

## REGISTRATION FILE

**School year 2023-2024**

### **GENERAL INFORMATION ABOUT PARENTS**

Is the family single-parent ?

☐ Yes ☐ No

Are parents separated ?

☐ Yes ☐ No

Number of siblings enrolled in LFB

: .....

Legal guardian of the child

: .....

Name and surname of parent 1

: .....

Nationality of parent 1

: .....

Parent's occupation 1

: .....

Mobile number of parent 1

: .....

Parent's WhatsApp Number 1

: .....

Main email address

: .....

Secondary email address

: .....

Postal address in Bali

: .....

Name and Surname of Parent 2

: .....

Nationality of parent 2

: .....

Parent's Occupation 2

: .....

Parent's mobile number 2

: .....

Parent's WhatsApp Number 2

: .....

Main email address

: .....

Secondary email address

: .....

Postal address in Bali

: .....

Main email address

: .....

Secondary email address

: .....

Postal address in Bali

: .....

(In case of separation, please send us the two postal addresses and 2 email addresses)

Name and surname : .....

Mobile number : .....

WhatsApp number : .....

Email address : .....

Postal address in Bali : .....

Is the legal guardian of the child in Indonesia a person other than one of the 2 parents:

☐ Yes ☐ No

If Yes, Name and Surname of the child's legal guardian in Indonesia: .....

Does the child have siblings attending LFB: ☐ Yes ☐ No

If Yes how many brothers and sisters : .....

### **Documents to be attached**

- Parent's passport page 1 with his/her photo (*valid*)
- Parent's passport page 2 with his/her photo (*valid*)
- Passport page of the legal guardian (other than parents) with his/her photo (*valid*)

## GENERAL INFORMATION ABOUT THE STUDENT

Names of the child (Family and surname): .....

Registration for school year : .....

Last class attended : .....

Enrolment in class : .....

For students of class 6e, please specify the section:

- ☐ General
- ☐ General "international section" American English  
(subject to acceptance of your application)

For students of class 2<sup>nde</sup> and 1<sup>ère</sup> and Terminale, please specify the section:

- ☐ General
- ☐ General "European section" English language

Date of birth (dd/mm/yyyy) : .....

Sex : ☐ Masculine ☐ Feminine

Country of birth : .....

City of birth : .....

Is this the 1<sup>st</sup> registration of the child at the LFB:

- ☐ Yes
- ☐ No

If No, last school attended before this registration: .....

### Student's languages and citizenships

- ☐ Nationality of the child : .....
- ☐ 2<sup>nd</sup> nationality of the child : .....
- ☐ Child's mother tongue : .....
- ☐ How many other languages are understood and spoken by the child: .....
- ☐ Other language(s) understood and spoken by the child: .....

## EDUCATIONAL INFORMATION ABOUT THE STUDENT

### Languages

For kindergarten and primary students, in addition to French, two languages are taught: English and Indonesian

For student in class 6e, 5e, 4e, 3e, the first language is English and the second language is Spanish.

For students in class 2<sup>e</sup> and 1<sup>e</sup> and Terminale, the first language is English. For the second language, there is the choice between:

- ☐ Spanish
- ☐ Other: to be specified here.....

N.B.: The teaching of modern languages other than Spanish as a 2nd modern language in class 2<sup>nd</sup>, 1<sup>e</sup> and Terminale is done through the National Centre for Distance Education (CNED).

### Specialties in 1<sup>e</sup> and Terminale

For class 1<sup>e</sup> students, please choose three different specialties, for Terminale students, please choose two different specialties, between: mathematics, sciences and life of the earth, physical sciences and chemistry, history-geography political science, economic and social science, English language and literature.

- ☐ 1<sup>st</sup> specialty : .....
- ☐ 2<sup>nd</sup> specialty : .....
- ☐ 3<sup>rd</sup> specialty : .....

### Documents to be attached

- Photo ID of the child (*recent*)
- Photo page of the child's passport where his photo appears (*valid*)
- Photo page of the child's 2<sup>nd</sup> passport where his photo appears (*valid*)
- Photo page of DTP vaccination record
- For new students entering Terminale: transcript of the grades of the Bac class 1<sup>e</sup>

## MEDICAL INFORMATION ABOUT THE CHILD

### Medical and/or surgical history (e.g. asthma)

.....

.....

### Allergies

- Drugs : .....
- Food : .....
- Other : .....

### Medical treatment

- Name of the drug : .....
- Dose : .....
- Frequencies : .....

### Authorization for medicinal products

- ☐ I have read the list of medications available at the LFB infirmary (below) and authorize the nurse to administer them if necessary.

Check the medications you authorize.

