SCHOOL YEAR 2027 - 2028

“La violette Toulousaine”

Bilingual Montessori School

WELCOME BOOKLET



Our dynamics

Vision and Missions of Our Educational Project

Our Vision:

An **education** in a **bilingual** and **cosmopolitan** environment, based on the **Montessori philosophy** and designed for **families in Toulouse** as well as **expatriate families**. We also offer **training** programs for adults aimed at creating a **local Montessori community** that is fully integrated into the **international Montessori community.**

Our Mission

Our **mission** is to provide a welcoming space with **different environments** tailored to each stage of a **child's development:** 0–3 years, 3–6 years, 6–9 years, 9–12 years, and 12–15 years. We also aim to support **families** and **educators** (within the national education system) by offering **training resources** to enhance **understanding of educational issues.**

Montessori Pedagogy & Bilingual Education

What is "Montessori"?

"**Montessori**" is an educational approach developed by an Italian **physician and educator**, Maria Montessori, in the early 20th century. This approach is not limited to the well-known **wooden materials** designed by Maria Montessori; it is, above all, a **philosophy**—a way of **observing children** and viewing them as **active participants in their own development.** Adults must therefore respect the **child's pace** to allow for the optimal development of the child's potential. As a **guide**, the adult must adapt to the **needs of each child.**

Why Bilingual Education in French and English?

For several years now, researchers **specializing in childhood** development have demonstrated the many **benefits of learning** a second language at a very **young age**.
It has been shown that learning a **second language** leads to a better **command** of one's **native language**.
Furthermore, children who have attended **bilingual schools** develop a greater ability to **solve logical problems.** They improve their **capacity for abstraction** due to a greater number of connections in their brains between **concepts, words**, and **symbols**. Numerous studies conducted by **neurologists** have revealed the cognitive advantages of bilinguals over monolinguals in terms of **memory** and **mental flexibility**. It is also worth noting the considerable advantage for children in mastering English for their **future endeavors.**

Our dynamics

The characteristics of our educational action

Respect for the child:

We recognise each child as a unique individual with his or her own needs, interests and learning paces.

Autonomy:

Our pupils are encouraged to explore, experiment and learn at their own speed. Teachers act as guides and facilitators rather than governing authorities, allowing children to make decisions and direct their own learning.

Sensory learning :

We focus on using the senses to learn. Children are welcomed to manipulate, touch, smell and explore materials, making it easier for them to understand and retain concepts.

Community and collaboration :

We foster an environment of cooperation and mutual respect among students. Children of different ages often work together in the same classroom, encouraging collaboration and empathy.

Prepared environment :

Our classrooms are designed to allow independence and self-direction. They are equipped with teaching materials specially designed to encourage exploration and active learning.

Holistic development:

Our educational work aims to promote children's holistic development, including their intellectual, social, emotional and physical development. Activities and materials are designed to address all these aspects of development in an integrated way.

Educational project: Class Levels

A school divided into 3 educational stages:

Early Preschool Environment: 2-3 Years Old



The goal of this class is to provide children with a socialization environment focused on understanding the rules of living in society, to promote language development by expanding their vocabulary, to foster independence by emphasizing fine and gross motor skills, and to help them become toilet-trained. Children will be encouraged to perform everyday tasks—such as putting on their shoes and pouring water—so they can become fully independent in the routine activities of daily life. Children will have been introduced to the preliminary Montessori exercises as well as the practical life materials to ensure a seamless transition into the 3–6-year-old classroom. Twice a week, students will participate in the morning routine in English.



Preschool Environment: 3-6 Years Old

In the 3- to 6-year-old setting, Montessori materials are designed to support children's development by allowing them to explore the world and build their own sense of self. The activities are divided into four areas: practical life, sensory, language, and mathematics. The materials enable children to identify their mistakes in a visible and tangible way, allowing them to correct themselves and become independent of adults. By correcting themselves, children can repeat the activity at their own pace and develop their ability to concentrate. The teacher introduces the materials to the child and guides them toward autonomy and independent exploration. Once a child has repeated the activity without errors, they no longer need the materials: they have thus moved from the realm of experience to that of thought.

Elementary Environment: 6-12 Years Old



The 6–12-year-old program is a natural extension of the 3–6-year-old program. As in the 3–6-year-old program, activities are organized into several subject areas: language, mathematics, geometry, geography, history, science, and the arts. These subject areas correspond to those of the French National Education system. The educator will introduce the materials to the children to provide a concrete dimension to the concepts and ideas being explored. When a child is ready, they can practice writing using educational materials approved by the French Ministry of Education. Furthermore, the diversity of ages, levels of maturity, and areas of expertise fosters a variety of relationships and ways of helping one another. The youngest children arrive in a space already occupied by older children. The older children are very attentive to the younger ones and are naturally eager to help them. Drawing on their own experiences, the older children set a good example, and the younger ones absorb their skills.

Educational project: Early Preschool & Preschool

Class Schedule

	Early Preschool: 2-3 years old (MONDAY, TUESDAY, THURSDAY, FRIDAY)
9:00 AM - 9:30 AM	English Circle Time
9:30 AM - 11:30 AM	Montessori Class 2-3 years old
11:30 AM - 12:00 PM	Meal
12:00 PM - 12:30 PM	Outdoor time
12:30 PM - 2:30 PM	Nap Preparation & Nap
02:30 PM - 3:00 PM	Motor skills
3:00 PM - 4:30 PM	Montessori class 2-3 years old

Educational project: Early Preschool & Preschool

Class Schedule

	Preschool: 3-6 years old (MONDAY, TUESDAY, THURSDAY, FRIDAY)	
	GROUP A (1 day every other day)	GROUP B (1 day every other day)
Monday & Thursday 9:00 AM - 12:00 PM	Montessori Class	English Class
Tuesday & Friday 9:00 AM - 12:00 PM	English Class	Montessori Class
	With nap	Without nap
12:00 PM - 12:45 PM	Meal	Meal
12:45 PM - 13:30 PM	Nap or Quiet time	Outdoor play
13:30 PM - 14:30 PM	Nap or Quiet time	Montessori Class
14:30 PM -15:00 PM	Motor skills	Motor skills
15:00 PM -16:30 PM	Montessori class	English class
	Preschool: 3-6 years old (WEDNESDAY)	
9:00 AM -12:00 PM	Music / Spanish / Sports	

Educational project: Elementary

Class Schedule

	(MONDAY, TUESDAY, THURSDAY, FRIDAY)	
	Elementary: 6-9 years old	Elementary 9-12 years old
9:00 AM -12:00 PM	Montessori class	Montessori class
12:00 PM -12:30 PM	Outdoor break	Outdoor break
12:30 PM - 1:30 PM	Meal	Meal
1:30 PM - 3:00 PM	English	English
3:00 PM-4:30 PM	Montessori Class	Montessori Class
	Elementary 6-9 years old (WEDNESDAY)	
9:00 AM - 12:00 PM	Music / Spanish / Sports	
	Elementary 9-12 years old (WEDNESDAY)	
8:30 AM - 12:00 PM	Music / Spanish / Sports	

Early Preschool, Preschool and Elementary: School Fees

Our 4 options

Option 1 - Per-unit pricing over 12 months

Payment of tuition, registration fees, and school supplies over 12 months: from August (N) to July (N+1). Payment by direct debit only. Applies only to students enrolled before July (N).
For new students, you will pay a €363 registration fee, which will be deducted from your first payment in July.

	2-3 years old	3-6 years old	6-9 years old	9-12 years old
Tuition fees + Registration fees + School supplies / 12 months	504 €	513 €	522 €	530 €
Meal per unit	5 €	5 €	5,10 €	5,10 €
Before-school Care	2,80 €	2,80 €	2,80 €	2,80 €
After-school Care	5,80 €	5,80 €	5,80 €	5,80 €
Wednesday Afternoon Care	35 €	35 €	35 €	35 €
English camp	205 €	205 €	205 €	205 €

Early Preschool, Preschool and Elementary: School Fees

Our 3 options

Option 2—Pay-as-you-go pricing over 10 months

This is the only pricing option available for students enrolling during the school year. Meal, after-school care, and workshop fees are the same as those listed in Plan #1.

