

l'écoline

CHARTER



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THE HUNDRED LANGUAGES

The child is made of one hundred.

The child has

a hundred languages

a hundred hands

a hundred thoughts

*a hundred ways of thinking
of playing, of speaking.*

A hundred.

Always a hundred

ways of listening

of marvelling, of loving

a hundred joys

for singing and understanding

a hundred worlds

to discover

a hundred worlds

to invent

a hundred worlds

to dream..."



-Loris Malaguzzi

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l'écoline

WELCOME

At l'écoline, regardless of your age, gender, social status, religion, origins, or language, you are welcome and we will be happy to welcome you!



l'écoline

OUR PURPOSE

l'écoline aims to provide a welcoming place where the joy and magic of learning for each child are valued and shared.

A place where we give ourselves the time and opportunity to express our whole being, to find our place in today's world and contribute to a better future.



l'écoline was born in 2012. Its team defined its purpose in 2016.

OUR TEAM

General presentation

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

Our team meets the standards set by the Vaud authorities responsible for early childhood and compulsory education. There is therefore always at least 1 qualified adult for every 7 children under 30 months (preschool group 1) and 1 qualified adult for every 10 children between 30 months and 4 years old. For the 1P and 2P groups (School 1 & 2), the ratio is 1 qualified adult for every 14 children maximum. The Team page of our website provides a profile of all our employees.

Specificities of l'écoline team

Our team can count on the support of Elizabeth Biondo, Pedagogue, Camille Jably, Psychomotor Therapist, Delphine Conrad, Specialist in neuropedagogy and Valentina Ospina, Mentor and specialist in connection with nature.

Inspired by the Reggio Emilia approach, l'écoline team includes several "Atelieristas" who work weekly with the children and the rest of the team around the following languages: visual arts, dance and movement, theater and storytelling, as well as connection with nature.

Training institution

l'écoline encourages and values lifelong learning and training. Each group of children is accompanied by one learner (trainee or ASE apprentice) who receives weekly support. We sometimes also welcome students from HETSL, Esede, etc.

l'écoline offers a study trip to Reggio Emilia for each l'écoline educator, with the possibility of returning several times (rotating within the team to participate in the annual trips).

Many additional training courses are offered depending on the motivations and financial possibilities of l'écoline (e.g. "Process communication model", "Signons ensemble", "Eveil musical", etc., as well as the training courses offered by Reggio Children and Harvard Graduate School of Education).

l'écoline also offers external training courses for childhood professionals or students interested in these careers.

OUR ORGANIZATION



l'écoline

OUR PEDAGOGICAL APPROACH



OUR PEDAGOGICAL APPROACH

Reggio Emilia Approach

Since its creation in 2012, l'écoline team has been inspired by the **Reggio Emilia approach**, developed in the city of Reggio Emilia in northern Italy in the 1960s by a community of parents and teachers including the visionary Loris Malaguzzi.

Our team has been organizing and participating in a Study Trip to Reggio Emilia every year since 2016 and has become, over time, a privileged partner of Reggio Children, sharing the city's educational inspiration with childhood professionals from around the world. Inspired by this approach, we have defined in the following pages our Vision of the Child, what we consider to be the Role of the Educator, and our Professional Culture. We have added some more specific information on the environment and documentation, pillars of our approach.

Education for Peace

Being at peace with oneself, with others, in addition to taking care of the planet are learnings that we find fundamental and with which we support children on a daily basis.

Daily connection to nature

From the very beginning, we have also placed **daily connection with nature** at the heart of our educational project as a necessity for everyone's well-being. We draw inspiration for this from various experiences in Canada and Scandinavian countries.

We mark the passing of the seasons with festive moments, both rich and simple, to which we generally invite families. This daily connection to nature is the basis of our commitment to sustainability (Eco-Schools label and B-Corp certification).



CHILD'S VISION

Each child is:

Unique, Competent, Capable, Strong, Creative, Curious

Every child is a citizen and has the right to:

develop in a caring and secure environment (physical and emotional security) To develop in a stimulated environment with competent professionals To be respected and listened to To learn and develop at your own pace To play and have fun

Each child:

Needs meaning and belonging Has their own perspective and understanding of the world Is the main actor in their learning Contributes to the development of their peers through their interactions with them Is able to learn to respect people, children and adults, as well as the environment (space and material) in which they evolve



OUR PEDAGOGICAL APPROACH

inspired by Reggio Emilia

ROLE OF THE EDUCATOR

Each educator at l'écoline:

Is caring, attentive, trustworthy

Creates a relationship of trust with each child

Creates a positive, creative and stimulating learning environment

Shares the joy and wonder of children in their learning

Respects what children say and feel

Takes a positive look at each child and believes in their unique potential

Tries to be exemplary while admitting to being fallible

Adopts the posture of a “researcher” in education, questions themselves and learns from children

