



LA PETITE ÉCOLE DE CHICAGO

Établissement fondé en 2015

Please find in this enrollment kit the following materials:

ENROLLMENT AGREEMENT (2025-26 SCHOOL YEAR)

APPENDIX A : ILLINOIS HEALTH FORM

APPENDIX B : TUITION

APPENDIX C: SCHOOL HANDBOOK

APPENDIX D: SCHOOL CALENDAR 2025-26

For the registration to be complete and accepted, we need the enrollment agreement, filled in and signed, the Illinois health form, and the first tuition payment.

Send the completed documents to admissions@lpec.us

If you have any questions regarding these documents, please feel free to contact us at any time, and we will get back to you as soon as possible.

ADMISSIONS

Tel: 312-721-1166

Email: admissions@lpec.us



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ENROLLMENT AGREEMENT (2025-26 SCHOOL YEAR)

This Enrollment Agreement ("Agreement"), made on _____, 202__, is by and between the parent(s) or guardian(s) named below ("Parent(s)", which term includes the singular or plural) of: _____ ("Student") and NOTRE ECOLE, INC., operating under the assumed name "LA PETITE ECOLE DE CHICAGO" ("School"). All Parents signing this Agreement are jointly and severally liable for the tuition and fees described below. Parents' initials or signature on this Agreement signify their understanding of an agreement to the terms of this Agreement, as follows:

ADMISSION

This Agreement is subject to final approval of the child's admission by the School's principal or assistant principal and the completion of the full enrollment packet prior to the first day of attendance. The enrollment packet must be signed by the Parents and returned to the School. The Illinois School Form (APPENDIX A) must be filled out by an Illinois licensed pediatrician and submitted to the School no later than August 15th, prior to the start of the full school term or if the child is admitted later in the school year, the enrollment packet and the Illinois School Form must be submitted to the School prior to the Student's first day of attendance. An eye exam is also recommended for the Student's prior to the first day of attendance. Parents and their child must comply with all School admissions policies and procedures.

RENEWAL

Registration at the School is for one full school year only. Children are not guaranteed a reservation for the following school term unless Parents enter into a new Enrollment Agreement and pay all applicable tuition and fees in a timely manner. To ensure that currently enrolled families have priority for enrollment in the next term, all Enrollment Agreements will be issued to current families with a deadline to return them before new families are given a chance to sign up. Typically, this occurs in January.

In the 2025-26 school year, we will be developing a new property to host our future Lincoln Park campus. While we do this, we plan to locate our Lincoln Park staff and students at the former location of our Old Town Campus. This school ready property offers a secure location and several fully functional classrooms. This will allow Lincoln Park families to enroll their children, have them attend our program right up until our newest location is ready for a move.

TUITION (see APPENDIX B)

Responsibility for Payments. Parents signing this Agreement are jointly and severally liable for all tuition, fees, and other costs incurred at the School. Failure to pay tuition in a timely manner exposes Parents to

be liable for all of the costs of recovering such funds through collections. Full Term Tuition. The term of enrollment is from the date of the signing through the end of the school year. Parents agree to pay tuition and fees for the entire term, subject to the early withdrawal policy set forth below.

For each school year, tuition must be paid as follows:

1. \$2,000 (two thousand dollars) as a non-refundable deposit at registration.
2. \$6,000 (six thousand dollars) as a first tier of tuition by April 15 before the school year or at sign up if after April 15 before the school year.
3. \$6,000 (six thousand dollars) as a second tier of tuition by August 1st before the start of the school year.
4. \$6,000 (six thousand dollars) as a final tier of tuition by November 15th during the school year.

Partial Term Tuition. If the Student begins at the School at a time other than the beginning of the full school year, tuition is due as follows:

1. if entering the School at any time during the fall semester other than the first day of the fall semester, the first two payments described above are due before entering the School, with the third payment due as described above and
2. if the student begins at any time during the winter semester, the tuition shall be prorated and due in one payment before the first day of attendance.

EARLY WITHDRAWAL

Withdrawal of the Student from the School before the end of the school year requires at least sixty (60) days written advance notice (to permit the preparation of files for the student's school transfer). Tuition for the year begun when notification is received is non-refundable. In cases of significant hardship, families may appeal to the Academic Committee, whose decisions are discretionary and final.



