



internal regulation 2026-2027

Dear Parent

We are delighted to welcome you back to Tunis Montessori School and to continue, together with you, this wonderful educational journey in the service of your children.

Convinced that a child's well-being and development are rooted in close collaboration between the family and the educational team, we work every day to support each child's overall development in a climate of trust, respect, and kindness, thus contributing to the building of a harmonious future.

Tunis Montessori School is an institution officially authorized by the Ministry of Women, Family, and Children, and operates in strict compliance with the laws and regulations in force governing early childhood education centers.

As a trilingual institution, our school offers instruction in English, Arabic, and French, based on essential values such as mutual respect, responsibility, citizenship, and living together. We are committed to providing children with strong foundations that foster tolerance, openness, and respect for others.

Our educational approach is rooted in the Montessori philosophy, which views each child as an active participant in their own learning. It respects each child's individual pace while encouraging autonomy, cooperation, and integration within the school community, in a spirit of exchange and positive relationships.

The current internal regulations aim to clarify the school's operating rules as well as the shared responsibilities between the school and families. They are designed to ensure a safe and balanced environment that supports the physical, emotional, and psychological well-being of every child.

This document serves as a common reference for the entire educational community and promotes a relationship based on dialogue, trust, and mutual respect. We invite families and members of the educational team to actively support its principles in order to ensure a calm, structured school environment conducive to learning.

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

1. Vision

To be a child-centered educational institution that is pioneering, leading, and nurturing.

2. Mission

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

3. Core Values

At **Tunis Montessori School**, our educational philosophy is grounded in core values that guide our actions and interactions:

- **Character:** We prioritize an education that cultivates love, self-sacrifice, compassion, grace, honesty, and integrity.
- **Commitment:** We are dedicated to fostering a strong 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 educational practice.
- **Knowledge:** We are committed to combining moral development with academic knowledge, enabling students to reach their full potential in a caring and supportive environment.
- **Accessibility:** We believe in providing education that is accessible and affordable for all families who prioritize it.
- **Diversity:** Our school celebrates and respects diversity in all its forms, including economic status, abilities, social backgrounds, 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 respect, care, and love.
- **Service:** Our administrators, teachers, students, and the wider school community embody 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 essential elements of character formation.

7. Institutional Events & Exceptional School Closures

As part of our collaboration with the Ministry of Education, the school may occasionally host institutional events aligned with our educational mission and our commitment to serving the community.

In this context, **Tunis Montessori School may exceptionally close for up to three (3) days during the school year** to allow for the proper organization of these events. These occasions contribute to the continuous improvement of our educational project and ultimately benefit all of our students.

School Holidays

In order to allow children, families, and the educational team time to rest and recharge, the school will be closed during the following periods:

- **From December 21, 2026 to January 3, 2027**
- **From March 15 to March 28, 2027**

These breaks are essential to preserving balance, well-being, and the joy of learning for everyone.

Force Majeure

Definition

Force majeure refers to any exceptional, unforeseeable circumstance beyond our control that temporarily prevents the normal operation of the school. This may include, but is not limited to, extreme weather conditions, government decisions or restrictions, specific health situations, pandemics, or any other similar emergency.

Impact on School Operations

In such circumstances, the safety and well-being of children, families, and the educational team remain our absolute priority.

The school may be required to close temporarily, sometimes without prior notice, depending on official recommendations and the severity of the situation.

Communication and Financial Policy

The school will make every effort to communicate any closure or change to the school calendar as quickly and clearly as possible.

It is understood that during periods of unforeseen closure due to force majeure events, **no refunds or compensation can be offered.**

Continuity of Education

When possible, the school may propose alternative learning options or provide educational resources to support continuity of learning at home.

Your Cooperation

We kindly ask for the understanding and cooperation of all families enrolled at Tunis Montessori School regarding this policy.

It is our collective responsibility to navigate such exceptional situations with kindness, compassion, and resilience, always in the best interest of the children.