Documents and values the work, activities and projects of children Shares, collaborates with other professionals in a constructive and participatory spirit

Respects the vision of parents (of their child) and works in partnership with them



OUR PEDAGOGICAL APPROACH

inspired by Reggio Emilia

PROFESSIONAL CULTURE

We fully adhere to the "Vision of the Child" and the "Role of the Educator" described above

We are professional, committed, responsible, respectful and reliable We give the best of ourselves

We respect and defend the rights of children and their place as citizens

We respect and take a kind and positive look at our colleagues and the families of l'écoline

We value the complementarity, diversity and richness of each person

We encourage and value lifelong learning and training

We learn from our mistakes as well as our successes

We strive to always be authentic and congruent

We believe that everyone needs meaning and recognition

We work for the common good and a better world in a constructive and positive spirit



OUR PEDAGOGICAL APPROACH

*inspired by Reggio
Emilia*

Our environment

Our priority is that every person—child, parent, and employee—feels good at l'écoline. A warm place that welcomes us as we are and encourages exchanges and dialogue between everyone.

Parents are always welcome on our premises, upon their child's arrival and departure, but also to come and share an activity with the children (see below).

Our priority is that everyone, children and adults, feels safe, confident and able to be their full selves.

We consider the environment as an educator in its own right, in which each child can develop their autonomy, curiosity and learning through **multiple languages**:

Imaginary and symbolic
Oral and graphic
Emotional and aesthetic
Sensory
Logical and mathematical
Poetic and narrative

Creative and artistic
Body
Natural and biological
Scientific and physical
Musical and rhythmic
Cultural...

For the sake of comfort and cleanliness, shoes are not permitted in the various areas of l'écoline, except in the changing room area and on the terraces.

OUR PEDAGOGICAL APPROACH

inspired by Reggio Emilia

ART AND RESEARCH

Among the many languages offered to children at l'écoline, through the various projects that enliven their days, a large place is given to art in all its forms. Art allows each person to express themselves in their own way.

We also believe that the notion of aesthetics and beauty is essential to offer to children. Artists, whether they are our Atelieristas, guest artists, or artists whose works we show to children, have this unique perspective on the world that enriches our perspectives and ideas.

Based on this vision of the child as a researcher, who explores the world around them in their own way, we offer them contexts that encourage and stimulate their research and curiosity. Contexts that allow children to progress in their learning at their own pace and through their individual trial and error, enriched by exchanges with other children and the support of adults, present to support but also to challenge.

We particularly like to offer them small scientific experiments (depending on their age) in which they will formulate hypotheses, then test them, discussing them in small groups, until they find the right idea. Understanding from a young age that mistakes can be a source of learning seems fundamental to us.



OUR PEDAGOGICAL APPROACH

other inspirations

FOREST (PRE)SCHOOL

At l'écoline, we believe that children need daily contact with nature, which is why they go out into the forest or to the lake every day.

Our "Nature" Workshops offer extended time in the forest or on the beach to enhance their exploration and connection with the natural environment. Children learn about the different seasons and celebrate the transition between them. They ask questions about the treasures they find, develop theories, are eager to protect nature, build tree houses, develop their motor skills by climbing trees and their cooperation by playing together. They sometimes meet the forest ranger and other people who care for the forest.

They often come back with a project for the classroom, or conversely, they continue some of their projects outside in nature.

There are often connections between the science workshops and these nature projects.

l'écoline is one of the few schools in Switzerland to follow the Eco-Schools program (since 2015). Each year, we choose a sustainability topic to explore with the children and our community, including waste and littering.

l'écoline has always placed nature at the heart of its educational project. It is the first daycare and school in Switzerland to be B Corp certified!

PRACTICAL ASPECTS:

Forest sessions are an integral part of our educational program, and children are likely to go there every day, in all weathers. It is therefore essential that children are properly equipped to fully enjoy their outdoor play and exploration. We therefore ask that you provide children with 100% waterproof clothing suitable for the climate at l'écoline: a pair of boots + pants or rain suit (or snow suit in winter) with elastic at the feet, a rain/snow jacket with a hood, gloves, scarves and hats in cold weather. The team will inform families if necessary if the clothing is not sufficiently warm or waterproof.



OUR PEDAGOGICAL APPROACH

other inspirations

PEACE EDUCATION

We are committed to supporting children in all aspects of their development and learning.

Being at peace with yourself involves learning to understand your emotions. Knowing how to identify them, accept them, and express them in a way that respects yourself and others. This can be learned throughout your life, but you can start small. This involves thought and reflection, but also a lot of it involves the body and breathing.

