



Information to the parents of Kindergarten and Montessori pupils

Dear Parents,

To ensure a smooth school start in the best conditions, kindly pay careful attention to the following general information related to the Kindergarten and Montessori classes.

The information related to the programmes, the functioning, the pedagogical follow-up, the class life and its rules will be communicated to you during the parents' evening, which will take place on **Thursday, 19 September 2024**.

→ INFORMATION FOR THE FIRST DAYS (28, 29, and 30 August 2024)

- ✓ Please **come with your child to the classroom** to meet the teacher, to possibly correct your contact details and to highlight your main contact email.
- ✓ Classes open at 8.00 am for the Montessori classes and at 8.30 am for the kindergarten classes and both end at **2.45 pm**, with the possibility of staying until 4 pm. After-school care is available from 7.30 am to 6.30 pm **with registration**. On Wednesdays, school ends at 12.30 pm; a meal is organised for the children who stay at the afternoon childcare.
- ✓ There are **no extracurricular activities** during these first three days. Teachers will provide "supervised playtime" from 3:00 to 4:00 pm (please contact the teachers if you are interested in this service).
- ✓ There is **no bus service** during the first three days.

→ GENERAL INFORMATION FOR THE SCHOOL YEAR



Pedagogical information

- ❖ **Timetable:** will be given the first day with the teachers' names, their phone numbers and emails.
- ❖ **Breaks:** during the morning between 10:30 and 11:00 am for nursery classes and between 11:00 and 11:30 am for Montessori classes. We recommend bringing a healthy snack with water (maybe more on Wednesdays). All children must bring a gourd that will stay in the classroom.
- ❖ **English:** 6x45 mn/week, divided into two group, and/or forest school.
- ❖ **Psychomotor games:** 2x45 mn/week.

Communication

- ❖ **In case of absence:** please contact the teacher directly **by SMS**. Teachers cannot answer the phone during school time. Please do also inform the bus driver and extracurricular activities teachers.
- ❖ **Parents contact details:** a list with the contact details (address, phone number, email) of each parent will be handed out during the first few days. If you do not want your details to appear on this list, please inform the teacher during the first day at school.
To avoid any mistake, please check the details during the first day and highlight the main email to communicate with you.
- ❖ **(E)mails and information:** Any information is sent by email. For outings, please acknowledge receipt of the information. Information coming from the administration office are available on the website (For Parents), [here](#).
- ❖ **Memo-dates:** a summary of the important dates of the school year (subject to modifications) will be sent out during the first two weeks.
- ❖ **Parent's evening:** will take place on 19 September 2024 at 6.30 pm (**please note that the meeting is for parents only**).
- ❖ **Special schedules:**
 - Christmas – Wednesday, 18 December: school ends at 11:00 am;
 - "Grand Jeu" – Friday, 23 May: school ends at 11:30 am (childcare open when needed);
 - End of the school year – Wednesday, 25 June: school ends and holidays begin at 12:30 pm.



Services provided

- ❖ **Childcare** (on registration only): from 7:30 or 8:00 am to 8:45 am; from 4:00 pm to 6:30 pm. Wednesday from 12:30 pm to 2:45 or 6:30 pm. Exceptional childcare is available, please contact Mrs. von der Mühl and the JC team by email: vondermuehl@ensr.ch and jc@edu.ensr.ch.
- ❖ **Extracurricular activities (JC):** cf. chosen weekly programme. Changes are possible in January, depending on the availability of space. Theatre/Gymnastique rythmique et sportive: registration for the whole year. As a reminder, detailed information related to the JC activities is available [here](#).
- ❖ **Bus:** from 4:00 to 4:15 pm, 4x/week, two adults in charge watch and take care of the pupils before they enter the bus. Wednesday: 12:30 pm. More information on the [website](#). Requests for special bus service must be made to the administrative office at least 24 hours in advance.



Practical information and miscellaneous

- ❖ **School supplies:** cf. list on the [website](#) (→ practical information – list of school supplies). Please bring everything on the first day. Please write your child's name clearly on each of his/her belongings.
- ❖ **School trips:** 2x/year, are not part of the outings yearly budget and will be invoiced, for this reason, we require your authorization.
- ❖ **Miscellaneous:** No medical follow-up. Please be vigilant with lice. A written receipt is required if you wish your child to travel to/from the school alone. Class pictures will take place in September; further information to follow.
- ❖ **Absolutely forbidden:** no phones, nor connected watches. No money, except for exceptional cake sales (APE or other).