

# **TUTTI FRUTTI CODE**

## **2011-2012**

**THE SCHOOL OPENS EVERY TRIMESTER; THREE TIMES A YEAR: IN SEPTEMBER, JANUARY (AFTER THE CHRISTMAS HOLIDAYS), AND IN APRIL (AFTER THE EASTER HOLIDAYS).**

**THE SCHOOL OPENING IS SET IN SEPTEMBER AND IT TAKES PLACE AT A CERTAIN DATE DEPENDING ON THE CLASS LEVEL.**

**FOR THE CHILDREN IN PRE-NURSERY (LA CLASSE D'ACCUEIL), A TRANSITIONAL PERIOD OF ONE WEEK IS POSSIBLE, WHERE A MEMBER OF THE FAMILY (PARENTS, GRANDPARENTS, OR UNCLAS AND AUNTS) MAY ALSO JOIN THE ACTIVITIES.**

**AT THE BEGINNING OF THE YEAR, WE DISTRIBUTE A WEEKLY NEWSLETTER WHICH COVERS THE ORGANISATION AND STRUCTURE FOR THE WEEK. AT THE BEGINNING OF EACH TRIMESTER, WE ALSO DISTRIBUTE CALENDARS. IF YOU DO NOT RECEIVE ONE, PLEASE INFORM US AND WE WILL MAKE SURE TO GIVE YOU ONE. PLEASE PAY CLOSE ATTENTION TO THE DAYS WHERE EXCURSIONS MIGHT TAKE PLACE (IE. TRIPS, SWIMMING POOL, ETC.)**

**AT THE END OF THE FIRST AND LAST TRIMESTERS (DECEMBER AND JUNE), A PARENT-TEACHER CONFERENCE IS ORGANISED SO THAT YOU CAN MEET THE TUTTI FRUTTI STAFF.**

### **THE MORNINGS:**

- 1. TUTTI FRUTTI OPENS EVERY MORNING AT 8:00 AM. CHILDREN WHO ARE REGISTERED FOR THE MORNING CRÈCHE ARE RECEIVED IN THE YELLOW CLASS ON THE GROUND FLOOR. IF THE CHILD'S CLASSROOM IS ALREADY LOCATED IN THE GROUND FLOOR, (S)HE MAY IMMEDIATELY PLACE HIS: HER BELONGINGS IN THE DESIGNATED CLASS. OTHERWISE, ALL OTHER CHILDREN MAY DROP THEM IN THE HALLWAY UNTIL CLASS TIME BEGINS( WHERE THEY WILL PICK THEM UP AGAIN.)**

**➤ SUPPLEMENTARY CHARGE: 1,25€/HALF AN HOUR**

**ALL COSTS ASSOCIATED WITH CRÈCHE WILL END AT 9:00**

- 2. CHILDREN REGISTERED FOR EITHER OR BOTH THE MORNING AND AFTERNOON CRÈCHE SHOULD CONFIRM AT THE BEGINNING OF THE MONTH IN QUESTION; THE FORM TO COMPLETE (WITH THE HOURS OF INTEREST) IS FOUND ON THE LAST PAGE. PLEASE CALCULATE THE SUM AND RETURN THE FORM TO US TWO DAYS BEFORE THE BEGINNING OF THE MONTH, AT THE LATEST.**

**IF A CHILD IS ABSENT DURING THE MONTH PLEASE LET US KNOW AND THE CRÈCHE HOURS CAN BE RECUPERATED THE FOLLOWING MONTH.**

**YOU CAN ACCESS ALL CRÈCHE FORMS IN THE OFFICE.**

- 3. PLEASE KEEP THE MOMENT OF SEPARATION FROM YOUR CHILD IN THE MORNINGS SHORT AND SWEET, SO THE CHILD CAN MAKE AN EASY TRANSITION TO CLASS TIME.**