Being at peace with others is also a whole program, especially when our brain is still developing. It's learning to communicate, cooperate, and resolve conflicts. It takes time, but thanks to listening to yourself and others, sharing time, and sharing stories, we get there a little more each day.

Some of our favorite tools include many wonderful storybooks on these topics, the MISP (Massage In School Association) program, yoga for toddlers, and more.

Finally, being at peace with our planet is the third aspect of this education for peace and begins with this connection to nature included in our daily routine at l'écoline.



Our team relies on a Challenging Behavior Guide developed over the years by our teaching staff to help us best respond to the most sensitive situations at l'écoline. This Guide is available for parents to consult upon request.



OUR PEDAGOGICAL APPROACH

*inspired by Reggio
Emilia*

THE DOCUMENTATION

What? A practice and process based primarily on observing and listening to children. The teaching team then gathers traces (photos, videos, words, observations, artwork, and projects, etc.) of the children's experiences, which reflect the learning and dynamics present there.

FOR WHAT ?

- Make children's development and learning visible
- highlight the experiences, strategies and processes implemented individually and/or collectively by children
- keep track of developments and learning processes (individual and/or collective)
- honor the identities and personalities of the children (and sometimes their families) who are expressed in the projects
- reveal connections between certain events or projects
- look back on past experiences/projects
- contribute to planning upcoming experiments/projects
- to show the depth that lies behind children's daily activities that sometimes seem banal

FOR WHOM?

- children: to value and show them their ideas, their experiences, their work and to help them make connections with the work of others and to reflect collectively on each other's experiences and ideas.
- our team: to reflect on children's work, the needs and stages of development that are revealed there, to build better educational contexts for the future, and to develop a complex and detailed vision of the child in all areas of development.
- families: to better understand their children's work and explorations, to better understand the depth behind their children's projects and games, and thus to better grasp their children's full potential.
- and beyond: to provide an educational and inspiring resource to better understand children's learning and development in general.

l'écoline

DAY TO DAY CARE OF CHILDREN



DAILY CHILDCARE

ARRIVEES ET DEPARTS

At l'écoline, children are welcomed in the cloakroom or activity room. Parents are asked to prepare their child in the cloakroom (put away shoes, jackets, etc., put on slippers) and entrust their child to l'écoline's team before leaving. Any important information must be notified to the person welcoming the child.

For obvious safety reasons, parents must provide a full and complete list of the people authorized to pick up their child from l'écoline. l'écoline's team reserves the right to request proof of identity from any person picking up a child and to refuse to entrust a child to anyone who does not provide sufficient guarantees.

If parents or their authorized representative should exceptionally be late, they are requested to notify the school by telephone as soon as possible, and to enter the school discreetly, requiring the minimum of attention and time from the educational staff who have other commitments at that time (or see the reception rules posted in the changing room if they exist).

The responsibility of l'écoline ceases when the child is handed over to his or her parents or their authorized representative, within the premises of l'écoline.

PRACTICAL ASPECTS:

Before leaving, parents should make sure that their child's belongings remaining at l'écoline are properly put away, especially the slippers on the shelf or on the bench! This is to avoid wasting time looking for them the next time the child comes to l'écoline.



DAILY CHILDCARE

ARRIVEES ET DEPARTS

<u>CONTRACT / OPTION</u>	<u>ARRIVALS</u>
Early start	7:30-8:30
Morning	8:30-9 am (8:50 am for 1-2P)
	<u>DEPARTS</u>
Morning	2 pm-2:15 pm (1:45 pm-2 pm for 1-2P)
Short day	15h45-16h
Full day	3:45 pm-6:15 pm (l'écoline closes at 6:30 pm)

Parents are required to inform l'écoline before 9 am if their child is absent and as soon as possible if they are late, by sending a message directly to the section's telephone number.

Additional days of absence due to illness or vacation cannot be refunded or replaced.

DAILY CHILDCARE

ADAPTATION

Because each child and each family is unique, we want to enable each person to define with our team the adaptation phase of their child based on their needs and the family's possibilities and within the general framework defined below:

- We encourage parents to begin the separation process gradually in the weeks leading up to the start of term/first day of school. They can facilitate this process if they are confident and well-prepared themselves and if they discuss it calmly with their child a few days before the start of term.
- For children starting at the beginning of the school year, the Back to School morning (pré-rentrée) on the Saturday morning before the Monday of the start of the school year is a great opportunity to come and spend a friendly and relaxed time in our spaces, with our team and to also be able to meet other parents and children, in order to look forward to returning the following week.
- On the first day of school or the first day of reception, parents can stay as long as they wish, until 9 am at the latest.
- We ask families whose children are starting school for the first time to organize themselves to start with a morning before adding, on the 2nd day (if all goes well) meal time (exceptionally possible departure between 12 pm and 12:30 pm), then nap time (until 2 pm) on the 3rd day.
- Depending on the availability of the parents, this gradual adaptation can be extended and decided on a day-to-day basis, according to the needs of each child and for a period of several weeks if necessary.
- During the child's first 3 days of attendance, parents must be able to pick up their child at any time, upon call from l'écoline, if the separation is too difficult for the child to manage, which will be assessed by l'écoline team.
- Parents are welcome in our coworking space during these adjustment times and beyond (see "Coworking" below).

