



**ADMISSION PROSPECTUS**  
**ACADEMIC YEAR 2011 – 2012**

We thank you for the interest that you have shown in Ecole Française Internationale de Bombay.

The entire education team, as well as the members of the management committee, will endeavor to uphold the faith you have shown by entrusting us with your child's education.

Do not hesitate to contact us should you need any assistance in filling out the context of this document.

Best regards,

Denis Bariot  
Principal

### **ADMISSION REQUIREMENTS**

#### ➤ **Procedure**

1. Pre-admission interview with the Principal and potential evaluation test (for students coming from a non- French or school not associated or recognized by the AEFÉ)

2. Necessary documents needed to submit for registration:

\_ Registration Form ANNEXE 1 (see below) dated and signed

\_ A copy of the passport or family registration booklet

\_ A medical certificate (from a Doctor or tropical vaccination center) attesting to the following necessary vaccinations:

(Immunization record books do not suffice as the name of vaccines may vary from one country to another.)

1. Diphtheria

2. Tetanus

3. Poliomyelitis

In case of non-vaccination, a certificate from a Doctor stating medical reasons for absence of said vaccine is necessary.\*

\_ 3 Photographs

\_ Copy of the academic file of the school previously attended (report card, evaluation sheet...)

\_ For students coming from French schools, the school-leaving certificate is necessary

3. Admission is confirmed only upon payment of the non-refundable 1<sup>st</sup> time registration fees at time of enrollment. A place will be held once this payment is received. An advance of 50% of the tuition fee is due in the month of June before the beginning of the next academic year.

*\* Concerning vaccination against tuberculosis (BCG, is not mandatory in France and other countries) please note that the vaccination addresses persons and situations at risk. India is a high-risk zone for tuberculosis. Consultation at a tropical medicine center before your departure is strongly recommended.*

## Academic Calendar 2011/2012

|                                |  |
|--------------------------------|--|
| <b>School re-opens</b>         | <b>Friday, September 2<sup>nd</sup> at 8h15</b><br><i>Attention: full day (8:15 – 3:00pm)</i>                        |
| <b>All Saints Day Holidays</b> | <b>Tuesday, October 25<sup>th</sup> after the class till Monday 7<sup>th</sup> November in the morning (8:15am)</b>  |
| <b>Christmas Holidays</b>      | <b>Friday, December 16<sup>th</sup> after class till Tuesday, January 3<sup>rd</sup> in the morning (8:15am)</b>     |
| <b>February Holidays</b>       | <b>Wednesday, February 22<sup>nd</sup> after the class till Monday, March 5<sup>th</sup> in the morning (8:15am)</b> |
| <b>Easter Holidays</b>         | <b>Friday, April 20<sup>th</sup> after the class till Wednesday, May 2<sup>nd</sup> in the morning (8:15am)</b>      |
| <b>Summer Vacations</b>        | <b>Friday, June 22<sup>nd</sup> after the class</b>  |
| <b><u>Other holidays</u></b>   |  |
| <b>Dusserha</b>                | <b>Thursday, October 6<sup>th</sup></b>  |
| <b>Republic Day</b>            | <b>Thursday, January 26<sup>th</sup></b>   |
| <b>Holi</b>                    | <b>Friday, March 9<sup>th</sup></b>  |
| <b>Good Friday</b>             | <b>Friday, April 6<sup>th</sup></b>  |

Note: The following festivals are integrated in the vacations: Diwali, Maharashtra day

### **Organization of the pre-primary and primary academic week**

|              | Monday | Tuesday | Wednesday | Thursday | Friday  |
|--------------|--------|---------|-----------|----------|---------|
| Class begins | 8:15am | 8:15am  | 8:15am    | 8:15am   | 8:15am  |
| Class ends   | 3:00pm | 3:00pm  | 12:00pm   | 3:00pm   | 12:00pm |

### **Organization of the CNED academic week**

|              | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
| Class begins | 8:15am | 8:15am  | 8:15am    | 8:15am   | 8:15am |
| Class ends   | 4:00pm | 4:00pm  | 12:15pm   | 4:00pm   | 4:00pm |

