

LANGUAGE POLICY

The PGP is solely English speaking and participating children and adults **MUST** speak only English during sessions.

To qualify for the **Literacy Programme**, children must have English as one of their primary languages at home. They must speak fluent English. Those children who do not speak English fluently may struggle and may not benefit from the programme and could hold back the teaching of the whole class. PGP therefore reserves the right to evaluate the child's spoken English language skills.

Is English one of the predominant languages spoken at home? YES/NO

Can one parent assist the child with his English homework? YES/NO

Please detail the Mother Tongue Language of both the Father and Mother

Father _____ Mother _____

If English is not the Mother Tongue of either parent, please indicate your reasons for wishing to join the Literacy Programme. _____

FEES

When you receive confirmation of your place(s), you will be invoiced for the annual family membership fee and the first semester participation fee. Another invoice will be issued in February 2012 for the second semester participation fee.

	<u>per year</u>	
Family membership fee (payable annually per family)	63 CHF	48 Euros
Mother-to-Mother Group (free for PGP members)	Free	Free
Sitting to 17 months participation fee (per child)	325 CHF	250 Euros
Playgroup participation fee (per child)	356 CHF	274 Euros
Pre-literacy participation fee (per child)	407 CHF	313 Euros
Literacy participation fee (per child)	470 CHF	361 Euros

An additional annual cost for workbooks required for the Literacy Programme will be invoiced separately. This is estimated at 22 CHF or 17 Euros per child.

To accept your place(s), the first semester fees must be paid **before 31st August 2011**. You will receive your invoice with the confirmation letter. Please indicate the method of payment you intend to use:

- Swiss Francs
- French bank cheque in Euros

VOLUNTEERING YOUR TIME

PGP is an *all-volunteer* organisation, and with over 260 children enrolling annually, it is entirely dependent on its members to operate. We ask therefore that each *family contributes a few hours to the programme each year*. Throughout the year, there are sign-up sheets for a variety of tasks and we leave it up to you to choose where to volunteer your time.

VOLUNTEER POSITIONS

All families pay the annual membership fee. For those volunteers who make a significant contribution of their time as a Leader or Assistant we waive one child's participation fees; 2 children's fees for Literacy Teachers, and all children's fees for Board positions. Please indicate if you can help with the following volunteer positions:

Playgroup Leader or Assistant

Literacy Programme Teacher or Assistant

If you are able to help in any other way, please let us know here: _____

OTHER INFORMATION

Do you have professional skills which may be useful to PGP?

- Teaching Finance Information Technology
- Other - please specify: _____

CANCELLATION POLICY

PGP reserves the right to withdraw a session at any time due to lack of resources.

SESSION DETAILS

PROPOSED PROGRAMME SCHEDULE 2011 - 2012

Please refer to the 2011 - 2012 schedule below when choosing sessions:

MONDAY	TUESDAY	WEDNESDAY			THURSDAY	FRIDAY
9.30 - 11.00 A.M. SESSION		9.30 - 11.00 A.M. SESSION			9.30 - 11.00 A.M. SESSION	
Sitting to 17mths		18mths - 4yrs	Pre-literacy	Literacy 1 (x 2 classes)	18mths - 3yrs (A)	Mother-to-Mother Group
18mths - 3yrs			Literacy 2 (x 2 classes)	Literacy 4 & 5	18mths - 3yrs (B)	Sitting to 17mths
						18mths - 3yrs
		11.15 A.M. - 12.45 P.M. SESSION				
		18mths - 4yrs	Pre-literacy	Literacy 1		
			Literacy 2			
2 - 3.30 P.M. SESSION		1 - 2.30 P.M. SESSION			2 - 3.30 P.M. SESSION	
3 - 4yrs	3 - 4yrs	18mths - 4yrs	Pre-literacy	Literacy 1	3 - 4yrs	
	Pre-literacy	Literacy 2	Literacy 3	Literacy 4		
	Literacy 1		Literacy 5 & 6			

IF REGISTERING FOR A PLAYGROUP SESSION:

	Child 1	Child 2	Child 3
First name			
Age group required (circle your choice)	Mother-to-Mother Sitting to 17 months 18 months -3 years 3 & 4 year olds	Mother-to-Mother Sitting to 17 months 18 months -3 years 3 & 4 year olds	Mother-to-Mother Sitting to 17 months 18 months -3 years 3 & 4 year olds
Session required (e.g. Mon A.M.)	1 st choice: 2 nd choice:	1 st choice: 2 nd choice:	1 st choice: 2 nd choice:
Name of person who will accompany child during the session			
Relationship to child (e.g. grandparent, au pair etc)			
Will a younger sibling be present?	Y/N	Y/N	Y/N
If so, date of birth/...../..... day month year/...../..... day month year/...../..... day month year

Note that your child must be 3 by 31st December 2011 to be eligible to join a 3 & 4 year olds group.