DAY-TO-DAY CHILDCARE

TYPICAL MORNING

7:30-8:30 am: Children's reception with the early start option

8:30-9:00 am: **Children's Welcome.** Each child is welcomed by a teacher in their own room. We place great importance on this individual welcome, which allows us a moment of interaction with each child and parent.

9 am: **Circle time/Welcome.** We often begin with a song so that all the children can say hello. We then offer speaking time to children who wish to share something with the group, and finish with a morning schedule based on current projects.

9:15 am: Morning snack. We encourage independence during mealtimes. Each child can serve themselves water or ask or offer help from their peers. Snack time can be arranged at any time during the morning.

9:45 am: **Morning projects and activities + nature outing.** A mix of activities and projects accompanied by educators and free play.

11:15 am: **Meal** for PS1 & 2 groups (on the ground floor) and for the Mini-Schools (upstairs). **11:45 am:** **Meal** for PS2 & 3 groups. **12 pm:** **Meal** for Schools 1 & 2 (upstairs). Children serve themselves independently from dishes placed in the center of the table. We encourage tasting everything but children are never forced to eat.

12:00 pm - 2:00 pm: **Quiet time & nap** (time varies depending on the group)

It is important to us that each child has a quiet moment. We have a quiet time of 30 to 45 minutes, and then the children can take a book or draw quietly until the whole group is awake.

2:00 pm - 2:15 pm: Departure of children registered for the half-day. We offer personalized feedback for each child to best describe their experiences during the day.

DAY-TO-DAY CHILDCARE

TYPICAL AFTERNOON

2:30 pm: Afternoon projects and activities

Mix of activities and projects accompanied by educators and free play.

3:30 pm: Afternoon snack

We encourage independence during mealtimes. Each child can serve themselves water or ask for or offer peer help. We also invite one or two children to help us prepare a snack if they wish.

3:45 pm - 4 pm: Departure of children registered for the short day
We offer personalized feedback for each child in order to best describe the experiences of the day.

4 pm-5:30 pm: End-of-day workshops (from 3 years old), activities with our educators and free play (program generally different each year)

5:30 pm-6:15 pm: Free play and departures
We offer personalized feedback for each child in order to best describe the experiences of the day.

6:30 pm: closing



DAILY CHILDCARE

FOOD

Sustainable food: L'écoline places great importance on food and in particular on sustainable food, that is to say: "Diets with low environmental impacts that contribute to food and nutrition security and healthy lives for present and future generations. Sustainable diets help to protect and respect biodiversity and ecosystems, are culturally acceptable, economically equitable and accessible, affordable, nutritionally safe and healthy, and optimize natural and human resources" (Definition from the Food and Agriculture Organization of the United Nations).

Allergies, intolerances, and special diets: Our partner, Kidelis, is able to offer vegetarian, gluten-free, and lactose-free meals, with a medical certificate for the latter two options. The caterer does not offer any other options due to the difficulty in guaranteeing specific diets in large numbers and in too wide a variety. For any requests, L'écoline Management is available to families to try to find solutions that meet the needs of the children in our care.

Meals and Snacks: L'écoline is certified "Fourchette Verte." This quality label guarantees a balanced diet that meets the needs of children. Lunch and afternoon snacks are prepared by "Kidelis," which offers a largely organic, balanced, seasonal, and locally sourced food. Morning snacks are based on organic corn cakes and fresh fruit. The main drink is water.



Miscellaneous: On a daily basis, we ask families not to bring food into L'écoline, except if a child registered with the "Early Start" option has not had time to eat lunch before arriving at L'écoline. In this case, please inform and discuss with the team welcoming the child to organize this small meal in the best way for the child and the other children present. This includes not giving your child food in their individual pockets or bags left at L'écoline. Exceptionally, we accept that a family brings their child's meal if the child has a specific problem related to food (medical advice may be requested).

