

## CHARTER

# Preschool

2023-2024

*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. L'écoline's identity

## OUR PURPOSE

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's works/activities/projects

- Shares, collaborates with other professionals in a cooperative and constructive spirit
- Respects the parents' vision (of their child) and works in a partnership with them

## **OUR PROFESSIONAL CULTURE**

- 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 received B-Corp certification in 2019 for its social and environmental positive impact and will get the renewal of the certification in 2023.

## 2. Rules and customs

### 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:

OPTION	ARRIVALS
Early start	7:30-8:30
Morning	8:30-9
DEPARTURES	
Morning	14-14:15
Short Day	15:45-16
Full Day	15:45-18:15 (L'écoline closes at 18:30)

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 L'écoline. 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 Pre-start 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, parents can stay in the school, up to 9am (the latest) when we start the Welcome Time.
- 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.

## **A DAY IN PRESCHOOL SECTION**

7:30-8:30: Arrival of children with Early Start Option

8h30-9h: Arrival of children

*Each child is welcomed by an educator in the cloakroom. This moment is important so we try to have a good quality moment with each child/family.*

9: Circle time

*We start with a song to welcome every child and team member. We then offer some time to the children who want to share something with the group and finish with the planning of the morning.*

9:15: Morning snack

*We encourage children to be autonomous during these snacks. Each child can (learn to) serve him.herself with water, or ask other children or adults for support. Morning snack can be taken any time during the morning.*

9:45: Morning projects and activities + outside walk

*A good mix of projects and activities lead by educators and free play.*

11:15: PS1's meal

11:45: PS2 & 3's meal

*Children (learn to) serve themselves with the plates displayed at the center of the table. We encourage them to taste everything but they're never forced to eat.*

12:15- 14:15: Nap time or Quiet time

*It's important that each child can have a quiet time. They have 45' minutes of quietness while they can sleep or simply rest in their individual bed. After 45', children who don't sleep can take a book or do a quiet activity before all the children are awake and afternoon activities can start.*

14-14:15: Departures for children staying for mornings only

*We try to offer a complete feedback to share the child's time at l'écoline as best as we can.*

14:30 Afternoon projects and activities

*A good mix of projects and activities lead by educators and free play.*

15:30 : Afternoon snack

*We encourage children to be autonomous during these snacks. Each child can (learn to) serve him.herself with water, or ask other children or adults for support. We often encourage children to help preparing and serving the snack.*

15:45-16: Departures for children staying for short day

*We try to offer a complete feedback to share the child's time at l'écoline as best as we can.*

16-17:30: Various activities: daily ateliers (from 3 years old), activities with educators and/or free play

17:30-18:15: Closing time

*Mix of free play, activities with educators and feedbacks to parents. We try to offer a complete feedback to share the child's time at l'écoline as best as we can.*

## 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 « Kidelis ». During the day, children can help themselves to fruits and home-made bread. The main drink is water.

**Allergies, intolerances and special diets:** Our partner "Kidelis" can provide vegetarian, gluten-free and dairy-free meals, upon medical certificate for the 2 latest. No other option is provided by the caterer as it's too complex to guaranty too many different special diets. For any request, please contact L'écoline's management to try and find a solution to answer children's needs.

**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)
- clothes appropriate for sport if your child is sometimes dressed in a way that doesn't allow free movement (ex. for dance ateliers)

Please write your child's name on all his/her clothes and accessories.

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' 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**

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. To attend l'écoline, a child must be able to participate to all the activities, outings included. The team's decision must be respected by the parents.**

Children who have been sick during the night or who just received a medication for feeling feverish should not come to l'écoline. However, if a child doesn't have fever anymore (s)he can be accepted, but the parents will be informed that they should be available to pick her-him up asap in case (s)he shows any new sign of disease. Please find in Annex some documents related to health to fill in and sign.

