



# **Parent handbook**

## **2010/11**

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## About Ecole du Samedi

Welcome to Ecole du Samedi! As with any organization, there are a lot of procedures and policies that promote the safe running of the school. The policies in this handbook are a concerted effort on the part of the faculty and administration. The information has been prepared and presented in order that you may know and understand the policies and practices of Ecole du Samedi. Please look through this handbook and refer to it as questions arise. Please feel free to contact us if you need further information

The Ecole du Samedi aims to create a comfortable, interesting and engaging atmosphere in which children with French-speaking backgrounds or a desire to learn French may practice and perfect their language skills. Our courses enrich and challenge children of all proficiency levels from beginner to native because they include language instruction as well as culture and civilization components that draw from all subject disciplines.

## History

Ecole du Samedi was founded in 2002 by two French teachers, Marc Mallet and Cynthia Mot, in response to the educational needs of the French community of Atlanta. During the first year, the school was based at Powers Ferry United Methodist church in Marietta. In 2003, the school moved to the campus of Oakwood High School in West Cobb where it remained for the next three years. During these years enrollment grew from 60 students to 105 students. At that time the board determined that the school needed to be located in a more central location to better serve our community. In the fall of 2006, Ecole du Samedi moved on the campus of the Atlanta International School and the enrollment reached 150 students in 2007-2008. Ecole du Samedi currently employs a staff of fourteen teachers and two administrators.

Although Ecole du Samedi has grown since its modest beginnings in 2002, its mission has remained the same. Ecole du Samedi aims at serving the needs of Francophiles and Francophones in the Atlanta area by providing a quality education in the French language for children age 3-12. It is a non-profit organization with limited resources and we need the support of our entire community to reach our objectives. We encourage you to get involved in our school; it is the best way to make sure that Ecole du Samedi will be able to continue to offer French classes for children for years to come.

## Calendar 2010/11

### August 21 Open House/Registration

#### September 2010

September 11: Week 1

September 18: Week 2

September 25: Week 3

#### November 2010

November 6: Week 9

November 13: Week 10

November 20: Week 11

**November 27: NO SCHOOL/THANKSGIVING**

#### January 2011

**January 1: NO SCHOOL/WINTER HOLIDAYS**

January 8: Week 14

January 15: Week 15

January 22: Week 16

January 29: Week 17

#### March 2011

March 5: Week 22

**March 12: NO SCHOOL/SPRING BREAK 1**

**March 19: NO SCHOOL/SPRING BREAK 1**

March 26: Week 23

#### May 2011

May 7: Week 28

May 14: Week 29

May 21: Week 30

#### October 2010

October 2: Week 4

October 9: Week 5

October 16: Week 6

October 23: Week 7

October 30: Week 8

#### December 2010

December 4: **NO SCHOOL/AIS OPEN HOUSE**

December 11: Week 12

December 18: Week 13

**December 25: NO SCHOOL/WINTER HOLIDAYS**

#### February 2011

February 5: Week 18

February 12: Week 19

February 19: Week 20

February 26: Week 21

#### April 2011

April 2: Week 24

**April 9: NO SCHOOL/SPRING BREAK 2**

April 16: Week 25

April 23: Week 26

April 30: Week 27

## Accidents/Illnesses

If a child has an accident during the day requiring medical attention, the school will contact a parent. If a parent cannot be contacted, the Director and/or Business Manager will call 911 and take the child to a local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities and parents assume financial responsibility.

Please keep updated home and cell phone numbers on file with Business Manager.

## Attendance

Regular attendance is essential to language learning and we encourage children to avoid absences for causes other than illness or emergency. Late arrival can be very disruptive to the entire class, so we ask parents to make every effort to bring their children to school by 9:30am on Saturday.

In the event of an absence, we ask you to contact directly your child's teacher to inform him/her of the absence. Homework will be listed on the web site and updated every week. Teachers can also provide some advice on make-up activities, and a list of French language web resources is provided on our site.

## Behavior

Ecole du Samedi seeks to maintain a secure and nurturing atmosphere where concern for others is of the highest possible value. When students fail to abide by the school's expectations, they must be prepared to accept the consequences of their lack of responsibility. If a student's behavior is disruptive to others, the teacher will contact the family to inform them of the situation. If the disruptive behavior continues, the child will be removed from the classroom and work on assignments at the front desk with the Director. It may further lead to suspension or in some cases expulsion.

If a student's actions endanger others or if a student deface or destroy school property, his/her actions may lead to an immediate expulsion. Ecole du Samedi will notify parents as soon as possible about the incident and the specific process used to deal with the situation.