DAILY CHILDCARE

WHAT TO BRING

We ask families to ensure that the following personal belongings are always available at l'écoline:

- a pair of slippers or equivalent
- a complete change of clothes
- diapers if needed
- 100% waterproof clothing for everyday outings
- a cap or hat in the warm season, as well as possibly comfortable clothing for physical activities
- sportswear if your child is sometimes dressed in outfits that do not allow freedom of movement (e.g. for our dance workshops)

Please write your child's first name on all their belongings to avoid loss or confusion.

Generally speaking, we recommend not putting valuable clothes on your children when they come to l'écoline because stains are common in a childcare facility.



We ask that children do not bring toys or personal belongings to l'écoline, as we are unable to fully supervise their use. l'écoline therefore declines all responsibility for any loss, damage, or accidents caused by these items (including glasses). Children may bring their own comforter and pacifier.

We also point out that necklaces are prohibited for safety reasons.

If a child would like to show other children a particular object (holiday souvenir, book or other) during the Reception, they can however ask their supervisor for permission to do so.



DAY-TO-DAY CHILDCARE

BIRTHDAYS

We celebrate children's birthdays in several ways at l'écoline. We try to keep it simple, authentic, and joyful. Don't hesitate to ask the team in your child's section how these little festivities work.



We ask that parents refrain from bringing cakes, candy, and other treats to children's birthday parties. This is to avoid both excessive doses of sugar (to which some children are particularly sensitive) and complicated situations when we welcome children with food intolerances or allergies.

We kindly ask that you bring photographs of your child at birth, their first birthday, and beyond, depending on their age. We will use these photos during our festive birthday ritual.

DAILY CHILDCARE

HEALTH

The entire l'écoline team ensures the **physical and mental well-being of each child**. To this end, it places great importance on respecting the necessary hygiene measures to guarantee the cleanliness of its premises and thus prevent the spread of contagious diseases, which are unfortunately difficult to avoid in collective childcare facilities, regardless of all the precautions taken.

In the event of an epidemic or pandemic, l'écoline team informs families and makes the necessary arrangements. For their part, families agree to report any contagious illnesses in their child so that the team can take the necessary measures. The entire l'écoline team ensures the physical and psychological well-being of each child.

According to the recommendations established by the General Directorate of Health of the Canton of Vaud (<https://www.evictionscolaire.ch/>), l'écoline team may refuse a child entry to l'écoline or ask parents to come and collect them during the day in the event of a fever above 38.5° or if they present symptoms of a contagious illness or if their general condition is incompatible with community life.

For everyone's well-being, we require a 48-hour waiting period between the first dose of antibiotics and the child's return to the school. **To attend the collectivity, the child must be able to participate in all activities, including outings.** The team's decision must be respected by the parents.



Children who have been sick during the night or who have just received medication for a fever should not attend l'écoline. However, if the child does not have a fever, they may be admitted, but the parent will be informed that they must be available to pick up their child as soon as possible if the child shows signs of illness again. Attached are the health forms to be completed and signed.



When the educator in charge of the group finds that a child's general condition is not compatible with group time, she first takes the child's temperature with an ear thermometer. She then calls a parent to inform them of the situation and also asks if we can give the child paracetamol. **Parents should be able to pick up their child within approximately 2 hours.** If the parent is still not present within the allotted time, the child is kept in another room under adult supervision, as far as we can.



DAILY CHILDCARE

MEDICINE



Medications prescribed for children are administered by parents whenever possible. L'écoline team may administer treatment to a child according to the following criteria:

- 1) Medication prescribed by the pediatrician:** the medication must have a pharmacy label indicating the child's first and last name, the dosage to be followed and the duration of treatment.
- 2) Self-medication:** The product will have a label indicating the child's name, the dosage, the duration of treatment and the parents' signature.

**If these two criteria are not met, the medication cannot be administered.
A "Health" sheet and a "Medicines" sheet (see Appendix) are completed on each occasion**

DAY-TO-DAY CHILDCARE

OUTINGS AND VISITS

l'écoline offers numerous discovery and outdoor activities that take place outdoors. Families are reminded that these outings can be done by foot or by public transport.

Whether it's outings to the sports fields and the lakeside just a few meters from l'écoline, or visits further away from l'écoline, l'écoline's team ensures close supervision and a safe environment for the children. Organized visits are communicated to parents in advance.

We particularly like going to the Petit Théâtre de Lausanne, the Museums, the Jardin de Vuillerens, the Tulip Festival in Morges, etc.

If a family does not want their child to participate in an outing, we cannot guarantee that they will be able to attend l'écoline that day, so we assume that the child will stay home on the day of the outing. In this case, we would be grateful if you could notify us in advance.



DAY-TO-DAY CHILDCARE

SCREENS

l'écoline team strives to limit children's exposure to screens as much as possible. We strongly recommend that families do the same, given the numerous studies showing the harmful effects and potential for addiction associated with screen use (passive and active) for children, especially young children.

