannot proceed to the application review stage until the file is fully complete, and this includes payment of the application fee, this fee is non-refundable.
- Application materials may be sent either electronically (e-mail scan) to [contactus@rainbowschoolparis.com](mailto:contactus@rainbowschoolparis.com) and in a hard copy sent via post/express mail service to the school address.

#### 4.4 Reduction of school fees

No reduction in school fees is made for early payment. Absence from school due to school-organised trips will not result in a reduction of tuition fees.

#### 4.5 Departure in the course of the year

In the case of departure of a student in the course of the school year, and for whatever reason, families are required to inform the school one month before the departure date, by registered letter. No refund for prorated fees will be made.

### **5. CIVIL RESPONSIBILITY**

Families are financially responsible for any damage done by their children to the school premises or equipment.



## SCHOOL TUITION AND FEES 2017-2018

### **Nursery**

Part time	2 030€ per term
Full Time	2 930€ per term
One afternoon (in addition to part time schedule)	700€ per term

### **Pre-k, Kindergarten**

Full time (No part time schedule)	2 930€ per term
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### **Primary Grade 1,2,3,4,5**

Full time (No part time schedule)	3 530€ per term
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### **Other options not included in fees**

<b>FLE program</b> (French as a foreign language program)	350 € per term
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<b>After School Club</b> (from 4:00 pm to 6:30 pm)	820€ per term
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### **Application Fee and placement exam**

(This fee should be paid when the application is submitted and is not refundable)	350€
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### **Registration Fee**

(This fee should be paid when your child is accepted and is not refundable)	450€
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### **Capital Fund + Entrance Fee**

(These fees are to maintain the facilities and are non-refundable)	1000€
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NOTE: School fees are paid on or before the first day of term. Any parent who does not pay by the beginning of term will become liable to a surcharge of 50 € for every subsequent week or part thereof.



# Rainbow School Paris

## TEACHER'S CONFIDENTIAL REPORT

- Parents should give this form to the class teacher for completion.

Student's name: \_\_\_\_\_ School Name: \_\_\_\_\_

Present grade: \_\_\_\_\_ School Address: \_\_\_\_\_

Reason for school transfer: \_\_\_\_\_

Name of the teacher: \_\_\_\_\_ I have taught this student for: \_\_\_\_\_

- Please rate the student accordingly. R (Rarely) S (Sometimes) U (Usually) C (Constantly)

	R	S	U	C
Follows rules and accepts limits				
Shares and plays cooperatively				
Can express his needs				
Handles frustration				
Shows Self-confidence				
Adapts easily to new situations				
Has friends				
Has independent work habits				
Shows interest /attention in classroom activities				
Completes tasks on time				
Listens attentively and participates				
Handles materials carefully				

1. Is the student learning at grade level? If not please explain briefly:

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2. What is the student's literacy level?

- understands and follows instructions  
  speaks clearly  
  recognises some letter sounds

3. What is the student's mathematics level?

- counts up to \_\_\_\_\_  
  identifies numbers up to \_\_\_\_\_  
  can add  
  can subtract

4. Have the student's parents been supportive of the school and cooperative in working with teachers, and staff?

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6. Has the student been recommended for any of the following assessments?

- |  |     |    |
|--|-----|----|
| <input type="checkbox"/> Individualised Educational Plan (IEP) | Yes | No |
| <input type="checkbox"/> Psycho- educational evaluation        | Yes | No |
| <input type="checkbox"/> Speech Therapy                        | Yes | No |
| <input type="checkbox"/> Occupational Therapy                  | Yes | No |

7. We welcome any additional comments you think might be helpful to us:

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Dear Teacher,

Thank you for your time and cooperation, this information will certainly be very useful to us.

Please make sure this form is directly sent at:

7 avenue de Charlebourg, La Garenne Colombes

92250, France

+33 1 43 33 00 07, email address [contactus@rainbowschoolparis.com](mailto:contactus@rainbowschoolparis.com)

Signature

Date

School Stamp