REGULATIONS

2011-2012 School Year

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CHAPTER I – Admission, application and payment conditions

1.1 Admission

PVF is a not for profit organization whose mission is to teach French to children whose parents or family members speak French or who have lived in a Francophone country. PVF receives support from the French government under the "Français Langue Maternelle" (FLAM) program.

PVF classes are open to all Francophone or Francophile children. PVF does not discriminate on the basis of race, religion, national origin, color or sex. PVF is a non-religious, non-political establishment. PVF and its employees will therefore take a neutral view on all religious and political issues; any other view would be incompatible with the educational program it offers.

The curriculum follows wherever possible, that of the French National Education system, adapted as necessary to meet the specific needs of children being educated in the American school system.

1.2 Application

Applicants are considered on an individual basis. Prior to admission, all candidates are interviewed by a teacher in order to evaluate their knowledge of the French language. If places are available, children will be placed in a class that is adapted to their age group and level of French.

A deposit of $200 is due on application. This sum is not refundable but is deducted from the total payment of fees in the third semester, in April.

PVF reserves the right to cancel a class if there are not enough children enrolled (minimum of 4). In this case, the $200 deposit will be refunded.

1.3 Fees

Fees are payable in three payments – at the end of August, December and March. An invoice will be sent by email.

A late fee will be applied to payments received 10 days after the due date. A fee of $50 is applied to invoices remaining unpaid more than 20 days after the due date. After this, students whose fees have still not been paid will no longer be able to attend classes. Checks returned by the bank as unpaid incur a fine of $35.

A 10% discount is applied to the first sibling enrolled, 15% is applied to the second and third. This discount is only applicable to families who are NOT receiving any form of financial aid either from a government or a corporation. A request for this discount must be made in writing at the point of enrollment, it cannot be applied retrospectively.

Vacations and absences are not reimbursed. There is no reimbursement for termination in the middle of the year. In the case of a pre-arranged absence, please inform the administration of PVF at least 15 days before the student's departure.

CHAPTER II – Attendance and rules

2.1 Calendar and class schedule

Please refer to our internet site for the annual calendar and class times
http://parlez-vous-francais.com/

Drop off and collection of the children occurs at the classroom door. All children must be accompanied to the door of their class and collected at the end of class at the door of the classroom. Please do not leave your child unattended in the building or the parking lot.

In case of inclement weather (snowstorm, floods etc.), class will be cancelled. Parents will be advised of the decision to close by telephone and / or by e-mail. If more than two classes are cancelled, they will be made up at the end of the year.

2.2 Activity in the building

PVF rents 5 rooms, the rest of the building is not for use by PVF therefore siblings accompanying children for drop off and collection may not remain in the building to play in another room once class has begun. However Parents (without small children) are welcome to use the library on the ground floor which is available to those who wish to read or work quietly.

Please do not congregate in the corridor or allow siblings to play before and after drop off as the noise upsets other users of the church.

Parents are financially responsible for any damage that their child may cause to the premises, accidental or otherwise.

2.3 Tardiness

Punctuality is a mark of mutual respect. Children who are late can cause considerable disruption to the class. Classroom doors will close 10 minutes after the start of class.

2.4 Absences

Parents are requested to advise PVF in the case of planned absences from class as soon as they are organized, such absences are not reimbursable. In the case of illness, please inform Anouk Long or Kahina Hadim by telephone by midday on the day of class.

In the case of prolonged absence, make up homework can be provided.

CHAPTER III – School life

3.1 Homework

Children will be expected to complete homework at every level. This work is vital for the studies covered in what is after all, only a once a week class. Homework should be viewed as an important link between PVF and the family. For these two reasons, the role of the parent in the undertaking of this homework is priceless. We rely on your continued supervision and support for this.

3.2 Library

The library now contains over 1,800 titles – books, magazines and cartoons for children of all ages in French (with a smaller choice in bilingual books). Teachers will encourage the children and their families to borrow at least one book per week. Books must be returned promptly the following week. All books that are "lost", damaged or not returned must be reimbursed for the value of a new replacement. Habitual tardy returns will be fined.

Parents are welcome to borrow additional books from our library, please request this via Anouk Long.

3.3 Text Books

Text books are assigned to each student at the beginning of the year. These text books, along with assigned reading books, remain the property of PVF and must be returned at the end of the year.

Students are required to treat the books respectfully and return them in good condition at the end of the year.

Any abuses (including writing in the books) or losses will be billed to the parents.

3.4 Promotion to the next level

The curriculum includes a series of regular in class evaluations throughout the year. The results are sent home, parents are asked to keep them and have them available for discussion during parent-teacher conferences. At the end of the year the teacher will recommend the child's placement for the next year. If necessary the teacher may recommend that the child repeats the level again.

3.5 Respect

Adults and children deserve mutual respect. Behavior that is indifferent or otherwise disrespectful towards another child or their family will not be tolerated. All defamatory or injurious topics and gestures on the part of an adult or a child are forbidden. In addition, PVF requires respect for our facilities and our materials.

