

# l'écoline

## CHARTRE

*L'écoline, a place where the joy and magic of learning is highly valued.*

*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.*

*At l'écoline, you are most welcome and we are happy to meet you, regardless of your age, gender, social status, religion, origins, and language!*

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## **1. OUR VALUES AND VISION OF EDUCATION**

**Our goal :** L'écoline aims to provide 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

### **Our values**

- Respect. Self respect, Respect for others and for Nature  
Trust and cooperation
- Quality and simplicity
- Kindness and authenticity
- Creativity
- Kindness

### **Our references**

**Reggio Emilia** : L'écoline is the first Reggio Emilia inspired school in Switzerland since 2012

**Eco-School** : L'écoline promotes sustainable development through the participation in the Eco-School program starting in 2016

**B-CORP** : L'écoline is in the process of getting the B-Corp Label to support and affirm its social and environmental responsibility

## 2. DETAILS AND PRACTICAL INFORMATION

### ARRIVALS AND DEPARTURES

Children must be left inside 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 a member of the 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:

OPTIONS	PRESCHOOL	SCHOOL
	ARRIVÉES	
EARLY START	7h30 à 8h30	
	8h30-9h	8h30-8h50
	DÉPARTS	
	14h-14h15	13h45-14h
AFTERNOON SCHOOL	15h45-16h	
AFTERNOON CLUBS	15h45-18h15 <i>(1 atelier possible entre 16h et 17h45, dès 3 ans)</i>	
	<b>FERMETURE à 18h30</b>	

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 call l'écoline as soon as possible. In case of arriving 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 inside 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, the next time that the child comes to l'écoline, s/he will find her things easily and no one will lose time.

## **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.

- We invite parents to start the separation process a few weeks before the 1<sup>st</sup> day of attendance. Parents will make it easier, if they feel confident and are ready for it, by talking joyfully about this new adventure.
- For the children starting end of August, the Open Doors on Saturday morning before the 1<sup>st</sup> day of school is a great opportunity to come and spend a nice time together at l'écoline. You can meet our team and other families, play in the spaces parents and children together so that the children can look forward coming back a few days later.
- The first day of school, parents can stay in the school, up to 9am (the latest) when we start the Welcome Time.
- **PRESCHOOL** : For the children starting, we request the families to organize themselves to pick up their children before lunch on the 1<sup>st</sup> day, then (if everything goes well) after the meal (exceptional pick-up between 12 and 12:30 that day), then after the nap (between 2 and 2:15pm). According to the parents' availabilities, the progressive adaptation can be extended and decided day by day to answer the children needs.  
For the first 3 days of attendance, families must organize themselves to be ready to pick up their child anytime, on call from l'écoline, in case the separation is too difficult to handle for their child.
- **SCHOOL** : Children who start in School 1 can adapt their schedule on the 1<sup>st</sup> week to do an adaptation, for ex. finishing before lunch (11:45-12), then adding the lunch and rest time until 2pm, and eventually adding the afternoon slot until 4 or 6:15pm.

## **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 to fruits and home-made bread. The main drink is water.

**Birthdays** : We kindly request parents not to bring any cakes, sweets or biscuits at l'écoline. This is to prevent children eating too much sugar (some children react strongly to a high dose of sugar) and special instances when some children in the group have food allergies. We celebrate differently with festive rituals to make that day special for each child celebrating her/his birthday.

**Misc :** As a general rule, we ask parents not to bring any food at school, except if a child comes within our Early Start option and isn't able to eat at home. In that case, please inform and discuss with our morning team to organize that snack the best way, both for your child and for the others. Please make sure that your child doesn't have any food in his/her bag or pockets too.

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

### **SPARE CLOTHES AND EXTRA ITEMS TO PROVIDE**

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

- Slippers
- A complete extra change of clothes
- If necessary, nappies
- a 100% waterproof garment for Forest school (see below)
- a special garment for artistic activities that can get dirty (for daily painting we provide overall but some projects need a bigger protection)

We recommend parents to also leave at school: 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), as children's clothes can get quickly dirty.

It is the parents' responsibility to check if they have to bring back an extra change of clothes and nappies when necessary.

### **Forest School**

Forest school sessions are at the core of our educational project and children are likely to go in the forest every day, despite the weather. It's therefore mandatory that children are well equipped to fully enjoy and participate in their explorations and discoveries outside.

We request that you leave at l'écoline a garment that is 100% waterproof and adapted to the temperature: pair of rain/snow boots + Rain/snow pants with elastics at the feet, rain/snow jacket with hood, gloves and scarf when it's cold. Our team will inform the families in case the garment is not suitable enough.

### **PERSONAL BELONGINGS**

Children should not bring toys or any personal belongings to school, as we are not in a position to ensure how children will use them. L'écoline disclaims responsibility in case such item is lost, damaged, or be the cause of accidents (including glasses).

For security reason, necklaces are also forbidden.

If a child would like 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 l'écoline team is involved in the physical and psychological well-being of each child. As such, high priority is given to compliance with the necessary hygiene measures to ensure cleanliness and avoid the spreading of contagious diseases. However, it is difficult to avoid this in group settings that welcome children, despite 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.