- 4. ACTIVITIES BEGIN AT 9:30 AM FOR THE PRE-NURSERY (LA CLASSE D'ACCUEIL) AND THE 1<sup>ST</sup> & 2<sup>ND</sup> GRADE NURSERY CLASSES; AND 9:15 AM FOR THE 3<sup>RD</sup> GRADE NURSERY CLASS. THE DAY STARTS WITH THE MORNING RITUALS. THESE RITUALS ARE VERY**

**IMPORTANT SINCE THEY SET IN MOTION THE RHYTHMS OF THE DAY AND GIVES THE CHILD A TIME STRUCTURE. MORE SO, THEY ARE ALSO A MOMENT OF 'SOCIALISATION;' WE COUNT HOW MANY CHILDREN ARE PRESENT WHILE AT THE SAME TIME CONSIDERING THOSE WHO ARE ARE ABSENT. IT ALLOWS THE CHILD TO REFLECT ON SUCH NOTIONS AS THE CLASS-GROUP CONCEPT AND THE TOPICS OF THE DAY; WE ORGANISE AND ANTICIPATE THE AWAITING ACTIVITIES ETC. ULTIMATELY THE RITUALS ALSO GIVE THE CHILD THE OPPORTUNITY TO DEVELOP HIS OR HER ORAL EXPRESSION.**

➤ **FOR THOSE WHO ARRIVE LATE, THEY MAY JOIN THE CLASS LATER DURING THE SNACK BREAK. WHICH IS AT 10:15 AM. OTHERWISE IF CHILDREN ARRIVE ONE BY ONE (AFTER 9:30 OR AFTER 9:15 FOR THE 3<sup>RD</sup> GRADE NURSERY) THE CHILDREN WILL BE DISTRACTED.**

**5. THE MORNING SNACKS ARE OFFERED BY TUTTI FRUTTI. THEY CONSIST OF A FRUIT OR A DAIRY PRODUCT ACCOMPANIED BY A GLASS OF WATER OR JUICE AS DRINKS. MEANWHILE THE AFTERNOON SNACKS ARE SUPPLIED BY THE PARENTS.**

## **LUNCH BREAK & NAP-TIME**

**1. CHILDREN ARE SEATED FOR LUNCH AT:**

- **11:30AM FOR THE PRE-NURSERY CLASS (CLASS D'ACCUEIL)**
- **11:40AM FOR THE 1<sup>ST</sup> GRADE NURSERY**
- **11:50 AM FOR THE 2<sup>ND</sup> & 3<sup>RD</sup> GRADE NURSERY**

**PLEASE KEEP IN MIND:**

**CHILDREN WHO ARE REGISTERED FOR MID-DAY ONLY OR THOSE WHO LEAVE DURING THE LATE MORNING ON WEDNESDAYS.**

**IF YOU DECIDE TO PICK YOUR CHILD BEFORE LUNCH, PLEASE COME DURING THE LUNCH HOUR(SEE BELOW). ON THE OTHER HAND, IF YOU ARE COMING TO PICK YOUR CHILD AFTER LUNCH TIME PLEASE COME AT 12:00PM. IF YOU ARE NOT THERE, THE CHILD WILL JOIN THOSE TAKING A NAP.**

**2. FOR THE MEALS THAT NEED TO BE HEATED :**

- **PLEASE BRING CONTAINERS THAT CAN BE USED IN THE MICROWAVE.**
- **PLEASE PUT THE LUNCHES IN THE DESIGNATED BOX ON THE CART PLACED IN THE HALLWAY.**

**3. JUST LIKE THE REGISTRATION FOR THE CRÈCHE; PARENTS MUST SIGN UP FOR THE HOT MEALS AT THE BEGINNING OF THE MONTH. ONE WEEK PRIOR TO THE BEGINNING OF THE MONTH IN QUESTION, WE WILL HAND OUT A FORM THAT MUST BE FILLED, WHERE YOU CAN INDICATE THE DAYS AND MEALS OF INTEREST.**