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PAYMENT

Payments for tuition, fees, etc., will be made electronically. For tuition payments, no other form of payment will be accepted by the School without prior written authorization. All electronic payments must be submitted to:

LA PETITE ÉCOLE DE CHICAGO

ABA: 071925444 Acct: 0385441

Identification of your payment should include the first initial of the Student, the first three letters of the Student's last name, the tier being paid, and the year of the start of the fall term of School.

e.g., **J.DOE 1/XX** (the first payment of 20XX-20XY year for Jane Doe)

For school trips and other participation fees, Parents may pay their fees by Venmo using the School account (**@LPEC2023**). They should then **include in the memo of their payment** the **name of the child** they are paying for and the **nature of the activity**, for example, "Jane, After School".

HOLIDAYS/IN-SERVICE DAYS

Tuition and fees are calculated on an annual basis, without reduction for holidays, vacations, professional in-service days, or teacher or student absences or illness. Holidays and professional in-service days are shown on the School calendar. No credit or refund will be owed if the School must close due to an emergency or inclement weather. In the 2025-26 School year, if a pandemic-related emergency is declared by the governmental authorities (whether federal, state, or local) requiring that distance learning be implemented, the School will comply. In this type of situation, no refunds will be issued to families as the same staff and other indirect costs will continue to be incurred by the School to perform distance learning.

LATE PICK-UP CHARGES

Leaving a young Student at the School after regular hours causes serious issues in terms of responsibility for the staff while imposing a burdensome legal process on the staff. Also, significantly, this can result in developmental and emotional issues for the Student. If the Student is picked up three (3) times after the scheduled closing time, a \$100 late pickup fee will be assessed per additional occurrence. Late pick-up fees are payable within the five (5) open School days following the late pick-up. Failure to pay a late pick-up fee in a timely manner may result in suspension of the Student.

AGREEMENT TO SCHOOL HANDBOOK

Parents agree to the School's rules and regulations described in the School Handbook (APPENDIX C), which is hereby incorporated into this Agreement and which may be amended from time-to-time. The current version of the Handbook is included herewith but is subject to change as may be required by the school.

RESPONSIBILITY FOR DAMAGES

Parents agree to be responsible for any loss, damage, or destruction by the Student of any of the School's property and for any damages for which the School becomes liable because of the Student's actions.

SUSPENSION/DISMISSAL

The School reserves the right to suspend or dismiss the Student at its sole discretion under the following conditions:

1. for unsatisfactory, inappropriate behavior or poor attendance;
2. if the School does not have adequate expertise or resources for the child's educational, medical or other needs;
3. for violation(s) of School policies by the Student or Parents; or if, for any reason, the School determines a dismissal to be in the best interest of the child or of the School.

Suspension or dismissal may be with or without notice at the School's sole discretion. A suspension or dismissal for any of these reasons will not entitle Parents to any refund whatsoever.

The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Enrollment Agreement.

STUDENT ILLNESS/ EMERGENCY

The School endeavors to maintain a healthy and safe environment for our students, families, and staff.

Parents may not bring to School a Student who is ill. Some symptoms of illness include:

a temperature of 100°F (or feeling feverish) an eye infection such as pink eye, cough abdominal pain, diarrhea, shortness of breath nausea, vomiting, body aches loss of taste or smell, headache a congested or runny nose, rashes.

The School will notify Parent(s) if the Student becomes ill while at School. The Student will then have to be picked up as soon as possible and not return to school after twenty-four hours without symptoms and medication. Furthermore, in very severe cases, the School staff may decide to take the Student to the emergency room or call for an ambulance to assist the Student.



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By signing this Agreement, the Parent(s) hereby authorize(s) the School staff to take their child to an emergency room or to allow the Student to be taken by ambulance to an emergency room. Parent(s) hereby release(s) and hold(s) the School harmless from any liability which might arise from the giving of such consent. Parents agree to reimburse the School for any medical expenditures made on Student's behalf.