## **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 pediatrician :

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.

An authorization form must be filled out by parents anytime they provide a medication.

## **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. Special visits are communicated in advance by the team. If a family doesn't want the child(ren) to participate to a special outing, they must inform the team in advance and we can't guaranty the child(ren) will be able to be welcomed at l'écoline and we consider that the child(ren) would stay at home that day.

## **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 regularly on the agenda of l'écoline team meetings, and a source of ongoing attention. Any decision taken about the « security » is 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 follows 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 reimbursed or replaced.

### **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.

### **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 for the first three weeks of August, 2 weeks at Christmas and New Year, on Vaud public holidays, as well as on the Friday of Ascension day.

### **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 ».

We encourage our employees and families to use environmental-friendly transportation when possible :

- Public transports with walking distance from l'écoline bus stops « Venoge Sud » (bus 31 and 701) or « Venoge Nord » (bus 33)
- Bikes
- Carsharing

### **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-Committee or simply by linking their actions at home and the activities 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 7 children from 24 to 36 months, 1 adult qualified for 10 children from 3 to 4 years old, and 1 for 13 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 (Elizabeth, Laurence, Alizée or Ana) or a member of the Management (Marion, Elizabeth, Angeline), 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 and the news published on the blog.

Also, the blog <http://lecoline.blogspot.ch/>, Instagram account [www.instagram.com/l.ecoline](http://www.instagram.com/l.ecoline) 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 or October, parents from School group 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 2<sup>nd</sup> or 3<sup>rd</sup> time. Indeed there are changes from one year to another.

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 celebrations, 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 reference pediatrician and early childhood professionals.

## **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 these transitional 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 or email.

#### **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. If parents are not in agreement, they must inform the school management via a letter or email.

### **RESPECT OF THE OPERATING CHARTER AND SANCTIONS**

When registering their child to l'écoline, parents agree to having read the charter and accept to respect its conditions. In case one does 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.

### **MODIFICATIONS**

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

St-Sulpice, le 20.08.2019

# ANNEXES

## I. Annexe "Medication"

### Fiche Médicaments pour :

Nom et prénom de l'enfant :

Chers parents,

Afin de répondre au mieux aux besoins de vos enfants, nous vous remercions de remplir ce document.

En cas de fièvre de 38,5° ou plus, ou autre cas de maladie nécessitant une prise de médicaments, et dans le cas où je ne peux pas administrer ce médicament moi-même en temps voulu, je soussigné(e) autorise l'équipe pédagogique de l'écoline à administrer à mon enfant :

1 du paracétamol (DAFALGAN-sirop enfant) fourni par l'écoline  
nom :  
posologie :

1 autre médicament apporté par mes soins  
nom :  
posologie :

### **Médicaments donnés par les parents / à administrer à l'écoline**

Nous vous rendons attentifs au fait que l'équipe pédagogique de l'écoline administre les médicaments délivrés sur ordonnance médicale, UNIQUEMENT s'ils comportent une étiquette mentionnant le nom, prénom de l'enfant, le dosage précis, la date et la durée du traitement.

### **Médicaments provenant de la pharmacie de base de l'écoline**

En ce qui concerne la médication donnée par l'équipe pédagogique de l'écoline et provenant de notre pharmacie de base (liste donnée par le Service Protection de la Jeunesse), tout est consigné afin de vous pouvoir vous renseigner lorsque vous venez chercher votre enfant.

En vous remerciant pour votre collaboration.

La direction

Date et signature du représentant légal :

## II. Protocole en cas de plainte des familles

### **Présentation d'une plainte**

En cas de plainte orale des parents envers l'un des employés, ceux-ci sont reçus par la Direction de l'écoline qui écoute avec attention la plainte.

En cas de plainte grave, la Direction demande aux parents de la communiquer par écrit.

La Direction s'assure d'avoir en sa possession tous les éléments d'information permettant de bien comprendre la nature de la plainte. Elle peut être amenée à rédiger une note visant à compléter les informations transmises sur la plainte.

Si la plainte concerne la directrice générale, la plainte sera acheminée par écrit au Conseil d'administration de l'écoline.

### **Traitement d'une plainte**

Si la plainte concerne un membre du personnel sous sa supervision, la direction informe ce dernier de la réception et du contenu de la plainte. L'employé(e) a alors la possibilité de présenter, verbalement ou par écrit, une réponse aux allégations décrites dans la plainte. La direction peut alors juger opportun d'effectuer une rencontre du parent avec le membre du personnel afin d'offrir de l'aide aux deux parties pour trouver une solution au problème.

### **Conclusion d'une plainte**

Si aucune solution satisfaisante n'est trouvée, la Direction tire ses propres conclusions dans un souci d'objectivité maximale et en informe les deux parties. Si des mesures correctives sont prises concernant un membre du personnel, la Direction n'a pas l'obligation d'en indiquer les détails aux parents.

St-Sulpice, le 20.08.2019