Parents and students agree to not engage in defamatory or false commentary with regards to PVF, its directors, administrators, employees or volunteers.

3.6 Discipline

In order to reduce incidents of undesirable behavior, PVF advocates a positive class atmosphere by praising appropriate behavior and encouraging personal discipline.

In the 5-6 year old classes, and A1 and A2, in exceptional circumstances, when a child's behavior is deemed to be a danger for himself/herself or others, that child will be sat on the "calming chair" under surveillance for a short period.

In the elementary level classes (from A3 up) each child will sign a discipline contract which details the rules and obligations that they are expected to abide by.

This contract is cosigned by parents who are expected to come and collect the child if there are repeated and serious breaches in discipline matters.

3.7 Exclusion

When a child's behavior consistently disrupts the atmosphere of the class and has a negative impact on the progress of the other children, a temporary or permanent exclusion from class may be required. The decision to exclude a child is made after meetings with the teachers, administrators and the parents. In the case of a permanent exclusion, class fees will be reimbursed on a pro-rata basis, less a $200 deposit.

CHAPTER IV – Dress code, health and safety

4.1 Dress code

Children should be neat, clean and "ready to learn." In addition, the list below should be adhered to :

Closed shoes (no sandals, no clogs, no flip flops that allow the potential for tripping over)

Clothes that can be worn outside. PVF encourages outdoor play every day when the temperature is above 32° F and it is not raining.

4.2 Health

Students must be up to date on their vaccinations.

Sick children may not attend. PVF cannot administer medication to your children. Please let us know without delay of any contagious illness your child contracts so we can inform other families.

If a child should become ill in class, parents will be advised to come and collect the child immediately, prior to consulting a doctor. In the case of a serious accident, emergency services will be contacted and the child accompanied to the nearest hospital. Parents should complete the medical release at the end of this document.

In the unfortunate event that lice is found in a child's hair, please do not bring the child to class until the entire family has been cleared.

4.3 Safety

For safety reasons, the following items are not permitted at PVF : lollipops, chewing gum, hard candy etc.; all dangerous items (pen knives etc); violent games (bow and arrows, play guns); jewelry is strongly discouraged and PVF denies any responsibility for lost jewelry.

The throwing of snow balls will not be allowed in the playground. Please keep your children under supervision in the parking lot or the playground before or after class.

4.4 Parking

Please do not park in the spaces marked as reserved for the Church personnel. Please only use the space outside the front door of the building in exceptional circumstances. Emergency personnel must be able to access the building at all times, parking in front of the doors puts everyone at risk.

CHAPTER V – Events

5.1 Parties

PVF organizes two get-togethers a year – one in December and one in June. On these occasions, students prepare a show and parents are invited to participate in the buffet meal. Other activities are also organized: games, special guests, a book sale etc.

5.2 Book fair

PVF hosts a French book fair in October. A proportion of the profit from the sale is given to PVF so we would encourage you to attend. Every year we also sell toys, games, videos, adult books and other articles (in French). Donations are always appreciated and are accepted on an ongoing basis.

5.3 Summer camps

PVF organizes summer camps in July and August on a weekly basis that are taught by our teachers. Programs on offer include: theater, art, manual work etc. Detailed information is available on the website from March onwards.

CHAPTER VI – Cooperation between family and teachers

6.1 Communication

Good communication between parents, teachers and the administrators of PVF is essential. If there are questions, problems or concerns, parents are invited to speak directly to the person concerned. However, unless relevant to that class, parents are discouraged from trying to speak to the teacher at the beginning of class: if you wish to speak to the teacher, please ask to do so after class to arrange a mutually convenient time.

6.2 Email

PVF communicates whenever possible to parents by email. Please respond to our emails as required and remember to inform us of a change in personal information (address, phone numbers, email, doctors' information etc).

Your teachers are contactable by email :

Danielle Aké	danielle.ake@parlez-vous-francais.com
Sophie Blavet	sophie.blavet@parlez-vous-francais.com
Caroline Clark	caroline.clark@parlez-vous-francais.com
Pauline Gianviti Lartigue	pauline.lartigue@parlez-vous-francais.com
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Valérie Muir	valerie.muir@parlez-vous-francais.com
Nadine Quatorze	nadine.quatorze@parlez-vous-francais.com

6.3 Newsletter

PVF publishes a newsletter every three months that is sent by email. « Une ribambelle de nouvelles» contains a résumé of class room activities, photographs and announcements.

6.4 Parent-teacher conferences

Conferences occur twice a year, in November and at the end of April. It is preferable that parents and teachers meet face to face, but if this not possible, telephone conferences can be arranged at mutually convenient times. A detailed written report is produced in April for the parents.

CHAPTER VII – Final clauses

We are committed to bringing education, comfort, love and humor in the best environment possible in order to satisfy the emotional, physical and intellectual needs of your children. In order to allow us to continue to do the best that we can, the administrators are available to answer all questions regarding life at PVF. Please do not hesitate to contact us.