When the educator in charge of the group finds that a child is not in a state compatible with staying in Preschool, she starts with checking the child's temperature. She could then call one parent to inform

him/her and ask if we can provide some paracetamol. Parents should be able to pick their child up in less than 2 hours. If the parent can't arrive quickly or if the child's state requests it, we might keep the child in another room, never alone.

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

Our team refers to the official recommendations to assess the right process according to each disease, especially in terms of temporary exclusion: <https://www.evictionscolaire.ch/accueil>

## 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.

A "health" file, and a "Medication" file (see Annexes) must be filled in and signed by the parents.

## DOCUMENTATION

The purpose of documentation is foremost to make children's learning visible. It is how educators communicate a child's learning and development, (by showing experiences, and strategies and a processes used during these experiences). It is a practice and a process of observing children, gathering traces (photos, videos, words...) of their experiences, reflecting on the learning that is taking place and presenting what happens in the classroom. This is used to assess children's growth and development, so that teachers may scaffold children's learning and create educational contexts to promote meaningful projects for the children. It allows our team to provide record of learning processes, honor children's identities and personal traits (sometimes those of their family too), reveal connections between events, review past experiences and plan future experiences.

Documentation is how we: share the depth behind the children's daily activities and play. It's used for different audiences:

- **for children:** to value and reflect on their own work and to connect to and reflect on other children's work, ideas and experiences
- **for educators:** to reflect on children's work and hypothesize about where their work with students might go next; to document children's growth over time, their interest, their learning journey; to develop a complex and detailed picture of the child in all developmental domains
- **for families:** to experience the work and explorations of their children; to understand the deepness of children's work and play; to know better their children's capacities

- **for outside community:** to provide a resource for the wider community of educators to understand children's learning better; to share with the community at large what is happening inside a school

Documentation is done through different supports and contains photographs, videos, vocal recordings, drawings, physical work or creations, observational notes. Using different tools allows us to pick up different points of views, or intertwining languages. Part of our documentation is shared with families and community at large. It is an invitation to become part of the process, make interpretations, and create dialogue with our team. The list below is only partial and each section is free to choose their favorite supports (so not all are used each year).

**Internal documentation available to and shared with families:**

**Daily journal** - souvenirs of small and big events of the day (children's activities and experiences of the day - photos, drawings, notes, etc.

**Wall documentation** - photos, children's work, etc. accompanied by the educator's words that is a visible path highlighting the theories and processes shared by children and adults as a project progresses. The panel is a tool for learning, a work in progress, connecting the different experiences and materials that have been used. Children may reference it to remember what has been done, what learning has been accomplished and what steps led to a current step in their project. Families and parents can refer to it to see how a project is progressing. It is an invitation to stop, look and make an interpretation, as well as create better understanding of what has been going on in the classroom, and create dialogue between parents and their children, or parents with the educational staff.

**External, or online documentation:**

**Extranet:** Our online space where we share each group's narrative: the photos, videos, documentation of children's activities, experiences. These visible traces may be accompanied by the educator's words, which explain the processes and depth behind what is visible.

**Blog:** Publications on l'écoline's main website. Done occasionally, these posts are generally a synthesis of bigger, longterm projects, or reflect l'écoline's news. Pictures used on these publications are only published if/after being specifically authorized by parents.

**Other possibilities:** Posters or work from children collecting and narrating very intense but short experiences that are important and don't want to forget. Work notebooks or folder collecting experience from a specific project or for the whole year. Publications - handcrafted artefacts (ex: pamphlets, short books, bags..) to develop and build heritage that can be shared with families at the end of the year.

**Image's Rights:** pictures and videos taken by our team, in the respect of each child's dignity, are authorized (or not) in a specific form filled in and signed by the parents (see Annex).

## **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**

Our team is involved in the physical and psychological well-being of each child we are given the responsibility. We strictly follow the rules of the "Office de l'Accueil de jour de l'enfance". 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 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 AND DELAYS**

If a child cannot attend school, parents must inform l'écoline before 9am, or as soon as possible in case of a delay, sending a message to Preschool phone number: 079/794.62.90. 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 DAYS**

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.

