



Parent Handbook 2025-2026

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About École du Samedi

Welcome to École du Samedi! As with any organization, there are a lot of procedures and policies that promote the safe running of the school. The policies in this handbook are a concerted effort on the part of the faculty and administration. The information has been prepared and presented in order that you may know and understand the policies and practices of École du Samedi. Please look through this handbook and refer to it as questions arise. Please feel free to contact us if you need further information.

The École du Samedi aims to create a comfortable, interesting and engaging atmosphere in which babies, children, and adults with French-speaking backgrounds or a desire to learn French may practice and perfect their language skills. Our courses enrich and challenge children of all proficiency levels from beginner to native because they include language instruction as well as culture and civilization components that draw from all subject disciplines.

History

École du Samedi was founded in 2002 by two French teachers, Marc Mallet and Cynthia Mot, in response to the educational needs of the French community of Atlanta. During the first year, the school was based at Powers Ferry United Methodist church in Marietta. In 2003, the school moved to the campus of Oakwood High School in West Cobb where it remained for the next three years. During these years enrollment grew from 60 students to 105 students. At that time the board determined that the school needed to be located in a more central location to better serve our community. In the fall of 2006, École du Samedi moved to the campus of the Atlanta International School.

Although École du Samedi has grown since its modest beginnings in 2002, its mission has remained the same. Ecole du Samedi aims at serving the needs of Francophiles and Francophones in the Atlanta area by providing a quality education in the French language for children aged 18 months to 15 years and even adults. It is a non-profit organization with limited resources, and we need the support of our entire community to reach our objectives. We encourage you to get involved in our school; it is the best way to make sure that École du Samedi will be able to continue to offer French classes for children and adults for years to come.

Calendar 2025/2026

School year Calendar*

August 23 Open House/Registration

September 2025

September 6: Week 1
September 13: Week 2
September 20: Week 3
September 27: Week 4

October 2025

October 4: Week 5
October 11: Week 6
October 18: Week 7
October 25: Week 8

November 2025

November 1: Week 9
November 8: Week 10
November 15: Week 11
November 22: Week 12
November 29: NO SCHOOL / THANKSGIVING BREAK

December 2025

December 6: NO SCHOOL/ AIS EVENT
December 13: Week 13
December 20: Week 14
December 27: NO SCHOOL/WINTER HOLIDAYS

January 2026

January 3: NO SCHOOL/ WINTER HOLIDAYS
January 10: Week 15
January 17: Week 16
January 24: Week 17
January 31: Week 18

February 2026

February 7: Week 19
February 14: NO SCHOOL
February 21: Week 20
February 28: Week 21

March 2026

March 7: Week 22
March 14: Week 23
March 21: Week 24
March 28: NO SCHOOL/SPRING BREAK

April 2026

April 4: NO SCHOOL/SPRING BREAK
April 11: Week 25
April 18: Week 26
April 25: Week 27

May 2026

May 2: Week 28
May 9: Week 29
May 16: Week 30

** Calendar may be subject to some modifications*

Accidents/Illnesses

If a child has an accident during the day requiring medical attention, the school will contact a parent. If a parent cannot be contacted, the Director will call 911 and take the child to a local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities and parents assume financial responsibility. Please keep updated home and cell phone numbers on file with the School Directors.

Attendance

Regular attendance is essential to language learning, and we encourage children to avoid absences for causes other than illness or emergency. Late arrival can be very disruptive to the entire class, so we ask parents to make every effort to bring their children to school by 9:30am on Saturday.

In the event of an absence, we ask you to contact your child's teacher to inform him/her of the absence. Homework will be listed on Google Classroom and updated every week. Teachers can also provide some advice on make-up activities, and a list of French language web resources is provided on our site.

Behavior

École du Samedi seeks to maintain a secure and nurturing atmosphere where concern for others is of the highest possible value. When students fail to abide by the school's expectations, they must be prepared to accept the consequences of their lack of responsibility. If a student's behavior is disruptive to others, the teacher will contact the family to inform them of the situation. If the disruptive behavior continues, the child will be removed from the classroom and work on assignments at the front desk with the Director. It may further lead to suspension or in some cases expulsion.

If a student's actions endanger others or if a student defaces or destroys school property, his/her actions may lead to an immediate expulsion. École du Samedi will notify parents as soon as possible about the incident and the specific process used to deal with the situation.

The decision to expel, dismiss or suspend a student, rests with the Director of the school.

Breaks

Your child will have a pause during mid-morning, and it might be a good idea to bring a snack and a water bottle.

Communication between home and school

Communication between home and school is very important to us. Announcements from the administration concerning school activities in general will be made via Google Classroom and email so please make sure that you are checking Google Classroom frequently and that we always have a valid email address on record.

Teachers will send a progress report in February / March and contact you or schedule a conference if needed.

If parents wish to discuss student progress, instructional programs or any other issues with the teacher, please schedule a conference before 9:20 am or after 12:10 pm. Such conferences shall not be allowed during drop-off and pick-up times or during instructional time.

Drop off and pick up policies

We ask all parents to drop off and pick up students from their classrooms. Please avoid crowding the hallways and be mindful of other students and families.

Homework

The École du Samedi faculty and staff believe that homework is an integral part of the learning process. It helps reinforce concepts and skills that are taught on Saturday mornings. Learning a language needs a strong commitment. Ideally, two periods of time should be spent per week doing homework, reading a book, listening to podcasts and/or watching a French movie.

Assignments are posted in Google Classroom by 3:00 PM every Monday following each class.

Parking

Atlanta International School has made major changes in the parking lots. Please check the map available on our [website](#).

The parking situation can be tight on some Saturdays since our campus is located in an International School hosting many events.

Please check Google Classroom and your email notifying you of special events which may cause parking issues on particular days. Please also avoid parking in the fire lane in the circular driveway in the front of the main building at all times. You may be fined by the Atlanta Police Department for parking in the fire lane.

Parking is allowed in nearby residential streets, but you must respect any restrictions in effect.

School Closing and Emergencies

Severe weather, utility problems or other emergencies may necessitate the closing of the school. When such closing can be foreseen, an announcement will be made as early as possible. For weather closing, a decision will be made by 7:00 am at the latest. It will be broadcasted over television station WSB (channel 2).

Parents will be informed via email by the Director and teachers will make every effort to post on Google Classroom, and in some cases contact parents by phone.

Supplies

One set of textbooks is now included in the tuition fees and will be distributed during the first weeks of school in the classroom.

Teachers will have students sign a form confirming that their child has received the appropriate textbooks.

Any replacement book or exercise book will be billed to parents.

Teachers will let you know if they need specific supplies but a notebook and pouch with writing utensils are recommended.

Website

Our website, www.frenchschoolatlanta.org is a vital resource. It is a source of information that will help you answer most of your questions about our programs, special events, calendar, registration, contact information, directions to our campus, etc.