COVID-19 EXPOSURE - PRIVACY RELEASE TO IDPH

By signing this Agreement, Parents agree to report to the School any COVID-19 or flu-like symptoms in their family or any staff or others who could have been in their homes or in contact with their children, as well as anyone who has tested positive for COVID-19. In that case, the Student may be sent home for a period of two weeks (or longer if recommended by the Illinois Department of Public Health "IDPH"). Failure to report such a situation to the School may result in dismissal from the School of all the children in that household who are students at the School. Parents also agree to allow the School to notify the IDPH so that contact tracing and other mitigation measures may be taken. A Student sent home because of symptoms or suspected exposure to COVID-19 may be required to test negative before returning to School.

VACCINATION POLICY

It is the School's policy that all staff and students must be vaccinated against the flu and that all children must receive all the vaccines listed on the Illinois School form. Parents agree to provide the School with an Illinois School Form, duly filled out by an Illinois licensed pediatrician for each Student. Children will be required to be vaccinated against COVID-19 if/when the Illinois Department of Public Health issues such a requirement. The School's staff is vaccinated against COVID-19, except where documented medical contra- indications exist.



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STUDENT RECORDS

All student records remain the property of the School, except as provided by law. If Parent(s) permit the School

I to send academic records and confidential recommendations to other schools, Parents agree that they will not seek access to Student's confidential recommendations and evaluation materials. Furthermore, Parents hereby release the School and its staff from any and all liability resulting from or pertaining to the furnishing of recommendations and records.

COST OF COLLECTION

If the School refers an account for collection, in addition to any amounts owed, Parents will pay all late fees, accrued interest, and the School's costs of collection, including but not limited to attorneys' fees.

PROTECTIVE ORDERS

If there is a legal decision preventing anyone from approaching the Student, (protective order, restraining order, etc.) it is the Parents' responsibility to provide the School with a notarized copy of the order and a photo of the person(s) mentioned in the order so that School staff can be made aware of this situation and report any violations of such orders to the Parents and to the Authorities.

AUTHORITY

Each party represents and warrants to the other that it has full power to enter into and perform its obligations under this Agreement. Parents in two-parent households agree that each is acting as an agent for the other. Modification of this agency relationship shall be in writing and delivered to the School.

GOVERNING LAW

This Agreement and the rights and obligations of the parties shall be governed by, or construed under, the laws of the State of Illinois without regard to the principles of conflicts of law.

I (We) agree to the above terms and conditions, including the obligation to pay to the School all charges for tuition and fees and, in all events, to be responsible for the financial obligations of my child(ren).



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SCHOOL YEAR: 2025-26

CAMPUS (check one): ☐ WINNETKA ☐ OLD TOWN

	Parent A	Parent B
First Name:		
Last Name:		
Address:		
Telephone:		
Email address:		
Relationship to the Student(s):		
Signature:		
Date: (mm/dd/yyyy)		

Student(s)	1st student	2nd student	3rd student
First Name:			
Last Name:			
DoB: (mm/dd/yyyy)			

CIRCLE A GRADE FOR EACH CHILD

Cycle 1:	PK3	PK4	K	PK3	PK4	K	PK3	PK4	K
Preschool	PS	MS	GS	PS	MS	GS	PS	MS	GS
Cycle 2:	1 st	2 nd	3 rd	1 st	2 nd	3 rd	1 st	2 nd	3 rd
1st half elementary	CP	CE1	CE2	CP	CE1	CE2	CP	CE1	CE2
Cycle 3:	4 th	5 th	6 th	4 th	5 th	6 th	4 th	5 th	6 th
2nd half elementary	CM1	CM2	6 ^{ème}	CM1	CM2	6 ^{ème}	CM1	CM2	6 ^{ème}
Cycle 4:	7 th	8 th	9 th	7 th	8 th	9 th	7 th	8 th	9 th
Middle school	5 ^{ème}	4 ^{ème}	3 ^{ème}	5 ^{ème}	4 ^{ème}	3 ^{ème}	5 ^{ème}	4 ^{ème}	3 ^{ème}
Cycle 5:	10 th	11 th	12 th	10 th	11 th	12 th	10 th	11 th	12 th
High school	2 ^{nde}	1 ^{ère}	T	2 ^{nde}	1 ^{ère}	T	2 ^{nde}	1 ^{ère}	T