	2-3 years old	3-6 years old	6-9 years old	9-12 years old
Registration fees & School supplies	363 €	363 €	363 €	363 €
Monthly tuition (10 months) + 255 € in July	1st Child: 543€ 2nd Child: 503€ 3rd Child: 493€	1st Child: 554€ 2nd Child: 514€ 3rd Child: 454€	1st Child: 565€ 2nd Child: 525€ 3rd Child: 465€	1st Child: 575€ 2nd Child: 535€ 3rd Child: 475€

Option 3 - Hybrid Pricing

Annual tuition is paid in August. Meals and childcare are paid on a per-use basis, as with options 1 and 2.

	2-3 years old	3-6 years old	6-9 years old	9-12 years old
Registration fees & School supplies	~~363 €~~	~~363 €~~	~~363 €~~	~~363 €~~
Annual Tuition	**5 685 €**	**5 795 €**	**5 905 €**	**6 005 €**

Early Preschool, Preschool and Elementary: School Fees

Our 4 options

Option 4 - “Esprit Libre” Pricing

You pay for all of our services in August. You’ll receive a single invoice. All field trips are free, as are our 5-week English language camps.

	2-3 years old	3-6 years old	6-9 years old	9-12 years old
Annual Fee	~~9 235 €~~	~~10 843 €~~	~~10 953 €~~	~~11 053 €~~
Total Reduction	1 535 €	2 043 €	2 053 €	2 053 €
Esprit-Libre Plan	**7 700 €**	**8 800 €**	**8 900 €**	**9 000 €**

Educational project: Middle School

Our class for 12-15 years old

A space for learning and empowerment

The Montessori environment for 12- to 15-year-olds is designed to meet the specific needs of adolescents seeking autonomy, meaning, and engagement. This pivotal period of development is marked by a thirst for understanding the world and a need to actively participate in society. The environment thus fosters concrete, interdisciplinary, and cooperative learning, where each adolescent takes an active role in their own learning and personal development.

Learning is structured around major subject areas:

- Humanities and experimental sciences (history, geography, biology, physics, chemistry, ecology)
- Applied mathematics (management, economics, logic, statistics)
- Written and oral expression (literature, modern languages, communication)
- Arts and creativity (music, visual arts)
- Hands-on and entrepreneurial activities (gardening, project management)

These areas are integrated into practical projects, which give meaning to the learning experience and allow teenagers to experiment, collaborate, and develop essential skills for their future.

An environment of autonomy and responsibility

The program for 12- to 15-year-olds is based on taking initiative and fostering responsibility. Teenagers actively participate in managing their workspace, their projects, and their schedules. The educator supports each young person on their journey, providing resources and guidance while encouraging critical thinking and independence.





A supportive and cooperative environment

Group learning fosters diverse exchanges and mutual support. The more experienced students naturally support the younger ones, creating an enriching dynamic where everyone finds their place. Cooperation, active listening, and mutual respect are at the heart of the program's approach, enabling teenagers to develop essential social skills.

The Montessori program for 12- to 15-year-olds is thus a place where learning is built through experience, where each young person explores their passions and talents, and where self-confidence grows through projects and discoveries.

Educational project: Middle School

Class Schedule

	MONDAY	TUESDAY	THURSDAY	FRIDAY
8:30 AM - 9:00 AM	Class preparation	Class preparation	Class preparation	Class preparation
9:00 AM -12:00 PM	Mathematics	French	Physics/ Science of Life and Earth	History/Geo
12:00 PM - 1:00 PM	Meal	Meal	Meal	Meal
1:00 PM-2:00 PM	Nature Project / Research Presentation	Nature Project / Research Presentation	Nature Project / Research Presentation	Nature Project / Research Presentation
2:00 PM -3:30 PM	English	English	English	English
3:30 PM -5:00 PM	Class project	Class project	Class project	Sports

	WEDNESDAY
8:30 AM - 12:30 PM	Sports / Music / Spanish

*The schedule may change throughout the year.

Middle School: School Fees

Our 4 packages

Option No. 1 - Unit pricing over 12 months

Payment of tuition, registration fees, and school supplies over 12 months: from August (N) to July (N+1). Payment by direct debit only. Available exclusively to students enrolled before July 2026. The first month's payment covers the registration fee; monthly payments will then begin in August.

	Tuition fees + Registration fees + School supplies	Meal per unit	Before-school care	After-school care	Wednesday Afternoon Activities
12-15 years old	639€ / month over 12 months	5,20€ / meal	2,60€/u	5,60€/u	31€/u

Option No. 2 - Unit pricing over 12 months

This is the only pricing option for a student joining mid-year.

	Registration fees + School supplies	Tuition fees	Meal per unit	Before-school care	After-school care	Wednesday Afternoon Activities
12-15 years old	363 €	705€ / month over 10 months + 255€ in July	5,10€ / meal	2,80€/u	5,80€/u	35€/u

Middle School: School Fees

Our 4 packages

Option No. 3 - Hybrid pricing

The annual tuition fees are due in August. Meals and care service of the school are billed per unit, as in Option No. 1 and No. 2.

	Registration fees + School supplies	Annual tuition fees	Meal per unit	Before-school care	After-school care	Wednesday Afternoon Activities
12-15 years old	~~363 €~~ Offered	7 305 €	5,10€ / meal	2,80€/u	5,80€/u	35€/u

Option No. 4 - 'Free Spirit' Pricing

You pay for all of our services in August (registration fees, school supplies, tuition, meals, and after-school activities). You will receive a single invoice. All field trips are free.

	Annual fee before discount	Total discount	Free spirit pricing
12-15 years old	~~12 353 €~~	2053 €	**10 300 €**

School rules

1 - SCHOOL CALENDAR 2027 - 2028

The school follows the national school calendar (Zone C):

- **First day of school:** Thursday, September 2
- **All Saints' Day break:** Friday, October 22 through Sunday, November 7
- **Christmas break:** Friday, December 17 through Sunday, January 2
- **Winter break:** Friday, February 11 through Sunday, February 27
- **Spring Break:** Friday, April 14 through Sunday, April 30
- **Ascension Day:** Wednesday, May 24 through Sunday, May 28
- **Armistice Day:** Thursday, November 11 through Sunday, November 14
- **End of the school year:** Monday, July 3

On the **day following the start of the school year**, the school closes at **1:30 p.m.**, after lunch. E**very Friday before a school break**, the school closes early at 12:00 p.m. to allow for the teaching staff's meetings. No lunch is served on that day.

2 - OPENING HOURS AND DAYS

A – The 2–3-Year-Old Program (Pre-Kindergarten)

The school welcomes pre-kindergarten children on Monday, Tuesday, Thursday, and Friday (no school or after-school programs on Wednesday).
Morning childcare: 8:00–8:45 AM
Student drop-off: 8:45 AM
Doors close: 9:00 AM
Student dismissal: 4:30 PM
After-school care: 4:45–6:15 PM

B – Age Groups: 3–6 Years, 6–9 Years

The school serves preschool and elementary school children:

Monday, Tuesday, Thursday, Friday:
Morning care: 8:00–8:45 AM
Students arrive: 8:45 AM
Doors close: 9:00 AM
Students dismiss: 4:30 PM
After-school care: 4:45 PM – 6:15 PM

Wednesday :
Morning childcare: 8:00–8:45 AM
Students arrive: 8:45 AM
Doors close: 9:00 AM
Students leave: 12:00 PM
After-school program: 1:30 PM – 6:00 PM

C. 9-12 years old

Monday, Tuesday, Thursday, Friday
Before-school care: 8:00 AM - 8:45 AM
Student arrival: 8:45 AM
Doors close: 9:00 AM
Student dismissal: 4:30 PM
After-school care: 5:15 PM - 6:15 PM

Wednesday :
Morning childcare: 8:00–8:45 AM
Students arrive: 8:45 AM
Doors close: 9:00 AM
Students leave: 12:00 PM
After-school program: 1:30 PM – 6:00 PM

School Rules

D. 12-15 Years Old

The school welcomes middle school students:

Monday, Tuesday, Thursday, Friday:
Before-school care: 8:00 AM - 8:45 AM
Student arrival: 8:45 AM
Door closure: 9:00 AM
Student dismissal: 4:30 PM
After-school care: 4:30 PM - 6:15 PM

Wednesday :
Morning childcare: 8:00–8:45 AM
Students arrive: 8:45 AM
Doors close: 9:00 AM
Students leave: 12:00 PM
After-school program: 1:30 PM – 6:00 PM

3 - PUNCTUALITY AND LATENESS POLICY

Regular and punctual attendance by students is essential to the smooth progress of their education and the operation of the school.
Students must be present during the hours scheduled by the school and adhere to the arrival and dismissal times communicated to families.
Any absence must be reported **as soon as possible via Educartable.**
When an absence is foreseeable, legal guardians must inform the school in advance, specifying, to the extent possible, the expected duration of the absence.
In the event of repeated tardiness or unexcused absences, the administration may contact the family, schedule a meeting, and implement any necessary measures to monitor the child's academic progress.
Legal guardians agree to inform the school of any situation that could have a lasting impact on the student's attendance.
Compliance with these attendance rules contributes to the smooth functioning of the classroom, educational continuity, and respect for the work of the teaching staff.

