

French Crèche and Nursery School  
64 Garfield Road  
London SW11 5PN  
Tel/Fax: 020-7326-9642

Date:

Dear Madam, Sir,

**Re: Information pack and Registration**

Thank- you for your interest in l' Ecole du Parc.

Enclosed, please find an information note on the school and a registration form. Please note that:

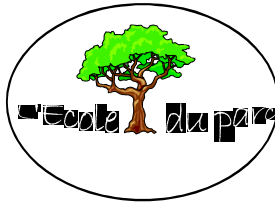
- i) An administration fee of £45 is required for a child to be placed on the school's waiting list (cheque to be made payable to Ecole du Parc). Please also return a signed copy of our Terms and Conditions. Please note the administration fee is non-refundable.
- ii) A refundable deposit of £850, will secure a place for your child as soon as one becomes available. The deposit is deducted from the last term's invoice for your child, provided a notice period has been given (as explained in the enclosed "Terms and Conditions of Admission").

We will get in touch with you as soon as a place becomes available. We will then ask you to complete further information forms (medical, consent etc.) to finalise the registration process.

Please do not hesitate to telephone us on 020-7326-9642 should you require further information.

With best regards,

Mrs E Sicking-Bressler  
Director  
Ecole du Parc



**Pre-school and Nursery  
64 Garfield Road  
London SW11 5PN  
Tel 020-7326 9642  
inquiries@ecoleduparc.co.uk**

L'Ecole du Parc welcomes a small number of children, aged 1 to 5 years, in a warm and friendly atmosphere. The school is situated in Garfield Road, close to Clapham Common.

The school follows the official French educational curriculum ("Ecole Maternelle"), as established by the French Ministry for Education, and the Early Years Foundation Stage (EYFS). Although the main language at the school is French, some activities (music, dance, drama) are delivered in English, by native English teachers.

### ***BACKGROUND***

L'Ecole du Parc was established in the summer of 2002 by local professional parents and an experienced team of Early Years teachers. The school's objective is to remain relatively small in order to facilitate communication between staff and parents, and in order to retain a family atmosphere for the children.

L'Ecole du Parc is regulated by OFSTED, the Department for Schools, Children and Families (Dscf) and our local authority, Wandsworth Borough.

L'Ecole du Parc is also part of the ECAT initiative "Every Child a Talker", which aims at the early detection of speech and language delays.

### ***ORGANISATION OF THE SCHOOL***

#### Opening hours are:

Monday, Tuesday, Thursday, Friday: 08.45 to 15.00

Wednesday: 08.45 to 12.30

Children are dropped off between 08.20 and 8.45.

#### Term Dates:

L'Ecole du Parc broadly follows term dates of the Lycée Français.

A holiday camp during school breaks is proposed to the children registered at l'école du parc and their brothers and sisters, depending on the demand.

## **CLASSES**

Class structure is based on the French system. Whenever possible, teachers and carers divide classes into smaller groups.

### **1. The Pré Petite Section (PPS)- preparatory class for the Petite section (2 to 3 years)**

The programme of the PPS is centered on allowing each child to make a gentle transition from home to a school environment. It covers six areas of learning, and prepares the children to the objectives of the first year of French nursery school (Petite Section de Maternelle) in areas such as autonomy, and confidence building. The teacher/child ratio is one to four.

A nutritionally balanced and organic meal is cooked on premises for the children of PPS. Children who stay half-days are picked at 12:30 after lunch.

### **2. Petite Section (3-4 years) and Moyenne Section (4-5 years)**

Classes of PS and MS apply the French curriculum and the EYFS, which mostly overlap. Each class offers daily activities aimed at developing the six areas of learning in a relaxed and safe environment. Self-expression is encouraged through dance and movement sessions. Physical Education sessions are organised weekly. Also, outings are organised on a regular basis (theatre, museums, local library) in order to illustrate the themes each class has been working on.

A packed lunch must be provided for each child. The latter is stored in the school fridge upon the child's arrival at school and can be heated up at lunch time.

## **FEES FOR 2011-2012**

### PPS:

Children are required to attend a minimum of three half-days, or two full days.

Fees per term:

£555 per term for one morning per week

£695 per term for one full day per week

### PS and MS:

Fees per term for full-time attendance: £2,520

**Nursery Education Grants are provided by Wandsworth Council to all children of three and four years of age. They amount to approximately £650 per term and are directly debited from the school fees invoice.**

## **STAFF at ECOLE DU PARC**

- All staff at Ecole du Parc undergoes rigorous reference and safety checks in addition to UK police checks (CRB).
- All staff undergoes continuous training in health and safety issues, as well as First Aid courses for young children, in addition to their individual training programmes.

***POLICIES and PROCEDURES*** are made available to parents and prospective parents upon request. They include: Conditions of admission (enclosed); Anti-bullying policy; Behaviour Management Policy (which contains information about discipline, exclusion and sanctions); Education Programme; Staff List (and their qualifications); Special Education Needs Policy; Health and Safety Policy; Complaints policy (together with details of the number of complaints registered under the formal procedures during the preceding academic year)

### ***COMPLAINTS***

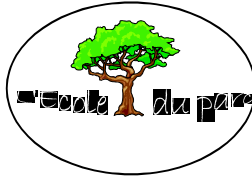
A comprehensive complaints policy is available upon request. If you have any questions, or any concerns, regarding staff at Ecole du Parc please contact Elisa Sicking-Bressler. If you have any complaint against the Headteacher, a director of the company can be contacted at the address below.

