

# AFTER-SCHOOL APPLICATION

2025 - 2026 School Year

(Document to be initialed and signed)

**This form confirms the registration. It must be returned as soon as possible, dated and signed, along with a check or bank transfer for the registration fee.**

Wednesdays Bilingual clubs - Annual fees	Registration fees	Trillium Students	Non-Trillium Students	Lunch
<input type="checkbox"/> Wednesday afternoon clubs with lunch - 11:45 AM to 4:00 PM	100 €	1700* €	1900* €	370* €
<input type="checkbox"/> Wednesday afternoon clubs - 1:00 PM to 4:00 PM	100 €	1700* €	1900* €	-
<input type="checkbox"/> Garderie Wednesday - 4:00 PM to 5:00 PM (snack included)	-	290 €*	290 €*	-
<input type="checkbox"/> Garderie Wednesday - 4:00 PM to 6:00 PM (snack included)	-	570 €*	570 €*	-

\*For 10 months

**⚠ Attention:** Once the school gates are closed, any late arrival will be recorded. After **4:00 PM or 6:00 PM**, any delay will result in the billing of one hour of after-school care, even for a **5 minutes** delay.

Holiday's camp 9:00 AM to 6:00 PM	Registration fees	Trillium Students	Non-Trillium Students	Lunch
<input type="checkbox"/> October Break : Monday, <b>October 20, 2025</b> – Friday, <b>October 24, 2025</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> October Break : Monday, <b>October 27, 2025</b> – Friday, <b>October 31, 2025</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> February Break : Monday, <b>February 23, 2026</b> – Friday, <b>February 27, 2026</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> February Break : Monday, <b>March 2, 2026</b> – Friday, <b>March 6, 2026</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> April Break : Monday, <b>April 20, 2026</b> – Friday, <b>April 24, 2026</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> April Break : Monday, <b>April 27, 2026</b> – Thursday, <b>April 30, 2026</b> (4 days)	50 €	260 €	310 €	35 €
<input type="checkbox"/> Summer camps : Monday, <b>June 29, 2026</b> - Friday, <b>July 3, 2026</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> Summer camps : Monday, <b>July 6, 2026</b> - Friday, <b>July 10, 2026</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> Summer camps : Monday, <b>July 13, 2026</b> - Friday, <b>July 17, 2026</b> (4 days)	50 €	260 €	310 €	35 €
<input type="checkbox"/> Summer camps : Monday, <b>July 20, 2026</b> - Friday, <b>July 24, 2026</b> (5 days)	50 €	320 €	385 €	43 €
<input type="checkbox"/> Summer camps : Monday, <b>August 24, 2026</b> - Friday, <b>August 28, 2026</b> (5 days)	50 €	320 €	385 €	43 €

Student name : .....

Date of birth : ..... Place of birth : .....

Child's mother tongue : ..... Nationality : .....

Language spoken at home : .....

Child live with :  Both parents living together  Both parents living alternately  Father  Mother

Siblings :

Name : ..... Age : .....

Name : ..... Age : .....

Name : ..... Age : .....

**Parent 1**  Father  Mother  Guardian

First Name : ..... Family Name : .....

Nationality : ..... Parent's mother-tongue : .....

Phone : ..... Email : .....

Home address : .....

Profession : .....

**Parent 2**  Father  Mother  Guardian

First Name : ..... Family Name : .....

Nationality : ..... Parent's mother-tongue : .....

Phone : ..... Email : .....

Home address : .....

Profession : .....

Parent 1 :  Mother  Father  Guardian

Name and surname

.....

Date : ...../...../.....

**Location:** .....

Signature

Parent 2 :  Mother  Father  Guardian

Name and surname

.....

Date : ...../...../.....

**Location:** .....

Signature

## CONDITIONS & TERMS

2025 - 2026 School Year

## For Wednesday Clubs:

The first payment confirms enrollment and includes the registration fee + the first month of the club (Registration fee: €100 + First month: €190 + Canteen fee: €37 if this option is selected).

**This payment is included in the total annual fees for the Wednesday club and will be retained by the school in case of cancellation.**

### Registration Fees

- ◆ **Amount:** €100 (non-refundable, payable upon registration).
- ◆ **Frequency:** One-time fee per student upon initial registration.

