



ECOLE DES NATIONS *(Pédagogie Montessori)*

(Anciennement Ecole Montessori-Nations, fondée en 1989)

MANUAL FOR THE USE OF PARENTS

Practical information

This Manual is intended for families of children attending the School. It aims at recalling information already given at the time of enrolment, or during the previous school year. It is not exhaustive and does not mention what is simply common sense. It is revised yearly, if need be, and handed over to the families before the school year.

2021-2022(for internal use only)
Property of the Foundation's Board

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I. STRUCTURE AND PHILOSOPHY OF OUR SCHOOL

The Fondation Ecole des Nations (pédagogie Montessori) governed by Swiss private law was created in 1989 by Madame Odette Cutullic, President of the Foundation's Board, Madame Denise Baechler and Monsieur Pierre Marconi (1925-2008). The Board takes all necessary decisions for the efficient running of the School. The School accepts pupils between 3 and 12 years, of all origins and beliefs.

The Fondation Ecole des Nations (pédagogie Montessori) is a non-profit making body and its only resources come from school fees paid by parents for their child's schooling. It takes charge of heavy fixed expenses and important salary costs for its qualified staff, whatever the number of pupils. The Fondation's Board, which is responsible for the overall supervision of the running of the School, must therefore be strict in the administration of its finances and dealing with its debtors.

The School is a member of AGEP (Association of Private Schools of Geneva) and of FSEP (Swiss Federation of Private Schools), of ARDEM (Association Romande des Ecoles Montessori). It holds the SWISS SCHOOL IMPULSE label (recognition of a quality school), and is entitled by OFPC (Office for Vocational, Professional and Continued Training) to train apprentices as socio-educative assistants (ASE). The School is now recognized as a Centre for the "Cambridge Exams. Since June 2019 the School received the ECO-SCHOOL label. It changed its caterer who will serve "Fourchette verte" meals (Kidelis).

Montessori teaching is given in French and English. It is centred on the respect and rhythm of the child with the aim of leading him or her towards autonomy from the earliest age and allowing him or her to grow in confidence. Mutual solidarity and respect are underlined. Each child is followed individually in order to ensure a fruitful development and that learning is acquired at his or her rhythm.

The tuition given in the School respects the pedagogy of Dr. Maria Montessori in order to guarantee the fundamental rights of the child in

- Encouraging the fruitful development of the child's personality.
- Using every possible means for the optimal development of the child in its entirety.
- Contributing to the socializing of the child and his or her integration within the class and in associating pupils in the drawing up of necessary rules for life in common.
- Listening to the child and being aware of information concerning him or her.
- Assisting him or her if their physical, psychic or moral integrity is threatened, while avoiding any form of discrimination and refrain from any fanaticism or proselytizing.
- Practising a spirit of tolerance and endeavouring to pass this on to pupils.

Note that the School does not have an organized nap, but if a child seems tired, he can rest on a small foldable mattress available in the two preparatory classes.

II. PEDAGOGICAL SET UP (See Annex IV)

Tuition is given in the following manner: two Sections

PREPARATORY SECTION AND LOWER ELEMENTARY - 2021-2022 SCHOOL YEAR

Two bilingual classes, each with a Preschool Section (3-4 years), and an Elementary Section (4-6 years), with a Francophone teacher and an English teacher working together.

UPPER ELEMENTARY SECTION (6-12 YEARS) – SCHOOL YEAR 2021-2022

Four classes: one for pupils 6 to 12 years of age; one for transitory younger pupils, both for teaching in French teaching; one for English courses and one room is set for the teaching of sciences.

The teaching of English is done **in courses given throughout the week by an English-speaking teacher, in small groups, according to the level and capacity of each pupil.**

Pupils from 7P and 8P levels are prepared throughout the school year for the “Cambridge 1st Level Certificate”.

Teaching at the Elementary level (HarmoS), from the compulsory age of four, follows the Study Plan in Suisse Romande (PER), in line with the Montessori pedagogy. Students of the 4th and 8th grades are being prepared for the Geneva Evaluations communes of the DIP, held in June.