## **SCREENS**

Our team tries to limit children's exposure to screens. Apprentices and trainees are not allowed to keep their phone while working with the children. The rest of the team keeps their phone nearby, only in case of urgent communication (especially during outings as we have only 1 phone per section which serves for communication with families. Once or twice a year, children can watch a movie, always appropriate to their age. Rarely, the team can use digital screens for a specific learning or discovery. Photos and videos from our documentation are taken as much as possible with l'écoline's cameras, and exceptionally by the educators' private phones (who then keep them on their professional computer and not on their phone).

## 3. Relation avec les familles

### 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 'Office de l'Accueil de jour des enfants' 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 18 to 36 months, 1 adult qualified for 10 children from 3 to 4 years old, and 2 adults qualified for 27 children in our school children.

You will find the portraits of our team members on pur website.

### CONTRACTS, INFORMATION AND COMMUNICATION

This document as well the « General Terms and Conditions » are part of the contract between parents and 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 or a member of the Management team, by email or letter handed to a member of the school team who will hand it to the recipient.

To inform our team about an absence or any information about your child, you can send a message on **Preschool's phone: 079 794 62 90**. For any administrative question, please send a message to [contact@lecoline.ch](mailto:contact@lecoline.ch)

### WEEKLY NEWS

Almost each week during school weeks, parents receive a newsletter by email with the main information and a link to our Extranet to find our weekly documentation. The communication is also displayed on our doors. Parents are asked to read them. In case parents don't receive them, please let us know asap via: [contact@lecoline.ch](mailto:contact@lecoline.ch)

### INTERNET

**Public websites:** L'écoline has a main website, an instagram account [www.instagram.com/l.ecoline](https://www.instagram.com/l.ecoline), a Facebook account <https://www.facebook.com/Lecoline> which reflect l'écoline's identity, its news and some of the children's projects. No picture showing a child's face is published without a specific explicit authorization from parents.

**Extranet:** (access only with a password and limited to parents and employees for the current school year). L'écoline's team publishes each week some documentation on the collective projects and discoveries made by the children during the week. Parents are requested to sign a specific form in the beginning of the school year to authorize (or not) l'écoline to publish pictures and videos of their child on this support (see paragraph on "Documentation" and Annex on Image's right).

## **PARENTS' MEETINGS**

A parent's meeting is organized in September or October to provide information and present the year to come. We insist that parents attend this meeting, even if it is the 2<sup>nd</sup> or 3<sup>rd</sup> time, as changes are introduced each year.

During the whole year, we organize individual meetings with parents, upon request from us or the parents, to discuss about each child's needs and evolution (generally once a year for each child, more if needed).

## **KNOWLEDGE AND PASSION WORKSHOPS**

Parents and other members of the families are invited to l'écoline to share their knowledge and passions 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...

## **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 our team.

To this purpose, the school will organize several celebrations during the school year, at least one during winter and one during summer. Days will be given to the families during the year. We also like to propose family breakfasts or aperitifs each Thursday or Friday preceding School holidays weeks. During these celebrations, we will be very 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 best to provide the appropriate support to each situation. To face those situations, we are backed-up by specialized colleagues, and independent early childhood professionals.

## **4. Official information**

### **RESPONSIBILITY**

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.

### **INSURANCES**

L'écoline is covered by usual insurance 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.

### **OUTINGS**

When registering their child to l'écoline, parents give permission to l'écoline team to organize excursions, to which children will go walking, or by public transportation or any other secure transportation means. 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 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.



# ANNEXES

# ANNEXES

## **Annex “Health and medication”**

### **HEALTH FILE**

**Firstname and surname of the child:**

**Firstname, name and phone number of parent 1:**

**Firstname, name and phone number of parent 2:**

**Other emergency contacts (phone numbers):**

**Allergies and/or other health issues:**

**Contact Pediatrician:**

**N° AVS:**

**Health insurance (name and n° de police) :**

## MEDICATIONS

### Emergency medication list

You can find below the list of medication in l'écoline and other elements that our team could provide to your child. Please read it and let us know which you want to authorize and which you don't. You can give us other medication providing that it's under the original packaging, with the official user notice and with the pharmacy's tag for the posology (see procedure for medication' administration).