### Wednesday Club Fees

- ◆ **Payment Method:** By bank transfer before the 27th of each month.
- ◆ **Late Payment Penalty:** 10% of the amount due if paid after the 27th of the month.
- ◆ **Commitment:** **Enrollment financially commits the family for the entire school year.**
- ✗ **No refunds** in case of absence, withdrawal, or permanent expulsion.
- ✗ **Clubs and extracurricular activities:** No refunds, except in cases of force majeure (long-term illness with a medical certificate, relocation outside the region with proof).

Payments will be made as follows:

- A **one-time payment** within 15 days of receiving the invoice.
- Six equal payments** on the 27th of each month from September to February, by direct debit or bank transfer.  
**(ONLY FOR WEDNESDAY CLUBS)**
- Ten equal payments** on the 27th of each month from September to June, by direct debit or bank transfer.  
**(ONLY FOR WEDNESDAY CLUBS)**

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## For Holiday Camps:

A **one-time payment** is required **at least 15 working days before the start of the camp.**

- ✗ **No refunds** in case of absence, withdrawal, or permanent expulsion.
- ✗ **Clubs and extracurricular activities:** No refunds, except in cases of force majeure (long-term illness with a medical certificate, relocation outside the region with proof).
- ✗ **No refunds** if the cancellation occurs less than **two working weeks** before the start of the camp. A cancellation request must be sent via registered mail with acknowledgment of receipt.

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## General Financial Terms

- I. **The non-refundable registration fees** must be paid upon submission of the registration form to the school's administrative office.

- II. The first payment confirms enrollment and includes the registration fee + the first month of the club (Registration fee: €100 + First month: €190 + Canteen fee: €43 if this option is selected).  
**This payment is included in the total annual fees for the Wednesday club and will be retained by the school in case of cancellation.**
- III. ♦ **Holiday camp enrollment is confirmed only upon full payment.**
- IV. ♦ **Tuition fees will not be refunded, in whole or in part, in case of expulsion or absence.**
- V. ♦ **The official withdrawal date must respect a two-month notice for Wednesday clubs and a two-week notice for holiday camps.**
- VI. ♦ **Late payments after the 27th of the month will incur a 10% surcharge on all overdue invoices.**
- VII. ♦ **Bounced checks and rejected direct debits will be subject to a €100 penalty fee.**

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## Payment Responsibility

The payment of these fees will be made by:

- Both parents jointly**
- Both parents separately** (If you choose this option, please provide a **written, dated, and signed declaration** detailing the fee distribution between both parents, attached to this form.)
- Father only**
- Mother only**
- A third party** (Another person, company, child protection organization, embassy, etc.)

Please specify: \_\_\_\_\_

(If you choose this option, please attach an **original letter of commitment** from the responsible person or entity.)

**Mandatory signatures of both parents or legal guardians**, preceded by the handwritten statements:

*"Approuvé et engagement de paiement." et "Nous déclarons avoir lu et accepté toutes les conditions générales et financières, sans aucune réserve."*

Parent 1 :  Mother  Father  Guardian

Parent 2 :  Mother  Father  Guardian

Name and surname

Name and surname

.....

.....

Date : ...../...../..... **Location:**.....

Date : ...../...../..... **Location:**.....

Signature

Signature

## HEALTH RECORD

2025 - 2026 School Year

Student name : ..... Date of birth : .....

Immunizations and Tests : **Please provide a photocopy of your child's vaccination book**

Does your child have any special needs (physical, emotional or psychological) ?  
 .....  
 .....  
 .....

Any other specificities we should know (allergies, etc...)  
 .....  
 .....  
 .....

Do you have any learning disability running in the family  
 .....  
 .....  
 .....

Has your child had any of the following childhood diseases ?

Chicken pox	Measles	German measles	Mumps	Scarlet fever	Other

Allergies : .....

Special dietary requirements : .....

Does your child have impaired vision ? ..... Does your child wear glasses ? .....

Does your child have impaired hearing ? .....

Does your child have any physical disability ? .....

Additional comments : .....

Can your child use the toilet independently ? .....

Please keep in mind that the staff at Trillium International School **cannot administer medicine to your child.**  
**Students are not to bring medicine to school.** The majority of the teaching staff in First Aid and CPR trained.

