



LUANG PRABANG  
INTERNATIONAL  
FRENCH SCHOOL

## PLURILINGUAL EDUCATION

*French,  
Lao and English*



## Unlock Children's Full Potential

- PRESCHOOL  
(3-5 years old).
- ELEMENTARY SCHOOL  
(6-10 years old).
- MIDDLE SCHOOL  
(10-14 years old).

### *Proven Teaching*

- French Curriculum, parts of Lao and Cambridge Curriculum.
- Individual arrangements depending on first language.
- Fully qualified teachers with degrees in education.
- Holistic approach to learning.

### *Learning of languages*

- Native teachers for each language.
- Individual language courses.
- Introduction to English from preschool.



### *Beyond Classroom*

- Highly enjoyable school life environment.
- Comprehensive creative, sport and extracurricular activities.
- Whole child development.
- Cooking, gardening and science workshops.



# SCHOOL REGISTRATION

## IMPORTANT

### MANDATORY DOCUMENTS TO BE PROVIDED:

- Copy of student's passport
- Copy of health record ( vaccination pages)
- Two ID photos
- Copy of family record
- School reports

FOR RE-REGISTRATION, the documents need to be provided only if they have been subject to modifications.

## REGISTRATION AND TUITION FEES

### REGISTRATION FEES\*

	Preschool	Elementary school	Middle school
First child	500 USD	600 USD	600 USD
Other child	350 USD	450 USD	450 USD

### RE-REGISTRATION FEES\*

First child 350 USD | Other Child 220 USD

\*Ability to take our liability insurance. An additional USD 15 will be required per child. Civil liability is mandatory. Any refusal must be justified by a personal subscription.

### TUITION FEES

Preschool	Elementary school	Middle school
3080 USD	3680 USD	4580 USD**

\*\*Prices include enrollment in distance learning courses. Transport and accomodation are not included in the fees if students are required to go to another city or country to take exams.

## FINANCIAL REGULATION - SCHOOL YEAR 2017/2018

- REGISTRATION OR RE-REGISTRATION FEES are payable upon registration or re-registration. They are Non-refundable. Registration is considered effective only after payment of these fees.
- TUITION FEES cover the entire running costs of the school. They do not cover extracurricular activities, school catering, outings or exceptional trips. These will be charged separately.
  - Annual Payment: before 1<sup>st</sup> September
  - Quarterly Payment: QUARTER 1: before September 5<sup>th</sup> - QUARTER 2: before December 26<sup>th</sup> - QUARTER 3: before March 20<sup>th</sup>
  - Monthly payment: can be arranged on request. The total amount is divided in 8 months. The monthly payment has to be made the first week of the month late. Payment should be made each month from September to April.
- PRESCHOOL: 485 USD / month - ELEMENTARY SCHOOL: 460 USD / month - MIDDLE SCHOOL\*: 572.5 USD / month (\*Distance courses fees included)
- PAYMENT MUST BE MADE IN USD, BY BANK TRANSFER. There will be no payment of tuition fees accepted in cash.
- IN CASE OF ARRIVAL DURING THE YEAR, tuition fees are calculated on a pro rata basis. The minimum time period taken into account for this calculation is the calendar month. Here is a table summarizing the monthly rate per level for the school year, which takes place over 10 months of teaching, payable in 8 months.
- IN THE CASE OF EARLY DEPARTURE, the school reimburses the unused prepaid tuition fees. Any Quarter started is due and non-refundable except for early departure which is communicated 3 months in advance. Cases for a calculation per month may be made.
- SCHOOL CATERING is payable in the same time with the tuition fee (yearly, quarterly, monthly), in USD dollars bank transfer only.
- EXTRA-CURRICULAR ACTIVITIES are payable per period (2 months), in kip. Billing is established at the beginning of the period, depending on the activities selected and the planned outings.
- TEMPORARY SCHOOL: No temporary registration is allowed under 2 weeks. From 2 weeks, temporary registrations are accepted. An additional 10% of prorated registration and tuition fees is applied.
- The EFLP keep the right to apply a 10% penalty for all the late payment. (Applicable after a reminder and 3 weeks late).
- Any enrollment in school, school catering and/or extracurricular activities implies the acceptance of these Financial Regulations.

