



d'Innsle Montessori-Schule AG

School regulations

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I. Preamble

Perhaps you will better understand some of the following points when you realize that your child is not the only one for whom we are responsible, and that you as parents are not the only ones, but are among parents of nearly 160 other children, each with individual concerns. Many difficulties and stress factors are created from this multiplying factor. We thank every parent, who reacts with understanding, and who supports our efforts to keep some structure and order in our work. The little asterisks * are placed to help remind you of this point.

The school reserves the right to add to and/or to change these regulations at any time.

II. Foundation for a successful cooperation

Parent's house

Even for children who spend the whole day at our school, time spent at home remains very important for the child's development. It should be understood that we wish "to pull together" with the parents regarding educational methods and our principles. We thank you, on behalf of your child, for all your efforts to align your private educational methods with ours.

“Help me to do it myself.” This phrase uttered by a small child impressed and lastingly influenced Maria Montessori. Still, our children are often misunderstood and too strongly “mothered”, when out of a false sense of caring things are done for them instead of teaching them to help themselves.

We strive every day to support the children’s independence: accompanying them on their way to independence, whether in learning to dress themselves, in helping around the house or cleaning up, etc.

True to the motto of Maria Montessori, we also ask for your support in our efforts not to do for your children what they can do for themselves, not even asking a question or giving an answer. With each successful activity, your child’s self-assurance and self-respect will grow.

III. Drop off and pick up

1. Drop off / arrival

Please drop off your child on time, that is before the start of class, by 8:30 (VK 9:00) am, so he/she can begin the day calmly and stress-free. Say good-bye at a place from where your child can walk a little way alone. The child should enter the school building alone. (* Note: this does not apply for the pre-kindergarten.)

2. Pick up / dismissal

Never leave the school premises before your child has said goodbye, by shaking hands with a teacher or responsible person (this is necessary for safety reasons and for attendance overview.)

If another person is going to pick up your child, this person will need permission to do so (given by a note in the communication book or telephone call), otherwise your child will not be permitted to leave with this person. Please inform all those people who might be picking up your child about these rules.

Please also come on time so your child has enough time to say good-bye calmly.* Should you be more than 10 minutes late, the employees will have the right to ask you for SF 20 for each half hour started.

Also, please do not pick up your child from the classrooms or the lunchroom.

Pick up your child **only** at the agreed times according to his/her schedule*:

Pre kindergarten:

7:30 - 09:00 am	arrival/drop off
9:00 - noon	classes (incl. Snack and lunch)
noon - 1:00 pm	dismissal/pick up
1:00 - 2:00 pm	nap time
2:00 - 4:00 pm	classes (incl. Snack)
4:00 - 5:30 pm	full-day dismissal/pick up

Kindergarten:

Basic offer “structured school day”:

7:30 - 8:30 am	arrival/drop off
8:30 - 11:30 am	classes (incl. snack)
11:30 am - 1:00 pm	lunch
1:00 pm	half-day dismissal/pick up
1:00 - 2:00 pm	nap

2:00 – 4:00 pm	classes in half groups on two afternoons per week; on Wednesday afternoon there is no school.
4:00 pm	snack; dismissal/pick up
4:30-5.30 pm	day care (full-day dismissal/pick up)

Primary School:**Basic offer “structured school day”:**

7:30 - 8:30 am	arrival/drop off
8:30 - 11:30 am	classes (incl. Snack)
11:30 am - 1:00 pm	lunch / rest time
1:00 pm	half-day dismissal/pick up (if there are no classes)
1:00 - 4:00 pm	classes on three to four afternoons per week; on Wednesday afternoon there is no school.
4:00 pm	dismissal/pick up (without snack)
4.30 – 5.30 pm	day care (full-day dismissal/pick up)

At 5.30 pm, the children must be picked up (except when attending a leisure course).

Day care in the kindergarten and the primary school includes:

1:00 - 5:30 pm Day care incl. snack, afternoons without classes

4:00 - 5:30 pm Day care incl. snack, afternoons with classes

IV. Communications

The exchange of information between school and parents is essential. The school management and the teachers are obligated to inform both parents and children about important facts, changes and daily events by means of mail, communications booklet, announcements posted in the display cases and in some cases even orally.

Parents and/or legal guardians are **obligated** to read and to take note of all information coming from the school (announcement displays, fliers, communications booklet, mail etc.) as well as to **take** an active **part in parent-events** and lectures organized by school.

In the interest of the child, parents should keep the teachers, and if necessary even the school management, informed about the fundamental circumstances or changes in the child's life and surroundings. We can not be fair to the child and his/her feelings if we do not have an understanding of what is going on at home (move, divorce, death etc.). With every piece of information, even if confidential (and we will keep it that way), you will help us to get a better understanding of your child. In case of separation or divorce, it is absolutely necessary to inform the school management (regarding custody/visitation rights or changes etc.). Furthermore, please refer to point 2.2 (duty to inform) of the school contract.

If you have a message or information for the teacher, please write this in the communications booklet, which should be brought between school and home every day. Please remind your child to hand the booklet directly to his/her teacher*.