4 - HEALTH, MEDICATION , PAI AND DISEASES

Legal guardians must inform the school of any information regarding the student's health that could affect his or her education, safety, or care at the school.
In particular, they agree to report any allergies, intolerances, medical conditions, ongoing treatments, disabilities, or special medical needs, as well as any significant changes in the child's health status.

4-1 – Medications and treatments

No medication may be administered to a student by the school outside of an appropriate medical setting.
The administration of medication at the school must, depending on the situation, be part of:

- an Individualized Care Plan (PAI);
- a medical prescription;
- or any other appropriate protocol that allows the school to provide care for the child under safe conditions.

School Rules

Any medication intended to be administered during school hours must be handed directly to an adult at the school by the student's legal guardian or an authorized person.
The medication must be placed in a closed box or container, clearly labeled with:

- the student's first and last name;
- the corresponding medical prescription.

Under no circumstances should medication be left in the student's backpack or left freely accessible to the student, unless otherwise specifically provided for in an Individualized Health Care Plan (PAI) or an appropriate medical protocol.

4.2 – Individualized support plan

When a student's health condition requires special accommodations during school hours—particularly in cases of severe allergies, chronic illnesses, or ongoing medical treatment—it may be necessary to establish an Individualized Health Care Plan (IHCP).
Legal guardians agree to provide the medical documents and information necessary for its implementation and to promptly notify the school of any changes to the plan.

4.3 – Sick student

A student whose health condition is clearly incompatible with life in a group setting may not be admitted to the school.
If a student becomes ill during the school day, the legal guardians will be contacted. The school may ask them to come pick up the child as soon as possible.
If a temperature above 38 °C is detected, the student must leave the school. A legal guardian or authorized person must come to pick up the student as soon as possible.
The school does not automatically administer antipyretic medication in this situation. The rules set forth in this article regarding prescriptions, protocols, and Individualized Health Care Plans (PAI) remain applicable.

4.4 – Contagious Diseases and Exclusion

Legal guardians must promptly notify the school of any contagious illness that could affect other students or staff members.
When regulations require a period of exclusion from school, this period must be observed before the student returns.
The school may request proof or a medical certificate when applicable regulations or the child's specific circumstances warrant it.

5 - LUNCH, ALIMENTATION, ALLERGIES AND FOOS INTOLERANCES

The school provides school meals through its catering service.
Unless otherwise specified in an Individualized Care Plan (PAI), the school serves only meals provided by its caterer. Families may not, therefore, provide their own meals to replace those provided by the school.

School Rules

5.1 – Types of meals

When registering, legal guardians must indicate the type of meal they want for the student:

- standard meal;
- vegetarian meal.

Any changes must be communicated to the school so that they can be processed with the catering provider.

5.2 – Allergies, food intolerance and medical needs

Any allergy, food intolerance, or medically necessary dietary restriction must be reported to the school at the time of enrollment and immediately if it develops or changes during the school year.
When necessary, the child's participation in the school meal program is organized under an Individualized Care Plan (PAI) that specifies the measures to be followed.
Legal guardians remain responsible for providing the school with all relevant medical information and for keeping it up to date.

5.3 – Wednesday's meals

Wednesday meals are not automatically included in the standard half-board plan.
They must be reserved no later than seven days before the date of the meal in question (D-7), in accordance with the procedures provided by the institution.
Any reservation made after this deadline may be refused if the meal can no longer be ordered from the service provider.

5.4 – Absences and Meal Billing

When a meal has been scheduled for a student, the student will still be billed for it if the school has not been notified of the student's absence at least 72 hours before the meal in question.
If the absence is reported within this timeframe, the meal in question will not be charged, provided it can still be canceled with the service provider.
The school will provide families with instructions on how to report absences.

6 - TOILET TRAINING AND WELCOMING CHILDREN IN THE 3-6 YEAR-OLD GROUP

TToilet training is part of a child's development and may continue as the child enters the **3-6-year-old** group.
A child who is still in the process of toilet training may be enrolled in this group as long as the situation is **compatible with the class's daily routine**, the child's needs, and the school's enrollment policies.
The situation is assessed on a **case-by-case** basis by the administration and the teaching staff, in consultation with the family.
Legal guardians agree to inform the school of any specific difficulties and to provide, when necessary, a sufficient quantity of appropriate spare clothing.

School Rules

When accidents occur too frequently or the situation significantly disrupts classroom operations or the child's care, the administration may request a meeting with the family to determine what adjustments are necessary.
In particular, the school may agree with the family on specific temporary arrangements to gradually support the child's toilet training in the best interests of both the child and the group.

7 - AFTER-SCHOOL CARE, EXTRACURRICULAR PROGRAM, AND LATE PICKUPS

After-school care is an **optional, fee-based service** offered by the school according to the schedules and rates provided to families.
No prior reservation is required to use this service, unless otherwise specified by the school on a case-by-case basis for organizational reasons.
Legal guardians must pick up their child **no later than the service's closing time, as indicated in the Welcome Booklet or communicated by the school.**

7.1 – Delays

Any delay beyond closing time will result in a charge of:
10€ per 15-minute period or portion thereof, per child.
Any period or portion thereof is due in full.
This charge applies as soon as the scheduled closing time is exceeded, regardless of the cause of the delay, unless the administration makes an exception.

7.2 – Repeated Delays

In the event of repeated delays, the facility may, after notifying the family, decide to **temporarily or permanently suspend access to the daycare service.**
This measure is separate from the billing for delays that have already occurred.

8 - AUTHORIZED PICK-UP PERSONS AND SAFETY AT DISMISSAL

The child may only be released to one of his or her legal guardians or to a person expressly authorized by them.
The list of authorized individuals is provided at the time of registration and may be modified at any time by the legal guardians via **Educartable**.
Any person coming to pick up a child who is not known to the staff may be required to present a **valid form of identification** before the child is released to them.
The school may refuse to release a child to a person whose condition or behavior appears clearly incompatible with the child's safety, particularly in cases of intoxication, violent behavior, obvious disorientation, or suspected substance abuse.
In such a situation, the school will contact another legal guardian or authorized person to arrange for the child's safe pickup.
Legal guardians must promptly inform the facility of any changes regarding the persons authorized to pick up the child.
When restrictions result from a court order, the facility may only take them into account after receiving an official, **legally enforceable document.**

School Rules

9 - ACCESS TO THE SCHOOL, GATE, SECURITY, AND PPMS

Access to the school is strictly regulated to ensure the safety of students, families, and staff.
Legal guardians, chaperones, and authorized individuals may not enter classroom areas or move freely within the school **without prior authorization from a staff member**.
Students must enter and exit the school exclusively through the **entrances designated by the school.**
Families must strictly follow the instructions regarding the main gate, access doors, and the locking of school premises.
In particular, it is prohibited to allow an outsider to enter behind you without verification or without the staff's approval.
Any person from outside the school must report to a staff member before entering the premises.
The school may temporarily modify access, movement, or exit procedures for security reasons, particularly in the context of:

- a **PPMS**;
- a fire drill;
- an alert;
- an exceptional situation; or any protective measure deemed necessary.

Families agree to immediately comply with any safety instructions communicated by the school.

10 – Cell Phones, Smartwatches, and Electronic Devices

The use of cell phones, smartwatches, wireless headphones, and any other electronic communication devices is prohibited at all times while students are on school grounds, as well as during school-sponsored off-campus activities.
Any devices brought by students must be **turned in to school staff upon arrival,** in accordance with the procedures established by the school.
These devices are kept by the school during school hours and **returned to the student upon departure.**
No device may be kept by the student during school hours unless expressly authorized by the school.
Exceptions may be granted:

- for **medical reasons**;
- in connection with a **disability**;
- or for **educational purposes expressly authorized** by a staff member.

Any unauthorized use may result in the **temporary confiscation of the device**, without prejudice to any educational or disciplinary measures appropriate to the situation.
The most serious incidents may result in immediate suspension, disciplinary action, or expulsion, in accordance with the provisions of these regulations.
When warranted by the circumstances, the institution may also refer the matter to the appropriate authorities or agencies.