## MATERIALS TO PROVIDE TO YOUR CHILD

<p><b>PRESCHOOL</b> PS / MS / GS</p>	<p><b>ELEMENTARY SCHOOL</b> CP / CE1 / CE2 / CM1 / CM2</p>	<p><b>MIDDLE SCHOOL</b> 6<sup>e</sup> / 5<sup>e</sup> / 4<sup>e</sup> / 3<sup>e</sup></p>
<p><b>EACH DAY</b></p> <ul style="list-style-type: none"> <li>• A bag with a complete change of clothes.</li> <li>• Appropriate clothes for PE.</li> </ul> <hr/> <p><b>IF NEEDED</b></p> <ul style="list-style-type: none"> <li>• A diaper.</li> <li>• A carton of fresh milk.</li> </ul> <hr/> <p><b>SWIMMING POOL DAY</b></p> <ul style="list-style-type: none"> <li>• A swimsuit.</li> <li>• A towel.</li> <li>• Floaties.</li> <li>• A plastic bag.</li> </ul> <hr/> <p><b>FOR THE YEAR</b></p> <ul style="list-style-type: none"> <li>• A mosquito/bug repellent (1).</li> <li>• Soap/showergel (1).</li> <li>• High protection sunscreen (1).</li> <li>• A pair of thongs or flip flops.</li> <li>• A pair of socks (2).</li> <li>• Two cloth napkins (2).</li> </ul> <p><i>(1) To ensure the children in preschool are cared for effectively, these products are requested at the beginning of the year and become "collective". Any product supplied that is not intended for use by children under 5 years of age will be refused and must be replaced.</i></p>	<p><b>SCHOOL SUPPLIES FOR ALL</b></p> <ul style="list-style-type: none"> <li>• An school bag.</li> <li>• A pencil case.</li> </ul> <hr/> <p><b>PE DAYS AND LESSONS</b></p> <ul style="list-style-type: none"> <li>• Sportswear outfit.</li> <li>• A spare outfit.</li> <li>• A water bottle.</li> </ul> <hr/> <p><b>DAY OF SWIMMING SESSIONS</b></p> <ul style="list-style-type: none"> <li>• A bathing suit.</li> <li>• A towel.</li> <li>• Soap/showergel.</li> <li>• Goggles.</li> <li>• A water bottle.</li> <li>• A plastic bag.</li> <li>• Sunscreen.</li> </ul> <hr/> <p><b>STORED IN THEIR LOCKER</b></p> <ul style="list-style-type: none"> <li>• A mosquito/bug repellent</li> <li>• A pair of socks (2).</li> <li>• Two linen napkins (2).</li> </ul> <hr/> <p><b>SCHOOL SUPPLIES FROM CE2</b></p> <ul style="list-style-type: none"> <li>• A personal laptop.</li> <li>• Headphones.</li> <li>• A soprano recorder (3).</li> <li>• A small padlock (for a locker) (4).</li> </ul>	<p><b>SCHOOL SUPPLIES</b></p> <ul style="list-style-type: none"> <li>• A pencil case: paper, pencil, eraser, scissors, ballpoint pens (red, black, blue), highlighters (4 different colors), glue, pencil sharpener.</li> <li>• <b>GEOMETRY:</b> Protractor, right angle, graduated scale (30 cm ruler), compass,</li> <li>• <b>STATIONERY:</b> 2 ring binders, 2 packs of plastic binder sleeves, 2 sets of dividers, 1 pack of seyès single sheets, 1 pack of seyès double sheets, tracing paper, millimeter paper, 8 large seyès / notebooks.</li> <li>• <b>VISUAL ARTS (3):</b> 1 canson paper sleeve (12 sheets 24 X 32), gouache tubes (assortment of 24 colors), brushes (assortment of 4 flat brushes and 4 round brushes of different sizes).</li> <li>• <b>OTHER:</b> A school diary, a padlock (assignment of a locker) (4),</li> <li>• A scientific calculator Texas Instruments TI Collège Plus Solaire (3).</li> <li>• A personal laptop.</li> <li>• Headphones.</li> <li>• books to be studied in english and french literature (4).</li> </ul> <hr/> <p><b>PE DAYS AND LESSONS</b></p> <ul style="list-style-type: none"> <li>• a sportswear outfit, a spare outfit, a water bottle.</li> </ul> <hr/> <p><b>DAYS OF SWIMMING SESSIONS</b></p> <ul style="list-style-type: none"> <li>• A bathing suit, a towel, soap/showergel, goggles, a water bottle, a plastic bag.</li> </ul> <hr/> <p><b>STORED IN THEIR LOCKER</b></p> <ul style="list-style-type: none"> <li>• A mosquito/bug repellent, a pair of socks (2), two linen napkins (2), sunscreen.</li> </ul>