V. Absence, Dispensation, Illness

1. Absence

Please let us know as soon as possible when your child will be absent, at the latest **before** school begins (8.30 am; Pre-Kindergarten 9.00 am), on our answering machine or by email to info@dinsle.ch - or if the absence is known in advance, by note in the communications booklet.

If your child is sick and absent for more than three days, we will need a medical certificate. Children who are not required to attend kindergarten or school do not need a medical certificate.

2. Dispensation

a) Children who are required to attend kindergarten or school:

A dispensation for **maximum one day** can be requested by e-mail or telephone, but needs to be reasonable (e.g. out of town family celebration). This request can be made at short notice in advance to the section leader or school management. The request will be granted spontaneously unless there would be a serious reason why it should be denied (e.g. too frequent absences.)

A dispensation request for **two or more days** must be made in writing (letter can also be sent electronically) to the school management at least two weeks in advance, and reason must be given. The section leader will be informed about this request for input regarding possible terms or conditions (e.g. homework). Afterwards, the school management will grant the approval in writing, but may also deny the dispensation due to the child's frequent absences or weak performance.

b) Children who are **not** required to attend kindergarten or school:

Dispensation requests should be made in advance through the communications booklet or by e-mail.

c) Dispensation from sport/swim class: please see under Section VI. Sport

3. Illness

As a basic rule, if the teacher or responsible person has the opinion that the child is too ill to participate in class, he/she has the right to send the child home.

Sick children should stay home, or will be sent home if:

- fever occurs (over 38° Celsius)
- the illness/infection is contagious (and more than a cold)
- the illness would require additional care from the teachers or would not agree with the daily routine (e.g. diarrhoea, vomiting or complex medication)

We only give medication to a child if requested by the parents, and only then if detailed instructions are given. We are not liable for any resulting complications.

Medication must be labelled with:

- child's name and required dosage
- time to be taken (for organizational reasons, just possible around lunch time and afternoon snack time)
- whether the medication will remain in school or be taken home at the end of the day

VI. Sport

Sport / Swim class

Sport class – including swim class in the elementary classes – is compulsory. There is, therefore, no choice whether or not your child wants to attend.

Notification about a one-time exemption from swimming should be given to the teachers in the communication booklet. In the case of acute illness, information regarding class absence can be given by phone or email in the morning.

For repeated exemptions from swim class, the child needs a medical doctor's report.

Specifically regarding swim class:

Children not attending swim class should be picked up from school **before** swim class starts or go home on their own. The children are not allowed to come along to watch, or to stay at school alone without supervision.

If a child mentions that he/she forgot his/her swimsuit, the teacher will check to make sure that is the case. If the swim suit is missing, the child will get a spare one from the teacher. During winter season, it is recommended that children wear a swim cap in order to not fully wet their hair and/or wear a wool hat for their way home. The children's hair will be dried after swim class, but in the case of longer hair, it might not be fully possible before leaving.

VII. What is and is not needed

1. **Name tags**

Please label your child's clothing; it does not matter to us if you want to just use initials, the full name or even just symbols, if it is written with waterproof marker, ironed on the tag or even sewn in the clothes. What's important to us is that we know to whom every single piece of clothing belongs. Whether with underwear, hats, sports bags, slippers, scarves or rain gear, the better something is tagged, the easier it will find its way back to its owner.

2. **Slippers**

Please buy your child only closed slippers for use in school and not open ones, which will easily fall off and, above all, don't encourage a healthy way of walking.

3. **Pencil case**

Every child in school should have his/her own pencil case with at least two pencils, one eraser and a variety of colour pencils. Everything should be labelled in a way (initials, nail polish etc.) that the child will recognize his/her belongings right away. During school holidays, the pencil case should be checked at home to see if anything is missing or if something needs to be replaced. Please remove ink cartridges, markers, ink eraser etc. because these items are not needed.

4. **Bike/kickboards/skates/heelys etc.**

Bikes, kickboards, skates, heelys etc. are not allowed, and should be left at home due to safety reasons and lack of space at the school.

5. Mobile phones

The use of mobile phones is prohibited on the school premises. If you urgently need to reach your child, you can do so via the school secretary or after 4.00 pm via the day-care cell phone.

6. Umbrellas

Umbrellas are not suitable to be used by children at school. When walking in line, a child needs both hands; one to hold his/her sports bag and the other the partner's hand. Furthermore, umbrellas are hard to control, and pose a danger for the other children's eyes, so rain jackets with hoods are better suited.

7. Toys

We kindly ask you to help to remind your child to leave all toys at home. Small things are easily lost or broken, which can easily lead to tears and disappointment. We also would like to avoid jealousy and fights.

8. Pacifiers/Dummies

Children, aged 0-6 years, are in a sensitive period for language development and need to develop the muscles essential for speech. The use of a pacifier/dummy impedes this development. Children, who still need a pacifier/dummy to fall asleep during nap time, may still bring one at the beginning after consultation with the teacher.

