

تسجيل التلامذة الجدد للعام الدراسي 2012-2013

على الأهالي الكرام الذين يرغبون بتسجيل أولادهم في المدرسة المركزية التقيّد بالتعليمات التالية ليكون الملف مستوفياً الشروط اللازمة لدراسته:

1. استقبال أهالي الطلاب الجدد:

يستقبل رئيس المدرسة الأهالي الذين يرغبون بتسجيل أولادهم كل أيام الأسبوع باستثناء يوم الجمعة من الثامنة والنصف صباحاً حتى الواحدة ظهراً ابتداء من 24 كانون الثاني الجاري.

2. العمر المحدد لقبول الطلاب الجدد في صفوف الروضة:

الروضة الأولى : 3 سنوات مكتملة قبل 11 كانون الأول 2012

الروضة الثانية : 4 سنوات مكتملة قبل 11 كانون الأول 2012

3. الشروط المطلوبة لتكوين الملف:

- أ- استمارة المعلومات وطلب التسجيل من المدرسة.
- ب- إخراج قيد فردي أصلي أو بطاقة الهوية مرفق بنسخة عن أحدهما.
- ج- إخراج قيد عائلي أصلي مرفق بنسخة عنه.
- د- أربع صور شمسية حديثة.
- هـ- إذا كان التلميذ مسجلاً سابقاً في مؤسسة تعليمية أخرى عليه تقديم المستندات الإضافية التالية:
 - إفادة مدرسية بنجاح مصدقة حسب الأصول من وزارة التربية الوطنية.
 - (ملاحظة: تعتبر الإفادة شرطاً أساسياً لدراسة ملف التلميذ تمهيداً لقبوله.)
 - بيان أصلي بالعلامات المدرسية.
 - إفادة طبية تتضمن معلومات عن صحة الولد وخضوعه لجميع التلقيحات المطلوبة.

ملاحظة: يقدم طلب التسجيل مستوفى جميع المستندات المطلوبة أعلاه تحت طائلة رده إن لم يكن كاملاً.

4. تقديم ملف التسجيل للطلاب الجدد:

يرفق طلب التسجيل بالمستندات المطلوبة أعلاه ويقدم في سكرتاريا القسم المعني.
ملاحظة: يمنح أخوة وأخوات طلابنا أفضلية في التسجيل في الصفوف التمهيديّة وتشمل هذه الأفضلية أساتذة وقدامى المدرسة المركزية.

5. امتحان الدخول:

لقبول الطلاب في الصفوف التالية:

- القسم الابتدائي : (من الأول أساسي وحتى السادس أساسي).
- القسم المتوسط : (من السابع أساسي وحتى التاسع أساسي).
- القسم الثانوي : (من الأول ثانوي وحتى الثالث ثانوي) بفروعه الأربعة.
- المعهد المركزي : بكافة اختصاصاته.

يخضع لامتحان الدخول كلّ الطلاب الجدد الراغبين بالتسجيل في المدرسة المركزية -جونية.

ملاحظة:1- تحدّد إدارة كل قسم روزنامة الامتحانات المخصصة لقبول الطلاب الجدد ويعلن عنها لاحقاً.

2- تعتبر نتيجة امتحان القبول المعيار الأساسي لقبول الطالب أو رفضه.

6. قبول الطلاب:

لمعرفة أسماء الطلاب الناجحين في امتحانات الدخول، يُرجى مراجعة اللوائح المعلّقة في إدارة الأقسام المناسبة.

7. رسوم التسجيل:

100000 ل.ل. رسم فتح ملف وامتحان الدخول.

200000 ل.ل. رسم التسجيل في حال قبول الطالب.

ملاحظة : للمزيد من المعلومات الرجاء الاتصال بالمدرسة على الأرقام التالية : 09/910100

03/945155 وطلب الأرقام الداخلية التالية:

122	:	سكرتاريا القسم الثانوي	110	:	سكرتاريا العامة
-140	:	سكرتاريا الفرع الإنكليزي	149	:	سكرتاريا صفوف الحضانة:
145	:			:	
154	:	سكرتاريا المعهد المركزي	337-334	:	سكرتاريا القسم الإبتدائي
	:		127	:	سكرتاريا القسم المتوسط

الإدارة

جونية في 2012/1/19

INSCRIPTION DES NOUVEAUX ÉLÈVES pour l'année scolaire 2012-2013

Les parents qui désirent inscrire leur enfant au Collège Central pour l'année scolaire 2012-2013 sont priés de prendre note des informations suivantes:

1- Réception des parents des nouveaux élèves:

Le Supérieur du Collège reçoit les parents qui souhaitent inscrire leur enfant au Collège Central, tous les jours de la semaine sauf le vendredi de 8h30 à 13h00, à partir du 24 Janvier.