(2) Marked in child's name (washed at school).

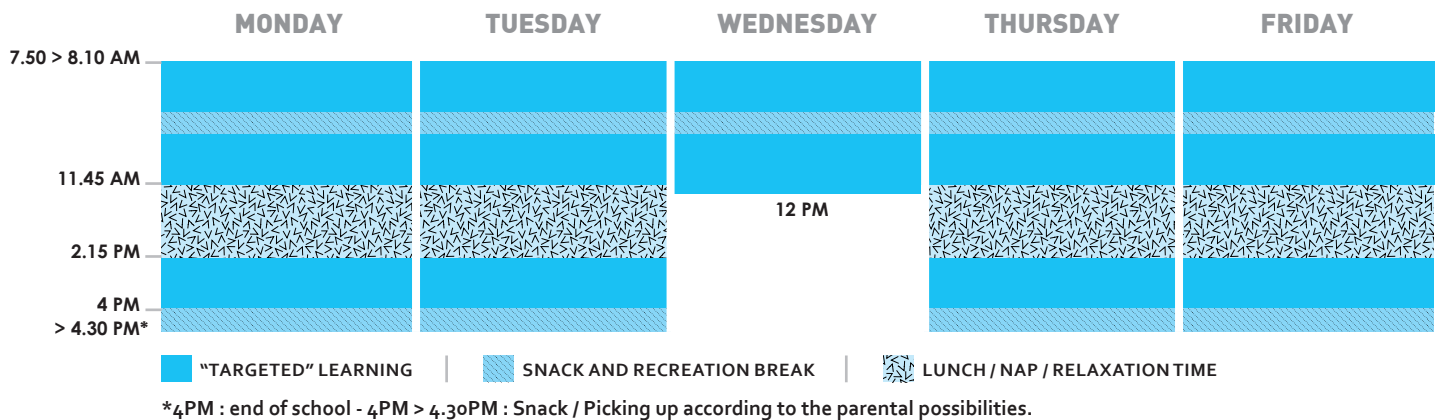
(3) Possibilities to participate to a bulk order for these supplies (Please let us know asap).

(4) Please keep a double of your child's lock keys.

