



CHARTER

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1. OUR VALUES AND VISION OF EDUCATION

Our goal : L'écoline aims at providing a place where the joy and wonder of learning of each child are valued and shared. A place where we give time and the possibility to everyone to express its whole self to find its place in today's world and to contribute to a better future.

Vision of the Child

Each child is : Unique. Competent. Capable. Strong. Creative. Curious.

Each child is a citizen with Rights :

- The Right to develop in a caring and secure environment (physical and emotional security)
- The Right to develop in a stimulating environment with competent professionals
- The Right to be listened to and respected
- The Right to learn and develop at his/her own pace
- The Right to play

Each Child :

- Needs a sense of belonging and being given the time to make sense of the world around him/her
- Has his/her own perspective and understanding of the world
- Is the main protagonist of his/her learning
- Contributes to the development of his/her peers thanks to the interactions between themselves
- Is able to learn to respect the person, children and adults, as well as the environment (spaces and materials) around him/herself.

The Role of the Educator

Each Educator at l'écoline :

- Is caring, attentive and reliable
- Creates a relationship based on trust with each child
- Creates a learning environment which is positive, creative and stimulating
- Shares the joy and wonder of the children in their learning
- Respects what children say and feel
- Has a positive look on each child and believes in his/her unique potential
- Makes its best to be exemplary but admits to be fallible

- Is a Researcher in Education, questions him/herself and learn along with the children
- Documents and values children' works/activities/projects
- Shares, collaborates with other professionnals in a cooperative and constructive spirit
- Respects the parents' vision (of their child) and works in a partnership with them

Professional Values

- We fully agree with the "Vision of the Child" and the "Role of the Educator" as defined above
- We are professional, motivated, committed, responsible, respectful and reliable
- We give the best of ourselves
- We respect and stand up for Children's rights and their citizens' role
- We respect and care for our colleagues and l'écoline's families
- We value complementarity, diversity and each one's own talents
- We support and value life-long learning and training
- We learn from our mistakes as well as from our successes
- We try to always be authentic and congruent
- We believe everyone needs recognition and meaning
- We work for common good and a better world in a positive and constructive spirit

Eco-School : L'écoline promotes sustainable development through the participation to Eco-School program from 2016.

Our values

Respect. Self respect, Respect for others and for Nature

- Tolerance
- Diversity
- Consideration
- Responsibility
- Citizenship

Trust

- Listening
- Authenticity
- Communication
- Cooperation

Creativity

- Inspiration
- Adaptation
- Strenght and courage

Kindness

- Empathy
- Generosity
- Mutual aid and solidarity

Slow - Time (to give time, to take time)

- Humility
- Simplicity
- Quality
- Dedication

2. DETAILS AND PRACTICAL INFORMATION

PERIOD OF ADAPTATION

Each child, each family is unique. Therefore, we want to give each family the opportunity to define, with our team, the conditions for their child to go through the period of adaptation – taking into account his/her needs, the possibilities of the family, and what the school can enable within its own regulations.

These regulations, described below, are meant for the child's own interest:

- Parents must start the separation process as early as possible. Parents will make it easy if they feel confident and are ready for it, and if a few days before school start, they explain gently to their child what is going to happen.
- The first day of school, parents can stay in the school as long as they want, up to 9am when we start the Welcome Time.
- We advise new families to start with a morning only and then add on lunch time and afternoon time progressively.
- In case a child needs a longer period of adaptation and according to the family organization and possibilities, the parents and the team of L'écoline will decide beforehand at what time they can come and pick up their child. During this process, the child will stay longer each day, until s/he is capable to stay the whole day as planned in the contract.
- During the 3 first days of school, in case the child shows separation is too difficult for him/her to cope with, the team of l'écoline will decide if parents must come and pick up their child. This is why, during those 3 days, parents are asked to remain available in case such situation arises.

ARRIVALS AND DEPARTURES

Children must be left in the premises of L'écoline. Before leaving their child, parents are asked to prepare him/her in the Welcome areas (shoes stored under the bench, coat hanged, slippers on, etc...) and must entrust their child to l'écoline team before leaving. At this moment, any important information must be given to the member of the team who is welcoming the child.

Parents have the possibility to drop off and pick up their child during flexible time frames:

- Between 7:30 and 8:30am for the children with "Early Start option", upstairs for all children
- From 8 :30 am to 9 :00, downstairs for school children, upstairs for preschool children
- From 2 :00 pm to 2 :15 pm, downstairs for school children, upstairs for preschool children
- From 3:45 to 4 :00 pm, downstairs for school children, upstairs for preschool children
- And at the end of the day, before 6:15pm, upstairs for all children

These are good times for parents to discuss with the educational team. For security reasons, parents are asked to provide the school with a complete list of names of persons who are authorised to pick up the child at l'écoline. If necessary, the team of the school will ask those people to provide an ID before entrusting the child with this person. In case one person is not able to prove one's identity, the team of the school will not entrust the child to this person.