# EMERGENCY MEDICAL FORM

2025 - 2026 School Year

Student name : .....

Parent 1's name : .....

Phone : .....

Parent 2's name : .....

Phone : .....

Local person to call in case of emergency if a parent cannot be reached :

1) Name : ..... Relationship : .....

Phone : ..... Address : .....

2) Name : ..... Relationship : .....

Phone : ..... Address : .....

## POWER

I, undersigned, .....,  
authorise the Director of Trillium International School or its representative to make any medical decision in case I cannot be contacted in time, and give the necessary authorisation for all medical treatments, including operations or anaesthetic, to be carried out as decided by the medical team, in the event of accident or illness which needs urgent treatment.

(please write "*Bon pour pouvoir*")

Date

Signature

.....

...../...../.....

.....

# PICK-UP RELEASE FORM

2025 - 2026 School Year

Student name : .....

Date of birth : .....

The following adults have permission to pick up my child / children

Name	Phone number	Relationship to child
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

If, throughout the school year, an occasion arises when you would like your child to be picked up by someone not on this form, you must grant your permission in writing before-hand.

# AUTHORIZATION FOR IMAGE, TELEVISION, SOUND, AND VIDEO RIGHTS

2025 - 2026 School Year

I, the undersigned, \_\_\_\_\_ (Name and surname of the legal representative), acting as the parent or legal guardian of \_\_\_\_\_ (Name and surname of the child), hereby authorize Trillium International School to capture, record, broadcast, and use my child's image and voice within the framework of the school's educational, cultural, promotional, and communication activities.

This authorization covers the use of my child's image and voice in the following forms:

- Photographs (printed and digital)
- Videos (including televised and online recordings)
- Audio recordings
- Publications on the school's communication platforms (website, social media, brochures, posters, etc.)
- Media broadcasts related to school activities

This authorization is granted free of charge and without time limitation, unless expressly revoked by me through a written letter addressed to the school administration.

I acknowledge that I have been informed that my child's image and voice will only be used within the strictly defined scope above and that no commercial exploitation will be carried out without my explicit consent.

**Do not authorize nothing**

**Mandatory signatures of both parents or legal guardians**, preceded by the handwritten statements:

*"Lu et approuvé"*

Parent 1 :  Mother  Father  Guardian

Name and surname

.....

Date : ...../...../.....

Location: .....

Signature

Parent 2 :  Mother  Father  Guardian

Name and surname

.....

Date : ...../...../.....

Location: .....

Signature





# Trillium International school

## SCHOOL RULES AND REGULATIONS

2025 - 2026 School Year  
(Document to be initialed and signed)

### 1. General Principles

- Trillium International School is a bilingual institution that follows both the British and French curricula.
- Respect, inclusivity, and academic excellence are the core values of our school.
- All students, staff, and parents must contribute to a positive and safe learning environment.

### 2. Attendance and Punctuality

- School hours must be strictly observed. Students must arrive on time for classes.
- Absences must be justified by a written note or email from parents/guardians.
- Repeated tardiness or unjustified absences may result in disciplinary action.
- Any absence (more than 2 days) during term time will have to be registered with the appropriate form.

### 3. Behavior and Discipline

- Students must show respect towards teachers, staff, and fellow students.
- Any form of bullying, discrimination, or violence is strictly prohibited.
- Mobile phones and electronic devices are not allowed during class unless permitted by a teacher for educational purposes.
- Any damage to school property must be reported immediately. Families may be asked to cover repair costs.

### 4. Dress Code

- For security reasons, no jewellery is allowed (except studs for earrings)

### 5. Communication and Parental Involvement

- Parents are encouraged to communicate with teachers and the school administration using the appropriate channels.
- Important announcements will be shared via email, the school website, or official meetings.
- Any concerns should be addressed respectfully and through appropriate channels.

### 6. Health and Safety

- Students must follow hygiene and safety protocols established by the school.
- In case of emergency, parents will be contacted immediately.

### 7. Extracurricular Activities

- Participation in after-school activities and Wednesday programs is encouraged but subject to specific registration.
- Students must follow the same behavior and safety rules during these activities.

