

<b>Instructions for the 2010-2011 school year</b>
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Classes begin on Thursday, September 2, 2010, at 7:45 a.m.

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY,  
TOGETHER WITH ALL FAMILY MEMBERS**

**I. Admission of students on the first day back to school :**

**Pre-school** : parents bring their child into the classroom after 7:40 a.m. The names of pupils and their classrooms assigned to each child will be posted at the preschool entrance.

**Primary school** : children will gather on the sport ground where roll calls will start at 7:45 a.m..

**Collège** : students will gather inside the LIF central courtyard, where their classroom teacher will conduct roll calls at 7:45 a.m.

**Lycée** : students will wait for their classroom teacher inside the LIF central courtyard where roll calls will be conducted at 7:45 a.m.

Collège – lycée : Admission by classroom teacher. Admission of new students. Handing out of student timetables. Introduction of the school regulations and the school project. The school principal, CPE, and coach will address students in their classrooms.

**On Thursday, September 2nd, all classes will end at 11:45 a.m. On Friday, September 3<sup>rd</sup>, classes will run as planned, based on the timetable of each student.**

**School Catering Services will start on Monday, September 6, 2010.**

**IMPORTANT NOTICE**

**All students enrolled in primary school, collège, and lycée are automatically enrolled in the School Catering Services from Monday, September 6, to Thursday, September 16 included, for a total of 6 lunches (taking into account the Idul Fitri holiday from September 9 to 12). These meals will be charged until final enrollment. The objective of this initiative is three-pronged: to enable students to experience the services, to integrate new students, and to facilitate the planning of the required number of meals prior to final registration based on the timetables available for both the LIF and the CCLIF.**

**For safety reasons, collège and lycée students who fast during the month of Ramadhan will remain on the school premises at lunch time. Meals will not be charged to their accounts. These students will report to Vie scolaire.**

**On Monday, September 20, 2010, enrollment with the school catering services will be effective based on students' final timetables.**

**II. Timetables :**

Preschool : from 7:45 a.m. to 1 p.m., Monday to Thursday, and from 7:45 a.m. to 12:50 on Fridays.  
Opening of the main gate : At 12:50 from Monday to Thursday, and at 12:40 on Fridays.

Primary school : Classes start at 7:45 a.m.

End of classes : At 2:30 p.m. from Monday to Thursday. At 11:45 a.m. on Fridays.

Collège and Lycée : Classes start at 7:45 a.m. and end as per students' timetables.

**III School books**

Primary school students are handed in their books in their respective classrooms at the beginning of the year.

For collège and lycée students : Members of the Parents' Commission for School Books and Supplies books will hand out books to their families by on August 31<sup>st</sup>, between 2 and 5 p.m., in classroom No. 6, as well as on September 1, 2010, between 10 a.m. and 5 p.m..

Note to parents of new students: **kindly lay down the guarantee required for books to members of the Intendance posted at the school entrance on September 2<sup>nd</sup> and 3<sup>rd</sup>, between 7:30 and 8:30 a.m., and between 12 a.m. and 1 p.m.**

IV **School Catering Services (see regulations attached)**

Final enrollment with School Catering Services is held on Monday, September 20, 2010, based on student timetables. The delay will make it possible for parents to take into account the timetables of their children for both their classes and the extracurricular activities they are enrolled in.

Preschool children will have access to food services in September 2011 only. In the meantime, parents will send daily lunches and snacks for their children in a lunch-box provided by the LIF at the beginning of the year. A list of suggested menus will be included in the Admission Booklet.

V **School files for new students (preschool, elementary school, collège and lycée)**

Remember to fill and return the registration file of your child before the summer holidays starting at the end of June. Files of new students will ideally be returned before the new school year. When this is not possible, files will be returned to the Scolarité Services early on Thursday, September 2<sup>nd</sup>.

IMPORTANT NOTICE

- Children's medical files need to be complete prior to the new school year (including medical visit and required immunizations). Please inform our nurses of any change to your child's medical file. Nurses may be reached at : [infirmierie@lifdejakarta.org](mailto:infirmierie@lifdejakarta.org)

VI **Tuition fees : see the attached Financial Matters**

- **Parents are urged to respect tuition fee payment deadlines (also refer to financial regulations posted on the main page of the Lycee website).**
- **Notice :** Students whose parents have failed to settle their previous year accounts may not register and will not be admitted for the new school year.

VII **Collective of the LIF clubs**

- Extracurricular activities will start on Monday, September 20, 2010. Registration for these activities will be held at the LIF on Saturday, September 18, 2010, between 9 and 12:00 a.m.
- Available parents are encouraged to help with the supervision of a number of activity groups. Please contact M. MEDINA, coordinator for CCLIF activities.

VIII **Medical emergencies :**

- In case of a medical emergency, please remember that your presence is required at the hospital for the approval and signing of various documents concerning the admission of your child.
- **If you plan to be away from Jakarta, please remember to inform the LIF. Have a completed form of proxy duly validated by a Consular officer and entrust it to a friend during your absence. Please remember to update your coordinates, in particular your cell phone numbers.**

IX. **LIF Insurance:**

**The LIF now requires you to document your medical and medical assistance coverage. If you have not yet done so, kindly provide these documents to the Scolarité Services (Mrs. Mariane Wibowo). As a complement,** the LIF has made the choice to affiliate each child to the CGEA, « International », a specialized school insurance centered in the French city of Orléans. (Form C). The CGEA brochure will be given on September 2010.