**The decision to expel, dismiss or suspend a student rests with the Director of the school.**

## **Breaks**

Your child will go on recess during mid-morning and it might be a good idea to bring a snack. We sell pastries from Douceur de France but supply is not always sufficient for all children. No food can be eaten inside the classrooms and students will take their snacks with them to the playground.

## **Communication between home and school**

Communication between home and school is very important to us. Announcements concerning school activities in general will be made via email so please make sure that we have a valid email address on record at all times.

Teachers will send a progress report in January and April and contact you or schedule a conference if needed.

If parents wish to discuss student progress, instructional program or any other issues with the teacher, please schedule a conference before 9:20 am or after 12:10 pm. Such conferences shall not be allowed during drop-off and pick-up times or during instructional time.

## **Directory**

A directory containing contact information for our faculty and staff as well as all Ecole du Samedi families will be available in November. An electronic copy will be sent to all parents via email. A few hard copies will be available at the front desk.

## **Drop off and pick up policies**

We ask all parents to bring their child to the teacher's classroom in the morning. Please remember that teachers often need to use this time to prepare for their class. We ask that you wait until 9:25 am to drop off your child.

At dismissal time we ask you to pick up your child in his/her classroom. If you arrive after 12:10 pm you will need to pick up your child at the reception table. If there is an emergency please call us at 770 634 6228 or 404 518 6868 to let us know. Otherwise your account will be charged \$15 for picking up your child after 12:10 pm. After 12:30 pm you will be charged one dollar per minute.

## **Espace parents**

Parent volunteers offer a space where you can wait for your children, drink coffee and read French newspapers/magazines and get to know other parents.

You can also plug in your laptop but no internet connection is available.

It is located in the SAC mezzanine close to the library.

## **Homework**

The Ecole du Samedi faculty and staff believe that homework is an integral part of the learning process. It helps reinforce concepts and skills that are taught on Saturday mornings. Learning a language needs a strong commitment. Ideally, two periods of time should be spent per week doing homework, reading a book, and/or watching a French movie.

Assignments are posted on the website by every Monday following each class. They are organized by section (non native/native) and class. Select your child's class on the pull down menu and click View Homework.

## **Library**

Ecole du Samedi gives access to a library providing books, DVDs and tapes for all ages and levels and supporting the instructional program. It is located in the SAC mezzanine and is open from 10:00 am to 12:00 pm.

The former library fee is now included in your tuition fee.

Each family can check out 5 books and 2 movies per week. Late fees are \$1 per movie and \$0.50 per book per week. If book or DVD/tape is lost or damaged, parents will need to pay replacement costs.

## **Parental Involvement**

Ecole du Samedi has a very supportive PTA and there are numerous ways for parents to be involved in our community. Whether you can help with fundraising, volunteer during special events (potluck picnics, spring fair, Open House, etc.) or help in any other way, your time and talents will be greatly appreciated. Ecole du Samedi strives to build a community through cultural activities and events and it takes all of us working together to achieve our mission.

## **Parking**

It is recommended to park in the back of the SAC building. This parking is accessible by following North Fulton Drive past AIS and keeping to your right. Access to Ecole du Samedi is provided through the lower level of the SAC (stairs or elevator).

The parking situation can be tight on some Saturdays since our campus is located in an International School hosting many events.

Please check your email notifying you of special events and avoid the fire lane in the circular driveway in the front of the main building at all times.

Parking is allowed in nearby residential streets but you must respect any restrictions in effect.

## **School Closing and emergency**

Severe weather, utility problems or emergencies may necessitate the closing of the school.

When such closing can be foreseen, an announcement will be made as early as possible.

For weather closing, a decision will be made by 7:00 am at the latest. It will be broadcasted over television station WSB (channel 2).

Parents will be informed via email by the Director and/or the Business Manager and teachers will make every effort to contact parents by phone.

## **Supplies**

Textbooks will be distributed during the first weeks of school in the classroom and billed at a later time. Teachers will let you know if they need specific supplies but a notebook and pouch with writing utensils are recommended.

## **Website**

Our website, [www.frenchschoolatlanta.org](http://www.frenchschoolatlanta.org) is a vital resource. It is a source of information that will help you answer most of your questions about our programs, special events, calendar, registration, contact information, directions to our campus, etc.

The homework link is a very useful to check on your child's assignments. It is updated by our teachers every Monday and is organized by class.

New this year, a link will help your find additional instructional resources to enhance your child's learning experience.