**ANNEXE 1**  
**INDIVIDUAL ADMISSION FORM**

*We undersigned,*

Father: (Surname/Family) \_\_\_\_\_ (First Name) \_\_\_\_\_

Mother: (Surname/Family) \_\_\_\_\_ (First Name) \_\_\_\_\_

*Request the enrollment of our child:*

**SURNAME/FAMILY NAME OF THE STUDENT:**

\_\_\_\_\_  
**FIRST NAME OF THE STUDENT:**

\_\_\_\_\_  
**DATE AND PLACE OF BIRTH:**

\_\_\_\_\_  
**NATIONALITY (as per passport):**

\_\_\_\_\_  
**GRADE APPLIED FOR:**

\_\_\_\_\_  
**CURRENT ADDRESS:**

\_\_\_\_\_  
**TELEPHONE HOME / MOBILE:**

\_\_\_\_\_  
**OFFICE ADDRESS:**

\_\_\_\_\_  
**EMAIL:**

\_\_\_\_\_  
**DATE OF ENTRY AT SCHOOL:**

\_\_\_\_\_  
**PROFESSION OF PARENTS:**

\_\_\_\_\_  
**NAME AND ADDRESS OF THE LAST SCHOOL ATTENDED:**

\_\_\_\_\_  
**I attest that I have read and agree to the terms of the internal rules (annexure II) and financial rules (Annexure III).**

**Date and Signature :**

**ANNEXE 2**

**INTERNAL RULES AND REGULATIONS**

**1.ADMISSION AND REGISTRATION**

The admission of students is subject to the number of available openings according to the criteria per French schools (IE; age, academic documents etc...).

A parent or tutor is needed to provide the following at introduction of each student:

- Copy of a proper identification (IE; passport, ID card)
- Medical certificate showing proof of the following required vaccinations: diphtheria, tetanus, and polio.

In case of non-vaccination, a doctor's certificate suggesting a medical reason for the said absence of vaccination is necessary\*. (Copy of immunization record book is not accepted.)

- School leaving certificate
- Copy of the last report card (academic report)

*\*To be noted:*

*Vaccination against tuberculosis (BCG) (which is not mandatory in all parts of the world) must be investigated and understood before arrival. This addresses persons and situations at risk. India is in a zone of high risk for tuberculosis. It is highly recommended that you consult a tropical medical center and have the vaccination prior to your departure.*

Admission is confirmed subject to the payment of school fees.

The school textbooks and library books lent to students, under parents' responsibility must be covered and must be returned in good condition. All academic material will be provided by the school from the pre-primary to CM2, with an exception of the complete student compass box, whose content is communicated to the parents at the beginning of the school year.

### ➤ Specific Regulations for the Pre-Primary Section

#### Very Small Section (TPS)

In order to enroll in the Toute Petite Section (TPS), the children should be at least 24 months old and must be toilet trained (or at least in the process of learning) during their integration in the group.

Schooling in TPS, even if in a class comprising the Petite Section does not necessarily mean a direct passing to the Junior Section (Moyenne Section) at the end of the school year.

#### Junior Section

The child must be at least 3 years old in the calendar year of when school year starts.

#### Middle section

The child must be at least 4 years old in the calendar year of when school year starts.

### Senior section

The child must be at least 5 years old in the calendar year of when school year starts.

Any deviation from these rules is under exceptional circumstances and at the exclusive discretion of the Principal.

## **2. ATTENDANCE AND DISCIPLINE**

The students registered at EFIB must participate in all activities corresponding to the curriculum and must accomplish the tasks associated there within.

In accordance with the legislative texts and rules in force, it is necessary for each child to attend school on a regular basis in order to adapt and learn. Once registered, regardless of level, your child must attend school per the regular schedule.

### ➤ **Timings**

The classes start at 8:15 till 3:00 on Monday, Tuesday and Thursday and at 8:15 to 12:00 on Wednesday and Friday. This is applicable to all classes of the primary level (except for the TPS enrolled only for half-day)

The classes of the CNED section start at 08:15 and end at 4:00 on Monday, Tuesday, Thursday and Friday. On Wednesday, student start at 8:15 and finish at 12:15. The students of the CNED, in the lycée section can go out of the school between 12:15 and 1:15 provided EFIB receives a written authorization from parents. (Parent must sign and submit a "Responsibility Discharge Letter" to the Principal.)

All students must leave the school premises at dismissal of classes or extracurricular activities.

In the pre-primary sections, the students can arrive & will be welcomed up to 8:30. The presence of parents may be helpful for the first few minutes when arriving into the classroom for a smooth transition between the family and school. (Please be appreciative of our teachers transition to class time).

Parents are requested to be punctual to pick-up their children at the end of courses or extracurricular activities. Supervision is provided on the premises 10 minutes before and 10 minutes after class. The school accepts no liability beyond this period.