- Panadol (paracetamol)
- ☐ Buscopan (abdominal pain/period)
  - ☐ Oralit (diarrhea)
  - ☐ Thromobopop (blows, bruises)
  - ☐ Biafine emulsion (burns)
  - ☐ Dacryoserum (eye drops)
  - ☐ Eludril (Mouthwash)
  - ☐ Syrup Tolak Angin Herbal (sore throat)
  - ☐ Norit child (bloating, diarrhea)

### INSURANCE

In the event of illness or accident, is the child covered by health insurance: ☐ Yes ☐ No.

If yes,

- Name of health insurance : .....
- Phone number : .....
- Membership number : .....

### IN CASE OF EMERGENCY

Emergency contact person:

Name and surname of contact : .....

Relationship of the contact : .....

Mobile number of contact : .....

WhatsApp number of contact : .....

Email address : .....

Other contact person if we have trouble reaching you

Name and surname of contact : .....

Relationship of contact : .....

Mobile number of contact : .....

WhatsApp number of contact : .....

### EMERGENCY CARE AUTHORIZATION

If the health service and management deem the situation extremely urgent, I give permission to the school to transport the child to BIMC Hospital, Jl. By Pass Ngurah Rai N°100X, KUTA 80361 Tel: (+62) (361) 761263. The LFB will take care of my child as a priority and will then notify the parents to pick up their child as soon as possible.

**I DO NOT WANT THE BIMC HOSPITAL BUT THE FOLLOWING HOSPITAL:** .....

### VACCINATIONS

According to Indonesian and French laws, your child must be vaccinated against Diphtheria, Tetanus and Poliomyelitis (DTP). The measles vaccine, usually associated with mumps and rubella (MMR), is also mandatory.

Last reminder for DTP (dd/mm/yyyy) : .....

Does the student have any specific health problems: ☐ Yes ☐ Not known to date

### Documents to be attached

- Copy of DTP, MMR vaccination record

### **FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS:**

"Dys", learning disabilities, attention disorders, intellectual precocity, motor or cognitive disabilities, other ..., the family must make an appointment in advance with the head of the school and inquire by reading the brochure [available by clicking here](#)

In case of chronic health problems of your child (allergies, food intolerances, asthma, diabetes ...) the school sets up an individualized reception project (PAI). For each child concerns, a medical certificate of less than one year drawn up by a doctor is requested. It must include the protocol of care and treatment. Please send us the completed P.A.I form [available by clicking here](#)

### **ADMINISTRATION OF DRUGS TO LFB**

Reminder of the regulatory provisions concerning the administration of medicinal products at LFB: Teachers are not competent to administer medicines at LFB. However, it is possible at the request of the parents and with a medical prescription, that a treatment is administered by the nurse. In this case, parents must provide: A written authorization (to be requested from the management of LFB), a prescription possibly in English with prescription of the doctor and dosage and give the medication to the nurse. These provisions constitute a possibility (under the strict conditions defined above).

The legal guardian: ☐ Declares  
have become aware of the conditions relating to the administration of medicinal products to LFB..

### **PES courses (Physical Education and Sports)**

All students must follow this education. In case of incapacity to practice sport, a certificate of incapacity in EPS is to be provided at the beginning of the year if it concerns the entire school year.

1/ In case of absence of parents in Bali, you must inform the LFB by mail or telephone and delegate an adult person to act legally, if necessary, in your place

2/ This document is non-confidential and is likely to be known to school trip companions

3/ This document is valid for all outings and trips organized by LFB

## PARENTAL PERMISSIONS

### ACCESS AUTHORIZATION

As a security measure, **in addition to legitimately authorized parents**, only the persons named below will be authorized to pick up the child at the exit of the LFB (maximum 2):

- ☐ Name and surname of the first authorized person: .....
- ☐ Name and surname of the second authorized person: .....

Also as a safety measure, only the vehicles listed below will be allowed to park in LFB car parking (maximum 2):

- ☐ Type and registration of the 1<sup>st</sup> vehicle: .....
- ☐ Type and registration of the 2<sup>nd</sup> vehicle: .....

If, exceptionally, there is a change, please inform the secretariat.

### SCHOOL TRIPS

#### Permission to leave the school accompanied by the teacher

The legal guardian:

- ☐ Allow
- ☐ Does not allow

the child to leave the school during class hours accompanied by the teacher of the class as part of pedagogical projects or specific sports cycles.