Trainees (interns and apprentices) are not allowed to keep their phones with them during working hours. The rest of the teaching staff keeps their phones within reach, only in case of urgent communication (particularly when leaving). Each section of the school has a mobile phone which is used to communicate with parents.

In the school section (4-6 years), once or twice a year, often on the eve of the holidays, children are offered a short "home cinema" session, always adapted to their age. Very occasionally, the team may use digital media for specific learning. Please do not hesitate to ask for more information on this subject if you wish.

The photos and videos in our documentation are taken as often as possible with l'écoline's cameras, and exceptionally by the mobile phones of the educators/teachers in charge (who then keep them on l'écoline's secure Drive and not on their phones).

ENVIRONMENTALLY FRIENDLY TRANSPORT AND PARKING

We encourage our employees and families to use gentle and environmentally friendly means of transport:

- public transport at the "Venoge Sud" (buses 31 and 701) or "Venoge Nord" (bus 33) stops located only a few minutes' walk from l'écoline.
- Bicycles (cycle paths from Lausanne or Morges)
- Carpooling between families (don't hesitate to talk to us about it to put you in contact with families from the same municipality)

Families bringing their child to l'écoline by car are asked to park in the "Visitors" parking spaces at the bottom of the building or in parking spaces 20 and 25, to the right of the main entrance to the building.

l'écoline

L'ÉCOLINE COMMUNITY



L'ÉCOLINE COMMUNITY

INCLUSION - CHILDREN

Background and objective

In 2017, Switzerland had 9,000 children aged between 0 and 4 with disabilities. (see Procap Suisse) In 2019, it was reported that 15 to 20% of children with special needs were accommodated in schools (see "Concept 360" Vaud).

Objective: that all children, whatever their personal characteristics, can: access the social spaces intended for them; participate in the activities that take place there; be supported in their learning.

Our approach

Inspired by the Reggio Emilia approach, we challenge the notion of "normality" that leads to the concept of "difference." Our inclusive approach is based on a vision of diversity as a source of wealth. Each child is unique, and we allow them to develop their skills at their own pace. We are committed to providing safe and fulfilling childcare for as many children as possible.

Cantonal aid

Our Preschool and After-School sections are eligible for support (advisory or financial) from the Canton. Unfortunately, this support is not available for children attending a private school (School section).

Meet all needs

No single institution can meet every need. l'écoline may, at any time, in consultation with families, recommend another care facility if our team is unable to adequately address a child's needs or if the needs of a particular child have too significant a negative impact on the rest of the group.

Our courses of action

Every child has their own unique needs. In our work of observing and listening to each child, we may be led to identify specific needs requiring special support, to prevent potential difficulties, or to support the difficulties encountered by certain children in our care. Beyond our daily educational work, this support may consist of:

1. strengthen the resources of the team that welcomes a child with special needs
2. participate in networking with the various professionals who support the child and their family. In all cases, the partnership with families is essential for an inclusive approach to be effective.



L'ÉCOLINE COMMUNITY

INCLUSION - ADULTS

Our inclusive approach is not limited to children but concerns everyone involved with l'écoline, including parents, families and employees.

In line with our purpose: "to offer a welcoming place where each child's joy and magic of learning are valued and shared. A place where we give them the time and opportunity to express their whole being to find their place in today's world and contribute to a better future," we believe that each individual, child and adult alike, enriches our community through their uniqueness.

Whatever your age, gender, social status, origins, beliefs, language or life path, you are welcome at l'écoline.

We are committed to creating an environment where each person and each family feels welcomed and respected as they are, whatever their uniqueness.

We value differences as a wealth that contributes to the construction of a caring environment, where each child can flourish fully and each adult can find a space for dialogue, understanding and support.

Our teaching practices and communication are adapting to ensure that all families feel represented and included in our daily lives.

For us, there is no one-size-fits-all model: we value the richness of the varied backgrounds, traditions and perspectives that make up our community.

Together, we are building a place where every child learns to grow with others in respect, empathy, and the joy of discovering what unites us and what sets us apart.



At l'écoline, we respect everyone's beliefs while ensuring that no proselytizing takes place. We prefer to celebrate seasonal rituals but offer educational support to families who would like to share a celebration linked to their native culture.

L'ÉCOLINE COMMUNITY

PARENTS' PARTNERS

KNOWLEDGE AND PASSION WORKSHOPS

Parents and other family members are invited to come and share their knowledge and passions with the children. The terms of these meetings (length, number of children, organization, etc.) are agreed upon with the teaching team. Examples include gardening, storytelling, cooking and baking, musical moments, radio projects, games or dances, a cuddly toy hospital, a specific themed activity, etc.