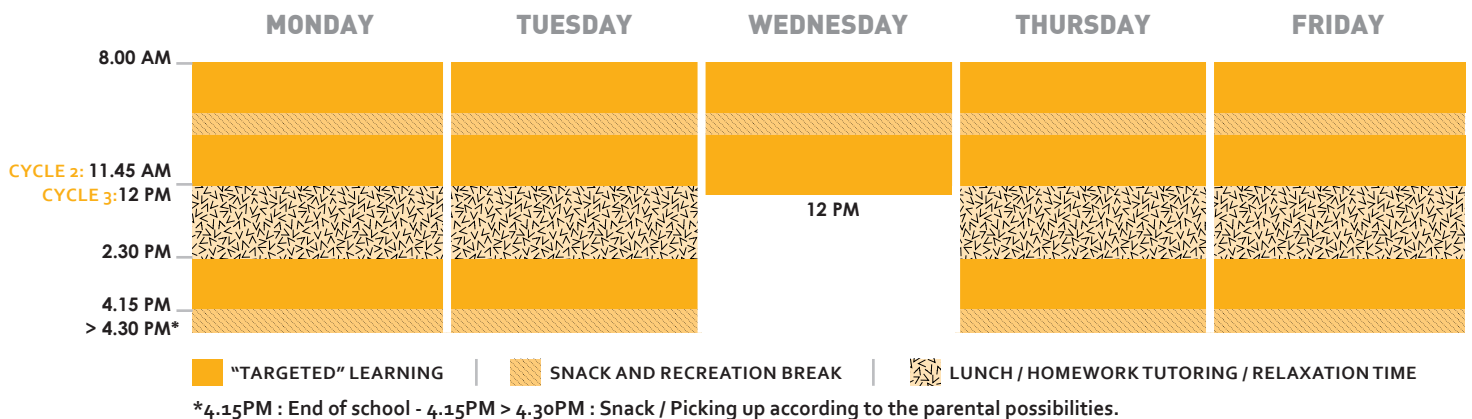


## WEEKLY SCHEDULES

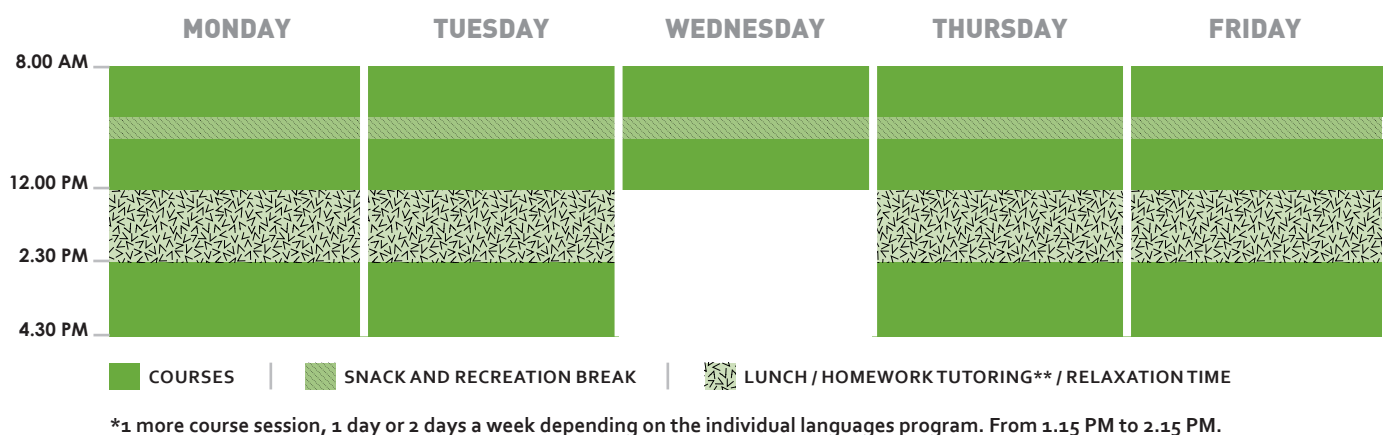
### PRESCHOOL: 26 hours



### ELEMENTARY SCHOOL: 26 to 27 hours



### MIDDLE SCHOOL: 28 to 30 hours\*



**NOTE:**

- Class times with targeted learning include student service times for the daily life of the school.
- The schedules include the morning recreation time.



YEAR : \_\_\_\_\_ CLASS REQUESTED : \_\_\_\_\_

## STUDENT

FAMILY NAME : \_\_\_\_\_ FIRST NAME : \_\_\_\_\_

GENDER :  F  M NATIONALITY : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_ PLACE OF BIRTH : \_\_\_\_\_

FRENCH SPEAKER :  YES  NO

FIRST LANGUAGE (S) : \_\_\_\_\_

OTHER LANGUAGES : \_\_\_\_\_

LAST ESTABLISHMENT AND CLASS ATTENDED : \_\_\_\_\_

## FAMILY INFORMATION

**MOTHER** (or other legal guardian, please specify) : \_\_\_\_\_

SURNAME : \_\_\_\_\_ FIRSTNAME : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_