11 - PROHIBITED ITEMS, HAZARDOUS MATERIALS, AND SAFETY

It is strictly prohibited to bring into the school any item, product, or substance that could compromise the safety of students or adults or the proper functioning of the school.
The following are specifically prohibited:

- weapons and objects that can be used as such;
- sharp or dangerous objects without authorized educational use;

- flammable, explosive, or toxic substances;
- cigarettes, e-cigarettes, and similar products;
- alcohol;
- narcotics and illegal substances;
- more generally, any object or product that poses a risk to people or school property.

Any prohibited item or substance may be **confiscated immediately by a staff member.**
Legal guardians may be notified of the situation without delay, and, depending on the nature or severity of the incident, the school may implement appropriate educational or disciplinary measures.

12 - PERSONAL BELONGINGS, CLOTHING; VALUABLES AND ITEMS LEFT BEHIND

Clothing and personal belongings brought by the student must be **clearly marked with the student's name**.
Legal guardians must ensure that the child has appropriate clothing for:
the weather conditions;
the planned activities;
and, if applicable, the equipment requested by the teaching staff.
Depending on the student's age and the organized activities, the school may request certain specific items or equipment, including a change of clothes, appropriate attire, or any other materials necessary for the smooth running of the day.
Toys, personal items not related to schoolwork, and valuables are prohibited on school grounds, unless expressly authorized by the staff as part of a specific activity.
The school cannot be held liable for the loss, theft, or damage of personal belongings unless the school is at fault.
Clothing and items left behind are temporarily held by the school. At the end of each school vacation period, unclaimed items may be **donated to charitable organizations** after families have been notified.

13 - DAMAGE AND FINANCIAL LIABILITY

Students must respect the school premises, furniture, teaching materials, and all equipment made available to them.
Any damage caused **intentionally** or resulting from a student's misconduct may result in the family being billed for the **actual cost of repairing or replacing** the item in question.
The family will be informed of the nature of the damage and, when possible, the corresponding amount before being billed.
This billing is separate from any educational or disciplinary measures that may be taken regarding the student's behavior.
Accidental damage does not automatically result in a bill and is assessed on a case-by-case basis.

14 - BIRTHDAYS, SNACK TIMES, AND FOOD BROUGHT ONTO SCHOOL PREMISES

Birthdays may be celebrated on school premises in accordance with the guidelines established by the educational staff.
To ensure food safety for students and to allow for the verification of ingredients and allergens, **no homemade food is permitted**.
The only items that may be brought in are:

- **commercially packaged** products;
- in their original packaging;

- with **complete and legible labeling** that clearly identifies ingredients and allergens.

The school may refuse any food or beverage that does not meet these conditions or that is incompatible with students' known allergies, intolerances, or Individualized Health Care Plans (PAI).
The staff may also regulate or limit the distribution of **candy, sugary drinks, sodas, or particularly sugary products**, depending on the children's ages and the school's operating policies.
Families must follow the guidelines provided by the staff regarding the organization of birthday parties, snacks, or special events.

15 - COMMUNICATION WITH FAMILIES AND USE OF EDUCARTABLE

Legal guardians agree to check the platform regularly to review information regarding their child's education, school operations, absences, events, administrative requests, and any changes to school procedures.
Messages and information sent via Educartable are deemed to have been brought to the attention of families.
Families should make sure to keep their contact information up to date and report any changes that could affect their receipt of communications from the school without delay.
Communication with the teaching staff and administration must remain respectful, courteous, and professional.
Sensitive or complex issues, or those requiring in-depth discussion, should be addressed in a meeting with the teacher, the teaching staff, or the administration, rather than through prolonged back-and-forth messaging.
Teachers are not required to respond to messages:

- during class time;
- outside the school's regular hours of operation;
- or immediately upon receipt.

Lengthy or sensitive discussions should not take place at the school entrance during arrival or dismissal times, so as not to disrupt student drop-off and safety procedures.
The photographs, videos, documents, and information posted on Educartable are intended exclusively for the families concerned and the school's staff.
Any **reproduction, screenshot, transmission, publication, or distribution to third parties** of content that identifies another student, a staff member, or a family is prohibited without the prior authorization of the individuals concerned.
Any breach of this confidentiality obligation may result in appropriate measures, including disciplinary or legal action.
The use of Educartable as the school's communication tool is mandatory for legal guardians.

16 - STUDENT CONDUCT, COMPLIANCE WITH DISCIPLINARY ACTIONS

Every student must behave respectfully toward other students, staff members, guest speakers, families, and anyone else present on campus.
The following are specifically prohibited:

- physical violence;
- insults, threats, or humiliating remarks;
- discriminatory behavior;
- acts of intimidation or harassment;
- willful damage to property;

- behavior that endangers the student or any other person;
- any behavior that seriously disrupts the proper functioning of the school.

Students must respect the school premises, educational materials, rules of community life, and instructions given by adults.

The measures taken by the school are tailored to the student's age, the severity of the incident, and whether it is a repeat offense.
These may include, in particular:

- a reminder of the rules;
- an educational measure;
- a discussion with the student;
- a warning;
- a meeting with the family;
- a temporary suspension;
- or, when the situation warrants it, a procedure that may lead to expulsion.

These measures are, as far as possible, progressive and proportionate.
However, in cases of violence, threats, endangerment, or particularly serious incidents, certain steps may be shortened or omitted, and the administration may decide to impose an immediate suspension.
The administration retains the authority to assess the circumstances and determine the most appropriate measure for the situation.

17 - EXPULSION, BREACH OF TRUST, AND CONDUCT OF LEGAL GUARDIANS

The administration may terminate a student's enrollment when continuing to admit the student is no longer deemed compatible with the child's best interests, the school's educational mission, the safety of individuals, the proper functioning of the school, or the maintenance of a sufficient relationship of trust with the family.
The following, among other things, may justify such a decision:

- violence, threats, serious insults, acts of harassment, or repeated behavior that endangers others;
- serious or repeated violations of these regulations;
- behavior that disrupts the operation of the facility;
- a lasting and serious breach of trust between the family and the facility;
- behavior by a legal guardian that jeopardizes the safety, dignity, or working conditions of staff members;
- acts of violence, threats, intimidation, or harassment committed by a legal guardian against the facility, its employees, service providers, or other families.

Unless the situation is urgent or particularly serious, the procedure includes:

- a discussion with the family;
- a written warning;
- the opportunity for legal guardians to present their comments;
- and then, if necessary, a written and reasoned decision by management.

In the event of violence, threats, endangerment, or particularly serious conduct, management may decide to impose an **immediate suspension or expulsion without delay**, without prejudice to any legal proceedings or actions the facility deems necessary.
When expulsion is imposed at the school's initiative, the financial consequences are those set forth in the **Financial and Contractual Terms**, particularly with regard to the application of the three-month notice period.

School Rules

Legal guardians agree to maintain, in their interactions with the school and its staff, a respectful attitude that is consistent with the smooth functioning of the educational community.

18 - EDUCATIONAL ORGANIZATION, GROUPS, TEACHERS, AND BILINGUALISM

A student's enrollment implies commitment to the school's overall educational mission, which is based in particular on the Montessori method, French-English bilingualism, and—depending on the grade level—multi-age group instruction.
The administration retains responsibility for the school's educational organization.
In this capacity, it may, in particular:

- determine the learning environment, group, or class in which the student is placed;
- modify the composition of groups during the school year when educational or organizational needs warrant it;
- organize groupings or activities involving multiple grade levels or groups;
- modify the schedule or the distribution of classes;
- arrange for a substitute for an absent teacher, educator, assistant, or guest instructor;
- modify the assignment of teachers, educators, assistants, or guest instructors among groups;
- adapt the educational organization to class sizes, student needs, and the school's operational constraints.
- Enrollment therefore does not guarantee that a student will remain in a specific group, nor does it guarantee the presence of a particular teacher or instructor throughout the school year.

18.1 — Bilingual Program

The school offers a **bilingual French-English** educational environment.
The distribution of instruction, activities, and exposure time between the two languages may vary depending on:

- the students' age and level;
- educational objectives;
- group organization;
- the skills of the staff members;
- and the school's operational needs.

Unless the school has made a specific written commitment, enrollment in a bilingual school does not constitute a contractual guarantee of a **specific number of instructional hours in each language.**
The school retains the freedom to adjust this distribution while maintaining its bilingual educational program.