PARTIES AND ONE-OFF EVENTS

l'écoline places a large emphasis on various celebrations that punctuate the year and provide opportunities for families at l'écoline to meet and exchange ideas with each other and with the entire team. Several celebrations are therefore offered throughout the school year, including a Winter Festival and a Summer Festival. We also regularly offer breakfasts or aperitifs for parents and children within each section.

The schedule for these events is shared with families throughout the year. On these occasions, we are delighted to show you the projects the children have completed and the environment in which they thrive.

CHILDREN AND FAMILIES IN DIFFICULTY

At l'écoline, we understand that every family and child may experience temporary difficulties. Our team will always strive to provide the most appropriate support for each situation. To address these various situations, we rely on the support of several specialized colleagues and a network of independent childcare professionals. We are always available to support and assist you as best we can.

This also applies to financial difficulties, whether they arise prior to your arrival at l'écoline or during your contract. We offer discounts to many families (requests are reviewed on a case-by-case basis) to provide them with a contract that matches their income, or simply offer a temporary discount in the event of a one-off hardship.



L'ÉCOLINE COMMUNITY

OUR COWORKING

SINCE 2019

You are always welcome in our coworking space which offers 6 desks, a few armchairs and a sofa as well as a large communal table, whether you come to work every day, occasionally, or simply come and have a tea or coffee after dropping off your child or before picking them up.

A flexible space, it also hosts conferences for parents, meetings of our Eco-Committee, monthly study groups for our team as well as certain training courses.

Contact us for more information on the different services available to you.



L'ÉCOLINE COMMUNITY

COMMUNICATION WITH FAMILIES

This document and the "General Conditions" are given to parents upon registration. They read and accept the terms and conditions by signing the Contract which binds them to l'écoline.

We send a weekly email newsletter to all parents in the Preschool and School sections. Please check your spam folder for this. The newsletters are also posted weekly on our front doors. Families are also asked to read any information posted in the locker room (Parent Information sign). If you do not receive it, please email us at contact@l'ecoline.ch.

Information regarding children's daily lives may be shared with those in charge of their care. For any more serious questions regarding children, parents are asked to contact their child's caregiver or a member of the management team directly, either by email or by post, sent to the person concerned via a member of the team.

To report an absence or any information concerning your child, you can send a message to the telephone number of your section: Preschool: 079 794 62 90 / School: 079 927 49 13 / Pavilion: 079 298 13 34




For any administrative questions, please send an email to contact@l'ecoline.ch (or call 021 691 04 04). Finally, for any questions or registration regarding the holiday workshops, please send an email to vacances@l'ecoline.ch

Website and networks: l'écoline has a website, an Instagram account (www.instagram.com/l'ecoline) and a Facebook page (<https://www.facebook.com/Ll'ecoline>) which reflect the identity of l'écoline, its news and some of the children's projects. No photos of recognizable children (face visible) are published on these media without explicit and prior authorization from the parents.


L'ÉCOLINE COMMUNITY

DOCUMENTATION FOR FAMILIES

Documentation shared outside the walls

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- Extranet: a digital space reserved for current parents of l'écoline as well as our teaching team where we share the reality of each section through photos, videos and notes that accompany the children's experiences and projects, on a weekly basis. These visible traces aim to share the joy of our daily work and to better explain and make visible the children's learning and discoveries.
 - Blog: Occasional publications on our website, therefore accessible to the general public. Photos or videos shared on these sites are subject to specific authorization. These publications generally summarize broader themes or long-term projects, or aim to communicate about current l'écoline events.

Shared internal documentation

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- Daily journal: memories of the day's small and large events (photos, notes, drawings, etc.) in the form of a binder or "paper" notebook which can be consulted by parents in l'écoline changing rooms
 - Documentation on the walls: photos and children's work, sometimes accompanied by explanations from adults to make visible the processes and ideas shared by children and adults during the project. This documentation is often a work in progress and allows for the connection of experiences and materials used. Children can refer to it to remember what has been done, the learning acquired and the links with what may be happening at the present moment in the classroom. Parents and families can also consult it to see the evolution of a project. It is an invitation to stop, to look, to interpret and allow a better interpretation of what is happening in the classroom, and thus create a dialogue between parents, children and the teaching team.

Right to image

Photos and videos taken by the teaching team, respecting the dignity of each child, are subject to authorization signed by the parents (see Appendix).

