

Dear Parents,

Welcome back to the beginning of a new School Year **2017-2018**. We would like to share with you some of the things we have done to improve the new academic year.

1- Theme of the Year -----
« Pastorale scolaire, oasis de communication »
"الراعية المدرسية، واحة تواصل"
“Pastoral Education, a place of communication”

2- Parents Meeting -----

The school only receives phone calls regarding absences or emergencies, daily between 8 a.m. and 10 a.m.

To discuss your children's needs, the administrative staff will be available on the assigned Tuesdays, below, upon appointment.

a- Sr. Nazha EL KHOURY Director from 9^{a.m.} to 12^{p.m.} (Hazmieh & Jamhour)

To arrange a meeting, please contact the reception on 05-453233 or 05-769027.

b- Sr. Yolande KHOURY Superior Mother of the Jamhour Community & Director of Secondary Classes (French & Trilingual Sections) (Jamhour) from 9^{a.m.} to 12^{p.m.}

c- Sr. Dalal RIZKALLAH Director of Trilingual Section (Gr. 4 → Gr.8) (Jamhour) from 9^{a.m.} to 12^{p.m.}

d- Sr. Claudine ASSAKER Director of Preschool. & Elem. Classes (Jamh.) from 9^{a.m.} to 12^{p.m.}

e- Sr. Aline GHANEM Vice Principal (Hazmieh) from 9^{a.m.} to 12^{p.m.}

f- Miss Sonia EL ACHKAR Director of Intermediate Classes + Gr.9 (Jamh.) from 9^{a.m.} to 12^{p.m.}

g- Mrs Gilberte BEJJANI Director of Elementary Classes (Hazmieh) from 9^{a.m.} to 12^{p.m.}

h- Miss Najwa BOU SAMRA Director of Preschool Classes (Hazmieh) from 9^{a.m.} to 12^{p.m.}

i- Sr. Moura SASSINE Bursar (Hazmieh) from 9^{a.m.} to 12^{p.m.}

j- Sr. Lucie AKLEH Bursar (Jamhour) from 9^{a.m.} to 12^{p.m.}

- The administrative staff is pleased to meet you **upon appointment** according to the above **schedule** and discuss issues related to your child. Please respect the assigned times.

French Section:

- Secondary Cycle: *Cir 059 /17*
- Intermediate Cycle: *Cir 060 /17*
- Elementary Cycles: *Cir 061 /17*
- Preschool Cycle: *Cir 062 /17*

Trilingual Section:

- Secondary Cycle: *Cir 059 /17*
- Elementary II & Middle Cycles: *Cir 065 /17*
- Elementary I Cycle: *Cir 064 /17*
- Preschool Cycle: *Cir 063 /17*

3- CADRE & Club Sportif Notre Dame (Notre Dame Sportive Club) -----

CADRE (Antonines Centre for Diagnostics and Re-Education) inclosing the Petit College in Hazmieh welcomes special needs students and students with learning disabilities, beyond the scholar frame. They work with specialists and get the right monitoring on all levels: speech therapy, psychomotor and remedial education. An occupational therapy center takes place as well.

The Notre Dame Sportive Club will be ready and available very soon. It includes a gym, a gym hall, dance classes, stretching classes, etc.

For more information, you will be receiving a detailed brochure later on.

4- School Application (on mobile phones)-----

The application “Antonines Hazmieh-Jamhour” facilitates any access to different events, activities and news. All the parents are asked to install the application on their mobile phones and to check for the updates through “Apple store” or “Play store”.

This will help you stay updated regarding any news or important information.

5- School Schedule -----

- The bell rings at 7.30 a.m. No late student is allowed into the class **without a legitimate excuse.**
- It is not allowed for parents to take their children’s medical appointments or else, during class hours. **When necessary, the students remain at home all day long and present a medical report the following day.**
- In case students have to leave by taxi, their parents must contact the administrative staff in advance for security reasons. Otherwise, access to school for the taxi will be denied.

6- School Agenda (EB1 – S3) -----

- Please check school rules, holidays, tests and exams that are indicated on the first pages of your child's school agenda 2016-2017.
- The academic calendar and rules are introduced in a specialized circular/memo for Preschool (PS1, PS2, PS3, KG1, KG2 and KG3) and Nursery.
- Absent students (Gr.1→3) can check their homework from the administration office between 2:30 and 3:00 p.m.
- **The daily agenda is available on our website (www.antonines-hazmieh.edu.lb/agenda) & mobile application.**

7- Discipline -----

In case of disagreement between your child and another student during the school hours, kindly address the administration, not the student himself nor his parents. (Please review “Règles de vie” in the student agenda)

8- School Uniform-----

A permanent service is available at:

Hazmieh: every Tuesday and Thursday between 7:30 and 8:30 a.m.