19 - SCHOOL FIELD TRIPS, OUTDOOR ACTIVITIES, AND TRANSPORTATION

Educational, cultural, athletic, and learning-related field trips organized by the school are an integral part of the educational program.
The general authorization provided at the time of enrollment covers field trips organized as part of the regular school program and during school hours.
Students may be required to travel:

- on foot;
- by public transportation;
- by bus;
- or by any other means of transportation organized or arranged by the school in accordance with applicable rules.

School Rules

For special field trips, school trips, overnight stays, or activities requiring special arrangements, the school may request additional information or specific authorization from legal guardians.
The costs of field trips not included in the selected package may be billed separately after families have been notified.
When a field trip is an integral part of the educational program and is scheduled during school hours, student participation is normally required, unless there is a valid reason or a special arrangement has been made with the school.
Families agree to provide, by the requested deadlines, the permissions, documents, equipment, or information necessary for the student's participation.

21 - VACCINATIONS, INSURANCE, AND REQUIRED ADMINISTRATIVE DOCUMENTS

Legal guardians must provide the school with all documents necessary for the student's enrollment and administrative record-keeping.

21.1 — Vaccinations

Legal guardians must provide documentation certifying compliance with the vaccination requirements applicable to the child's age.
They agree to inform the school of any significant changes or updates regarding the student's vaccination status when such changes relate to the requirements applicable to the student's enrollment.
The school may request updated documentation when necessary.

21.2 — Insurance

Civil liability insurance covering the child is required for the entire duration of the child's enrollment.
The institution may request a valid insurance certificate at any time.
Depending on the nature of the activities organized, individual accident insurance may also be recommended or required when regulations or the conditions of the activity so require.

21.3 — Administrative Documents

The institution may request, in particular:

- an ID card, passport, or family record book;
- proof of parental authority when necessary;
- proof of vaccinations;
- proof of insurance;
- medical documents necessary for implementing an Individualized Health Plan (PAI);
- any court order affecting the child's care;
- more generally, any document necessary for the student's administrative management, safety, or enrollment.

Legal guardians must inform the school of any changes affecting the information or documents previously submitted.

21.4 — Incomplete Application

The completion of enrollment may be **suspended until the required documents requested by the school have been provided.**
A student's reservation or admission does not exempt legal guardians from completing the administrative application within the requested timeframes.

22 - ACCIDENTS, LIABILITY, AND DAMAGES

In the event of an accident occurring on school grounds or during a school activity, the staff will take the necessary steps to care for the student and notify the legal guardians as soon as possible.
When the situation requires it, the school may contact emergency services and have the student transported to the most appropriate healthcare facility, in accordance with the authorizations obtained at the time of enrollment and the provisions of these regulations.

22.1 — Liability of the School

The school may not be held liable for any injury sustained by a student unless it is established that the school was at fault, negligent, or in breach of its obligations.
In particular, the school cannot be held liable for consequences resulting from:
the student's or family's failure to comply with safety instructions;
medical, administrative, or family information that was not provided to the school;
the loss, theft, or damage to personal belongings, unless attributable to the school's fault.

22.2 — Damage Caused by the Student

Legal guardians remain liable, under the conditions provided by law, for damage caused by their child.
Any damage caused intentionally or resulting from wrongful conduct may result in the student being billed for the actual cost of repair or replacement, in accordance with Article 13 of these regulations.

23 - PERSONAL INFORMATION, CONFIDENTIALITY, AND THE GDPR

The school collects and processes personal data strictly necessary for managing student enrollment, ensuring student safety, billing, communicating with families, and complying with its legal and administrative obligations.
The data collected may include, in particular:

- the identity of the student and his or her legal guardians;
- the family's contact information;
- administrative information necessary for enrollment;
- medical information strictly necessary for the student's safety and care;
- data necessary for billing and payment;
- information regarding permissions, absences, authorized individuals, and special family circumstances.

Access to this data is restricted to authorized personnel within the school and, when necessary, to service providers or partners involved in the school's operations.
Data may thus be shared, to the strictest extent necessary, with service providers such as:

- Educartable;
- the food service provider;
- payment service providers;
- insurance companies or brokers;
- administrative or digital tools used by the school;
- or any other service provider necessary for the school's operations.

Legal guardians must inform the school of any changes or errors regarding the data provided.
They have the rights provided for by applicable regulations regarding the protection of personal data.
Detailed provisions regarding the purposes of data processing, retention periods, data recipients, and the exercise of data subjects' rights are set forth in a **separate privacy policy** made available to families.
Personal information obtained by a family concerning another student, a parent, or a staff member in the context of school life must remain strictly confidential and may not be disclosed without authorization.

24 - IMAGE RIGHTS AND USE OF PHOTOGRAPHS AND VIDEOS

As part of its educational activities and communications regarding school life, the École et Collège Montessori Bilingue La Violette Toulousaine may take photographs and record videos of students.
The terms of use for this content vary depending on its intended purpose.

24.1 — Educartable

Educartable is a digital platform reserved for the school's families and authorized staff members.
For the purposes of educational monitoring and sharing classroom life, legal guardians authorize the school to publish photographs and videos of their child on Educartable in which the child's **face is visible.**
This use is limited specifically to:

- educational monitoring;
- presenting classroom activities;
- school events and projects;
- sharing moments of school life with families.

This authorization is included in the registration packet.

Content published on Educartable is strictly reserved for authorized users of the platform.
In accordance with Article 15 of these regulations, any reproduction, screenshot, transmission, or republication of content that identifies another child is prohibited without prior authorization. Any violation may result in appropriate measures, including legal action.

24.2 — Website, Social Media, and Communication Materials

The school may use photographs or videos taken as part of its activities for its website, social media, brochures, advertising materials, or any other institutional communications.
In this context, the school ensures that **children are not identifiable**.
In particular, students' faces are obscured when necessary, and no element that could reasonably allow for the individual identification of a child may be associated with the image.
The school does not use, for its external communications, any photographs or videos that allow for the direct identification of a student.

24.3 — Purpose of Photographs and Videos

Photographs and videos taken by the school are intended exclusively to:

- document educational activities;
- allow families to follow their child's school life;
- highlight the school's projects and activities;
- present the school's educational program and school life.

No independent commercial use of a student's image may be made outside of these purposes.

25 - MEETINGS, APPOINTMENTS, AND COMMUNICATION WITH THE EDUCATIONAL TEAM

Communication between families and the educational team must be organized in a way that ensures the smooth running of class time, the availability of staff, and the confidentiality of individual situations.
Meetings with teachers, educators, specialists, or members of the administration are scheduled by **appointment**.
Legal guardians should not detain a staff member at the gate or at the school entrance for a lengthy, sensitive, or confidential discussion.
When the situation requires an in-depth discussion, an appointment may be scheduled:
in person;
remotely;
or via any other method determined by the school.
Requests addressed to the staff or administration must primarily be submitted through the communication channels provided by the school, particularly Educartable.
The educational staff is not required to respond immediately to requests:

- during class time;
- during supervision periods;
- outside the school's regular hours of operation;
- or when the nature of the request requires time for prior analysis or consultation.

Families agree to comply with the school's established communication procedures and to allow for reasonable response times necessary for the team to function effectively.

26 - CHANGES TO THE SCHOOL RULES AND REGULATIONS AND NOTIFICATION OF FAMILIES

These rules and regulations may be amended during the school year when such changes are necessitated by:

- a change in law or regulation;
- a safety requirement;
- a change in the school's operations;
- an adjustment to the educational or logistical organization.

Families will be notified in advance of any changes through the school's usual communication channels, particularly via **Educartable**.
Changes of a purely organizational nature may take effect after families have been notified.
However, any change that directly affects families' **essential financial or contractual obligations** may not be imposed retroactively without their express consent.
Each new version of the rules is dated and identified to distinguish between successive versions.

School Rules

27 - EFFECTIVE DATE, ACCEPTANCE, AND LANGUAGE VERSION OF THE RULES

These rules and regulations take effect on the date indicated on the document and apply throughout the relevant school year.
They are provided to families before or upon completion of enrollment and remain available for the duration of the student's enrollment.
The electronic signature on the enrollment form or checking the box provided for this purpose constitutes the legal guardian's acknowledgment and express acceptance of the following provisions:

- that they have had access to these rules;
- that they have read them;
- that they have understood their main provisions;
- and that they agree to comply with them throughout the relevant school year.