L'ÉCOLINE COMMUNITY

OUR ECO-COMMITTEE

The Eco-Schools label in brief

l'écoline has been part of the Eco-Schools program since 2016, managed by the *J'aime ma planète* association in Switzerland. Each year, a theme is selected and an action plan is defined for preschool, school and extracurricular activities. This action plan brings together various initiatives around the chosen theme (e.g., planting at the Laviau refuge, World Book Day, beach litter collection, etc.). L'écoline is committed to reducing its waste as much as possible and to raising children's awareness of the concepts of sorting, recycling and reducing waste, particularly paper and water, as well as during meals. Families are invited to get involved through the Eco-Committee or simply by making the link between the actions carried out at l'écoline and those at home.



Join the Eco-Committee

Every year in September and October, a call is made for parents wishing to get involved for the year. The eco-committee is composed of parents and members of l'écoline team. It meets a maximum of three times a year, with email exchanges focusing on the annual theme.



L'ÉCOLINE COMMUNITY

L'ÉCOLINE NETWORK

Regular partners and suppliers

- Municipality of St-Sulpice: partner for our extracurricular section (Pavillon)
- EPFL: partner since 2016 for our summer camps and pop-up daycares for events on campus
- University of Neuchâtel: partner since 2023 for our holiday camps

Kidelis: supplier of our meals

Reggio Emilia Network

L'écoline is a pioneering institution in Switzerland for the Reggio Emilia approach. We are committed to sharing our passion for this experience and educational approach that inspires us every day. As a **privileged partner of Reggio Children in Switzerland and French-speaking countries**, we have been collaborating with them since 2016 to organize the annual French-speaking study trips to Reggio Emilia.

Educational community in Switzerland

L'écoline is a member of the following institutions and networks: **Pro Enfance, Lapurla, "Rencontre culture et petite enfance" association, Projet Né pour lire, etc.**

B Corp Community

L'écoline has been a B Corp certified company since 2019 and contributes to the network of companies that place their social and environmental impact at the heart of their priorities. L'écoline thus adapted its statutes in 2019 to include this impact in its bylaws. Furthermore, we go further than many certified companies by systematically donating profits to a solidarity fund that provides discounts to families and bonuses to employees.

L'écoline is also a member of the **Swiss Federation of Enterprises.**

l'écoline

OTHER INFORMATION



OTHER INFORMATION

SECURITY

l'écoline team constantly monitors the physical and mental well-being of the children in their care. The rules of the Children's Day Care Office are strictly adhered to, and we maintain constant attention to this issue. Any decisions made on this matter are, of course, communicated to the families.

The access doors to l'écoline must remain closed at all times. Children are prohibited from opening these doors. We are educating families about the importance of enforcing this rule even when children are under their supervision.

"First aid" and "Fire" training courses are regularly undertaken by our employees.

CALENDAR AND CLOSURES

l'écoline follows the Vaud school calendar. During most school holidays (see l'écoline calendar), l'écoline does not offer school, but remains open upon registration in Holiday Workshop mode, open to all children (whether or not enrolled at l'écoline the rest of the year) from 18 months to 9 years old. See our General Conditions which are an integral part of your Contract. l'écoline is however closed for 2 weeks for the end-of-year holidays as well as 2 to 3 weeks at the beginning of August.

PARENTS' CONTACT INFORMATION

Families are asked to inform l'écoline team of any changes in contact information, so that they can contact them at any time. We also encourage parents to inform us of any changes in their family situation that may impact their child so that we can best support them during transition periods.

OUTINGS

By registering their child at l'écoline, and unless otherwise communicated in writing by the family, parents authorize l'écoline's team to conduct outings on foot, by public transportation, or by any other safe means of transportation. Aside from outings in the nature surrounding the écoline campus or in St-Sulpice, most other outings will be subject to prior information for families.

OTHER INFORMATION

RESPONSIBILITY

L'écoline has the legal form of a public limited company (SA). It is subject to the Youth Protection Act of 29 November 1978 and meets the conditions arising therefrom. It is subject to regular supervision by the Cantonal Children's Day Care Service, which issues the operating licence, as well as by the General Directorate of Compulsory Education, which also issues it an operating licence.

ASSURANCES

L'écoline benefits from the usual insurance policies for early childhood education. However, the child must be insured for any accidents or damage that may occur within the institution. If the child causes damage or harm to others, their Civil Liability insurance must be in effect.

EVOLUTION OF THE EDUCATIONAL PROJECT

This educational project may be modified at any time by the Management of l'écoline, which will then formally notify families.

COMPLIANCE WITH THE CHARTER AND SANCTIONS

By registering their child at l'écoline, parents acknowledge having read this educational project and agree to respect all of its terms. In the event of non-compliance with the provisions and rules set out in this document, and if the dialogue established with the families concerned does not bear fruit, the Management of l'écoline reserves the right to terminate the contract after 3 written warnings.