IF REGISTERING FOR THE LITERACY PROGRAMME:

The Literacy Programme is designed to teach English reading & writing skills to children aged 4 to 11 years. **Only children with fluent spoken English and who are enrolled in a local French speaking school (no bilingual English programme accepted) are eligible to apply.** Places are strictly limited. Priority will be given to PGP volunteers. Children are strictly placed according to their school class from September 2011.

Pre-literacy	Moyenne Section (France) or Première Enfantine (Switzerland)
Literacy 1	Grande Section (France) or Deuxième Enfantine (Switzerland)
Literacy 2	CP (France) or Première Primaire (Switzerland)
Literacy 3	CE 1 (France) or Deuxième Primaire (Switzerland)
Literacy 4	CE 2 (France) or Troisième Primaire (Switzerland)
Literacy 5 & 6	Only open to existing Literacy Programme members

Parents with children attending French schools are advised to check in advance with their school if registering for Tuesday P.M. classes.

LITERACY PROGRAMME SCHEDULE

	Child 1	Child 2	Child 3
First name			
Age group required (circle your choice)	Pre-literacy Lit 1 / Lit 2 / Lit 3 / Lit 4 / Lit 4 & 5 / Lit 5 & 6	Pre-literacy Lit 1 / Lit 2 / Lit 3 / Lit 4 / Lit 4 & 5 / Lit 5 & 6	Pre-literacy Lit 1 / Lit 2 / Lit 3 / Lit 4 / Lit 4 & 5 / Lit 5 & 6
Session required (e.g. Tue P.M.)	1 st choice: 2 nd choice:	1 st choice: 2 nd choice:	1 st choice: 2 nd choice:
Name of child's French speaking school			
School class in Sep 2011 (e.g. CP, 1 ^{ère} Primaire)			
Name of accompanying adult			
Relationship to child (e.g. grandparent, au pair etc)			

INSURANCE REQUIREMENTS

It is a condition of PGP Membership that enrolled children carry insurance against accident and injury to themselves, or caused by them to others. PGP does not accept any liability for accidents or injuries that occur. Below are the suggested insurance documents which will adequately cover your child while participating in PGP sessions or classes. Please **do not** send any forms with your application, instead sign below to accept adequate and proper insurance cover is in place for your child.

- AND**
- **ACCIDENT insurance, found on your child's health policy**
 - **RESPONSABILITÉ CIVILE, found on your house insurance.**
- OR** **An ASSURANCE SCOLAIRE (France only), as this covers both of the above.**

I _____
First name
Surname
Signature

accept the responsibility for ensuring that adequate and proper insurance is in place for my child(ren) throughout the duration he/she/they attend the PGP programme.

For insurance purposes it is essential that an adult with responsibility for your child is present on the Church premises during each session. For Playgroup sessions (Mother-to-Mother, Sitting to 17 months, 18 months - 3 years, and 3-4 years groups), the adult remains in the group with the child. For the Literacy Programme (Pre-literacy, Literacy 1 through to 6 groups), parents are not present in the class, but must remain on the premises.

PLEDGE OF COMMITMENT

I agree to follow the Rules of Conduct of The Playgroup Programme (available at www.playgroupprogramme.org) and wish to enrol my child(ren). I may withdraw my child(ren) at any time by giving notice to the Registrar & my group leader(s), but I agree to pay fees through to the end of the semester. **I HAVE READ THE RULES OF CONDUCT AND AGREED TO ABIDE BY THEM.**

Signed _____ Dated _____

Please return this form to:

**Zoe Parks
 87 Impasse de la Piece
 01170 Cessy
 FRANCE**

**If you have questions please
 Telephone: +33 (0)4 50 99 90 81
 or
 Email: Registrar@playgroupprogramme.org**