Only one legal guardian may sign the regulations and finalize the enrollment, provided that he or she has the necessary authority to do so.
The electronic signature is personalized, time-stamped, and linked to the specific version of the regulations accepted by the signatory.
The regulations are available in French and English.
The English version is provided to facilitate understanding of the document by international families.
In the event of any discrepancy, ambiguity, or difficulty in interpretation between the two versions, the French version shall prevail.
These regulations are signed in the same electronic file as the Financial and Contractual Terms and Conditions applicable to the relevant school year.

Financial Terms

1 - PURPOSE AND SCOPE

These Financial and Contractual Terms and Conditions set forth the terms and conditions governing enrollment, re-enrollment, billing, payment of tuition and related fees, as well as the termination of the enrollment agreement entered into with **SAS MONTESSORI TOULOUSE,** the operator of the La Violette Toulousaine Bilingual Montessori School and Middle School.
They apply to any enrollment or re-enrollment of a student at the school for the relevant school year.
A student's enrollment implies full and unconditional acceptance of these Financial and Contractual Terms and Conditions.
They are provided to the family before or at the time of finalizing enrollment and are signed electronically in the same file as the **school's Code of Conduct**.
The applicable fees are those listed in the **fee schedule in the Welcome Booklet for the relevant school** year, which is provided to the family before enrollment is confirmed.
This fee schedule is part of the reference documents governing the contractual relationship between the family and the school.
In the event of any conflict between the various documents:

- these Financial and **Contractual Terms and Conditions shall prevail with respect to any matters relating to fees, payments, withdrawals, notice periods, terminations, and financial obligations;**
- the **Internal Regulations shall prevail with respect to rules concerning the organization, safety, and daily life of the institution;**
- the Welcome Booklet supplements these documents with practical, educational, and fee-related information specific to the school year in question.

These Terms and Conditions are available in French and English. The English version is provided to facilitate understanding by international families. In the event of any discrepancy, ambiguity, or difficulty in interpretation, the French version shall prevail.

2 - REGISTRATION, REGISTRATION FEES, AND RESERVING A SPOT

A student's admission to the school is subject to the administration's approval of the student's application and the completion of all required formalities.
Enrollment is considered final only after:

- the school has confirmed admission;
- the required documents have been submitted;
- acceptance and signature of the applicable contractual documents;
- payment of the **enrollment fees** specified in the fee schedule for the relevant school year.

Payment of the enrollment fees confirms the family's commitment and **reserves the student's spot**, subject to the school's capacity.

2.1 — Nature of the Registration Fees

The registration fees cover, in particular, the administrative procedures related to admission, the processing of the application, and the reservation of a spot for the relevant school year.
They are separate from tuition and any additional services.

2.2 — Non-Refundable Nature

In the event of withdrawal initiated by the family after registration has been confirmed, the **registration fees are retained by the institution and are non-refundable,** regardless of the date or reason for the withdrawal, subject to any applicable mandatory legal provisions.

Financial Terms

The non-refundable nature of the registration fees is separate from any amounts that may be due in connection with withdrawal or termination, in accordance with the following sections.

2.3 — Cancellation by the School
If the school ultimately decides not to proceed with an enrollment that has already been confirmed or is unable to admit the student before the start of the school year, the enrollment **fees paid will be refunded to the family.**
This provision does not apply when the inability to finalize the enrollment results from an incomplete application, inaccurate information, or the family's failure to complete the required formalities.

2.4 — No Guarantee Prior to Confirmation
A request for information, a visit, a pre-registration, or the submission of an application does not, in and of itself, constitute a guarantee of admission or a reservation of a spot.
A spot is considered reserved only after **express confirmation by the school and payment of the required registration fees.**

3 - ANNUAL COMMITMENT, WITHDRAWAL BEFORE THE START OF THE SCHOOL YEAR, AND WITHDRAWAL DURING THE SCHOOL YEAR

A student's enrollment commits the family to the entire school year in question.
Tuition is therefore due for the entire year, except in cases of withdrawal or termination expressly provided for in this article.

3.1 — Withdrawal Before the Start of the School Year
If the family notifies the school of withdrawal **at least 30 days before the official start date of the school year**, an amount equal to **one month's tuition** remains due to the school.
If the family notifies the school of withdrawal **less than 30 days before the official start date of the school year,** an amount equal to **three months' tuition** remains due
In any case, the registration fees remain payable to the institution under the conditions set forth in Article 2.

3.2 — Withdrawal After the Start of the School Year
Effective from the first day of enrollment, the commitment covers the entire school year.
Any request for early withdrawal initiated by the family must be submitted in writing to the administration.
Early withdrawal entitles the family to a reduction in the amount owed only in cases of **force majeure or for serious and legitimate reasons that are duly justified.**
In such cases, the family remains liable for an amount equal to **one months' tuition**, calculated from the date of withdrawal from the school.
Except in cases of force majeure or a recognized serious and legitimate reason, tuition remains due for the entire school year.

3.3 — Return to the Country of Origin or Relocation
The return of an expatriate family to its country of origin, a relocation, or a change in employment status does not automatically release the family from its contractual obligations.
When the circumstances cited constitute a serious and **legitimate reason that is duly justified**, the three-month notice period provided for in this article applies. In this case, the family remains liable for an amount equal to three months' tuition, calculated from the date of departure from the school.

3.4 — Supporting Documentation
The institution may request any relevant supporting documentation necessary to assess the validity of the reason cited in support of a request for early departure.
The decision is made based on the specific circumstances of the situation and the applicable legal provisions.

4 - CLOSURE OF THE SCHOOL, CONTINUITY OF EDUCATION, AND FORCE MAJEURE

In the event of a total or partial closure of the school resulting from an administrative decision, a public health situation, a disaster, a force majeure event, or any other external circumstance that temporarily prevents the school from operating normally, the family's financial obligations remain in effect.

4.1 — Educational Continuity
When the school implements remote educational continuity, in any form whatsoever, **100% of tuition remains due.**
Educational continuity may take the form of, among other things:

- distance learning;
- videoconferences;
- provision of instructional materials;
- assignments, activities, or resources provided to students;
- educational support tailored to students' ages and academic levels.

The school is responsible for organizing these continuity measures, which may be adapted to the circumstances.

4.2 — Temporary Inability to Ensure Educational Continuity
When, due to circumstances, the school is temporarily unable to provide either in-person instruction or remote educational continuity, **tuition remains due in full**, subject to applicable mandatory legal provisions.
This rule takes into account, in particular, the ongoing structural, payroll, real estate, and organizational expenses incurred by the school during the period in question.

4.3 — Ancillary Services
The terms applicable to ancillary services that cannot actually be provided during a period of closure—including meals or certain supplementary services—are determined based on their nature and the applicable pricing conditions.

5 - RATES, PACKAGES, BILLING, AND ADDITIONAL SERVICES

The applicable rates are those listed in the fee schedule in the **Welcome Guide for the relevant school year.**
This schedule specifies, in particular, the amounts of tuition, registration fees, and, if applicable, the additional services offered by the institution.

5.1 — Choix du forfait
Lors de l'inscription, la famille choisit l'un des forfaits proposés par l'établissement.
Le forfait sélectionné engage la famille pour l'année scolaire concernée, sauf accord écrit contraire de la direction.
Les modalités propres à chaque forfait sont celles décrites dans la grille tarifaire applicable à l'année scolaire.

5.2 — Students Enrolling During the School Year
When a student enrolls after the start of the school year, tuition is calculated from the date of enrollment, based on the applicable flat rate and the terms provided by the school.
The registration fee remains due in accordance with the terms set forth in these financial and contractual terms and conditions.

5.3 — Additional Services
Services not included in the selected package may be billed separately.
This may include, in particular:

- meals;
- childcare;
- stage;
- certain school outings; school trips
- special services;
- penalties or fees specified in the contractual documents.

These services are billed according to the rates in effect for the relevant school year.

5.4 — Billing
Invoices are issued according to the payment schedule corresponding to the selected package and the services used.
The **due date indicated on each invoice is mandatory.**
Any dispute regarding an invoice must be reported to the school as soon as possible.
A dispute does not suspend payment of the portion of the invoice that is not disputed.

5.5 — Rate Revisions
Rates may be revised from one school year to the next.
Unless expressly agreed to by the family or required by applicable law, rates corresponding to essential contractual obligations are not unilaterally modified during the school year.

6 - SEPA Direct Debits, Due Dates, Rejections, and Unpaid Amounts

Tuition must be paid via SEPA direct debit from the bank account provided by the family.
Setting up and **maintaining a valid SEPA** direct debit authorization is a condition of enrollment and continued attendance.

