

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.

For which grade are you applying* ? : ☐ NURSERY - ☐ RECEPTION

☐ YEAR 1 - ☐ YEAR 2 - ☐ YEAR 3 - ☐ YEAR 4 - ☐ YEAR 5 - ☐ YEAR 6

* The definitive class your child will be in will be confirmed after assessment and review by the staff

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 : School.....

Name : Age : School.....

Name : Age : School.....

Name : Age : School.....

Parent 1 ☐ Father - ☐ Mother

First Name : Family Name :

Nationality : Parent's mother-tongue :

Phone : Email :

Home address :

Occupation:

Parent 2 ☐ Father - ☐ Mother

First Name : Family Name :

Nationality : Parent's mother-tongue :

Phone : Email :

Home address :

Occupation:

Planning for the 2025-2026 School Year

Please indicate the schedule for your child's attendance.

- ♦ **For children under 3 years old:** The minimum attendance required is **2.5 days per week**.
- ♦ **For children aged 3 and above:** Full-time school attendance is **mandatory**.

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Day care					
Morning					
Lunch					
Afternoon					
After school Clubs					

Options

- ☐ Early Daycare
- ☐ Weekly After school Clubs
- ☐ Tutoring french / anglais (for primary only)

We, the undersigned:

Name and Surname: Father / Mother / Guardian and

Name and Surname: Father / Mother / Guardian,

Hereby request the enrollment of our daughter / son:

Name and Surname: In class:.....

We commit to paying all fees related to tuition, meals, possible school transport, school outings or trips, as well as any additional options chosen, under the following terms:

▪ **The first payment** corresponding to the Enrollment fees (for new student) **1200 €** + Supplies fees **400 €** + administration fees **500 €** + Development fund **4000 €** (for business paid). **This payment is included in the tuition fees but will be retained by the school in case of cancellation.**

▪ **Payments will be made** as follows:

- ☐ One final payment within 30 days following reception of invoice.
- ☐ Six equal payments on the 27th day of each month from September to February, by direct debit or bank transfer.
- ☐ Ten equal payments on the 27th day from September to June, by direct debit or bank transfer.

Payment of these fees will be made by:

☐ **Both parents jointly**

☐ **Both parents separately** *(If selecting this option, please provide a signed and dated written statement detailing the distribution of fees between both parents, attached to this form.)*

☐ **Father only**

☐ **Mother only**

☐ **Third party** *(another individual, company, child welfare organization, embassy, etc.)*

Please specify: _____ *(If selecting this option, please attach an original letter of commitment from the responsible party 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

Name and surname

.....

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

Location:

Signature

Parent 2 : ☐ Mother ☐ Father ☐ Guardian

Name and surname

.....

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

Location:

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	Rubella	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 their Heads 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 with a picture and the ID of the person.

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 anything**

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

- The school uniform must be worn every day
- For security reasons, no jewellery is allowed (except studs for earrings)
- Hair should be tied so eyes are visible at all times, to allow efficient learning.

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.



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

Mail : contact@trillium-international-school.com - Tel : 01.80.83.93.61 or 06.66.54.19.32

SARL COSMOPOLITE SCHOOL - R.C.S Versailles - Siren : 939711511

8. Lunch and Snacks

- The school provides a balanced meal service. Parents must inform the school of any dietary restrictions.
- Packed lunches provided by parents should be balanced and healthy (no sweets, no juices, sodas nor flavoured milk)
- 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. Homework policy

Children in all primary classes (Year 1 to Year 6) will have regular homework assignments to complete. It is your responsibility as a parent to make sure that these homework assignments are completed to the best of your child's ability. Not regularly completing homework is extremely detrimental to a student's progress in class and will directly affect your child's progress and grades.

12. 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

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

Location:

Signature

Parent 2 : ☐ Mother ☐ Father ☐ Guardian

Name and surname

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

Location:

Signature


PRACTICAL INFORMATION

2025 - 2026 School Year

(Document to be initialed and signed)

SCHOOL HOURS

- **Monday:** 9:00 AM - 4:00 PM
- **Tuesday:** 9:00 AM - 4:00 PM
- **Wednesday:** 9:00 AM - 11:45 AM
- **Thursday:** 9:00 AM - 4:00 PM
- **Friday:** 9:00 AM - 4:00 PM

 **Attention:** Once the school gates are closed, your child will only be allowed in at playtime.
After **4:00 PM or 6:00PM**, any delay will result in the extra billing.