Apart from students and school staff, access to the school is restricted to the front entrance area ( exterior foyer area after entering the front gate). We ask you to please limit your entries and exits of the school facilities in order to avoid disturbing classes.

Students of EFIB are required to respect school hours. It is forbidden to leave school premises before regular dismissal, without written authorization.

➤ **Discipline and Consequences for actions**

The students and adults of EFIB must be in clean and appropriate attire. Wearing shoes inside the school is necessary, except when a teacher asks the student to remove them for a specific reason (IE; gymnastics).

It is compulsory to respect, on a daily basis, the written rules to facilitate order. The students must respect all members of the school community (inclusive and not restrictive of the teachers, the support staff, the administration personnel, the watchmen, etc...), as well as respect their belongings. Courtesy and politeness are mandatory.

Students must refrain from any conduct, gesture or language that would undermine the personnel or their classmates. It is forbidden to run in the school corridors and stairways, to be alone in class rooms or use the computer facilities without authorization from a teacher.

Dangerous objects are prohibited at school (IE; glass or sharp objects) or items that are not part of the curriculum (IE; MP3, laptops..)

Portable music players and mobile phones are acceptable for the students of the CNED at their own liability. The same is applicable for precious objects or money. EFIB nor it's staff assume any responsibility for loss or theft.

Any graffiti, damage, vandalism, theft or brutality, committed voluntarily or through negligence, will be sanctioned to the person held responsible and potential financial compensation will be required from the parents.

If the internal rules are not respected, sanctions could be imposed as follows:

- 1st verbal warning to the student
- In case of repetition, sanction can be given (extra exercises, copy...) and notice will be sent to parents through the school book
- 2nd warning in writing to the parents
- 3rd warning = temporary suspension (1 day or certain period during which the student is harmful to the community)

Students are required to be mindful of the material provided to them. It is their responsibility to return them in the same condition as they were issued. The library books will have to be reimbursed in case of loss.

➤ **Private Tuition**

The teachers of the EFIB are not allowed to give private tutoring to the students of EFIB.

### **3.DELAYS AND ABSENCES**

Absences and late arrivals must be explained and justified by the parents, the day of, either in writing, by phone or by email to the school administration. Upon return, the student must present a note signed by the parents in the school book to justify the absence. If the absence exceeds two days a medical certificate is required.

Upon written request of the parent/s, authorization for an absence can be given, at the discretion of the School Principal, to enable the student to respond to *extenuating circumstances*.

An absence from a sport for more than a week must be verified with a medical certificate specifying the reason and duration. In the case of exemption for more severe injuries, a certificate is necessary to allow the child to return to practice. When a child is exempted from a sport, he/she will stay at home till the time of resumption or attend the class without participating in it. Those not dressed appropriately *will not be allowed to participate* but will remain with the group.

### **4.SECURITY AND HEALTH OF STUDENTS**

#### **a. Security**

An evacuation plan is posted in each classroom; it is shown to the students and explained by the teachers. An evacuation practice is organized once every trimester.

#### **b. Health**

Any absence must be brought to the attention of the school administration the same morning and justified in writing, with a medical certificate if such absence exceeds two days.

The parents are required to inform the administration immediately upon contraction of a contagious disease or appearance of parasites on their child. A medical certificate for non-infection will be asked for by the school in case of severe contagious diseases (influenza, whooping cough, chickenpox, diphtheria, meningitis, mumps, rubella, typhoid, amoebic dysentery, hepatitis, tuberculosis, etc.) upon return of the child.

*Teachers are not authorized to give medication.* In case of long term or treatment of chronic diseases, medications along with a valid medical prescription can be entrusted to the teacher who will administer them *under extenuating circumstances* and with the teachers agreement. In this case, an individual plan will be developed and implemented between the attending physician, the principal and family.

A child ill or injured, even if slightly, should inform the teacher. The principal will also be informed. In case of minor health problem, the teachers have a first aid

kit at their disposal. In severe cases, the child will be sent to a hospital near the school and parents will be notified immediately. Upon joining EFIB, families must sign a letter of release allowing the school to take all necessary medical steps in case of an accident if the parents are unreachable.

In the event of an outbreak of a contagious disease (whose consequences can be serious) the administration will immediately notify the Consulate of France for a temporary closure or take other prophylactic measures. For reasons of hygiene and nutritional education, candies and sweets are banned in school.