6.1 — SEPA Direct Debit Authorization
The family agrees to:

- provide a valid IBAN;
- complete and sign the SEPA direct debit authorization requested by the school;
- maintain sufficient funds in the designated account on the due dates;
- immediately notify the school of any changes to their bank account information;
- take the necessary steps to ensure that the new direct debit can be set up without interrupting payments.

Unless management grants exceptional written approval when a technical issue requires it, **no other payment method may be used in place of the SEPA direct debit as the standard method of paying** tuition fees.

6.2 — Due Dates
The amounts billed must be available in the bank account before the direct debit date or, when a payment adjustment is requested, must be paid **no later than the due date indicated on the invoice.**
The family remains responsible for meeting the due dates, regardless of whether it receives a reminder from the institution.

6.3 — Rejected Direct Debit
If a direct debit is rejected, the family must settle the amount due as soon as possible and, in any event, within the timeframe specified by the institution.

Bank **fees actually incurred by the institution as a result of the rejection** may be billed to the family, to the extent permitted by applicable regulations and upon verification of the amount.
The rejection of a direct debit does not alter either the contractual payment schedule or the amount of the sums due.

6.4 — Late or Non-Payment
In the event of non-payment, the school may, in succession:

- send a reminder to the family;
- request immediate payment;
- issue a formal notice to pay;
- initiate any appropriate out-of-court or legal collection proceedings.

Failure to settle the outstanding balance after receiving a formal notice may also result in the **termination of the enrollment contract**, under the terms set forth in these Financial and Contractual Terms and Conditions.
Any amounts already due remain fully payable.
In the event of termination due to nonpayment, the financial consequences set forth in the section regarding contract termination remain applicable, including the **three-month financial notice period.**

7 - RE-ENROLLMENT, PRIORITY FOR CURRENT STUDENTS, AND RESERVING A SPOT FOR THE FOLLOWING SCHOOL YEAR

Enrollment is valid for **a single school year.** It is not automatically renewed from one year to the next. Continued enrollment at the school is subject to an annual re-enrollment process.

7.1 — Re-enrollment Requirements
Re-enrollment may be contingent upon, among other things:

- the submission of the required application materials for the following year;
- signing the new applicable contractual documents;
- payment of any amounts still owed for the current year;
- payment of the enrollment or re-enrollment fees required for the following year;
- and approval of the re-enrollment by the administration.

An expression of interest or an incomplete re-enrollment application is not sufficient to reserve a spot.

7.2 — Priority Re-enrollment Period
The school may organize an annual priority re-enrollment period reserved for currently enrolled students. During this period, families have a set amount of time to confirm their intention to continue their child's education.

Financial Terms

The priority is valid only if the family completes the required formalities and pays the necessary fees to reserve the spot within the specified time frame.
Failing this, the school may consider the spot available and offer it to a new family.

7.3 — Fees for Reserving a Spot
To avoid unconfirmed reservations, the school may require, during the re-enrollment period, advance payment of the **enrollment or re-enrollment fees applicable to the following school year.**
The spot is considered effectively reserved only after the school has **validated the registration and received the required payment.**

7.4 — Priority Given to Siblings
The school may give priority to siblings of students already enrolled for a specified period.
This priority **does not constitute a guarantee of admission.**
Each child is the subject of an individual application, and their admission remains subject, in particular, to:

- the availability of spots in the relevant class or grade level;
- the application's compliance with the school's admission requirements;
- the express approval of the administration;
- and the completion of the required formalities and payments.

7.5 — Denial of Re-enrollment
The administration reserves the right to refuse to offer or accept re-enrollment for the following school year, particularly in the event of:

- unpaid fees or outstanding financial obligations;
- repeated violations of the School Rules;
- serious and persistent difficulties in relations with the family;
- a breach of the trust necessary for the smooth operation of the student's education;
- incompatibility with the school's educational mission or operating conditions;
- or when continuing the student's education does not appear to be in the student's best interest or conducive to the smooth operation of the school.

The termination of enrollment at the end of the school year due to a failure to re-enroll or a refusal to re-enroll does not constitute termination during the school year and therefore does not entitle the student to a three-month notice period.

8 - TERMINATION OF THE CONTRACT BY THE INSTITUTION, EXPULSION, AND FINANCIAL CONSEQUENCES

The school may terminate a student's enrollment during the school year if continuing the enrollment agreement becomes incompatible with:

- the student's best interests;
- the school's educational mission;
- the safety of students, families, or staff members;
- the smooth operation of the school;
- compliance with the school's rules and regulations;
- or the maintenance of a sufficient level of trust with the family.

Financial Terms

8.1 — Grounds Justifying Termination
Termination may occur, in particular, in the event of:
serious or repeated violations of the School Rules;
behavior that endangers the student or third parties;
violence, threats, intimidation, or serious incidents;
behavior by a legal guardian that seriously harms staff, other families, the safety, or the operation of the school;
a lasting breach of the trust necessary for the student to continue attending school;
persistent nonpayment following a reminder and a formal notice that has remained unheeded.
This list is not exhaustive.

8.2 — Standard Procedure
Unless the situation requires immediate action, the family is informed of the issues and may present its comments.
Depending on the situation, the procedure may include:

- a discussion with the family;
- a written warning;
- the establishment of corrective measures;
- a period of time allowing the family to submit their comments;
- and then, if necessary, a written and reasoned decision to terminate the agreement

8.3 — Immediate Suspension or Expulsion
In the event of particularly serious incidents, including violence, threats, endangerment, or behavior that makes it impossible for the student to remain at the school immediately, the administration may impose an immediate suspension or expulsion, without any obligation to allow the student to remain on campus during the notice period.
The school may, when warranted by the severity of the incident, file a report or take any necessary steps with the appropriate authorities.

8.4 — Financial Consequences
In the event of termination of the contract by the school during the school year, the family remains liable for:

- amounts already due;
- services already billed or received;
- as well as an amount equal to **three months' tuition** as notice under the contract, unless otherwise required by law or unless management issues a more favorable written decision.

This financial notice period remains applicable even when, due to the severity of the situation, the student can no longer be physically accommodated during that period.

8.5 — Unpaid Fees
In the event of termination due to nonpayment, such termination shall not constitute a waiver or remission of any previously owed amounts.
The institution reserves the right to continue pursuing collection of the amounts due in accordance with applicable legal provisions.

Financial Terms

9 - FINANCIAL LIABILITY OF LEGAL GUARDIANS, SEPARATION, AND CHANGES IN FAMILY STATUS

The student's legal guardians are required to provide the school with accurate and up-to-date information regarding their identity, family situation, and contact information.

9.1 — Financial Obligations of Legal Guardians

- Legal guardians are required to pay the amounts due for the student's enrollment in accordance with the terms set forth in these Financial and Contractual Terms and Conditions.

When more than one legal guardian is designated for a case, they are jointly liable for the financial obligations related to the child's education to the extent permitted by applicable law.
The signing of the contract by a single legal guardian does not preclude the obligations that may legally rest with the other legal guardian.

9.2 — Signing by a Single Legal Guardian

A single legal guardian may complete the enrollment and electronically sign the contractual documents, provided that he or she has the necessary authority to do so.
The signatory declares:

- that they have the necessary authority to complete the enrollment;
- that they have informed the school of any specific restrictions regarding the exercise of parental authority;
- that they will inform the other legal guardian of the child's enrollment when required by law;
- that they will provide the school with any court decision that may affect the contractual or financial relationship.

9.3 — Separation, Divorce, or Disagreement Between Legal Guardians

A separation, divorce, change in the child's residence, or dispute between legal guardians **does not automatically alter the financial obligations entered into with the school.**
Private agreements between legal guardians regarding the division of tuition costs are not binding on the school, unless the school has given its written consent or the agreement results from an enforceable court order.
The school is not responsible for intervening in financial disputes between legal guardians.

9.4 — Court Decision

When an enforceable court decision alters the rights or obligations of a legal guardian and is likely to affect the relationship with the school, a copy must be provided to the administration as soon as possible.
The institution shall enforce court decisions duly communicated to it within the limits of their legal effect.

9.5 — Change in Circumstances

Legal guardians must promptly inform the institution of any changes concerning, in particular:

- their address;
- their telephone or email contact information;
- their bank account information;
- the exercise of parental authority;
- the child's residence;
- or any situation that may affect billing or the performance of the contract.

Financial Terms

10 - CLAIMS, OUT-OF-COURT DISPUTE RESOLUTION, CONSUMER MEDIATION, AND JURISDICTION

Any issue relating to the performance of the contract, billing, payment, or the application of these Financial and Contractual Terms must first be brought to the attention of the facility's management.