Staff Approval:	Signature:
Date:	

APPENDIX A : ILLINOIS HEALTH FORM

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/certificate-of-child-health-examination-03032017.pdf>

APPENDIX B : TUITION

Tuition Rates for the 2025-26 School Year:

Cycle 1: Preschool grades (PK3, PK4, K) [PS, MS et GS]	\$20,000/yr
Cycle 2: 1 st , 2 nd , 3 rd grades [CP, CE1 et CE2]	\$20,000/yr
Cycle 3: 4 th , 5 th , 6 th grades [CM1, CM2 et 6 ^{ème}]	\$20,000/yr
Cycle 4: 7 th , 8 th , 9 th grades [5 ^{ème} , 4 ^{ème} et 3 ^{ème}]	\$20,000/yr
Cycle 5: 10th, 11th, 12th grades (2^{nde}, 1^{ère}, T) [does not include CNED cost of 1000 Euros]	\$15,000/yr

Sibling Discount: 10% reduction applicable to siblings for the second child and on.
Supplies: no charge
Snacks: no charge in preschool (Cycle 1)
Summer: 2 weeks of Summer school are mandatory and included. Camp weeks are charged \$400/week/child

Parents provide:

Lunch daily, Indoor shoes, Uniform (+1 spare in school), Apron for art class, Fountain pen for Cycles 2 and up, Compass for Cycles 3 and up.

Note:

A laptop is loaned to students in secondary school. Parents are responsible in case of damage or loss.

Tuition schedule:

A non-refundable application fee of \$2,000 is due at sign up. **No application is valid until this amount is received.**

Three payments of \$6,000 each are due **April 15th**, **August 1st**, and **Nov 15th**. Students enrolling during the year are prorated if they arrive after October 1st.

Scholarships:

Families may apply for needs-based scholarships each year. The maximum available tuition reduction is 50%. Contact the school for details. A scholarship is only valid for one school year and must be re-applied for each April.



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APPENDIX C: SCHOOL HANDBOOK

MISSION STATEMENT

La Petite École de Chicago aims to create a network of proximity schools offering, together, the full continuum of bilingual education in French and English, spanning from pre-kindergarten to the French Baccalauréat, at the end of secondary school. The School aims to achieve this while creating safe and readily accessible campuses where highly qualified teaching staff can enable each child to reach their full academic potential. La Petite École de Chicago will offer these enrollment opportunities at a cost that is below market to enable families with multiple children to afford the best education in Chicago.

CURRICULUM

The primary school program will include French and English language arts, Mathematics, French history, American history, Geography, Sciences, Art, Physical Education, and Music.

REPORT CARDS

Report cards will be sent to parents once a year for preschool, twice a year in elementary school and three times a year in secondary school. Continuous reports to the parents may be sent home with a student when events of note need to be communicated. These may include updates on skills that need to be reinforced at home, behavior, as well as feedback on key homework assignments.

FRENCH EXAM

Students arriving in primary school grades must be evaluated prior to enrollment to assess their ability to successfully integrate into our program. Children coming to us from French programs need only send their previous report cards. Pre-school is a great place to acquire French but primary school grades are filled with academic materials of increasing difficulty.

SCHOOL DROP OFF & PICK UP

The normal school schedule is 08:30 to 15:30 from Monday to Thursday and 08:30 to 14:00 on Friday. Leaving a young child at school after regular hours causes serious issues in terms of the child's developmental and emotional well-being, and responsibility for the staff. If a child is picked up three (3) times after the scheduled closing time, a \$100 late pick up fee will be assessed per

additional occurrence. Late pick up fees are due within 5 days following the late pick up. Failure to pay a late fee in a timely manner may result in a suspension of the child.

SCHOOL CALENDAR

A school calendar is published each year and provided as part of the admissions package. Each family should consult this calendar to prevent inadvertently scheduling vacations outside of planned school vacation days. Failure to maintain minimum attendance standards may prevent a child from graduating to the next grade.