X **Safety**

**Any person other than school employees or students must report at the school Reception gate.** Parents of students, even if they are known to the school administration, must follow this procedure. Their identity will be checked at the gate and they will be handed a visitor badge. Some may show the badge identifying them as parents of a student (one badge per registered child will be provided at the beginning of the school year. See details below). Outside of the office hours mentioned in the school Admission File and Booklet (given to all families at the beginning of the 2010-2011 school year). Visitors will be seen on appointments only.

Students will be handed identity badges the first week of the new school year, which they will be required to carry on them. These badges will be used for School Catering services, inquiries at the Vie scolaire, and at the school gate, as the case may be.

Two copies of these identity badges will be provided. The second copy will be used by the student's parent or representative who wishes to enter the school ground in order to pick up his or her child. This badge will need to be shown at the gate.

Parents who only have one child registered at the LIF and who require an additional access badge may apply for a second one to Ms. Ernie Rosianawati at the reception gate. This request will be transferred to our computer department and be processed rapidly.

**For children in preschool, CP and CE1 in particular: parents or their representative will be required to show their child's identity badge to their child's teacher when they wish to pick up their child.**

During the new school building construction period in 2010-2011, primary school children will enter and leave the school using the sport ground entrance. In cases of heavy rain, children will exit the school using the school front door, close to the Vie Scolaire.

Lockers provided for collège and lycée students : students need a strong **combination lock** to secure their belongings in their lockers.

#### XI **Vehicle traffic in front of the LIF :**

- Please ask drivers to stop as far as possible from the school gates and to park their cars correctly in order not to disturb traffic on Cipete Dalam. Upon completion of the school new building, the number of parking spaces available will be reduced to 9. These spaces will be reserved to the exclusive use of LIF employees and parents who do not employ drivers.

**It is strictly prohibited to stop, however briefly, in front of the LIF gates.** Students drop-offs and pick-ups are to be made as quickly as possible alongside the sidewalk.

**U-turns on Cipete Dalam are forbidden, and sanctions will be applied.**

- **Car pooling for the transportation of students is recommended, in accordance with our School Project.**
- **Whoever drives the vehicle is strictly forbidden to get out of the car. For this reason, school bags are not to be placed in the trunk of cars but alongside the children, who will bring them along as they carefully get out of the car. Please explain and demonstrate this measure to your younger children.**
- Entry to the school is strictly forbidden to any unauthorized person. Therefore, it is impossible for drivers or other persons to enter the LIF and use its facilities.
- Each car requires a 10-11 LIF sticker, which will be given at the gate by our guards in exchange for a copy of the car's registration document (STNK).

#### XII **2010 – 2011 information form, passport and visa**

1. The completed 2010-2011 information form needs to be included in your Admission File by the end of June, if at all possible. (Please ensure you include appropriate e-mail addresses).
2. Upon the renewals of passports or visa, parents need to provide copies of the new documents to the Sclolarité Services (Mrs. Wibowo).

#### XIII **Administration functional chart**

Sclolarité Services: Mrs. Marianne Wibowo.

[sclolarite@lifdejakarta.org](mailto:sclolarite@lifdejakarta.org)

Registration. Exams. Scholarships

Consultation for the public: **between 8 and 11 a.m., Monday to Friday. By appointments in the afternoon.**

Executive secretary : Mrs. Elys Siagan

[secretariatdir@lifdejakarta.org](mailto:secretariatdir@lifdejakarta.org)

Consultation for the public: by appointments

Consultation for employees: between 2 and 4 p.m., Tuesdays and Thursdays

Culture and Communication: Ms. Astri Onengan.

[Culture\\_Communication@lifdejakarta.org](mailto:Culture_Communication@lifdejakarta.org)

Consultation for the public: by appointments.

Reception: Ms. Ernie Rosianawati

[accueil@lifdejakarta.org](mailto:accueil@lifdejakarta.org)

Mondays to Fridays, between 7:30 a.m. and 3:30 p.m.

Intendance

Consultation for the public: by appointments.

Administrative and Financial Director: Mr. Atik Taufik

[daf@lifdejakarta.org](mailto:daf@lifdejakarta.org)

Managing Assistant: Mrs. Vita Umar

[ass\\_daf@lifdejakarta.org](mailto:ass_daf@lifdejakarta.org)

Accounting Manager: Mrs. Tatty Tahadjudin

[comptabilite@lifdejakarta.org](mailto:comptabilite@lifdejakarta.org)

Accounting Assistant : Ms. Putiviola

[ass\\_compta@lifdejakarta.org](mailto:ass_compta@lifdejakarta.org)

Consultation for the public on Monday mornings, between 7:30 and 8:30 a.m.

### ***General recommendations***

Families are asked to register with the appropriate consulate office.

We recommend that you check your e-mail daily as this is our favored communication medium in order to limit paper waste and to ensure a more effective communication.

A weekly consultation of the LIF website ([www.lifdejakarta.org](http://www.lifdejakarta.org)) will provide additional useful information.

Parents-teachers meetings.

Lycée: on Monday, September 13, 2010.

Collège: on Tuesday, September 14, 2010.

**Both meetings will be held at the LIF from 5 to 7 p.m. Teaching teams will be introduced, as well as the organization of school work.**

LIF polo shirts need to be purchased at the beginning of the school year, to be worn on outings (sport, cultural and discovery outings) : Rp. 50,000 for primary school children, Rp. 100 000 for collège and lycée students.

An Admission Booklet will be given to every family on the new school year. It will be the reference used throughout the year.

**WELCOME TO A NEW SCHOOL YEAR**