It is recalled that the language of reference of the School is French but tuition of children is given in French and English. There is no obligation whatsoever for our staff to speak to parents in another language than their own. French-speaking teachers only teach their pupils in French and English-speaking teachers in English.

1. **TEACHING OF GERMAN.** German is taught at the School from level 4P according to the Romand Programme. From the start of the 2021 school year, this German teaching becomes compulsory for all schools. This course begins the week following the Jeûne Genevois.

2. **DATA PROCESSING.** Elementary pupils are initiated in the use of data processing tools from the age of six. Each class is equipped with an **interactive screen** and a computer. The library has extra computers and a printer. The Upper Elementary pupils are introduced to the use of interactive tablets, in line with a learning process defined by the teacher.

3. **LIBRARY.** A library is at the disposal of Elementary pupils. They may consult or borrow a book of their choice in English or French, according to the established protocol. Any book that is lost or damaged must be replaced by parents.

4. **PHYSICAL ACTIVITIES.** This is an integral part of the Suisse romande Study Plan for *elementary pupils from six years of age*. The sport course (which is compulsory) is adapted and supervised by competent staff. It takes place every Thursday morning in a large space facility. Any dispensation is the exclusive responsibility of the Direction upon written request from parents, who must provide proof of enrolment in another sports course.

5. **SWIMMING LESSONS.** All the children have the possibility of participating in swimming lessons given at the Varembe swimming pool, according to a schedule sent to families. This is an excellent opportunity for every child to learn how to swim with the swimming instructors of the Swimming School and part of the physical activities.

6. **EVALUATIONS.** The School does not use a system of marks but employs a « formative » evaluation of pupils. « Oral » evaluations take place in January in the presence of parents and teachers to give an outline of the work accomplished by their child. A « written » evaluation is sent at the end of the School year.

III. LUNCH AND AFTERNOON SNACK

Children must arrive in the morning after having had a « balanced » breakfast. A light snack with fruit is given in each class every morning; this is a moment of exchange and sharing between children.

The lunch, prepared by a specialist caterer for schools, recognized in Geneva, is heated in the refectory of the School. Three people participate every day in the running of meals, according to the "Rules of Life" of the School. Children with allergies - which have been communicated by parents during the interview prior to registration – may receive appropriate food, within the framework established with the caterer. Participation in the midday meal is mandatory for all children. No deduction is allowed on the annual amount if a student brings a meal from home.

The menus are posted every week on the front door to allow parents to know what their child has eaten at noon and afternoon snack, as well as on the school website under the section "Access parents".

IV. SUPERVISED STUDIES

Pupils from the 4th to 8th Elementary grades have the possibility of doing their homework at the School, after the snack until 17.15 under the supervision of a qualified person. Supervised studies are billed separately and upon inscription. They begin after the "Jeûne Genevois".

V. SCHOOL TIMETABLE: 8.00 to 18.00

The teaching covers **four and a half days**, Wednesday afternoons being free, but with after-school care activities. **Afterschool care** (with activities various and of quality) are organised - upon inscription for the whole year and billed separately – from 16.00 to 18.00 (see below VIII. After-school care).

Children are welcomed by two teachers in front of the School, from 8.00 to 8.20 at the latest, in front of the entrance door, in order to make the flow of traffic easier (see Article IX. Para.2.Parking). The entrance door closes at 8.30.

Classes start at 8.30 sharp for all pupils until 11.30. Lunch is served at that time for the Preparatory classes at 11.30 and at 12.30 for the Elementary classes, in rotation with recreation. Classes resume at 13.30 and end at **16.00** Monday, Tuesday, Thursday and Friday, Wednesday at **12.00**, followed by lunch for all pupils.

