



Tunis Montessori School 
Construire les fondements pour la vie

Internal Regulations 2025-2026

Dear parents,

We warmly welcome you back to Tunis Montessori School and look forward to progressing together in this educational journey with our children.

In a collaborative effort between parents and the educational team at Tunis Montessori School, we are committed to fostering the growth of our children and contributing to a better world.

Our institution is duly authorized by the Ministry of Women, Family, and Children and strictly adheres to the guidelines and instructions established by the regulations for kindergartens.

Tunis Montessori School is a trilingual institution, offering education in English, Arabic, and French, grounded in values of good conduct, civic responsibility, and mutual respect. Our school is dedicated to cultivating civic spirit, tolerance, and respect for others. Our educational approach is centered around the Montessori method, highlighting the individual development of each child within a community framework, respecting their unique pace, and encouraging active participation in a culture of exchange and relationship building.

The purpose of this internal regulation is to define the operational rules and mutual responsibilities within our community, aimed at safeguarding the physical and psychological well-being of each child. These regulations provide a framework for all members of our school community to understand their role, promoting a relationship based on dialogue and trust between parents and our attentive educational team. We encourage all educators and parents to actively support these regulations, ensuring a harmonious and effective school environment.

Our facility is located at 10 Rue Mohamed Bairem 5, Tunis – 2070 – La Marsa.

1. Vision

To be a child-centered, pioneering, leading, and caring educational institution.

2. Mission

Our mission is to educate our children with unwavering integrity and reliability, focusing on the comprehensive development of their moral, intellectual, physical, emotional, and social capabilities.

3. Core Values

At Tunis Montessori School, our educational philosophy is supported by core values that guide our actions and interactions:

1-Character: We prioritize education that fosters love, self-sacrifice, compassion, grace, honesty, and integrity.

2 -Commitment: We are dedicated to fostering a sense of personal commitment within our school community.

- **Excellence:** Our commitment to excellence drives us to achieve the highest quality in every aspect of our program.
- **Knowledge:** We are committed to combining moral development with academic knowledge, enabling students to reach their full potential in a nurturing environment.
- **Accessibility:** We believe in making our education accessible and affordable to all families who prioritize it.
- **Diversity:** Our school celebrates and respects diversity in all its forms, including economic status, abilities, social background, ethnicity, physical characteristics, gender, and religion, reflecting the beauty of God's creation.
- **Relationships:** We strive to cultivate positive relationships within the school community, characterized by care and love.
- **Service:** Our administrators, teachers, students, and the extended family of the school exemplify a life of service.
- **Holistic Development:** Our educational approach emphasizes the holistic development of each child, focusing on physical, mental, social, and moral growth as integral aspects of character formation.

4. Child Admission

Tunis Montessori School accepts children aged 2 and a half to 6 years old. To proceed with your child's enrollment at Tunis Montessori School, we kindly ask you to provide the following documents:

- The completed information form (available on the website);
- Two recent color passport-sized photos;
- A birth certificate (in English, French, or Arabic);
- A recent medical certificate proving the child's good health, fitness for community life, and absence of contagious diseases, issued by their treating physician (dated within the last 6 months);
- A copy of the vaccination record;
- A copy of the parents' national identity

5. Schedule

The academic year for new children at Tunis Montessori School begins on September 1, 2025, and ends on June 24, 2026. We operate from Monday to Friday, providing a nurturing educational environment for our students.

Opening Hours:

Monday to Thursday: 8:00 AM to 5:00 PM. Friday: 8:00 AM to 4:00 PM.

Arrival and Departure Times:

Morning Arrival: Between 8:00 AM and 9:00 AM.

This allows children to settle in and fully engage in Montessori activities and workshops.

Afternoon Pickup: Between 3:00 PM and 5:00 PM from Monday to Thursday, and until 4:00 PM on Friday.

To support the focus and engagement of our students, the school gates will be closed from 10:00 AM to 12:00 PM.

Please avoid visiting the school between 9:00 AM and 3:00 PM to minimize disruptions to the children's work, meals, and nap times.