Medication	Indication	Yes, I give l'écoline my consent to give this medication to my child when/of (s)he needs it.	No, I don't give my consent
Arnica 9CH	Homeopathy granules in case of bruises		
Paracétamol (Dafalgan sirop)	Pain and/or fever. Precise your child's weight		
Arnican Gel	Herbal gel for bruises		
Bépanthène Plus	Disinfectant and healing cream		
Crème solaire IP50	Solar protection cream		
Instant Pack gel	Cool pack for bruises		
Baby Po-Crème (Natrualine)	Cream when changing nappies		
Bépanthen spray	Disinfectant for wounds		
Antibrum Natrual	Spray against ticks		
<b>Day:</b>	<b>Parent signature:</b>		

## Procedure for medication' administration

Mild diseases during early childhood usually don't necessitate medication. Most of the time, they heal by themselves with a bit of time and rest. Obviously they are cases where medication is necessary and when that's the case, our team needs proper and precise indications. We can't provide any medication to a child without a proper authorization signed from a parent, same for homeopathy or "traditional" medication.

### Main principles

Any medication administration from our staff must follow the procedure below:

- the only medication that can be administered without medical prescription are paracetamol and homeopathy (see liste)
- Morning and evening doses must be given by the parents, if possible at home
- This file must be filled and signed before (if possible) the child starts his/her first days at l'écoline
- Medication must be provided by parents in its original package and a written tag mentioning its opening date.
- In case of fever (38° or more), parents will be informed directly and, according to the child's state they will be asked to come and pick him/her asap
- For their own well-being and the one of the others, children with fever, even those who have been given an antipyretic at home, can't be accepted at l'écoline

### Administration principles

If they wish so, parents can ask 2 packaging for the same medication at the pharmacy so that they don't need to transport it from home to l'écolne and from l'écoline to home. For security reasons, any medication not conforming to this procedure won't be administered.

If, despite the ongoing treatment, the state of the child degrades or doesn't improve, our team won't be able to keep him/her.

### Procedure for medication administration

I, undersigned, ....., request l'écoline's staff to administer the medication below with the posology indicated to my child :

..... :

	Nom du médicament 1 :	Nom du médicament 2 :	Nom du médicament 3 :	Remarques
Raison :				
Posologie :				
Fréquence / heure :				
Période du ..... au .....				
Dernière prise à la maison :				
Mode de conservation :	0 temp. ambiante 0 frigo	0 temp. ambiante 0 frigo	0 temp. ambiante 0 frigo	

Date:

Parent signature:

## Exclusions

# ÉVICTION | SCOLAIRE

## MALADIES EXIGEANT UNE ÉVICTION DU MALADE

Consultez la fiche de la maladie concernée sur [www.evictionscolaire.ch](http://www.evictionscolaire.ch) pour connaître la durée de l'éviction, les circonstances ainsi que d'éventuelles mesures supplémentaires recommandées au médecin.

### MALADIES À ÉVICTION REQUISE EN TOUTE CIRCONSTANCE

#### ▶ Rougeole

Il existe des infections dont la survenue en Suisse n'est pas attendue sans être définitivement exclue :

- ▶ Choléra
- ▶ Diphtéris
- ▶ Fièvre de Crimée-Congo
- ▶ Fièvre d'Ehols
- ▶ Fièvre hémorragique à Hantavirus avec syndrome rénal
- ▶ Fièvre de Lassa
- ▶ Fièvre de Marburg
- ▶ Grippe asiatique
- ▶ Maladie du charbon, anthrax
- ▶ Middle East Respiratory Syndrome (MERS)
- ▶ Peste
- ▶ Poliomyélite aiguë
- ▶ Syndrome respiratoire aigu sévère à Coronavirus (SRAS)
- ▶ Variole