8. Adaptation Period for New Children

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

Objective

The objective is to familiarize children with the school environment while fostering a sense of safety and belonging. This helps strengthen the child's confidence and well-being, enabling full participation in school activities.

Adaptation Program

During the child's first week, we follow a specific adaptation schedule from **8:00 a.m. to 3:00 p.m.** to facilitate social integration at school:

- **Day 1: Introduction to the School**

A one-hour visit for parents and children to meet the team. Parents are encouraged to share information about the child's routines and preferences.

- **Day 2: Progressive Separation**

After a short joint session, the child remains alone at school for one hour to gently support the separation process.

- **Day 3: Morning Session**

The child stays at school until midday, gradually adapting to the school environment without parental presence.

- **Day 4: Extended Stay**

The child remains at school during lunchtime, discovers the cafeteria, and leaves before nap time (at 1:00 p.m.).

- **Day 5: Full Day**

The child participates in a full day of activities, fully integrating into the school's daily rhythm.

Parental Involvement

Active parental involvement is essential during this period. We encourage families to remain engaged and communicative to ensure a smooth and reassuring transition for their child.

We also kindly ask parents to introduce any other caregiver who may be authorized to pick up the child from school.

We sincerely appreciate your cooperation in making this initial phase a positive, reassuring, and enriching experience for your child as they begin their educational journey at Tunis Montessori School.

9. Parent Contact Information & Authorization Policy

At Tunis Montessori School, keeping parents' contact information up to date is essential to ensuring the safety and well-being of our students. To facilitate effective communication, we ask parents to comply with the following guidelines:

Immediate Notification of Changes

Parents must inform the school administration without delay of any changes to their contact details so that we can reach you at all times.

Updates to Family Situation

In the event of a divorce or any change in family circumstances, it is essential to update contact information for all concerned parties. The school also requires a copy of the legal court judgment in order to appropriately meet the child's needs.

In cases involving court-ordered shared custody, a copy of the judicial decision must be provided. Separate contracts will be drawn up for each parent to reflect their specific family situations.

Authorization for Child Pick-Up

Parents may authorize additional individuals to pick up their child from school. These individuals must :

- Be over 18 years old
- Present a valid form of identification at pick-up
- Be previously registered on the child's information form as authorized persons

This procedure ensures the safety and security of our students during dismissal times.

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 Handbook for Parents

Medical Supervision of Children

At Tunis Montessori School, we place the highest importance on the health and safety of our students. The following guidelines are in place to ensure their well-being.

Medical Services

Medical services are provided by **Dr. Triki Med Tijani**, registered with the Medical Council under number **4837**, whose medical office is located at **No. 07, Mohamed Ali Tabek Street – La Marsa**

Tel.: 71 740 494 / 98 336 595

Absences & Illness Policy

Immediate Notification

Parents are required to inform the School Administration as soon as possible of any incident occurring at home, such as fever, a fall, or any unusual symptoms.

Sick Children

For the protection of all, children showing symptoms of illness or fever are not permitted to attend school.

If a child becomes ill or develops a fever while at school, it is essential that the school be able to contact the parents immediately so that the child can be picked up as soon as possible.

Contagious Diseases

In the event of a contagious illness, including pediculosis (head lice), the child must remain at home. A medical certificate is required before the child may return to school.

Allergy Management

Disclosure of Allergies

When completing the registration form, parents must declare all known allergies affecting their child.

Emergency Medication

Parents must provide the school with any medication required for the management of their child's allergies before the beginning of the school year.

This medication must be accompanied by clear instructions for use, signed by the parents and duly legalized.

Accidents – Emergencies

In the event of an accident, parents will be immediately informed by the educational team. If the required information has not been provided and/or if the parents cannot be reached, or if the emergency situation requires it, the administration will take the appropriate measures and ensure that the child receives care at the medical facility closest to the school.

Medical Treatment Policy

Medication Restrictions

Medications are generally not permitted on the kindergarten premises. Parents are encouraged to coordinate with their child's attending physician to schedule medication doses at home, preferably in the morning and evening.