Variable Hours:

Parents with variable schedules must inform the educational team of their child's specific arrival and departure times. Parental responsibility begins once the child enters the school premises.

Pickup Delays:

It is crucial that children are picked up before the school closing hours: no later than 5:00 PM from Monday to Thursday, and 4:00 PM on Friday.

In case a child is not picked up after closing time, the educational team will attempt to contact the parents. If unsuccessful, we will contact the relevant authorities to ensure the child's safety.

Please note that adhering to your child's designated pickup times is essential. Failure to comply will result in a financial penalty of 40 TND for each day the policy is violated. This measure is in place to ensure the smooth running of our school schedule and the safety of all children.

Repeated delays in pickup (three instances of being over 15 minutes late in one term) may lead to a review of the child's enrollment in accordance with our internal regulations.

We kindly ask all parents to respect these times to ensure the smooth daily operation and to support the well-being and safety of all our students.

6. Communication

At Tunis Montessori School, we believe in the importance of clear and ongoing communication between the school and families. To facilitate this, we use the following primary channels:

- **Phone:** Contact us at +216 58 777 088 for immediate assistance or any
- **Email:** For detailed questions or to share information, please email us at info@montessori-school.tn.

- **App:** *KRIYO for Parents* is our platform dedicated to communication with parents, where we share reports, photos, announcements, and more to keep you informed about your child's progress and school events (the username and password will be provided to you).

Appointments:

To schedule formal appointments with the school administration, please use the following link to our website: <https://montessori-school.tn/rendez-vous/>.

Important Reminder:

Please ensure that your contact information remains up to date with us. Informing us of any changes in phone numbers, email addresses, or postal addresses allows us to maintain effective communication and ensure that you receive all important updates regarding your child and school activities.

Your partnership and active participation are invaluable as we work together to provide an enriching and nurturing educational experience for our children.

7. School Closures

Tunis Montessori School is closed on official Tunisian public holidays, pedagogical days, events organized by the Ministry, force majeure situations, and during holidays.

Pedagogical Days:

At Tunis Montessori School, we dedicate specific days to pedagogical planning and the comprehensive assessment of our students' progress. These days are crucial for our educational team to review and adjust plans and schedules, ensuring that our teaching methods and activities effectively support each child's learning journey.

Purpose and Process:

The main goal of our pedagogical days is to conduct an in-depth assessment of each student's development and achievements after three months of academic activities.

This assessment covers various aspects of the child's growth, including academic performance, social interactions, physical development, and emotional well-being.

Parental Involvement:

Following these assessments, the school administration will schedule individual meetings with the parents of each child to share insights and results from the pedagogical days, providing parents with a detailed understanding of their child's progress and areas of focus. These discussions are an integral part of our commitment to maintaining open and constructive communication with parents, offering them an opportunity to better understand their child's development, ask questions, and discuss ways to support their learning at home.

Dates:

- December 22-23
- March 16-17
- June 25-26

Events Organized by the Ministry:

As part of our collaboration with the Ministry of Education, we are sometimes required to host essential events that advance our educational mission and community engagement. As a result, Tunis Montessori School may be closed for up to three (3) days during the academic year to accommodate these events.

Holidays:

- December 22 – January 4
- March 16 – 29

Force Majeure:

Definition of Force Majeure:

Force majeure refers to extraordinary events or circumstances beyond our control that prevent the school from fulfilling its obligations, including extreme weather conditions, government actions or restrictions, pandemics, emergencies, or any other acts of nature.

Impact on School Operations:

In the event of a force majeure situation, Tunis Montessori School prioritizes the safety and well-being of our students, staff, and community. The school may be temporarily closed without prior notice. These decisions are made based on official advice and the severity of the situation.

Communication and Financial Policy:

The school will make every effort to communicate any closures or changes to the school calendar as quickly and clearly as possible. It is understood that during these unforeseen closure periods due to force majeure events, the school will not be able to offer refunds or compensation.

Continuity of Education:

Where possible, the school may provide alternative learning options or resources to support the continuity of education at home.

Your Cooperation:

We seek the understanding and cooperation of all families enrolled at Tunis Montessori School regarding this policy. It is our collective responsibility to navigate these challenging situations with compassion and resilience.