In case parents or the person bringing the child at school is late, they must phone l'écoline as soon as possible. When late in the morning, parents are asked not to disturb the ongoing activities: they should be as quiet as possible when entering the school, and limit discussions with the educational team.

The child is under his/her parents' responsibility as soon as back with the parents, even in the premises of the school. Before leaving the school, parents must make sure that their child's belongings are at the right place. This way, next time the child comes to l'écoline, s/he will find her things easily and no one will lose time.

NUTRITION

Sustainable food : L'écoline makes its best to promote and favor sustainable food, as a food which : "*is nutritious and accessible for everyone and natural resources are managed in a way that maintain ecosystem functions to support current as well as future human needs*" (FAO).

Meals and snacks : L'écoline is labelled "Fourchette Verte". This quality label is the assurance that children are offered balanced meals, adapted to their special needs. Lunches and after school snacks are prepared by our supplier « Traiteur Local », which offers organic, local seasonal and healthy food. During the day, children can help themselves with fruits and home-made bread on display. The everyday drink is water.

Misc : We like to celebrate children's birthdays with a simple birthday cake brought by the parents.

We do not allow sweets, gums, and any other candies in the school, with no exception.

As a general rule, we ask parents not to bring any food at school, except birthday cakes.

Exceptionally, we accept that a family brings food for his/her own child when there's a specific problematic around food for this child. This doesn't lead to a price reduction.

SPARE GARMENT AND EXTRA ITEMS TO PROVIDE

At the beginning of the school year, parents must provide the school with the following items:

- Slippers
- A complete spare garment
- If necessary, nappies

These items will remain at school.

We recommend parents to leave at school: rain boots as well as a rain coat, plus a cap or a hat for the warmer season, and a comfortable outfit for physical activities. When attending school, children should wear comfortable and easy to care clothes (avoid fancy clothes): e, children are likely to spend few hours in the forest every day.

It is the parents' responsibility to check if they have to bring back a clean spare garment and nappies when necessary.

PERSONAL BELONGINGS

Children should not bring toys or any personal belongings to school, as we cannot check how children will use it. L'écoline disclaims responsibility in case such item is lost, damaged, or be the cause of accidents (included glasses).

For security reason, necklaces are also forbidden.

If a child is willing to show his classmates something specific (a souvenir, a book, anything), s/he can ask her/his teacher to do so during the Welcome time.

HEALTH

The team of l'écoline is involved in the physical and psychological well being of each child. As such, high priority is given to the respect of the rules of well-being to maintain the premises of the school clean. Aim is to avoid the spread of contagious diseases. However, this is hardly feasible in organisations welcoming children, whatever the measures taken.

Should there be an epidemic or a pandemic, the team of l'écoline will inform the parents and takes the appropriate actions.

It is the parents' responsibility to inform l'écoline of any contagious disease their child may have, so that the school can take the appropriate actions.

Following the regulations of the 'Service Santé Jeunesse', should the temperature of a child be over 38.5° or should a child show signs of contagious disease, or be too poorly to attend school, the team may refuse her/him at the start of the day, or may contact the parents and request them to come and get their child during the day. For everyone's well being, we request children to come back to school after a minimum of **48h** after the first time they take antibiotic.

L'écoline may request a medical certificate to attest a child can come back to school, after a contagious or a serious disease.

Cf. Appendix «Accidents protocol »

MEDICATION

When possible, we ask parents to give their child the medication doctor prescribed before or after school. Team members of the school will accept giving the medication to a child under the following rules:

1. For medication prescribed by the paediatrician :

The medication must be labelled by the providing pharmacy, indicating the name and surname of the child, the posology to respect as well as the duration of the treatment.

2. Self-medication:

The medication must be labelled, indicating the name and surname of the child, the posology to respect, the duration of the treatment and signature of the parents.

If none of these criteria is followed, the medication will not be given.

POTTY-TRAINING

L'écoline welcomes children from age 2,5 years old. Normally, at this age, children should have started the process of potty-trained.. Of course we understand that this can take longer and be more difficult for one child to another. We do our best to support the child and the family during this process.

VIDEOS AND PICTURES

Imagery is largely used in the educational method used at l'écoline. Thus, we inform parents that we will take pictures and will film their child. Other children may also take pictures or film their classmates. Pictures and films will be used only for educational purposes.