This authorization is valid until the end of the current school year



## ACCEPTANCE OF THE RULES OF PROCEDURE

Please read the full rules of procedure by downloading them below in PDF format:

- [for primary school students](#)
- [for secondary school students](#)

The school is a place of work and training of the person and the citizen. The purpose of the rules of procedure is to enable the exercise of the rights and duties of members of the school community, in a spirit of neutrality, secularism and pluralism. The same dignity is conferred on all members of the school community who owe each other respect: tolerance, politeness, rejection of any physical or moral violence. Respect for the living environment and common and personal goods is required for all users of the establishment. All staff, not only the student's teachers, may be required to intervene with students who violate the rules of life of the school. The rules of procedure aim to develop the learning of self-discipline through the acquisition of a sense of responsibility, and allow its respect between all parties: staff, parents and students of a climate of trust and cooperation essential to education and work. These rules of procedure, although they apply primarily to secondary school students, are nevertheless intended for many aspects to all members of the school community. Some distinctions are made for primary school students. There is a clear contract of rights and obligations between the student and his family and the LFB. Registration with the LFB implies acceptance of this regulation and the fundamental principles on which it is based, themselves an integral part of the school Project.

The legal guardian: ☐ Declares

have read the rules of procedure.

## FINANCIAL CHOICES

### Annual or lump sum registration

- ☐ ANNUAL : for the entire school year
- ☐ PACKAGE : for a minimum package of 6 consecutive weeks renewable
- Date of entry : .....
- Release date : .....

### Method of payment of tuition fees

Please read the Financial Regulations by clicking here for the [French](#) version or here for the [English version](#)

Choose the method of payment of tuition fees:

- ☐ Total payment before May 15<sup>th</sup>, 2023: 7% discount on tuition fees at normal rates
- ☐ Total payment between May 15<sup>th</sup> and August 31<sup>st</sup> 2023: normal rates
- ☐ Payment in three instalments (rates plus 1.5% on tuition fees at normal rates): before August 31<sup>st</sup> 2023, before November 30<sup>th</sup> 2023, and before February 29<sup>th</sup> 2024.
- ☐ I will contact the finance department to inform of my choice of payment
- ☐ I applied for a scholarship.

The 2023-24 registration fees must be paid before May 15<sup>th</sup>, 2023 and as soon as possible to ensure priority access on the registration lists. Some classes will have waiting lists.

## **ADMINISTRATIVE CONDITIONS AND DATA TRANSFER**

The signature of this registration file implies acceptance of the transfer of certain family data to the French Ministry of National Education:

- Identification data of the student: national student identifier (INE), surname, first names, date of birth, nationality, country of birth, contact details, telephone, email and address where the student lives for shared custody, address of the student when the student does not live with his parents, photo.
- Identification data of the legal representative: family relationship with the student, title, surname, surname, first name, telephone, number of students in the school, socio-professional category.
- Data relating to schooling: name of the institution, school year, date of registration, level of education, class, personalization of courses, modern language.
- Assessment data: Periodic and end-of-cycle reviews of the degree of acquisition of students' knowledge and skills.
- If necessary, specific pedagogical support modalities put in place: personalized support plan (PAP), personalized educational success program (PPRE), personalized schooling project (PPS).

### **In order to:**

- Centralized administrative management of the schooling of 1st and 2nd degree students.
- Assistance in the evaluation and appreciation of candidates for the juries of the bachelor's degrees of general, technological, and professional tracks.
- Recording, in a single digitized and national school record throughout compulsory schooling, of pupils' results, their educational background, their level of acquisition of the common core of knowledge, skills and culture, as well as teachers' assessments, regardless of the school, public or private under contract, they attend.

## SHOOTING PERMISSION

### It also implies parental permission to shoot in the school setting.

As part of the educational programs, LFB plans to use photography or video at times. With reference to the law protecting privacy and as the legal representatives of your minor child, LFB must request prior authorization to shoot. The LFB undertakes to use the images produced only within the strict framework of the school and that the images are not subject to any commercial exploitation. In accordance with the law, you will be able to access all the images on which your child appears and judge the use made of them. You will have the right to withdraw certain images if you deem it necessary (request to be made in writing to the Head of School).

- Nature of the shots: digital photo, video, film photo.
- Image support: Negatives, paper prints, digital files
- Dissemination of images: The images will be used under the control and responsibility of LFB

With students only, as part of the LFB /

With students and parents of students, as part of the LFB /

With the public as part of an exhibition / projection at the LFB or outside the LFB / With the public as part of the school's website or on social networks (the school will ensure in this case that no student identity can be reconciled with the photographs posted online).

Image retention: Images will be kept indefinitely.

## VOLUNTEERING

Would you be interested in volunteering to participate in the organization and life of the French Lycée de Bali?

The legal guardian: ☐ Yes ☐ No

Signature Parents 1

Signature Parents 2

Surnames and First Names

Surnames and First Names