### 8. Lunch and Snacks



9 rue de la Sabotte, 78160 Marly-le-Roi

Mail : [contact@trillium-international-school.com](mailto:contact@trillium-international-school.com) - Tél : 06.66.54.19.32  
SARL COSMOPOLITE SCHOOL - R.C.S Versailles - Siren : 939711511

- The school provides a balanced meal service. Parents must inform the school of any dietary restrictions.
- Students are expected to eat in designated areas and maintain cleanliness.

**9. Use of School Facilities**

- Students must respect shared spaces, including classrooms, the library, and playgrounds.
- Any misuse of facilities may lead to restrictions or disciplinary actions.

**10. Compliance and Sanctions**

- Non-compliance with school regulations may lead to verbal warnings, written notices, meetings with parents, or other disciplinary measures.
- The school administration reserves the right to take appropriate actions to maintain a safe and respectful learning environment.

**11. Personal objets**

Toys, money and valuable objects are not allowed in school.

Students are only allowed to bring traditional playground toys to school, such as playing cards, stickers, skipping ropes (only for primary students).

Finally, cell phones are not allowed in class or at school. If you really feel your child must have a cell phone, it should be brought to the Heads' office in the morning, and it will be returned in the afternoon.

The school will not accept responsibility for the loss or damage of these or any other personal items.

**I have read and adhere to these rules & school policies.**

Student's name and surname : .....

Parent 1 :  Mother  Father  Guardian

Name and surname

Parent 2 :  Mother  Father  Guardian

Name and surname

Date : ...../...../.....

**Location:** .....

Signature

Date : ...../...../.....

**Location:** .....

Signature

# REGISTRATION TERMS

2025 - 2026 School Year

Enrolling a student at **Trillium International School** depends on **availability**. As our classes are small and often have limited capacity, we strongly recommend that families **apply early**. Once the maximum number of students per class is reached—including re-enrollments—registrations will be closed. Additional requests will be placed on a **waiting list** in case of any withdrawals.

## Required Documents

To complete the registration, please send the following documents by mail or submit them directly to the school director:

	New student	Actual student
<input type="checkbox"/> The <b>REGISTRATION TERMS form</b> , duly completed, dated, and signed	✓	✓
<input type="checkbox"/> The <b>HEALTH RECORD form</b> , duly completed, dated, and signed - <b>A copy of the vaccination record</b>	✓	
<input type="checkbox"/> The <b>CONDITIONS &amp; TERMS form</b> , duly completed, dated, and signed	✓	✓
<input type="checkbox"/> The <b>AFTERSCHOOL APPLICATION form</b> , duly completed, dated, and signed	✓	✓
<input type="checkbox"/> The <b>SCHOOL RULES AND REGULATIONS form</b> , duly completed, dated, and signed	✓	
<input type="checkbox"/> The <b>AUTHORIZATION FOR IMAGE form</b> , duly completed, dated, and signed	✓	
<input type="checkbox"/> The <b>PICK-UP RELEASE form</b> , duly completed, dated, and signed	✓	
<input type="checkbox"/> The <b>EMERGENCY MEDICAL form</b> , duly completed, dated, and signed	✓	
<input type="checkbox"/> <b>Evaluation reports and the academic progress record</b> from the previous year		
<input type="checkbox"/> <b>School Insurance 2025 - 2026</b> (The insurance must include: Civil liability, Personal accident insurance, Extracurricular insurance, Damage to personal property.)	✓	
<input type="checkbox"/> A <b>copy of the family record book (livret de famille) or birth certificate</b>	✓	
<input type="checkbox"/> <b>Two recent passport-sized photos</b>	✓	
<input type="checkbox"/> A <b>book of postage stamps</b> at the current rate	✓	
<input type="checkbox"/> An <b>official document specifying the child's legal guardian</b> , if applicable		
<input type="checkbox"/> A <b>copy of the student's identification document</b>	✓	
<input type="checkbox"/> The <b>direct debit authorization form</b> , duly completed, dated, and signed, along with your <b>bank account details (RIB) - <a href="#">Link Gocardles</a> If payment is made in multiple installments</b>	✓	
<input type="checkbox"/> <b>LIST Form</b>	✓	

## LIST FOR PRE-PRIMARY

- Water bottle
- Change of clothes
- Diapers (if needed)
- Wipes

## LIST FOR PRIMARY

- Water bottle