LUNCHTIME

Students have two lunch options:

- **School canteen:** A catering service provides fresh, organic, and well-balanced meals daily, tailored to children's needs.
- **Lunchbox:** Students may bring their own balanced meals, which must be stored in an appropriate container. If the meal needs to be rewarmed in the micro-wave, it will need to be in an appropriate container and we would need your written authorization for legal reasons.

UNIFORM

Wearing the school uniform is **mandatory and at the financial expense of the families**. It fosters a sense of belonging and equality among students. The uniform is purchasable from the school at the fees mentioned on the brochure.

The uniform includes:

- A **cardigan/ jumper** in the school colors
- A **white T-shirt** (short or long sleeves) with or without collar
- A grey or dark **skirt or trousers/ leggings**
- **Dark sensible shoes**
- **Uniform coat**
- A **specific uniform for sports classes** is also required.

 **Attention :** Tracksuit bottoms are allowed in Primary on PE days only

SCHOOL CALENDAR

The school follows the official **French National Education holiday calendar** .

A more detailed calendar with the termly inset days and social events, will be sent to you at the beginning of the school year.

CONDITIONS & TERMS

2025 - 2026 School Year

- ☐ Tuition fees include items such as school books, art materials, Montessori materials and digital resources.
- ☐ Enrolment fees (**non-refundable**) have to be paid as soon as enrolment form is sent to the Administrative Department of school.
- ☐ Administration & supplies fees have to be paid with the enrolment fees or by the 1st June, 2025.
- ☐ Acceptance of students can only be confirmed after payment of the non-refundable enrolment fees (registration fees for new pupils) or after payment of an initial non-refundable payment of 1.000€ (for the resident pupil). Those have to be paid by the 1st of June, 2025. For enrolment after that date, those fees must be paid upon registration.
- ☐ **The first payment** corresponding to the Enrollment fees (for new student) **1200 €** + Supplies fees **400 €** + administration fees **500 €** + Development fund **4000 €** (for business paid). **This payment is included in the tuition fees but will be retained by the school in case of cancellation.**
- ☐ ♦ **Commitment: Enrollment financially commits the family for the entire school year (Annual tuition fees - After school Weekly Clubs - Morning daycare - Tutoring - Canteen fees)**
 - ✗ No refunds** in case of absence, withdrawal, or permanent expulsion.
 - ✗ No refunds**, except in cases of force majeure (long-term illness with a medical certificate, relocation outside the region with proof).
- ☐ Three payment plans are possible for the remaining school fees:
 - ☐ One final payment within 30 days following reception of invoice.
 - ☐ Six equal payments on the 27th day of each month from September to February, by direct debit or bank transfer.
 - ☐ Ten equal payments on the 27th day from September to June, by direct debit or bank transfer.
- ☐ Tuition will not be refunded, either in whole or in part, for any dismissal or absence.
- ☐ In the event of withdrawal of a pupil during the school year, the school must be informed in writing (by registered letter with return receipt) two months before the departure date. In that case, 70 % of the fees are due for a departure before December 31st, 2025; 100 % thereafter. The effective departure date is fixed, taking into account the official two months notice.
- ☐ A student entering during the school year is invoiced as follows:
 - Before December 31st: 100% of annual tuition
 - January 1st-March 31st: 70% of annual tuition
 - After March 31st: 40% of annual tuition.
- ☐ Any payment made after **the 27th of the month will result in a 10% surcharge on all overdue bills.**
- ☐ Rejected cheques and debits will be charged a penalty of 100 €.
- ☐ Non-payment after one month without response following reminders: Beyond a one-month period, if the school's reminder(s) remain unanswered, the student will lose their place and will no longer be allowed to attend classes.