## **5.SECURITY OF THE STUDENTS AND SUPERVISION**

Each professor is fully responsible for the children he/she is entrusted with during the school hours. This supervision is exercised in the school as well as during the activities that take place outside. During recess, supervision is either done by the teacher or another staff member. There is a break after lunch for the children to play, which works in conjunction with lunch time. During this break time, surveillance is assured by the class assistants and support staff, in accordance with the organization of service put in place by the Principal.

During recess, it is prohibited to play games that may cause injuries.

The students may not go to the courtyard except under the supervision of a staff member. If a teacher is not available, the children remain under the supervision of the teachers or a substitute.

## **6.ACADEMIC INSURANCE**

Beginning of the academic year starting in September 2011, EFIB will sign an insurance contract for all students, for the risk of damages he/she can cause (civil responsibility) as well as any risk he/she could endure (individual accident). Parents will no longer have to subscribe individually for their children. Cost of this insurance will be billed to the families accordingly, either in September, or at the time of arrival if mid-year. A copy of the contract is available upon request.

## **7.MAINTAINING COMMUNICATION BETWEEN EFIB & FAMILIES**

Each child will be assigned a notebook that aims to ensure a link between the school and family. It also advises parents about conduct at school. It is specifically requested that parents check the book daily for notations. Information is also sent electronically, using the email address provided in the information sheet given at the beginning of the school year.

### **a. Parent Information**

Within the first academic trimester an informative meeting for the parents will be organized according to class level. Parents are welcome to set up individual appointments directly with a teacher or the Principal outside of class hours. Parents are not permitted to interrupt during class hours.

Information is communicated to the parents via:

- Notes in the communication notebook (which must always be kept in the students' school bag)
- On the school notice board at the entrance
- Message sent by email
- Individual Meetings

Any disclosure of information meant to harm a student, teacher or the school by a general mailing list (class, group ...) is strictly prohibited.

### **b. Checking of Students' work by Parents**

Parents are kept regularly informed of the progress of their child through the Assessment Booklet or by individual appointment. A competence assessment booklet is given to parents at the end of each quarter for CP to CM2, and will be given at the end of each semester in kindergarten. Students of the CNED are assessed throughout the year, families will be given a quarterly report. Parents should check daily that the work given (reading, lectures, recitation ...) is done in a timely manner.

## **8.LUNCH BOX**

The parents are responsible for providing their children with a lunch from home. The name of the child must appear clearly on all sides of the lunchbox. The lunchbox will be stored in a refrigerator until lunchtime. At the appropriate time, the assistants will heat the containers marked "**H**" or "**HOT**". For dishes that **do not need to be warmed**, please mark "**C**" or "**COLD**". Kindly mark the child's name on the container to assure your child gets the correct meal and that your container is returned in the correct lunchbox. Parents who do not send a lunchbox with their children are welcome to pick up their children to exit the school grounds but must return before the start of classes.

## **9.TRAFFIC AND PARKING**

The school is situated on the Pochkanwala Road, which is very busy and has limited parking. Please respect the traffic rules and verify that your driver understands that the curbside parking alternates by days, according to odd or even # days. Please be mindful not to block the sidewalk from pedestrians. Our number one priority is the safety of the children.

Parking of vehicles in front of the school entrance is strictly prohibited.

Identification badges (provided by EFIB) must be worn by every adult at the time of entry and exit of school grounds. A child will not be allowed to leave if the

accompanying parent is not wearing the identification badge. In the case of sending your child home with another parent- they must have the ID badge for that child, as well as, communicating with the administration.

## **10.FINAL DISPOSITION**

The internal rules of procedure (annexe 2) for the primary school are established by the School Council on an annual basis. They are open to modification and then approval at the beginning of each scholastic year. It can be modified as needed within the year. At the time of enrollment, parents will be asked to sign the documentation acknowledging receipt and understanding. In circumstances not yet covered by these Regulations, the Principal is authorized to take necessary action.