1. DAILY EXIT

a) For pupils not enrolled in the After-school care, the exit is at **16.00 (without snack)** on Mondays, Tuesdays, Thursdays and Fridays. Afternoon snack is given exclusively to pupils staying in the after-school care.

b) For pupils enrolled in the After-school care, (with snack), **Mondays, Tuesdays, Thursdays and Fridays, the exit is between 17.45 and 18.00**, the School closing time. **There is no exceptional exit between 16.00 and 17.45**. Any request outside of these official hours will be considered only for medical or therapeutic follow-up. (See below, para. 4.

c) On Wednesdays, pupils not enrolled leave at 13 p.m. after the meal. Pupils enrolled in the Afterschool care have an intermediate exit at 16.30; afterwards, the **exit is between 17.45 and 18.00 only**.

2. LATE ARRIVAL AND DEPARTURE. Each family must respect the hours of entry and departure. Repeated delays will be subject to warnings which, if not followed up, may result in the pupil being excluded, from School, to the detriment of the pupil. Any late arrival after 8:30 will not be accepted, except in cases of *force majeure* or prior special authorization of the Direction. In this case, the pupil can be brought at 11:30 only.

THANK YOU FOR RESPECTING THESE SCHEDULES

3. ABSENCES OF PUPILS. In the event of an unexpected absence, parents must inform the Secretariat by e-mail or phone before 8:30 a.m. and give a note of apology when the pupil returns. No individual leave is granted for pupils at the elementary level, except for serious reasons and **upon written request**. Families must avoid absences before and/or after holidays. These early departures and late returns are detrimental to elementary school pupils. However, teachers try to give some homework during the absence, depending on its duration. Absences are recorded in the School's register and indicated on the end-of-the-year written assessment.

4. MEDICAL AND OTHER APPOINTMENTS. Parents are urged to make occasional appointments outside of School hours so as not to disturb classrooms by arriving late or departing during the day. In all cases, a prior written request must be sent to the Direction for approval, with details of the days and hours, as the case may be.

VI. SCHOOL CALENDAR

The School calendar is drawn up each year. A first “provisional” version is sent to parents when their child is enrolled again in January. The final version is sent in August before the start of School. A copy is posted and remains throughout the school year up on the notice board at the entrance and is found on the internet website.

1. **INFORMATION MEETINGS OF CLASSES.** Refer to the School Calendar. The participation of at least one parent is expected, as important information on the functioning of classes is given.

2. **WORKSHOPS FOR PARENTS.** Teachers endeavour each year to prepare workshops for parents on a theme relating to the Montessori pedagogy.

VII. CULTURAL, EDUCATIONAL AND RECREATIVE ACTIVITIES

1. **Cultural outings.** Each year the pupils participate in outings (outside the School), either for AGEF programmes (theatre, music, etc.) or visits to museums or theme parks.

2. The School has a partnership with the **Budé Farm** (eco-production), close to the School. The pupils participate in Autumn and Spring in outdoor workshops around special themes. A small space in the playground is dedicated to the gardening of the pupils.

3. In partnership with the Association Suisse “J’aime ma planète”, the School holds the **“Eco-School”** label since June 2019, in order to raise pupil’s awareness on ecological issues.

4. **Annual School outings and/or study tour.** An outing in the Autumn and one in Spring, with an educational aim, are organized in different places. Parents are informed by mail about the details of these outings. For Upper Elementary pupils, depending on possibilities and the number registered, a five-day study tour or “green class” can be arranged. These activities, not included in the annual tuition, are invoiced separately.

VIII. AFTER-SCHOOL CARE

After classes at 16:00, and Wednesday afternoons at 13:00, various and quality activities are organized, under the supervision of experienced animators with various knowledge that they will make available to children during these periods. These activities, always in the Montessori spirit, allow children to escape through play, creativity, and also to find their harmonious body balance.

Three Packages are available:

Package A every afternoon after class (16:00-18:00), **CHF 3’000.- per year.**

Package B Wednesday (13:00-18:00), **CHF 2’160.- per year.**

Package C every afternoon + Wednesday, **CHF 4’800.- per year.**

Registration for these activities is for the entire school year; payment is billed all at once, at the start of the school year. See above in Art.V. para.1 the exit times.