OCCUPATION : \_\_\_\_\_ EMPLOYER : \_\_\_\_\_

PHONE HOME : \_\_\_\_\_ MOBILE : \_\_\_\_\_ WORK : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

**FATHER** (or other legal guardian, please specify) : \_\_\_\_\_

SURNAME : \_\_\_\_\_ FIRSTNAME : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_

OCCUPATION : \_\_\_\_\_ EMPLOYER : \_\_\_\_\_

PHONE HOME : \_\_\_\_\_ MOBILE : \_\_\_\_\_ WORK : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

## OTHER CHILDREN CURRENTLY REGISTERED AT EFLP

SURNAME AND FIRSTNAME	CURRENT CLASS	DATE OF BIRTH

*I hereby confirm that I have read and accept all above information is correct and that I will notify the school in writing if the above information changes.*

Luang Prabang, date \_\_\_\_\_ SIGNATURES of parents or legal guardians:



The Luang Prabang International French School (E.F.L.P.) is administered by the Parents' Association of the French School of Luang Prabang. By registering your child, you automatically become a member of the Association.

**I HEREBY CONFIRM AND ACCEPT:**

- the Parents's Association rules,
- registration and tuition fees,
- the school rules,
- the library rules.

*[All aforementioned documents can be found online at the school's website: [www.ef-lp.org](http://www.ef-lp.org)]*

**I ACCEPT THE FINANCIAL RULES, THE SCHOOL AND THE LIBRARY RULES.**

**I CONFIRM MY PERMISSION – THAT PHOTOGRAPHS OF MY CHILD COULD MAY BE TAKEN FOR SCHOOL PURPOSES, such as for the school website.**

**(CROSS OUT THE REFERENCE IN CASE OF REFUSAL)**

**I AUTHORIZE THE SCHOOL TO ADMINISTER FIRST AID IF AND WHEN NECESSARY**

*(This can include treatment such as disinfecting minor cuts or scrapes etc.).*

**(CROSS OUT THE REFERENCE IN CASE OF REFUSAL)**

**I AUTHORIZE MY CHILD'S TEACHER, OR PRINCIPAL, TO IMPLEMENT SAFETY PROCEDURES AND PROTOCOLS IN THE EVENT OF A SERIOUS ACCIDENT AFFECTING MY CHILD DURING SCHOOL TIME.**

**(CROSS OUT THE REFERENCE IN CASE OF REFUSAL, An appointment will be proposed for you to define together the protocol to be followed in the event of a serious accident during school time).**

**I HAVE INFORMED THE DIRECTOR ABOUT ANY POSSIBLE ALLERGIES AND HEALTH PROBLEMS REGARDING MY CHILD, and will inform management of any new information concerning the health of my child as soon as possible.**

**I HAVE READ THE FOOD SUPPLY REGULATIONS WHICH HAVE BEEN PUT IN PLACE BY EFLP, and I acknowledge I have been informed that the restaurant's current service is not able to provide meals in accordance with the hygiene measures notified by the French legislation, a law which is enforced for and by schools.**

Luang Prabang, date \_\_\_\_\_

**SIGNATURES of parents or legal guardians:**



ÉCOLE FRANCOPHONE  
INTERNATIONALE  
DE LUANG PRABANG

## BANK ACCOUNT DETAILS

**SCHOOL FEES, REGISTRATION FEES AND CANTEEN FEES MUST BE PAID  
BY BANK TRANSFER OR BANK DEPOSIT TO THE EFLP BANK ACCOUNT.**

For international bank transfer, please contact us.

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- **BANK NAME:** BANQUE FRANCO LAO ( BFL)
- **ACCOUNT NAME:** ECOLE FRANCOPHONE DE LPB
- **ACCOUNT NUMBER - \$ USD:** 00 11 66 90 22 01 01

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**EFLP - ÉCOLE FRANCOPHONE INTERNATIONALE DE LUANG PRABANG**

Ban Phong Pheng, Luang Prabang, Lao PDR. - Tel: +856 (0) 2028169076 - email: [info@ef-lp.org](mailto:info@ef-lp.org)

[www.ef-lp.org](http://www.ef-lp.org)

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