8. Adaptation Period for New Students

At Tunis Montessori School, we understand the importance of a smooth transition into school life. That's why we offer a structured adaptation period for new students. This period is designed to help children adjust to their new environment with ease and confidence, supported by close collaboration with parents.

Objective:

The goal is to familiarize students with the school setting, fostering a sense of security and belonging. This helps build trust and comfort, allowing children to participate fully in school activities.

Adaptation Program:

During the child's first week, we follow a special adaptation program from 8:00 AM to 3:00 PM to ease their social integration into the school:

- **Day 1:** Introduction to the School. A one-hour visit for parents and children to meet our Staff and share information about the child's routines and preferences is encouraged.
- **Day 2:** Gradual Separation. After a short joint session, the child stays alone at school for an hour, facilitating the separation process.
- **Day 3:** Morning The child spends the morning at school until noon, gradually adjusting to the environment without parental presence.
- **Day 4:** Extended The child stays at school during lunchtime, experiencing the cafeteria before leaving before nap time (1:00 PM).
- **Day 5:** Full Day. The child participates in a full day of activities, fully integrating into the school day.

Parental Involvement:

Active participation from parents is crucial during this period. We encourage parents to stay engaged and communicative, ensuring a smooth transition for their child. Please also introduce any other caregivers who may come to pick up the child from school.

We appreciate your cooperation in making this initial phase a positive and reassuring experience for your child as they begin their educational journey with us.

9. Parent Contact and Authorization Policy

At Tunis Montessori School, updating parent contact information is essential to ensure the safety and well-being of our students. To facilitate effective communication, we ask parents to follow the guidelines below:

- **Immediate Notification of Changes:** Parents must promptly inform the school administration of any changes in their contact information to ensure we can reach you under all circumstances.
- **Updating Family Situation:** In the event of divorce or any changes in family circumstances, it is crucial to update the contact details for all parties involved. The school also requires a copy of the legal judgment to address the child's needs accordingly. For cases involving joint custody ordered by a court, a copy of the decision must be provided to the Separate contracts will be drafted for each parent to reflect their specific family situations.
- **Authorization for Child Pickup:** Parents have the option to authorize additional individuals to pick up their child from school. These individuals must be over 18 years old, present a valid ID when picking up the child, and be previously registered as authorized individuals on the child's information This ensures the safety and security of our students during pickup hours.

By adhering to these policies, we can work together to create a secure and responsive environment for all our students. We appreciate your

cooperation and commitment to keeping our communication channels open and up-to-date.

10. Health and Safety Manual for Parents:

Child Medical Supervision:

At Tunis Montessori School, we prioritize the health and safety of our students. Here are the essential guidelines:

- **Medical Service**

The medical service is provided by Dr. Triki Med Tijani, registered with the Medical Council under the number 4837, with a medical office located at 07 Mohamed Ali Tabek Street – La Marsa (71 740 494 / 98 336 595).

Absences & Illness Policy

- **Immediate Notification:** Please promptly inform the school administration in the event of incidents such as fever, falls, or unusual symptoms occurring at home.
- **Sick Children:** For the protection of all, children exhibiting symptoms of illness or fever will not be accepted at school. If illness or fever occurs at the school, we must be able to contact you immediately to pick up your child as quickly as
- **Contagious Diseases:** In the case of contagious diseases, including lice (pediculosis), the child must remain at A medical certificate must be provided when the child returns to school.

Managing Allergies

- **Disclosure of Allergies:** When filling out the registration form, it is essential that parents disclose any known allergies of their child.
- **Emergency Medication:** Parents must provide any necessary medication for their child's allergies before the start of the school

year, along with clear usage instructions, signed by the parents, and legalized.

Accidents – Emergencies

- In case of an accident, parents will be immediately informed by the educational team. If the required information is not provided and/or the parents cannot be reached, and/or the emergency situation demands, the administration will take the necessary actions and ensure the child is taken care of at the nearest

Medical Treatment Policy

- **Medication Restrictions:** Medications are generally not permitted on school premises. We encourage parents to coordinate with their child's doctor to plan medication intake at home, ideally in the morning and No medication should be left in the child's bag, except for those related to chronic conditions, which may be permitted under specific conditions.