No medication may be left in the child's bag, except for treatments related to chronic illnesses, which may be authorized under specific conditions and only after approval by the administration.

Insurance Policy

Tunis Montessori School is covered by comprehensive insurance, including Civil Liability, designed to cover a wide range of risks.

In the event of an accident occurring at school, parents must provide, within two (2) days, a medical report detailing the incident and the care provided, along with all invoices issued by the medical center.

Failure to comply with these procedures may result in the insurance company's refusal to provide coverage or reimbursement.

11. Materials to Be Provided by Parents

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

Please ensure that all of your child's belongings are clearly labeled with their full name to avoid loss or confusion.

Dormitory items will be sent home every other Friday for washing and must be returned clean on Monday.

The school cannot be held responsible for items that are not labeled.

12. Dress Code and Personal Belongings Policy

To ensure a comfortable, safe, and conducive learning environment, we kindly ask that you adhere to the following guidelines:

- **Clothing:** Dress your child in comfortable, simple clothing, without valuable jewelry or personal items, with the exception of a beloved comfort toy. Clothing should be practical and promote freedom of movement and independence.
- **Labeling:** All clothing must be clearly labeled with the child's name. The school cannot be held responsible for lost or damaged items.
- **Spare Clothing:** Please provide two complete changes of clothes (underwear, socks, pants/dress or tracksuit), as well as outdoor shoes, indoor slippers, and a sun hat in summer, placed in a bag labeled with the child's name. This bag will remain at school.
- **Prohibited Items:** Personal toys, mobile phones, and tablets are not permitted on the school premises in order to maintain focus and avoid distractions.

13. Meals

Lunch Program

Lunch is provided by **Tunis Montessori School** and follows a seasonal, varied menu designed by nutrition specialists to meet children's dietary needs. Fresh products are prioritized to ensure a balanced and healthy diet.

Menus are displayed on the notice board within the school application.

Please inform the team of any allergies, intolerances, or specific dietary requirements. In such cases, alternative meals must be provided by the parents.

Snacks

- **Parental contribution:** Parents are invited to provide morning snacks once per month, according to a schedule established by the educational team. This initiative encourages responsibility and collaboration between home and school in a pedagogical context.
- **Quality matters:** For collective snacks, please bring seasonal fruits and vegetables in sufficient quantities for 30 children (for example: 15 bananas, 15 apples, and 15 cucumbers). Snacks must be delivered before **9:30 a.m.**
- **Billing:** No deduction will be applied to meal fees in cases where dietary restrictions require snacks or meals to be provided by parents.
- **Inability to provide snacks:** If you are unable to fulfill your assigned turn, please inform the school at least one day in advance. A fee of **100 DT per child** will be charged so that the school can arrange the necessary snacks.

We sincerely thank you for your cooperation and commitment to fostering a healthy, friendly, and collaborative mealtime environment.

Overview of School Year Payments

The annual fees for the school year, from September to June, include the following elements:

14. Safety Measures

Video Surveillance

Our establishment is equipped with a 24-hour video surveillance system to enhance security and ensure the safety of all children and staff members.

Prohibited Items

- **Jewelry:** For safety reasons, children are not permitted to wear jewelry at school, including necklaces, chains, bracelets, or any accessory that may pose a risk.
- **Toys and dangerous objects:** Please ensure that your child does not bring toys from home or any objects that could be considered dangerous.

Parental and Guardian Responsibility

When parents or guardians are physically present on school premises, they remain fully responsible for supervising and ensuring the safety of their children. This responsibility is essential to maintaining a calm and secure environment for the entire school community.

Non-Smoking Policy

Smoking is strictly prohibited within the school premises in order to maintain a healthy and respectful environment for everyone.

Safety Precautions

Before leaving home, parents are encouraged to check their child's pockets to ensure that no valuable or potentially dangerous items are present (such as buttons, coins, small objects, or flammable materials), as a preventive safety measure.