2- Âge requis pour les admissions dans les classes maternelles:

- * Pour l'admission en Petite Section: 3 ans révolus au 31 décembre 2012
- * Pour l'admission en Moyenne Section: 4 ans révolus au 31 décembre 2012

3- Dossier de candidature:

Le dossier de candidature au Collège Central comprend les documents suivants:

- a. Un formulaire d'inscription fourni par le Collège.
- b. L'original et la photocopie de l'extrait de l'état civil ou une photocopie de la carte d'identité de l'élève.
- c. L'original et une photocopie de l'extrait de l'état civil familial.
- d. Quatre photos passeport récentes.
- e. Un certificat médical attestant que:
 - l'élève est en bonne santé;
 - toutes les vaccinations requises ont été faites.

Si l'élève a déjà été scolarisé dans un autre établissement:

- f. Un certificat de scolarisation de l'établissement précédent attestant que l'élève a réussi son année.
N.B.: Ce certificat devra être authentifié en bonne et due forme du Ministère de l'Éducation Nationale.
- g. L'original du dernier bulletin de notes.

** Le dossier de candidature doit comprendre tous les documents susvisés. Tout dossier incomplet sera refusé.*

4- Remise du dossier du nouvel élève:

Une fois complétés, les documents demandés doivent être déposés au secrétariat de chaque cycle concerné.

N.B. : Priorité est accordée aux frères et soeurs de nos élèves, aux enfants inscrits à la “*Garderie du Collège Central* ” ainsi qu’aux enfants des Anciens et des professeurs du Collège.

5- Examen d’entrée:

Pour l’admission dans les classes:

- de l’École Primaire (CP - CE1- CE2- CM1- CM2)
- du Cycle Collège (6^e- 5^e - 4^e-3^e)
- du Cycle Lycée (ES1 aux Terminales SE, SG, SV et LH)
- de l’École Technique

L’élève devra passer un examen d’entrée dont les résultats seront déterminants pour son admission au Collège.

Les dates des épreuves des différents examens seront communiquées ultérieurement.

6- Admission:

La liste définitive des élèves admis au Collège Central sera affichée sur les tableaux des cycles respectifs.

7- Frais d’inscription:

Les parents des élèves devront s’acquitter des frais suivants :

- 100.000 L.L. (Ouverture du dossier et examen d’entrée).
- 200.000 L.L. (Inscription en cas d’admission).

Pour plus d’informations, prière de contacter le Collège aux numéros suivants :
(09-910 100) (03-945 155)

Extensions :

- Secrétariat Général:	110
- Secrétariat de l’École Maternelle:	149
- Secrétariat de l’École primaire:	134-137
- Secrétariat du Cycle Collège:	127
- Secrétariat du Cycle Lycée:	122
- Secrétariat de la Section Anglaise:	140-145
- Secrétariat de l’École Technique:	154

Jounieh, le 19/1/2012

La Direction

ENROLLMENT OF NEW PUPILS

For the scholastic year 2012-2013

Parents wishing to enroll their children in Central College for the scholastic year 2012-2013 are kindly requested to take note of the following requirements:

1. Appointments for parents of new pupils:

The Rector of Central College meets with parents wishing to enroll their children in the school every Monday, Thursday and Friday between 8:30 a.m and 1:00 p.m., as of January 24.

2. Minimum age requirement for pre-school:

- For admission to the Nursery Section: 3 years attained by December 31, 2012
- For admission to KG I: 4 years attained by December 31, 2012

3. Required documents for enrollment:

The following documents must be included with the enrollment request file:

- a) the completed enrollment request form provided by the school;
- b) the original identity card of the pupil (or a civil status certificate) along with one photocopy of the document;
- c) the original family civil status certificate and one photocopy of the document;
- d) four recent passport size photos of the pupil.
- e) A medical certificate stating that:- the pupil is in good health;
- all vaccinations are up-to-date.

If the pupil has already attended school elsewhere, the following additional documents are needed:

- f) an attestation from the previous school affirming that the pupil has succeeded and been passed to the following grade. This attestation or certificate has to be endorsed by the Ministry of National Education;
- g) the original copy of the previous school report.

N.B.: Failure to include all the above mentioned documents in the file obliges refusal of the pupil for enrollment.

4. Submission of a new pupil's application:

Once completed, the enrollment request file should be handed in to the secretariat of the section concerned.

N.B. : Priority will be given to brothers and sisters of pupils presently attending the college, of children registered at the Day-Care Center, as well as children of the alumni and teachers of the college.

5. Admission:

For admission to the following classes:

- Elementary Section (Grade 1 to Grade 6)
- Intermediate Section (Grade 7 to Grade 9)
- Secondary Section (Grade 10 to Grade 12 – GS, LS, SE)
- Technical school (All its specialized studies)

Pupils will be asked to sit an entrance exam, the results of which will determine acceptance of the pupil. The dates and subjects of the entrance exam will be announced at a later date.

6. Notification of admissions:

For applicants to Elementary, Intermediate, Secondary and Technical Sections, families may check their children's acceptance to the college by referring to the list of names posted in the relevant section.

7. Enrollment fees:

Parents whose child has been accepted at Central College must pay the following fees:

- 100,000 L.L. for the enrollment file and admission exam;
- 200,000 L.L. for registration fees.