Insurance Policy

- Tunis Montessori School is fully insured, including Civil Liability, to cover a wide range of risks. In the event of an accident occurring on the school premises, parents must provide a detailed medical report of the incident and any treatment received, along with all relevant bills from the medical center, within two days of the accident. Failure to adhere to these guidelines may result in the inability to claim reimbursement from the insurance company.

11. Materials to be Provided by Parents

- 1 pair of Velcro slippers (e.g., Crocs);
- 1 pillow with pillowcase;
- 1 duvet or blanket;
- 1 soft toothbrush with toothpaste (to be replaced every 3 months);
- 1 water bottle labeled with the child's name (INOX/BPA-free).

Please ensure that all of your child's supplies are labeled with their full name to avoid loss or confusion. Note that dormitory supplies will be sent home every other Friday for washing and must be returned clean on Monday.

We cannot be held responsible for unmarked items.

12. Dress Code and Personal Belongings Policy

To ensure a comfortable and conducive learning environment, please adhere to the following guidelines:

- **Clothing:** Dress your child in comfortable, simple attire, without precious jewelry or personal items, except for a beloved comfort item (e.g., a favorite stuffed toy). Clothing should be practical, allowing ease of movement and supporting learning
- **Labeling:** All clothing must be clearly labeled with your child's We cannot be held responsible for lost or damaged items.
- **Spare Clothes:** Provide two complete changes of clothing per day (including

underwear, socks, pants/dress/jogging suit, outdoor shoes, indoor slippers, and a sun hat for summer) in a bag labeled with your child's name. This bag will remain at the school.

- **Prohibited Items:** Toys, phones, and tablets are not permitted at the school in order to maintain focus and avoid distractions.

13. Meals

Lunch Program:

Lunch is provided by Tunis Montessori School, offering a seasonal and varied menu designed by nutrition specialists to meet the dietary needs of children. Fresh products are prioritized to ensure a balanced diet. Menus are posted on the notice board in the app. Please inform the staff of any dietary

requirements, allergies, or intolerances; in such cases, alternative meals must be provided by the parents.

Snacks:

- **Parental Contribution:** Parents are responsible for providing morning snacks on a rotational basis once per month, according to the schedule established by the team. This encourages a learning moment of responsibility and collaboration between home and school.
- **Quality Matters:** For collective snacks, please bring enough seasonal fruits and vegetables for 30 children (for example, 15 bananas, 15 apples, and 15 cucumbers). Morning snacks must be delivered by 9:30 AM.
- **Billing:** No deduction will be made from the bill for meals provided by parents due to dietary restrictions.
- **Failure to Provide Snacks:** If you are unable to provide snacks as scheduled, please notify the school at least one day in advance. A fee of 100 DT per child will be charged for the school to arrange the necessary snacks.

We appreciate your cooperation in fostering a healthy, collaborative, and friendly meal environment.

14. Safety Measures

Video Surveillance:

Our facility is monitored by a 24-hour video surveillance system to enhance security and ensure the safety of all children and staff.

Prohibited Items:

- **Jewelry:** For safety reasons, children are not allowed to wear jewelry at school, including necklaces, chains, and bracelets.
- **Toys and Dangerous Items:** Please ensure that your child does not bring toys or any items from home that could be considered dangerous.

Parental and Guardian Responsibility:

When present on the school premises, parents and guardians are fully responsible for supervising and ensuring the safety of their children. This responsibility is crucial to maintain a secure environment for everyone in our school community.

No Smoking Policy:

Smoking is strictly prohibited within the school premises to maintain a healthy environment for all.

Safety Precautions:

Before leaving home, please check your child's pockets for any items that could be valuable or pose a risk, such as buttons, coins, or flammable materials, to prevent any accidents.

15. Educational Excursions

By enrolling their child, parents authorize the educational team to organize age- appropriate outings that align with the children's psychomotor development, such as walks, museum visits, etc. Measures are taken during these outings to ensure the safety of the children, in accordance with the country's regulations and laws.