15. Educational Outings

By enrolling their child, parents authorize the educational team to organize outings adapted to the children's age and psychomotor development, such as walks, museum visits, and similar activities. Appropriate measures are taken during these outings to ensure the children's safety, in accordance with the standards and laws in force in the country.

All additional events and activities organized by the school are optional and remain at the parents' expense.

16. Rest Time and Calm Period After Lunch

At our school, we place great importance on respecting each child's natural rhythm. For this reason, a full hour of calm rest time is offered to all children after lunch, allowing them to relax, digest peacefully, and regain a state of calm conducive to the afternoon activities.

During this period, the environment is intentionally soothing. Children who feel the need may lie down and rest. Other children remain in a calm and respectful atmosphere, where they may look at books, listen to stories, or enjoy quiet relaxation time, while respecting their classmates' need for rest.

This rest period is an essential part of the day. It contributes to the children's emotional and physical balance, promotes concentration, reduces fatigue, and supports a serene school environment.

To ensure appropriate support for each child, parents are invited to inform the educational team of their child's habits and needs regarding rest time.

17. Damage

Any damage caused by a child to another child's clothing, to school equipment, or to the school's premises shall engage the responsibility of the parents of the child responsible for the damage.

18. External Intervention

In certain cases, and always in the interest of the child's well-being and harmonious development, the educational team may not be able to fully respond to specific needs, such as behavioral difficulties, social aggression, or any other particular challenge.

In such situations, the school may, in consultation with the parents, call upon an appropriate specialist (psychologist, teaching assistant/AVS). The costs related to such external intervention may be borne by the parents.

19. Monthly Payment Policy

Academic Year and Payments:

The academic year runs from September to June and includes ten (10) monthly payments, in addition to registration fees.

Payments must be made before the 5th of each month and must be paid directly to the administration, not to the educators.

Enrollment constitutes a commitment for the full academic year. Monthly fees are due in full for each month, regardless of any absence, as the school maintains continuous insurance coverage and the necessary 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 refund will be made in the event of cancellation or termination of enrollment or monthly payments, under any circumstances.

This policy enables the school to plan and allocate its resources efficiently, thereby ensuring the highest quality of education for all students.

Overview of School Year Payments

The annual fees for the school year, from September to June, include the following elements:

Item	Price excluding taxes (DT)	TVA 7% (DT)	Price including all taxes (DT)
Preschool service including the main meal (once per month)	1 027,037	71,96	1 099 (10 paiements)
Registration fees , insurance, work supplies, etc. (once per year)	1 027,037	71,96	1 099
Tax stamp (each invoice)	-	-	1

20. Termination of Contract

The institution reserves the right to terminate the contract in the following cases:

- Failure to comply with the internal regulations and lack of respect toward members of the staff;

- A health condition that is incompatible with regular admission to the institution;
- Non-payment of invoices more than five (5) days after their issuance;
- Three delays of more than fifteen (15) minutes in picking up children within the same academic term;
- When a child's actions present a potential risk of injury to other children or to adults.

Last update : 08/01/2026

Acknowledgment of Receipt and Consent Form

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

Agreement to the School Regulations

I understand that the regulations of Tunis Montessori School may be amended according to the needs of the institution. I have been informed of these rules and expressly commit to complying with them.

Health and Safety Emergency Measures

I hereby authorize Tunis Montessori School to take all necessary measures regarding my child's health and safety in the event of an emergency, ensuring that my child's well-being remains the top priority.

Media Consent

I authorize Tunis Montessori School to take 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, the school website, or social media platforms.

Consent to Psychological Observation

I consent to Tunis Montessori School organizing, if deemed necessary, the observation of my child by the affiliated psychologist, as considered appropriate by the school, in order to support my child's educational needs and overall development.

Acknowledgment and Acceptance of Internal Rules

I acknowledge that I have received and reviewed a copy of the internal regulations of Tunis Montessori School. I fully understand their content and hereby agree to comply with these rules.

In witness whereof, I affix my signature below to confirm my understanding and agreement with the terms described in this document.

Signature :

Printed Name :

Date :

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