10.1 — Preliminary Complaint
The family must submit its complaint in writing, providing sufficient detail regarding:

- the subject of the complaint;
- the relevant facts;
- any disputed amounts;
- and, if applicable, supporting documentation.

The facility will review the request and, where possible, seek an amicable resolution.

10.2 — Consumer Mediation
If a preliminary complaint is unsuccessful and the dispute falls within the scope of consumer mediation, the consumer may, free of charge, seek the assistance of the **consumer mediator responsible for the facility, in accordance with applicable legal provisions.**
After first submitting a written complaint to the establishment and in the absence of a satisfactory amicable resolution, the consumer may, free of charge, seek the assistance of the consumer mediator responsible for the establishment.

CM2C — Centre de la Médiation de la Consommation de Conciliateurs de Justice
49 rue de Ponthieu
75008 Paris
Site internet : **www.cm2c.net**

Consumers may file a complaint with the mediator directly online via the CM2C website or by mail at the address listed above.
Mediation is free of charge for consumers, except for any fees they may choose to incur to obtain assistance or representation.
The use of mediation does not deprive the parties of their right to subsequently bring the matter before the competent court.

10.3 — Governing Law and Jurisdiction
These Financial and Contractual Terms and Conditions are governed by **French law.**
In the absence of an amicable agreement or resolution of the dispute through mediation, the competent courts shall be determined in accordance with the applicable legal rules governing jurisdiction.
No provision of these Terms shall have the effect of depriving a consumer of any mandatory protection to which the consumer is entitled under the law.

11 - REMOTE CONTRACTS AND THE RIGHT OF WITHDRAWAL

When registration is completed remotely—such as through an online form and an electronic signature—the provisions of the Consumer Code regarding the right of withdrawal apply to the extent that they are legally applicable to the contract in question.

Financial Terms

11.1 — Statutory Time Limit
When a right of withdrawal applies, the consumer has **14 days from the conclusion of the contract** to exercise this right, without having to provide a reason for their decision.
The valid exercise of this right within the statutory time limit results in the cancellation fees provided for in Article 3 not applying for the period in question.
Any amounts paid, including enrollment fees where applicable to the withdrawal, shall then be refunded in accordance with the deadlines and procedures required by law.

11.2 — Procedures for Exercising the Right of Withdrawal
The family may exercise its right of withdrawal using the withdrawal form provided by the school or by means of any unambiguous statement expressing its intention to withdraw.
The request must clearly identify the student and the legal guardian who entered into the contract.

11.3 — Start of Enrollment Before the Expiration of the Withdrawal Period
When the family expressly requests that enrollment or a paid service begin before the expiration of the withdrawal period, the institution shall record this express request in accordance with the terms set forth in the regulations.
If the family subsequently exercises its right of withdrawal after the service has begun, it may remain liable for the amount corresponding to the services actually provided up to the date of notification of its withdrawal, calculated on a pro-rata basis, provided that the legal conditions are met.

11.4 — Precedence of Legal Provisions
No provision of these Terms and Conditions, in particular those relating to the non-refundable nature of registration fees or cancellation penalties, may have the effect of to waive a legally applicable right of withdrawal.
The legal exceptions to the right of withdrawal remain applicable when the relevant conditions are met.

12 - ACCEPTANCE OF CONTRACTUAL DOCUMENTS AND RETENTION OF RECORDS

12.1 — Terms of Acceptance
Upon registration, the legal guardian must review the Financial and Contractual Terms and Conditions, as well as the Internal Rules, which are made available by the institution.
Acceptance of these documents is indicated by checking a box, accompanied by the following statement:

Financial Terms

“I acknowledge that I have read the Financial and Contractual Terms and Conditions as well as the Internal Regulations of La Violette Toulousaine, and I hereby declare that I accept them without reservation.”
This acceptance constitutes a contractual commitment by the legal guardian to comply with the provisions of the relevant documents.
The checkbox cannot be pre-checked, and selecting it is required to validate the registration request.
The institution retains the available information necessary to establish the identity of the person making the declaration, the date of acceptance, and the versions of the relevant contractual documents.

12.2 — Acceptance by a Legal Guardian
When enrollment is completed by a single legal guardian, that guardian declares that he or she has the necessary authority to complete the enrollment and accept the corresponding contractual obligations.
It is the guardian’s responsibility to notify the institution of any restrictions, court orders, or special circumstances that could affect his or her authority to enter into the contract.

12.3 — Documents Constituting the Contractual File
The electronic file may include, in particular:
these Financial and Contractual Terms and Conditions;

- the Internal Rules;
- the applicable fee schedule;
- the SEPA direct debit mandate;
- the authorizations and declarations provided at the time of enrollment;
- as well as any document expressly attached to the contract.

Each document must be identifiable by its version or date when necessary.

12.4 — Retention and Evidence
The institution may retain, in electronic format, contractual documents, signature data, proofs of acceptance, and data establishing the date and content of the commitment.
These items may be used as evidence in the event of a dispute, subject to the conditions set forth in applicable regulations.
The family may receive or download a copy of the signed documents and is encouraged to retain them for the duration of the contractual relationship.

12.5 — Modifications After Signing
Any substantial modification made to a contractual document after it has been signed must be distinguishable from the version that was initially accepted.
A new acceptance must be obtained when the nature of the modification so requires.

13 - EFFECTIVE DATE, TERM OF THE AGREEMENT, AND FINAL PROVISIONS

These Financial and Contractual Terms and Conditions apply to the 2026–2027 school year.
They take effect upon acceptance and signature as part of the student’s enrollment or re-enrollment.

13.1 — Term of the Contract
The enrollment contract is entered into for the duration of the applicable school year.
It terminates at the end of that school year, without automatic renewal.
Any continuation of enrollment for the following school year requires a new enrollment in accordance with the terms set forth in Article 7.

Financial Terms

13.2 — Entire Agreement
These Financial and Contractual Terms and Conditions apply in conjunction with:
the Internal Regulations;

- the fee schedule applicable to the relevant school year;
- the authorizations and declarations completed at the time of enrollment;
- the SEPA direct debit authorization;
- and, if applicable, any other documents expressly attached to the contractual file.

Together, these documents constitute the contractual framework governing the student's enrollment.

13.3 — Partial Invalidity
If any provision of these Terms is held to be invalid, unenforceable, or contrary to a mandatory legal provision, such a situation shall not affect, to the extent permitted by law, the validity of the remaining provisions.

13.4 — Waiver
The fact that the institution does not, on a specific occasion, enforce a provision of these Terms and Conditions shall not be construed as a definitive waiver of the right to enforce it at a later date.
Any exception granted to a family shall be considered exceptional and shall not create any acquired right for the future.

13.5 — Applicable Version
The applicable version is the one expressly accepted by the family at the time of signature.
Each version is dated and identifiable.
These Terms and Conditions are drafted in French and may be translated into English. In the event of any discrepancy in interpretation, the French version shall prevail.

13.6 — Acceptance
The electronic signature on the registration form constitutes acknowledgment by the signatory that they:
have had access to these Terms and Conditions;
have read them;
have understood their provisions;
and accept them for the applicable school year.

Resources/Equipment

Administrative documents

- 1 photocopy of the child's vaccination record in the health booklet
- 1 photocopy of the child's family record book or identity card
- 1 certificate of civil insurance (school & extra-curricular)
- The completed and signed medical file
- The completed and signed authorisations:
    - group outings
    - image rights
    - acceptance of the school rules
- means of payment (SEPA direct debit if applicable)

Clothing and equipment (name + first name)

2-3 years / 3-6 years / 9-12 years/12-15 years

- A snack box (if staying for the after-school care)
- A water bottle
- A pair of slippers
- Rain jacket, rain trousers and rain boots
- Nap: pillow and blanket (2-3 & 3-6 year olds, only if necessary)
- Nappies and wipes (2-3 year olds only)
- A complete set of spare clothes (2-3 & 3-6 year olds only)

School equipment

We provide all the necessary school equipment, so you don't need to supply anything additional, except for an empty pencil case for 6-15 year olds.

Resources/Equipment

Parents' Association (APE)

The APE is a team of parent volunteers dedicated to supporting school life and strengthening the bond between families, teachers, and the educational community. Throughout the year, we organize fun and community-building events to help fund school projects, field trips, and festive activities for the children.
For more information, please contact us by email: **apeviolette@gmail.com**