OUTINGS AND TRANSPORTATION

L'écoline offers a wide range of outdoor activities, which take place out of the premises of the school. We wish to warn the parents that children will go to these outings walking, or using public transportation. Whenever children go to sport facilities or by the lake close from l'écoline, or go to visit location a little far from l'écoline, team members of the school supervise carefully the children. Parents are informed in advance of visits and are most that welcome to attend, at their own charge.

SECURITY

The team of l'écoline is involved in the physical and psychological well-being of each child we are given the responsibility. We strictly follow the rules of the "Service de Protection de la Jeunesse ». This point about « security » is put regularly on the agenda of l'écoline team meetings, so that we keep a constant look on the matter. Any decision taken about the « security » is of course given to the families.

L'écoline has different access doors, which must remain closed and locked at any time. Children are not allowed to open those doors. When children are under the responsibility of their parents, it is the parents' responsibility to make sure their child follow the rule.

ABSENCES

If a child cannot attend school, parents must inform l'écoline as soon as possible. Days when a child is absent for illness or additional holidays cannot be claimed for exchange.

RESPECT FOR THE PREMISES

In order to keep the school clean, inside the premises, we ask children to wear slippers, « crocs » or ballet shoes, except in the Welcome area and on the terrace. For security reasons, we cannot accept children to wear only socks (slippery floor).

SCHEDULE

L'écoline follows the public school calendar. During most of the school holidays, l'écoline remains open and offers holidays clubs, which can be attended upon reservation. Those clubs are available for all (registered or not at l'écoline during the school year) from 2 ½ to 9 years old.

OFFICIAL CLOSING DOWN

L'écoline closes down during the 3 first week of August, 2 weeks by Christmas and New Year, on Vaud public holidays, as well as on the Friday of Ascension day.

Those dates are on display at the entrance of l'écoline; also, at beginning of the school year, parents receive a letter indicating the dates of official closing down.

CAR PARK

Parents driving their child to l'écoline are asked to park on spaces indicated « Visiteurs » in the bottom of the building, or on spaces 20 and 25, by the right of the building main entrance. You can also park just in front of the building, for a quick drop-off. Please never park on the spaces « Schultess ».

Nearest bus stops, walking distance from l'écoline are « Venoge Sud» or « Venoge Nord ».

WASTE

As part of Eco-School program, l'écoline is committed to reduce its waste and to raise awareness amongst children about recycling, waste selecting, waste reduction, etc.

Families are welcome to engage in this project, through the Eco-Comity or simply by linking their actions at home and the activitie in l'écoline.

3. RELATIONSHIP WITH PARENTS

MAIN OBJECTIVE: CO-EDUCATION

L'écoline's team makes the most so that the relationship between parents and the school is based on trust. We consider ourselves as partners of the families to guide their children in their early learning, their development and their learning process. To this purpose, we favour a continuous dialogue with the families: daily discussions, but also meetings to share our observations on the potential and needs of each child.

THE TEAM

The team of l'écoline is multidisciplinary and bilingual French-English (FR-EN).

Our team meets the criteria of the 'Service de Protection de la Jeunesse' and of 'Direction générale de l'Enseignement Obligatoire'. As such, there is always at least 1 adult qualified for a group of 10 children for preschool children (2 for 25 for school children).

REGISTRATION, INFORMATION AND COMMUNICATION

This document as well the « General Terms and Conditions » are given to the parents when registering their child and part of the contract with l'écoline.

Insofar as possible, all information linked to l'écoline are given orally and sent via email. However, we ask parents to acknowledge information displayed in the Welcome area of l'écoline.

Information related to children daily life can be given to the person who is welcoming the children. For important question linked to the children, parents are kindly asked to contact the person who is your child's referent (Clare, Daria or Elizabeth) or a member of the Management (Marion, Clare), by email or letter handed to a member of the school team who will hand it to the recipient.

NEWSLETTER, BLOG

Almost each week, during school, parents will receive an email with information of the news published on the blog.

Also, the blog <http://lecoline.blogspot.ch/> and the Facebook page of l'écoline <https://www.facebook.com/Lecoline> are regularly updated with other information interesting to the families.

PARENTS' MEETINGS

In September, parents will be invited to a meeting in the evening when we will give them general information and will present the school year. We insist that parents attend this meeting, even if it is the 2nd or 3rd time. Indeed there are changes from one year to another.

During the spring or from spring to the end of the school year, we organise individual interviews in the evening also, with each family, to discuss each child development.

KNOWLEDGE AND HOBBIES WORKSHOPS

Parents and other members of the families are invited to the school to share their knowledge and hobbies to the children during school time. Modalities of these workshops (length, number of children attending, logistic...) are set up with the education team. I.e. : gardening, reading stories, cooking and baking cakes, radio projects, games or dances, etc...

Also, we are pleased to welcome parents willing to suggest a workshop for adults only (team and/or parents). I.e.: discovery of Pilates, workshop on psychomotricity, etc...