9. Money (also see "theft")

We urge you to make sure that the children bring no money to school because:

- a) they will not need it here
- b) the money can get lost
- c) when lost, it will be hard to determine the rightful owner

10. Check- up

We would appreciate if you could check the following items over the school holidays for completeness, size, and condition:

- pencil case (school)
- extra clothes (Pre- and Kindergarten)
- gym clothes
- swim clothes (school)
- slippers

VIII. Loss, Theft**1. Lost-and-Found**

Lost/misplaced items will be collected in a basket daily, and given back to those children present. Items with names on them will be returned to the child, while items without names can often not be given back, because not every child is able to recognize his/her belongings. You are welcome to ask our staff for this basket and to have a look. During the school holidays, unclaimed clothing will be given away or donated.

2. Lost material

Although the amount of our educational materials should theoretically remain constant, individual pieces seem to often vanish into thin air. This is indeed unfortunate, as certain material becomes absolutely worthless if replacement pieces are unavailable or must be purchased from abroad. We thank you for each small, and perhaps for you meaningless, piece that finds its way back us.

3. Theft

Because the school is not liable for any kind of theft, it is advisable that your child not bring any money or valuables to school (also see "money").

IX. General rules of conduct**1. Rule-awareness**

Rule-awareness, appropriate manners and socially acceptable behaviour are expected and required of the children. We set a high value on discussing and developing rules of a civil coexistence together with the children, and then obliging them to follow these rules. Please help us to make sure that these rules are not abandoned when you pick up your child (i.e. waste belongs in the bin and not in the neighbour's bushes; avoid whispering when other people are present; no chewing gum on the school premises; cross the street at the pedestrian crossing after looking both ways, etc.)

2. Being on time

To guarantee a smooth daily routine and stress free classes, being on time is absolutely essential.

3. Order

Order is also a magic word in the Montessori education, which helps children to deal with our complex world full of impressions without being overwhelmed. We strive to offer our children a carefully prepared environment to give them guidance. Everything has its own place, and our children get used to putting everything back where it belongs after using it. Therefore it is very important that you bring enough time when picking up your child so that he/she can clean up without being rushed. In some way, it will benefit you as well.

4. Food

Our lunch is prepared by our house cook. We make sure that the children eat a balanced diet, as far as possible, and try everything. "I don't like this" is only accepted after the child has tried one spoon full.

Snacks: During the morning hours, all children have the opportunity to have a snack with water or tea to drink. Therefore, we ask you not to give your child a snack to bring to school. For children staying for day-care in the afternoon, there will also be a snack after school hours.

5. Quality assurance

It is very important to us to assure quality at all times and in all areas. Please let us know if you should discover any quality defects. Any suggestions will be gladly accepted.

X. Parents contact

1. Visits

School visits are generally possible at all times as long as they are arranged with the teachers and scheduled with the school secretary in advance. An information sheet, with the most important rules of conduct, hangs out in the foyer for everyone to read, and contains perhaps one or the other helpful hints for you, since you should please remember: you are not our only visitor. *

2. Parent/teacher conferences

The individual and personal parent/teacher conference usually takes place around the middle of the school year (as an exception, there is also one possible at the end of the school year or during the year if requested/required by either the parents or teacher.)

3. Parent Events

Regular contact with the parents is helpful and welcomed. Within our means, we try to enhance the contact not just between school and home, but also among parents, by offering social and/or informational events from time to time. We hope that you take advantage of these possibilities, and profit from them by attending regularly.

XI. School organization

1. Leisure Courses / Day Care

When taking **leisure courses** offered by school (instrumental/private lessons not included), the following policy regarding **additional day-care** applies:

- for courses ending before **4pm** and taking place on school-free afternoons, no additional day-care must be booked if the child will leave school after this class, only if he/she remains at school after 4pm.
- for courses taking place after school, between **4pm and 5.30pm**, booking additional day care is not necessary.

Evening care can be paid using vouchers in case full time care has not already been booked for the whole week.

2. Weekly plan

The weekly plan of each level looks different. At the beginning of the new school year (or in the event of new changes,) you will receive a new schedule that you should keep.

3. Birthdays

We like to celebrate your child's birthday with a little ritual. We gratefully accept cake or similar donations, but kindly ask you to inform your child's teacher at least one week in advance to avoid any scheduling problems.

4. Teachers/Trainees/Assistants

a) Teachers

Every teacher has the required education and training to meet the official requirements. This is usually a basic pedagogical education and an additional education in the Montessori pedagogy.

For specific areas, it is also possible to employ specialists along with the teachers. For all foreign language classes, we strive to employ native speakers or bilingual people, but this cannot be guaranteed.

b) Trainees

The school offers a certain amount of apprenticeship training positions, in which the trainee learns, in a three year program, to become a "certified specialist in childcare." Furthermore, adult professionals in continuing education can also be trained to become a certified specialist. The trainees, in coordination with their training course, will be deployed to the respective levels.

c) Assistants

Assistants, as well as trainees, who are not yet trained or just staying temporarily, are being deployed in our house to support the teachers. Furthermore, students from universities or from Montessori-courses will often complete their observations or internships in our school. According to their educational level, they will be assigned to help the teachers as well.

5. Homepage

Info, overview and updates can be found on our homepage, at www.dinsle.ch.

Zürich, 1st January 2010

d'Inslé Montessori-Schule AG,