Jamhour: every Tuesday between 7:30 and 8:30 a.m. & every Thursday on the 2nd break (12:05 – 12:40 p.m.).

9- School Formalities & Attestations -----

The tuition fees must be settled on the following dates (please respect the dates):

Dates to respect :	Tuition Fees	Due Date
1 st term	September 8 th , 2017	October 15 th , 2017
2 nd term	December 13 th , 2017	January 24 th , 2018
3 rd term	March 14 th , 2018	April 24 th , 2018

- Fees payment must be done in one of these banks: Byblos, Audi or Beirut. However, the administration is available every day during school hours in Hazmieh and Jamhour.
- The administration gives students’ attestations 48 hours after parents’ requests.

10- Transportation-----

The college provides transportation to different regions (cf. the registration notice distributed in January 2017, or, contact transportation service at school, Hazmieh: **Mr. Tony Abbas** 05-453233 or 03-600437, Jamhour: **Mr. Robert El Zind** 05-769027 or 03-698608).

The registered students should respect the regulations and the instructions given at the beginning of the year. The school buses take and bring back the students from/to the same place in accordance

with the address indicated by the parents. *A protocol is sent. You are (parents of students' following the service) duly called to hand it filled to the representative of each cycle before 24/10/2017.*

For a better routing organization, transportation registration or canceling for the school year 2018-2019 is to be done simultaneously with the enrollment for next year in January 2018.

N.B.: *To guarantee your child's health and protection, it is strictly forbidden to eat on the buses.*

11- Behavior "Règles de Vie" (G4 - S3) and School Rules-----

Kindly read School Rules in the first pages of the school agenda 2017-2018, discuss them with your children, sign them, and send them back to the administration before 24-10-2017.

12- Insurance in case of Accidents-----

Our children are insured for all accidents 24^h/7 between September 15, 2017 and June 30, 2018.

13- Student Work Evaluation -----

The evaluation is done every month, through tests and exercises taken after each unit. We would like you to follow up with your child's progress.

14- Exemptions -----

The decision for exemption will be made just before the final exam in June 2017 for students of Grade 4 till Grade 10.

15- Daily Platter at the 'Canteen' -----

The school offers daily platters for a fee of 100.000 L.L. per month (Nursery→G6) in Hazmieh & Jamhour at 12:25 p.m. every day.

The monthly menu is available at the school's reception and also on the school's website.

Registration is available at the beginning of every month.

16- Famille en Prière -----

Prayer meetings of the parents group "Famille en prière" will be held this year every first Monday of the month at 9:30 am at Jamhour, under the care of the school chaplain Father Boutros El Hachem. You are kindly invited to attend the first meeting on Monday, Nov. 6th, 2017.



REGISTRATION FOR CANTEEN 2017-2018

Family Code _____

Name of Student	Class	Meal (Fees)	Total /Student
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total			

Date _____

Parents' Signature _____

17- Private Lessons -----
We insist that you do not directly ask any teacher at our school to give your child private lessons outside the school. The school is ready to offer help for the weak students.

18- Occasional Gifts -----
Teachers of all levels will not accept any gifts. They greatly appreciate your thoughtfulness and your generosity!

19- Activities -----
Kindly review attached circular *Ref: Cir 066 /17*.

20- Miscellaneous -----
- It is not allowed for parents who drive their children (gates A, B and C) to initiate conversations with teachers in the mornings or when classes are dismissed for the day. An hour of parents' meetings is assigned by every teacher (see rubric 2).

- **Students who forget books, copybooks, or any other object are not allowed to come and take them in any case.**

21- Information -----

For more information, please visit the College:

- 1- Web site: **www.antonines-hazmieh.edu.lb**
- 2- Facebook: **Cnd Antonines hazmieh-jamhour**
- 3- Mobile Application: **Antonines Hazmieh - Jamhour**

Principal
Sister Nazha EL KHOURY

Attached: *a- Activities Circular Ref: Cir 066/17*
b- Transportation Protocol Ref: Cir 067/17
c- Règles de vie (School Rules)

(For *b* & *c*, kindly sign and return back to the cycles administration before 24-10-2017)