**For more detailed information, please contact the school
(09 910100 – 03 945155) and ask for the following extensions:**

- General Secretariat:	110
- Pre-school Secretariat:	149
- Elementary Secretariat:	134-137
- Intermediate Secretariat:	127
- Secondary Secretariat:	122
- English Section Secretariat:	145- 140
- Technical School Secretariat:	154

Enrollment of New Students For the scholastic year 2012-2013

Welcome to Central College of the Lebanese Monks- Jounieh, Lebanon.

Every year, Central College welcomes new families who are eager to get their children registered at the school. CCJ adopts procedures of enrollment to be followed by all new applicants. The process of enrollment is divided into three phases to be completed thoroughly for registration to take place.

Phase 1: Interviews

- a. Parents of new applicants contact the school to set up an appointment with the Father Superior, Rev. Wadih Al Skayem. The appointment is scheduled through the Rector's secretary, Mrs. Zeina Nacouzi (09-910100 ext:110). The concerned parents meet with the Father Superior on the scheduled date. It is preferable that the new candidates/students be present too.
- b. The second interview will be conducted at the school Orientation Office on the same day after meeting with the Rector. The office provides parents with a detailed account of the school tuition and fees.
- c. The Orientation Office then directs parents to the concerned section, where the head will provide them with details about the methodologies adopted, the school regulations, the discipline policy, and the enrollment requirements. The head then assigns an admission exam after parents fill in an enrollment form. This form reserves a place for the new candidate to sit the entrance exam but does not guarantee the candidate's admittance into the school.

Phase 2: Admission Exam

The admission exam is a very important step in the enrollment process. It is true that the student's report card from his previous school, which parents should present to the head of the section prior to the admission exam, is important in helping the Rector and the head reach a final decision regarding the new student's admittance into the school, but acceptance to Central College is determined by the oral and written tests conducted on the scheduled admission exam day. For this reason, the entrance exam is to be taken very seriously.

1. Exam subjects:

- Preschool Section: oral + a special test to assess the skills of the child
- Elementary Cycle: English, Arabic, and math + oral test (conducted by the head of the section, the psychologist, and an English teacher)
- Intermediate and Secondary Cycles: English, Arabic, math, physics, and chemistry + oral test (conducted by the head of the section, the psychologist, and an English teacher)

2. Exam duration: 1 hour/subject

3. Exam fee: 100,000 L.L. (It is a non-refundable application fee, regardless of exam result)

4. Exam results: Parents are required to contact the concerned section in order to be notified about their child's result.

5. The exam result is not negotiable.

N.B. Before the exam result is issued, parents are requested to present a medical report indicating whether or not the student has any health problems/*medical* or *physical* condition or disability, or specific learning disabilities.

Phase 3: Registration Documents

For enrollment to be completed, the following documents are requested:

1. 2 passport photos – 4 photos for preschoolers
2. Copy of the student's identity card
3. Copy of the family's civil status record

4. Copy of the student's report card from his previously attended school
5. Attestation of attendance and success from the previous school, approved by the school and the Ministry of Education
6. Registration fee: 200,000 L.L.

Preschool/Kindergarten Admission Policy

The Preschool Section receives applications for new candidates as of January 24.

1. Enrollment process: same as above
2. Enrollment age: Children are eligible for Kindergarten based on their age.
 - Nursery class: a child must be 3 by January 31st of the new school year.
 - KGI: a child must be 4 by January 31st of the new school year.

International Students

International students follow the AP (American Program), with special Arabic and French classes. Enrollment procedures are the same as above. The essential documents for enrollment are the following:

1. The new candidate's official school papers (report card and certificate of attendance from his/her previous school) should be certified by the school, the Lebanese Embassy in country of residence, then the Ministry of Foreign Affairs in country of residence.
2. In Lebanon, those same papers should be certified by the Ministry of Foreign Affairs in Achrafieh then UNESCO, Beirut.
3. The UNESCO will issue an equivalence, which exempts the international student from regular Arabic classes and later the Lebanese Baccalaureate.
4. Copy of the candidate's passport
5. 2 passport photos

Admission Exam Dates and Waiting List

Central College starts to receive applications for new students (Elementary, Intermediate and Secondary Cycles) as of the month of April. Admission exams are scheduled as follows:

- May and June (Saturdays)
- July (the schedule of the exam is given at the time of application)
- August (Tuesdays)

A waiting list will be established after the class has reached the maximum enrollment. Getting on a waiting list does not guarantee new candidates a place at Central College.

It is important to note that for new students, applications are accepted or selected on the basis of priorities:

- Siblings of students already enrolled in our school
- Children of the alumni and staff members
- Children who were registered at the school Day Care Center
- Students who score high on admission exam
- Parents who intend and are eager to get all their children registered at the school (i.e. not leaving one child at another school and seeking to get one enrolled in our school due to certain academic or disciplinary problems)

Applications are also selected on a first come, first serve basis. New candidates that apply after due dates or towards the middle of August might get on the waiting list, especially if classes have become full, even if they score high on admission exam.

For more information, please contact the school: 09/910100 03/945155

Extensions: Preschool Section: 149

Elementary Cycle: 140

Intermediate and Secondary Cycle: 145