CELEBRATION AND PUNCTUAL EVENTS

L'écoline highly values the various celebrations which enable to mark the year and offer the possibility to families to meet together, and meet with the team of the school.

To this purpose, the school will organise several celebration, or at least one during winter and one during summer. Dates will be given to the families during the year. During this celebration, we will be most happy to show you the work done by the children and the place where they develop.

ECO-COMITY

L'écoline participates to Eco-School program in favor of sustainable development. This program is coordinated by an Eco-Comity made of members from l'écoline's staff and parents. All interested parents are welcome to request to participate to the Eco-Comity. All families are regularly informed about this program.

CHILDREN AND FAMILIES FACING DIFFICULT TIME

We know that each family and each child can face temporary difficulties. Our team will do its most to bring the adequate support to each situation. To face those situations, we are backed-up by our referent paediatrician and several professional of childhood.

4. OFFICIAL INFORMATION

RESPONSABILITY

L'écoline has the legal status of a limited company. L'écoline is subject to the law on 'Protection de la Jeunesse' of 29 November 1978 and hence follows its requirements. L'écoline is under the constant observation of the 'Service de Protection de la Jeunesse' and of the 'Direction Générale de l'Enseignement Obligatoire', both institutions deliver the authorisation to run the activity.

INSSURANCES

L'écoline is covered by usual insurances for childcare structures and schools.

However, the child must be insured in case of accidents or damages which could occur in the school. If the child causes damages or injures someone, her/his public liability insurance will be requested.

PARENTS' CONTACT DETAILS

Parents must inform l'écoline of any new contact details, so that the school can call them at any time. Also, we recommend parents to inform us of any change in the family environment which may affect the child. As such, we will be able to better accompany the child in the transition periods.

AUTHORISATIONS

IMAGE.

When registering their child to l'écoline, parents accept that the team of the school takes pictures and videos which will be on display in the premises or published on the web site of l'écoline. Those pictures and videos will be published with respect to the child's dignity, with no possibility that the child is identifiable (no mention of the child's name). Parents agree tacitly to this terms and conditions regarding the diffusion of images of their child. Should parents disagree to this, they must inform the school management via a letter.

EXCURSIONS

When registering their child to l'écoline, parents give permission to l'écoline team to organise excursions, to which children will go walking, or by public transportation or any other secure transportation mean. Parents will receive information on most planned excursions beforehand, to the exception of excursions in the surroundings of l'écoline.

RESPECT OF THE OPERATING CHARTER AND SANCTIONS

Registering their child to l'écoline, parents agree having read the charter and accept to respect its conditions. In case one do not respect the rules and conditions written in this document, and if open dialogue with the concerned family does not solve the matter, after 3 written warnings, l'écoline may decide to terminate the contract.

OPERATING CHARTER: EVOLUTION OVER TIME

The Management of l'écoline can modify this operating charter at any time. In such situation, l'écoline will inform the families officially.

APPENDIX

INSTRUCTIONS IN CASE INCIDENT OR ACCIDENT HAPPENS DURING THE CHILDREN PRESENCE IN L' ECOLINE

To the attention of the parents

→ **Three kind of incidents or accidents can happen :**

1. Small scratches (incidents): they are cured at l'écoline and parents are informed when picking up their child of the incident, of what happened and how the child was taken care of.

2. Serious accidents which happened at home, for instance : burns, fall, sprain, etc...Those must be reported to the educational team so that we watch carefully the child, check if any side effects and administer a treatment prescribed by a doctor.

3. Serious accidents happening at l'écoline : cf; procedure described below

→ **Procedure in case a serious accident happens at l'écoline :**

A. If one of the parent can come rapidly :

In such situation, the parents will accompany her/his child to the hospital or to the paediatrician of his choice. The educator or teacher will explain clearly the situation and will also suggest the hospital or the paediatrician phones l'écoline if they need precise information on the circumstances. If the parent ask for it, l'écoline can call a taxi.

Once the child has been taken care of at the hospital, l'écoline will ask the parents more information on what happened and what is the diagnosis.

B. When we cannot reach the parents, or if the parents cannot come rapidly

In such situation, the educator or the teacher will phone the emergency paediatrician: 0848 133 133, or the child's paediatrician or the school's paediatrician. The educator or teacher may also decide to drive the child herself to Lausanne children hospital.

Depending on the accident seriousness, the educator or teacher will use the taxi or ambulance facilities.

She will keep on trying to reach the parents who will come to their child as quickly as possible.

→ Related medical costs (ambulance transportation, medical care, treatment, etc.) will be payable by the parents.

For your information, for any questions linked to the children's health, the school is referring to a paediatrician/ external counsellor: Dr Carole Parel in Préverenges.