**YOU CAN FIND A MODEL OF THIS FORM ON PAGE 8. WE WILL DISTRIBUTE THIS COPY ALONG WITH THE CRÈCHE REGISTRATION FORM AND THE MENU AT THE SAME TIME, AT THE BEGINNING OF EACH MONTH.**

➤ **THE MEALS COST 4 €/A DAY PER CHILD.**

**4. CHILDREN IN PRE-NURSERY (LA CLASSE D'ACCUEIL) AND 1<sup>ST</sup> GRADE NURSERY WILL AUTOMATICALLY HAVE A NAP BREAK.**

- 5. IF A CHILD NEEDS HIS/HER TEDDY BEAR PLEASE MAKE SURE THAT THE NAME OF THE CHILD IS MARKED ON THE TAG.**
- 6. CHILDREN WHO ARE NOT TAKING A NAP WILL HAVE A RECESS BREAK. THERE WILL NOT BE ANY FORMAL INSTRUCTION FOR THESE CHILDREN BUT THEY WILL BE SUPERVISED. ALTERNATIVELY, THERE IS THE OPTION FOR EXTRA-CURRICULAR ACTIVITIES DURING LUNCH BREAKS (ONCE A WEEK FOR 45 MINS.). FEES ON THE FRENCH VERSION.**
  - WORKSHOP IN DUTCH**
  - A SCIENCE WORKSHOP**
  - WORKSHOP IN ITALIAN**
  - AND OTHER SURPRISING WORKSHOPS PLANNED FOR THE OPENING OF THE SCHOOL YEAR.**

## **THE AFTERNOONS**

### **ACTIVITIES WILL RESUME AT:**

- 14:00 FOR THE PRE-NURSERY CLASS (LA CLASSE D'ACCUEIL)**
- 14:00 FOR THE 1<sup>ST</sup> GRADE NURSERY**
- 13:45 FOR THE 2<sup>ND</sup> GRADE NURSERY**
- 13:30 FOR THE 3<sup>RD</sup> GRADE NURSERY**

## **THE END OF THE DAY**

### **ALL ACTIVITIES WILL END AT:**

- 15:15 FOR THE PRE-NURSERY CLASS (LA CLASS D'ACCUEIL) & 1<sup>ST</sup> NURSERY**
- 15:30 FOR 2<sup>ND</sup> GRADE & 3<sup>D</sup> NURSERY**

**CHILDREN WILL HAVE THEIR SNACKS 20 MINS. BEFORE SCHOOL TIME ENDS.**

**THE END OF THE DAY RITUALS ARE JUST AS IMPORTANT AS THOSE OF THE MORNING AS THEY GIVE THE CHILDREN A SENSE OF CLOSURE TO THE DAY (WHILE GATHERING OUR BELONGINGS AND TIDYING THE CLASSROOM). SO PLEASE RESPECT THE HOURS INDICATED ABOVE.**

**OFFICIALLY CRÈCHE BEGINS AT 15.15 (ACCUEIL & 1<sup>ST</sup> NURSERY) – 15.30 (2<sup>D</sup> & 3<sup>D</sup> NURSERY) AND WE ARE RESPONSIBLE FOR THE CHILDREN UNTIL 18:00. DURING THIS TIME THE CHILDREN RECEIVE A DRINK. ON THURSDAY THE CRÈCHE IS POSSIBLE UNTIL 4:00PM.**

- 1,25€/ HALF HOUR. AGAIN, CRÈCHE REGISTRATION MUST BE CONFIRMED BEFORE THE BEGINNING OF THE MONTH IN QUESTION (SEE THE SECTION ENTITLED “THE MORNINGS”).**

More details regarding the “animations extrascolaires” on the French version.