### MALADIES À ÉVICTION REQUISE EN CERTAINES CIRCONSTANCES

#### INFECTIONS DE LA PEAU & DES TISSUS MOUS: CELLULITE, FOLLICULITE, FURONCLE, IMPÉTIÇO

- ▶ Gale
- ▶ Staphylocoque doré MRSA communautaire & non communautaire

#### INFECTIONS DE L'ESTOMAC ET DES INTESTINS: COLITE, ENTÉRITE, GASTRO-ENTÉRITE

- ▶ Adenovirus
- ▶ Amibe, amibiase
- ▶ Astrovirus
- ▶ Bactérienne non spécifiée
- ▶ Bactérienne spécifiée autre que salmonellose, shigellose et campylobactériose
- ▶ Calicivirus
- ▶ Campylobacter jejuni, campylobactériose
- ▶ Cryptosporidium, cryptosporidiose
- ▶ Escherichia coli entérohémorragique
- ▶ Giardia lamblia, giardiase, lambliaose
- ▶ Norovirus
- ▶ Rotavirus
- ▶ Salmonelle autre que S. typhi et S. paratyphi
- ▶ Shigellose intestinale
- ▶ Virale non spécifiée, virose intestinale non spécifiée

#### INFECTIONS DU FOIE : HÉPATITE

- ▶ Hépatite A, hépatite épidémique

#### INFECTIONS DE L'OEIL : CONJONCTIVITE, KÉRATITE

- ▶ Kérato-conjonctivite épidémique à Adenovirus

#### INFECTIONS DES VOIES RESPIRATOIRES: BRONCHITE, LARYNGITE, PNEUMONIE, TRACHÉITE

- ▶ Coqueluche
- ▶ Grippe saisonnière
- ▶ Tuberculose des voies respiratoires (sauf infection latente)

#### INFECTIONS "INVASIVES" : BACTÉRIÉMIE, SEPTICÉMIE

- ▶ Fièvre paratyphoïde avec diarrhée
- ▶ Fièvre typhoïde avec diarrhée
- ▶ Staphylocoque doré MRSA communautaire
- ▶ Staphylocoque doré MRSA non communautaire
- ▶ Shigellose avec ou sans diarrhée

# Annex Image's Rights and Data protection

Par la présente, je soussigné(e) (*nom et prénom du représentant légal*).....

représentant légal de l'enfant (*nom et prénom de l'enfant*).....

se trouvant actuellement en section School / Preschool / Parascolaire (*biffer ce qui ne convient pas*)

autorise

n'autorise pas

que les images de mon enfant - prises par les enseignant.e.s, éducateurs.rices ou auxiliaires de l'écoline durant l'année scolaire 2023-2024- soient transmises et partagées via le site Extranet de l'écoline, accessible par mot de passe et réservé aux parents des enfants inscrits pour cette année scolaire ainsi qu'aux employé.e.s actuellement en poste, et ce pour une durée limitée jusqu'au 31 juillet 2024 (date à laquelle les images seront supprimées).

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que les images de mon enfant - prises par les enseignant.e.s, éducateurs.rices ou auxiliaires de l'écoline durant l'année scolaire 2023-2024 et reproduites et diffusées sur l'extranet de l'écoline - soient utilisées pour de la documentation « papier » visible uniquement sur les murs intérieurs de l'écoline, et ce pour une durée limitée jusqu'au 31 juillet 2024 (date à laquelle les images seront supprimées).

Ces images sont réservées au domaine privé, soit au cercle familial, et ne doivent en aucun cas être partagées ou publiées sur internet et les réseaux sociaux ce que le/la soussigné(e) s'engage pleinement à respecter conformément à la réglementation en vigueur.

Fait à..... le.....

Signature du représentant légal

# **Annex 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 27 juillet 2023