All school events and additional activities are optional and at the expense of the parents.

16. Nap and Quiet Time Policy

In our school, naps are optional for all students, with age-appropriate sleep arrangements available for those who wish to rest. To meet the diverse needs of our students, we ask parents to inform the teaching team of their child's nap preferences by choosing from the following options:

- Mandatory nap

- Optional nap
- Mandatory wakefulness

In addition to nap options, we offer a 30-minute quiet rest period for all children immediately after lunch, during which no activities are planned. This ensures a peaceful environment where everyone can relax and recharge for afternoon activities.

Please communicate your preferences for naps and quiet time to help us meet your child's needs effectively.

17. Damage

Any damage caused by a child to another child's clothing, school equipment, or the school's premises will be the responsibility of the parents of the child who caused the damage.

18. External Intervention

In some cases, when the team is unable to manage a child exhibiting certain behavioral issues, social aggression, or any deviation, the school has the right to charge the parents for the services of a specialist, depending on the issue (e.g., psychologist, AVS).

19. Monthly Payment Policy

School Year and Payments: The academic year runs from September to June, with 10 monthly payments in addition to registration fees. Payments must be made before the 5th of each month directly to the administration, not to the educators. The commitment for the school year is for its entire duration, and monthly fees are due in full for each month, regardless of any absence, as the school maintains continuous insurance and resources for each student throughout the year.

Withdrawal: Parents wishing to withdraw their child from the school must provide written notice at least one month in advance. Please note that no refunds will be made for the cancellation or termination of enrollment or monthly payments, regardless of the circumstances.

This policy ensures the school can effectively plan and allocate resources, guaranteeing the highest quality education for all students.

Overview of Annual School Payments: The annual fees for the school year, from September to June, include the following items:

Item	Prices Excluding Taxes (HT)	VA T 7%	Fiscal stamp (each invoice)
Preschool service including the main meal (once a month)	1.027.037 d	71.96d	1099 d (10payments)
Registration fees, insurance, supplies for work, etc. (once a year)	1027.037 d	71.96d	1099 d
Fiscal stamp (each invoice)			1 d

20. Termination of the Contract

The institution reserves the right to terminate the contract for the following reasons:

- Failure to comply with the internal regulations and disrespect towards team members;
- A health condition that is incompatible with regular admission to a facility;
- Non-payment of invoices more than 5 days after issuance;
- A case of three delays of more than 15 minutes in picking up children during a term;
- When a child's actions have the potential to harm other children or

Last updated: 08/01/2025

Acknowledgment and Consent Form

By signing this document, I, the undersigned, acknowledge and accept the following terms as a parent or guardian of a child enrolled at Tunis Montessori School:

1. **Agreement on the Regulations:** I understand that the regulations of Tunis Montessori School may change according to the needs of the I have been informed of these rules and expressly commit to adhering to them.
2. **Health and Safety Emergency Measures:** I hereby authorize Tunis Montessori School to take all necessary actions concerning my child's health and safety in the event of an emergency, ensuring that their well-being is prioritized.
3. **Media Consent:** I authorize Tunis Montessori School to capture and use photographs and videos of my child participating in school activities, provided that my child's face and identity are not revealed, for the purpose of promoting the school's educational programs. This may include use in publications, presentations, websites, or social media platforms.
4. **Consent to Psychological Observation:** I consent to Tunis Montessori School arranging for the affiliated psychologist to observe my child as the school deems necessary to support their educational and developmental needs.
5. **Receipt and Agreement on the Internal Rules:** I acknowledge receiving and reviewing a copy of the internal regulations of Tunis Montessori School. I fully understand the content and hereby agree to comply with these regulations.

In witness whereof, I sign below to signify my understanding and agreement with the terms outlined in this document.

Signature: _____

Printed Name: _____

Date: _____

For your convenience, we have made our internal regulations available for download. By clicking the link below, you can access a comprehensive document detailing our policies and procedures. This document serves as a valuable resource for current and prospective families as well as staff, ensuring transparency and fostering a shared understanding of the values and operational guidelines of our school.