## **ANNUAL SUBSCRIPTION FEE AND THE TRIMESTER**

- 1. A PLACE FOR YOUR CHILD IS GUARANTEED ONCE:**

- **WE RECEIVE A COMPLETED REGISTRATION FORM (PAGE 7 )**;
- **THE ANNUAL SUBSCRIPTION FEE OF 250 € BEFORE THE 1<sup>ST</sup> OF MAY 2011 AT THE LATEST.**

**2. THE LUMP SUM PER TRIMESTER IS 700 €. IT IS IMPORTANT THAT THESE PAYMENTS ARE MADE AT THE BEGINNING OF EACH TRIMESTER (SEPTEMBER 1<sup>ST</sup>, JANUARY 1<sup>ST</sup>, OR APRIL 1<sup>ST</sup>).**

**EACH TRIMESTER MUST BE PAID IN FULL AND THEN A PLACE FOR YOUR CHILD IS GUARANTEED.**

### **3. REDUCTIONS**

- **REDUCTION OF 5% FOR ANNUAL PAYMENT FOR ONE CHILD;**
- **REDUCTION OF 5% FOR THE ENROLMENT OF THE 2<sup>ND</sup>, 3<sup>RD</sup> CHILD;**
- **REDUCTION OF 10% ON TOTAL AMOUNT FOR THE 2<sup>ND</sup> AND 3<sup>RD</sup> CHILD, IF PAYMENT IS MADE FOR THE ENTIRE YEAR (PROVIDED THAT THE TOTAL SUM IS PAID BEFORE THE 1<sup>ST</sup> JUNE 2011).**

**THE REDUCTIONS ARE NOT CUMULATIVE. NO REDUCTIONS ARE MADE ON THE ANNUAL SUBSCRIPTION FEE, AND THE SUBSCRIPTIONS FOR MEALS AND CRÈCHE.**

### **4. LATE PAYMENT FEES**

**IF WE HAVE NOT RECEIVED THE PAYMENTS FOR THE TRIMESTER BEFORE THE DEADLINES, WE WILL SEND A SUMMED INVOICE OF THE MISSING PAYMENTS AND WE CHARGE 5% INTEREST.**

## **ANNEXE**

### **1. WHAT ARE THE DAILY ITEMS PACKED IN THE BAGS?**

- **A LUNCH (UNLESS THE CHILD IS SUBSCRIBED FOR A HOT LUNCH) SEE SECTION ENTITLED “LUNCH BREAK & NAP-TIME” POINT 2;**
- **AN AFTERNOON SNACK (A FRUIT, DAIRY PRODUCT OR SANDWICH) AND AN ACCOMPANYING DRINK (PREFERABLY IN A DRINK CONTAINER RATHER THAN A CARTON BOX).**
- **TISSUES**
- **PRESCRIBED MEDICINE (IE FOR ALLERGIES)**
- **A CLASS NOTEBOOK/FOLDER (LA FARDRE D’AVIS).**

### **2. TOYS AND TEDDY BEARS AT SCHOOL?**

**THE YOUNGER CHILDREN WHO TAKE NAPS CAN BRING THEIR TEDDY BEARS (WITH THE NAME LABELLED ON THE TAG). AFTER NAPS, THE TEDDY BEARS AND PACIFIERS ARE PUT IN THE BAGS.**

**WE ASK THAT CHILDREN LEAVE THEIR TOYS AT HOME, SINCE AT SCHOOL THEY CAN BREAK, GET LOST OR MISPLACED. ALSO THIS CAN PREVENT PROBLEMS FROM ENVIOUS CLASSMATES. ON THE OTHER HAND, CHILDREN ARE WELCOME TO BRING BOOKS**

**OR A COLLECTIVE GAME WHERE THE OTHER CLASSMATES CAN PARTICIPATE. ONCE THE GAME OR THE STORY-TELLING IS FINISHED, ALL IS RETURNED TO THE OWNER.**

### **3. SWEETS AND CANDY?**

**IT IS BETTER TO AVOID THEM. HOWEVER, IF YOU INSIST ON BRINGING THEM, PLEASE MAKE SURE THAT THERE IS ENOUGH FOR EVERY CHILD. THE TEACHER WILL DECIDE WHEN IT IS APPROPRIATE TO DISTRIBUTE THEM.**