### ***PARENTAL INVOLVEMENT***

The school has an "open door policy" and encourages communication between staff, parents and the school's office. Each pupil has a "communication book" (cahier de liaison), which allows parents and teachers to exchange information about each child as well as practical information about the school. Individual meetings between parents and teachers are scheduled to take place every term. Although meetings can, of course, be arranged throughout the school year. L'Ecole du Parc very much encourages parents to participate in the life of the school by being part of the Parents' Association, but also by accompanying teachers on school outings or sports activities.

### ***INFORMATION***

L'Ecole du parc is the trading name for Sequoia Organisation Ltd, a limited company registered in England under the number 4485112. Directors of the school can be contacted at the following address: 18 Mayford road, London SW12 8SD, or by e-mail at [inquiries@ecoleduparc.co.uk](mailto:inquiries@ecoleduparc.co.uk) Please contact the Head of the school, Mrs. E. Sicking-Bressler, for further information, on 020 7326 9642 (please leave your name and address; the school's answering service is checked regularly)



Crèche et école maternelle française  
French Crèche and nursery school  
64 Garfield Road  
London SW11 5PN  
Tel: 020-7326-9642

## TERMS AND CONDITIONS OF ADMISSION

### 1. CONDITIONS

- A child does not have to be of French nationality or have French as his/her mother-tongue in order to be admitted to L' Ecole du Parc. The school makes every effort to communicate in English as well as in French.
- L'Ecole du Parc is a non-denominational pre-school which operates a strict non-discriminatory policy, both with regard to children wishing to attend the school and with regard to prospective staff.

### 2. REGISTRATION FEES

The school requests that you complete a registration form and send it, together with a registration fee (non-refundable) of £45 and a signed copy of these Terms & Conditions, to the address above.

Please note:

- Registration means a child is placed on Ecole du Parc's waiting list. It does not guarantee a place at the school.
- Admission to the school is based on a child's position on the waiting list, which is determined by the date of registration on the waiting list.

### 3. DEPOSIT

- When parents of a child on Ecole du Parc's waiting list are offered a place at the school, they will be asked to provide a deposit of £850, in order to secure the place for their child.
- The deposit will be refunded during the child's final term at the school, provided the following conditions have been respected:
  - A written notice of at least one term that a child will be leaving during the school year, or
  - A written notice given on the 30<sup>th</sup> of March at the latest that a child is not coming back the following year.
- Unfortunately, should a child whose parents have accepted a place, not attend l'Ecole du parc, the deposit will not be refunded.

#### 4. SCHOOL FEES

- School fees are payable in advance of each term. Any payment made after the beginning of term will result in a penalty of 5% of the amount due. Persistent, or recurrent, non-payment of school fees may also result in forfeiting a child's place at Ecole du Parc.
- No fees can be reimbursed if a child is not able to attend school, whatever the cause of the absence.
- Given reasonable notice, l'Ecole du parc reserves the right to amend the school fees' amounts.

#### 5. CONFIDENTIALITY

- Any information held by Ecole du Parc on a child in its care, and on his/her family, is strictly confidential
- No information will be shared about the child, or his/her family, without prior permission from the child's parents.

Please note that, given reasonable notice, Ecole du Parc reserves the right to amend the provisions of its Terms and Conditions, as well as its fees (registration and school fees).

Signature of parent/guardian: \_\_\_\_\_

Child's name: \_\_\_\_\_

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



Photo

## FICHE D'INSCRIPTION/ REGISTRATION FORM

### Votre enfant/ Your child

Nom de l'enfant / Child's Family Name: \_\_\_\_\_

Prénom / First Name: \_\_\_\_\_

Date de Naissance/ Date of Birth: \_\_\_\_\_ Garçon/Male      Fille/Female

Nationalité/ Nationality: \_\_\_\_\_

Ethnicity\*: \_\_\_\_\_

\*Information requested by Wandsworth Council - see form attached and write the corresponding code

### Information sur les parents/ Parents' details

\* **Mère/ Mother**

Nom- Prénom/Name and forename: \_\_\_\_\_

Adresse/ Address \_\_\_\_\_

Tel. maison/ Home: \_\_\_\_\_ Tel. travail/ Work: \_\_\_\_\_

Tel. mobile/ Mobile: \_\_\_\_\_ Adresse e-mail: \_\_\_\_\_

\* **Père/ Father**

Nom- Prénom/Name: \_\_\_\_\_

Adresse/ Address: \_\_\_\_\_

Tel. maison/ Home: \_\_\_\_\_ Tel. travail/ Work: \_\_\_\_\_

Tel. mobile/ Mobile: \_\_\_\_\_ Adresse e-mail \_\_\_\_\_

Numéro à contacter en cas d'urgence/ Emergency contact number: \_\_\_\_\_

Pour quel trimestre désirez-vous inscrire votre enfant? \_\_\_\_\_

*What term would you like your child to start?*

### Veillez indiquer votre choix /Please chose:

**Crèche/PPS:**

3, 4 ou 5 matinées (3, 4 or 5 mornings from 8:30 to 12:30) or full days

Monday	morning	Tuesday	morning	Wednesday	morning	Thursday	morning	Friday	morning
	full day		full day		only		full day		full day

**Petite Section/ Moyenne Section:** Plein temps/ Full-time only

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

Signature de la mère/ Mother's signature :

Signature du père/ Father's signature :

\_\_\_\_\_

\_\_\_\_\_