Occasional day-care assistance: Upon request made 24 hours in advance, parents who are not registered in any of the above programme can register for the day-care at the rate of **CHF 20.-** per hour. Any hour started will be billed.

IX. MISCELLANEOUS

1. DISCIPLINE. In any Montessori School rules of life are established and presented to the children from the start of School. The Elementary Section participates actively with the pupils in drawing up these rules of life. Coarseness and aggressivity are not tolerated either towards a teacher or to another classmate and may result in parents being summoned. Objects, books or playing cards with a warlike connotation are banned from the School, as are all candies.

In the event of repeated aggression and rudeness, the School applies the following rules:

- a) An interview with the pupil is made immediately by those in charge at the time of the incident to remind them of the School rules; parents are informed the same day depending on the severity of the incident.
- b) In the event of recurrence, the parents are summoned and warned of a possible temporary exclusion of their child from the School, again depending on the seriousness of the incident.
- c) After a pupil has received a reprimand and he persists in his attitude, depending on the seriousness of the facts, the following sanctions will be applied by the Management:
 - Temporary exclusion
 - Refusal of re-enrollment at the end of the school year;
 - Definitive exclusion (See also in the "Conditions of Admission", Exclusion from the School, Art.VIII, point 3.).

2. PARKING OF VEHICLES AT THE SCHOOL. Our School only possesses five parking places in front of the entrance – reserved exclusively for setting-down and picking up children within a limited time. The road in front of the School being one-way only, we would ask you to leave your vehicles in the Place du Petit-Saconnex (blue and white places). In no event should you leave your vehicle across our car park to avoid complaints from neighbours and from the Authorities. Park your vehicle only to drop off or pick up the child and thus facilitate the removal of other parents. (See Annex I.)

3. "Mobility" BIKE PARKING. Big news this year. We asked - and obtained - from the owner of the building the authorization to develop the last place of our parking within the framework of the "mobility" prescribed by the Canton. Our Régie not only ordered the bike rack and installed it, but offered us the costs free of charge.

4. CLEANLINESS AROUND THE SCHOOL. We ask the parents to help us keep our School and its surroundings clean, to use the garbage cans nearby for papers, rubbish of all kinds and cigarette butts (dangerous for small children who can pick them up ...).

5. UNDERTAKING OF PARENTS. Parents undertake to respect the School Regulations, and in particular the obligation of attendance and observant of schedules throughout the year. of the School are respected and this in particular throughout the year. The School expects parents to treat members of the school community with **courtesy and respect**. The Board of Trustees reserves the right to terminate the Enrolment Agreement if it believes that a parent persists in showing a lack of courtesy or respect towards members of the School community.

At the time of interviews with teachers, and for reasons of discretion, parents should refrain from asking information about other pupils of the School, or about other teachers, or even other parents. Our staff is bound by a confidentiality on all matters pertaining to the School.

6. PARENTS-SCHOOL RELATIONS. Parents who would like to meet their child's teachers should send an appointment request to the Secretariat. The morning is not conducive to a long interview with teachers. In case of a serious and urgent question, an appointment can be made with the teachers and the Direction. This collaboration is part of a framework of mutual respect and confidentiality.

7. RELATIONS PARENTS-ADMINISTRATIVE SERVICES (ACCOUNTING). For any financial question, or concerning the payment of School fees, please contact the Treasurer (through the Secretariat), for either an appointment, a certificate or an invoice.

8. SCHOOL WEBSITE. A "Parents Access" is on our website, reserved exclusively for parents whose children are registered. The access code will be indicated to you at the beginning by mail. **This code is confidential and is not transferable to third parties.** Do not hesitate to visit the site regularly for your documentation.

9. SECURITY/FIRE EXERCISE. The safety of the children is the utmost concern of the School, whether it be inside or outside. A fire exercise with an alarm going off is organized at the beginning of every school year with the children and the teachers. Instructions for staff are posted and children informed. A first aid kit is always taken by those responsible for sports or other outing. All the staff have had the Samaritains course for action in emergency and regular refresher courses are organised.