### **4. THE SWIMMING POOL**

- 1) ON AVERAGE, WE WILL GO TO THE SWIMMING POOL TWICE PER TERM. THE VERY SMALL CHILDREN WILL NOT GO IN SEPTEMBER AND NO CLASS WILL BE GOING IN JANUARY.**
- 2) PLEASE DRESS THE CHILDREN IN PRACTICAL CLOTHING: MEANING NO BELTS (PREFERABLY PANTS WITH ELASTIC WAISTS), VELCRO SHOES, ETC.**
- 3) ANY HELP IN DRESSING AND UNDESSING THE CHILDREN IS APPRECIATED.**

### **5. SCHOOL MATERIALS TO BE SUPPLIED AT THE BEGINNING OF THE YEAR:**

#### **PRE-NURSERY (LA CLASS D'ACCUEIL)**

- AN I.D PICTURE
- AN EXTRA CHANGE OF CLOTHES
- A CLASS JOURNAL FOLDER, A5 FORMAT

#### **1<sup>ST</sup> GRADE NURSERY**

- AN I.D PICTURE
- A CLASS JOURNAL FOLDER, A5 FORMAT

#### **2<sup>ND</sup> GRADE NURSERY**

- A CLASS JOURNAL FOLDER, A5 FORMAT

#### **3<sup>RD</sup> GRADE NURSERY**

- A CLASS JOURNAL FOLDER, A5 FORMAT

**IT IS IMPERATIVE THAT EACH ITEM IS LABELLED WITH THE NAME OF THE CHILD.**

**NOT TAKING ANY CHANCES, WE RECOMMEND THAT ALL OF THE CHILD'S BELONGINGS ARE LABELLED: COATS, SCARVES, HATS, LUNCH BOXES, BAGS, ETC.**

**HAVE A GREAT YEAR!  
PATRICIA**

**2011-2012**

## Registration Form

The registration form should be returned to Tutti Frutti either by mail, fax or directly dropped off at the school, at: 204, rue de la Victoire, 1060 Brussels

Tel/fax: 02-538/37.43. E-mail: [tutti-frutti@skynet.be](mailto:tutti-frutti@skynet.be)

**Last Name and first name of the child:**

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**Contact person:** .....

**Date of Birth:** .....

**Street:** ..... **No.**..... **Box:**.....

**Post code:** .....**City:** .....

**Tel (home):** .....**GSM:** .....

**Tel (office):** .....

**Is your child allergic to any food or medication?**

**If yes, which ones?** .....

**Has your child been vaccinated for tetanus? Yes - No**

**Date of last vaccination:** .....

**Other useful information:** .....

**Name of person collecting the child at the end of the day:**.....

**I confirm..... the authorisation of the A.S.B.L to allow Tutti Frutti to use my children's pictures. These pictures are destined to be put on the site or any other publication of the A.S.B.L.**

### **REGISTRATION**

**Two Languages of choice:**

**French-Italian      French-German      French-English      French-Dutch**

**School opening date:**.....

**Annual subscription fee 250 €**

**Trimester subscription fee 700€**

The subscription fee is non refundable. Each term must be paid in full.

**Crèche:**

➤ **The morning from:**.....

➤ **The evening until:**.....

**Hot lunch: yes - no**

**Arts and crafts workshop during lunch: yes or no**

**Tutti Frutti Extra-curricular activities: yes or no**

**If yes, Language, day and hour**.....

**TOTAL** .....

**Cash**

**Bank transfer - account number: 114-2575113-85**

**(please specify the name of your child and the lessons he/she is registered for in the communication)**

**Annual Payment**

**Payment by Trimester**

**(1<sup>st</sup> September, 1<sup>st</sup> January, 1<sup>st</sup> April)**

**Date and Signature**

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