**ANNEXE 3**

**FINANCIAL REGULATIONS**

**ACADEMIC YEAR 2011 – 2012**

**(Voids and replaces every previous document)**

**ATTENTION : THIS DOCUMENT IS NOT FINAL. EFIB RESERVES THE RIGHT TO MODIFY THE FINANCIAL REGULATIONS INDICATED HEREAFTER IF THE ECONOMIC CONDITION SO DEMANDS.**

**The first time registration fee per family is INR 100,000.00. This amount is non-refundable. A student is considered enrolled and a place will be held once this payment is received. (If there is a waiting list those who have paid the registration fee are guaranteed their spot.)**

**An advance of 50% of the tuition fee is due in June 2011 and is required for every admission or re-admission.**

 **Tuition 2011 – 2012**

|                                  |             |
|----------------------------------|-------------|
| TPS (Half day)                   | INR 220 000 |
| TPS (Full day)                   | INR 300 000 |
| PS                               | INR 660 000 |
| MS GS                            | INR 847 000 |
| Elémentaire (CP CE1 CE2 CM1 CM2) | INR 968 000 |
| CNED (Collège, lycée)            | INR 786 000 |

**There is a discount for familles with 3 or more children:** a discount of INR 100 000 will be applicable from the 3rd child onwards

 **SCHOOL TUITION FEES****c. School Fees Include:**

- ◆ **In Pre-primary**
  - ★ Tuition Fees
  - ★ Breakfast
  - ★ All school stationery for the pre-primary
  
- ◆ **In Primary**
  - ★ Tuition Fees
  - ★ Stationery except compass box (and its contents)
  - ★ Loaning of Books
  - ★ Fees relative to certain educational trips and various excursions
  
- ◆ **CNED**
  - ★ The cost of Teaching at EFIB (assistants, fixed fees, external speakers)
  - ★ Fees relative to certain educational trips and various excursions

**The school fees do not include:**

- ★ Extra-curricular activities
- ★ Small Stationery items (pens, compass, rulers, color pencils etc)
- ★ Educational trips involving nights off campus
- ★ The cost of the insurance for civil responsibility and individual accident which will have to be paid separately by the family to EFIB in September

 **MODE OF PAYMENT**

The payment of school fees is biannual: 50% due no later than the 15th of June of the preceding academic year and the remaining 50% due no later than the 15th of September of the academic year.

In case of arrival mid year, the fees will be payable upon arrival according to the table below.

| Arrival  | Amount due                    |
|--|-------------------------------|
| 1st trimester (1st Sept – 31st Dec)            | 100% of the tuition fees      |
| 2 <sup>nd</sup> trimester (1st Jan – 31 March) | 2/3 (66%) of the tuition fees |
| 3rd trimester (1st April – 30 June)            | 1/3 (33%) of the tuition fees |

The school fees can be paid by check to the attention of:

**ECOLE FRANCAISE INTERNATIONALE DE BOMBAY**

(Please collect your receipt when payment is made.)

Or bank transfer to:

**BNP-PARIBAS**  
**Compte N° 061009-01-53**  
**French Bank Building**  
**62 Homji Street,**  
**Mumbai - 400 001**

**In this case please send us a copy of the transfer order with the name of your child mentioned in it. If the transfer cannot be traced the school fees will be considered as not paid.**

Attention: The bank charges will be completely parents' responsibility. Kindly ensure that the payment instructions are net of all bank charges.

### **3. Refund of school fees**

In case of a departure during the year the school fees will be refunded according to the terms and conditions presented in the chart below :

| <b>Time of Departure</b>   | <b>Part refundable</b> | <b>Part Retained</b> |
|--|------------------------|----------------------|
| 1 <sup>st</sup> Trimester (1 <sup>st</sup> Sept-31 <sup>st</sup> Dec)        | 1/3                    | 2/3                  |
| 2 <sup>nd</sup> & 3 <sup>rd</sup> Trimesters (1 <sup>st</sup> Jan – 30 June) | 0                      | 1                    |

#### **d. Academic Scholarship**

Academic scholarships can be obtained for students as per the rules in force in France, and can benefit children from 3 years old onwards. The government of France who decides the amount of money to be awarded delivers the scholarship grant. The documentation for the file is to be submitted in the month of February for the following academic year.

A second round takes place in September of the current academic year for the new families or in an exceptional case of change in personal finances. Parents who are interested in applying for scholarships are requested to contact the school administration or the French Consulate.

The students with a French nationality registered in the Lycee section of the CNED (Grades 10,11, & 12 / seconde, premiere, & terminale) have the right to full coverage of tuition without personal financial situation restrictions. The application must be completed by February (or September if recent relocation to Mumbai).

e. **Non payment of the tuition fees**

In case the school fees are not paid as per the above stated dates, the Management Committee of EFIB can take the necessary actions to remove the child from EFIB. There is no provision for discounts or reimbursements of tuition for absences whatever the reason.