10. PERSONAL BELONGINGS OF PUPILS. Children's belongings must be **marked** with their name or initials. The School cannot under any circumstance be held responsible for the loss or deterioration of belongings or objects. Furthermore it is recommended that children do not wear jewellery. Children's « umbrellas » can prove dangerous and are not accepted on the School's premises.

11. CLOTHES AND OBJECTS FOUND (FORGOTTEN). A large number of clothes and other objects are « forgotten » each day and are not recognized by the children. These articles are deposited in a basket at the entrance door. At the end of the School year all the items that have not been identified by their owner are given to a charity.

12. BIRTHDAYS OF CHILDREN. Parents can, on the birthday of their child, deposit a cake that will be shared among all the children in his class at the time of the snack. Have your application validated well in advance to avoid the accumulation of cakes on the same date. Indicate the ingredients used to make it, in order to preserve the students with intolerances or allergies.

Note: It is not possible to bring cakes on Wednesdays and Thursdays.

Please make sure to avoid bringing sweets as many parents do not wish their children to have any. *No photographs can be requested from parents on this occasion.*

13. SCHOOL PHOTOS. Photos are frequently taken during certain activities in or outside the School and may be used for parties or publicity. **Families who do not wish** their child's face to appear on photos must inform the Secretariat about this at the beginning of the school year.

X. REMINDER OF CONDITIONS OF ADMISSION

After acceptance of a student by the School, the first two months are probative and allow to evaluate the good placement of the pupil in his class. The School reserves the right to cancel the Contract if the evaluation indicates that the applied pedagogy cannot meet the specific needs of the student or if the requirements of the parents do not match the pedagogical project.

The Registration Agreement is proposed on the basis of the information given by the parents at the time of the pupil's admission. For pupils integrating the School from the age of six, copies of previous school reports are requested, as well as any therapeutic report, if applicable. These documents must be submitted to the Management entering the School. The School reserves the right to cancel the registration if the information provided is incomplete, misleading or late. The class in which the pupil is placed may be modified by the Management, in agreement with the teachers, if they consider it essential, even during the year.

Medical Certificate. Before the child can be admitted to the School, parents must provide, before the start of the term, a recent medical certificate from the child's doctor, together with a copy of the up to date Vaccinations and one photo of their child (passport size). **A pupil may be refused entrance to the School on the first day if his file is not complete.**

Insurance of the pupil. All pupils enrolled in a School in Geneva must be covered by a private sickness and accident insurance. The School has subscribed to an accident insurance to cover transportation of children during outings. (The cost of this insurance is included in the annual fees).

Health. Parents are kindly requested to keep sick children at home and to inform the School in the case of contagious disease so that other parents may be warned. A child may return to the School when he/she is no longer considered contagious.

The School staff is not allowed to give medicine to children. For small injuries (a fall or other) the staff – who has followed the first aid courses - can deal with them and place a small dressing. In any case, for a “small” injury parents will be informed when they come to pick up their child after school.

In the event of a medical emergency, the School reserves the right to make any arrangements or to take any initiatives (contact with a doctor, transport to a hospital) which may be necessary. Parents are of course contacted as rapidly as possible. For this purpose a note of discharge is signed by parents at each start of the school year.

Doctor “referent” for the School. The School is in close contact with the Service de Santé de la Jeunesse of Geneva and other bodies (see Annexe II.).

XI. FINANCIAL CONDITIONS

Payment of annual fees. Each family who has enrolled his child at the School has read and accepted the Contract and the Financial Conditions and has undertaken to respect the payments on the due dates.

We would like to remind you that a pupil, for whom the payment required before the beginning of the school year has not been duly registered by the Accounting Department, will not be accepted on the first day of School. This is valid for both new and old registrants.

The Foundation's Board may at any time modify the amount of School fees and the present conditions, as necessary.

Any litigation relating to these conditions is subject exclusively to Swiss law and the jurisdiction of the tribunals of the Canton of Geneva.

The parents confirm having read the Manual: Name of the family

Date: Signature(s).....