STUDENT HEALTH

All children are required to be vaccinated, per state law. These vaccines must include all the vaccines on the required list of the Illinois Department of Public Health (IDPH), all medical exemption requests must include a letter from a licensed pediatrician detailing the reason for the request. The Academic Committee will review these requests and make a decision on whether to grant such exemptions. All its decisions are final and cannot be appealed.

Additionally, we require that all children have a physical exam before the beginning of the school year and that the pediatrician provide a signed certificate of child health examination. Regular exams may be performed to check students for lice. Should lice be found on a student, parents will be requested to pick up the child as soon as possible. Furthermore, treatment and a medical certificate will be required before the child returns to school.

Children in PK3 (Petite Section) may only attend school once they are fully potty trained. Diapers are not permitted at school, even during naps.

In an emergency, parents will be notified at the emergency contact number provided during enrollment. When deemed necessary, children may be taken to the nearest emergency room. If this is the case, parents will be notified as soon as practicable of the location of this emergency room.

In case of an accident at school, staff will fill out an accident report. A copy will be provided to the family as soon as possible.



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DISCIPLINE

All students are expected to behave respectfully towards other students and all staff. Because they are children, sometimes students fail to use appropriate behavior. The teacher in charge of the student may choose to counsel the student for minor behavioral issues or to assign an appropriate consequence to the student to encourage them to learn from their mistake.

Physical outbursts by any student will always be considered serious and will be noted. This may result in a suspension. The school may summarily dismiss students who repeatedly use inappropriate language towards staff or other children or use physical violence.

The Academic Committee will meet and discuss the case with the teacher. Its determinations are final and may not be appealed.

SCHOOL ATTIRE

Students learn to respect themselves at the same time as they learn to respect others. Being neatly groomed and dressed helps them focus on the tasks they engage in during the school day. To that end, the school will provide, as part of the welcome packet, school shirts for excursions.

Parents are expected to dress their children in navy blue pants and a plain white shirt without logos or printed brand names. This allows children to focus on their education and not the pursuit of attention through their attire. Students are not permitted to bring toys to school. Petite Section (PK3) students are allowed a blanket or small plush toy for nap time. Students may not wear or bring jewelry to school in any grade. Students must have two pairs of shoes. One, typically a dark sneaker, for outdoors. The other, espadrille or docker type, for indoors (with light or white soles).

In secondary school grades, the uniform is a white dress shirt (with a solid navy-blue tie for boys), a navy blazer, and grey pants. Dark shoes are required. For girls, the choice of a grey skirt or grey pants is up to the family. Secondary school students are expected to bring appropriate navy-colored sweatpants and sweatshirts to participate in gym class and may change in the designated bathrooms on campus.

In all grades, parents are expected to provide a full second uniform which will be kept in the student's cubby so that they may change into clean clothes should they, for example, spill water on themselves or play in wet grass and become soiled.

All removable items of clothing or personal property should be clearly labeled. This will allow staff to assist students in recovering forgotten items.



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LUNCH & SNACKS

Parents are responsible for providing lunch for their children. In case of a child allergy in the classroom, all parents will receive a warning about the food and ingredients that will not be allowed at school. In preschool, morning snacks are provided by the school. Starting in elementary grades, parents are responsible for providing morning snacks.

Chocolate, candies and all sorts of treats are forbidden in the school, for the sake of the students' health. Learning to eat healthy foods and make good choices is an inherent part of the French school curriculum.

WHAT TO BRING TO SCHOOL

From the first day, parents must provide the following items:

A change of clothing (including every item of the uniform)

A pair of inside shoes (light colored soles to avoid staining the gym and other indoor spaces)

A bottle of water

Lunch

An apron for arts and crafts

ONLY FOR PS (PK3) and only during nap: A stuffed animal of reasonable size, or a blanket

ONLY FOR 1st grade and up: a morning snack.

AFTER SCHOOL

The school is offering an after-school service for 1 hour every day. You can choose to register weekly (for \$125 per week) or for the whole year (\$2100). To enroll your children, please list their names and grades:

	Full name and grade:
Child 1	
Child 2	
Child 3	

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APPENDIX D: SCHOOL CALENDAR