ANNUAL TUITION FEES *For 10 months		New Student	Trillium Students	New Business Paid	Trillium Business Paid
<input type="checkbox"/> Enrolment fees		1200 €	0 €	1200 €	0 €
<input type="checkbox"/> Administration fees		0 €	500 €	0 €	500 €
<input type="checkbox"/> Supplies fees		0 €	400 €	0 €	400 €
<input type="checkbox"/> Supplies fees + Start kit Uniform**		700 €	0 €	700 €	0 €
<input type="checkbox"/> Development fund		0 €	0 €	4000 €	4000 €
<input type="checkbox"/> Pre-primary and Primary (full time) ***		11 685* €	11 685* €	13 022* €	13 022* €
<input type="checkbox"/> Pre-primary 4 days (2-3 years old only)		11 185* €	11 185* €	12 422* €	12 422* €
<input type="checkbox"/> Pre-primary 3 days (2-3 years old only)		9 285* €	9 285* €	10 142* €	10 142* €
<input type="checkbox"/> Pre-primary 2 days (2-3 years old only)		8 785* €	8 785* €	9 542* €	9 542* €
<input type="checkbox"/> Pre-primary 1 day (2-3 years old only) exceptional		100 €	100 €	100 €	100 €

Annual Lunch FEES *For 10 months		New Student	Trillium Students	New Business Paid	Trillium Business Paid
<input type="checkbox"/> Canteen		1395* €	1395* €	1395* €	1395* €
<input type="checkbox"/> Canteen (exceptional)		12 €	12 €	12 €	12 €
<input type="checkbox"/> Lunch Box		250* €	250* €	250* €	250* €
<input type="checkbox"/> Snack Fresh fruits		250* €	250* €	250* €	250* €

*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.

**Starter Uniform Pack : 1 Winter coat (Doudoune) , 1 Raincoat, 1 P.E trouser, 1 Cardigans, 2 White tee-shirt long sleeves, 2 White tee-shirt short sleeves, 2 Standard Trouser, and 2 Polos short sleeves.

*****Pre-primary: ages 2 to 5** (Children born between September 1, 2019 and August 31, 2023 inclusive).

Primary: ages 6 to 11 (Children born between August 31, 2013 and August 31, 2019 inclusive).

Morning daycare 45 min - 8:00 AM to 8:45 AM (No Breakfast)	New Student	Trillium Students	New Business Paid	Trillium Business Paid
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<input type="checkbox"/> 5 days	1440* €	1440* €	1440* €	1440* €
<input type="checkbox"/> 4 days	1150* €	1150* €	1150* €	1150* €
<input type="checkbox"/> 3 days	918* €	918* €	918* €	918* €
<input type="checkbox"/> 2 days	648* €	648* €	648* €	648* €
<input type="checkbox"/> 1 day	360* €	360* €	360* €	360* €
<input type="checkbox"/> Exceptional	13 €	13 €	13 €	13 €

After school Weekly Clubs 2 hours - 4:00 PM to 6 PM - Snack included	New Student	Trillium Students	New Business Paid	Trillium Business Paid
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<input type="checkbox"/> 4 days	2475* €	2475* €	2475* €	2475* €
<input type="checkbox"/> 3 days	1987* €	1987* €	1987* €	1987* €
<input type="checkbox"/> 2 days	1238* €	1238* €	1238* €	1238* €
<input type="checkbox"/> 1 day	973* €	973* €	973* €	973* €
<input type="checkbox"/> Exceptional	16 €	16 €	16 €	16 €

Tutoring (open from Primary) 1 hour - 4:00 PM to 5:00 PM - Snack included	New Student	Trillium Students	New Business Paid	Trillium Business Paid
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<input type="checkbox"/> 3 days	1620* €	1620* €	1620* €	1620* €
<input type="checkbox"/> 2 days	1070* €	1070* €	1070* €	1070* €
<input type="checkbox"/> 1 day	650* €	650* €	650* €	650* €

*For 10 months

Children attending the Tutoring Club can then join the after-school club activities during the week for an additional fees (3 days : 918 € - 2 days : 648 € - 1 day : 360 €)

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

« LU ET APPROUVÉ » et « BON POUR ACCORD ET ENGAGEMENT DE PAIEMENT »

Parent 1 : ☐ Mother ☐ Father ☐ Guardian

Parent 2 : ☐ Mother ☐ Father ☐ Guardian

Name and surname

Name and surname

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

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

Signature

Signature

REGISTRATION TERMS

2025 - 2026 School Year

Enrolling a student at **Trillium International School** depends on **availability**, a **review of the student's academic records**, and the **educational goals set by the parents**.

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

LIST FOR PRE-PRIMARY

- Water bottle
- Change of clothes (bottom + underwear + socks following school dress code)
- Closed slippers
- Diapers (if needed)
- Wipes

Example of closed slippers



LIST FOR PRIMARY

- Water bottle