



## ISN Workshop “L’Atelier”

### Who:

Children aged from 2 ½ to 4 years (from age 2 upon request)

### Where:

Location: International School of Neuchâtel, Rue de Sainte Hélène 50, 2000 Neuchâtel

### When:

Hours: Every morning. From 8:00 am until 12:00 pm.

### Why take the first educational steps in “L’Atelier”?

To offer your child a place that respects his/her individual rhythm and personality. At “L’Atelier”, your child will be able to freely train his/her autonomy, discover community life in respect of others and develop concentration and self-confidence.

Through a bilingual French and English environment, following the Montessori method and carefully prepared by trained professionals, your child will develop his/her skills and knowledge. In class, he/she will carry out Practical Life activities, typical Montessori sensory activities as well as various creative manual activities. Art, Language, initiation to mathematics are also subjects that will be approached during the time spent at “L’Atelier”, allowing a global and harmonious development of your child. Outdoor activities, in a safe and secure place, also allow children to take care of their small vegetable garden and to observe the evolution of the plants.

Our Workshop is the ideal place to prepare for schooling at our school from the age of 3.

### Holidays:

The ISN Workshop will be closed during the school holidays and days off. See attached school calendar.

**Fees:** to be paid at the beginning of each month (12 instalments)

|                          | Monthly    |
|--------------------------|------------|
| 1 Session Atelier/ Week  | 195.00 CHF |
| 2 Sessions Atelier/ Week | 370.00 CHF |
| 3 Sessions Atelier/ Week | 535.00 CHF |
| 4 Sessions Atelier/ Week | 705.00 CHF |
| 5 Sessions Atelier/ Week | 880.00 CHF |

*10% discount on the fees for the second child*

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### Rules:

- **Confirmation:** The school reserves the right to phase out a Workshop session if the minimum number of enrolled children (five) has not been reached. When the Workshop session has been confirmed, it is valid for the whole semester.
- **Cancellation:** The enrolment contract may be cancelled for the end of a semester, with a three months’ notice period.
  - **If the Workshop registration is cancelled after written confirmation has been sent, an administrative fee of CHF 200 will be charged.**
- **Payment:** The fees can be paid monthly, quarterly or yearly. The details of the terms are given on the yearly plan.
- **Clothing and personal belongings:** Children must wear clothes adapted to the weather conditions. They will spend time outdoors every day (except in extreme conditions). In addition, a full set of spare clothes will have to be kept permanently at the school (individual bag intended for that purpose). All your children’s belongings must be labelled with their names. Moreover, they may bring in their comforter or pacifier if they feel the need, but the aim is that they no longer use them as soon as confidence has been established
- **Exclusion:** The school reserves the right to exclude any child with immediate effect: any child whose attitude or whose parents’ attitude clearly indicates that mutual confidence is broken; or any child whose behaviour endangers their own or another party’s life.
- **Tax:** Every year, parents receive a certificate attesting to child-minding expenses. It allows deducting the fees for the Workshop, which are considered as child-minding expenses by the tax office. Note though, that this is only valid in the case of spouses living together who are both engaged in a main gainful activity, and who bear these expenses themselves.
- **Children must be kept at home** if they show signs of the following problems: vomiting, diarrhoea, throat infection, runny nose (with thick yellow discharge), spots, fever, contagious diseases or suspicion of contagious diseases (conjunctivitis, lice, whooping cough, etc.), headaches, etc. Moreover, in case of contagious diseases (conjunctivitis, lice, whooping cough...), we thank you for giving us this information.
- **In case medication must be given:** If a child must take medication (antibiotics, or a regular treatment) the parents must supply the medication and the doctor’s prescription (clearly written) to the school management, which will agree or not to administer the medication. School staff are not authorised to administer medication without prior agreement from management.
- **In case of absence:** Parents must inform the administration of any absence before 8:30 am either by email at [info@isneuchatel.com](mailto:info@isneuchatel.com) or by telephone. If no information has been received by 9:00 am, the administration will call the parents. In case there is no answer from the parents or the various other emergency numbers, the administration will immediately inform management which will decide on the steps to take. Absences are neither replaced nor refunded.

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### Rules (continued):

- **Absence of a member of staff:** Absent members of staff are replaced by a qualified person as soon as possible. Only absences lasting more than 10 school days (two weeks) are communicated.
- **Communication with parents:** Communications from the school are sent by email or by post. As a result, parents must check their emails and letter box regularly.
- **Departure from the school:** Without a written authorisation from you, we will not allow your child to go home with another person. The pupils are supervised until the arrival of the person authorised to collect them. In case it is not possible for the person in charge to collect the child, you must inform us as soon as possible, in writing, of the surname and first name of the person who will be replacing. On your arrival, and as soon as your child has said his/her goodbyes to the teacher(s), we will consider that he is under your responsibility.
- **If a parent is late:** After 5 minutes, the child is taken to the administration’s office. After 10 minutes, the administration’s office calls the parents. If the parents are regularly late collecting, and after two reminders, the management reserves the right to exclude the child.
- **Fire alert:** During the first quarter of each school year, a fire alert practice exercise with fire alarm is organised in cooperation with the fire brigade. Regularly, before and after this exercise, the children are reminded of the security instructions.
- **In case of suspect smoke, fire or suspicion of a fire,** trigger the alarm by means of the push buttons.
- **In case an audible alarm is heard,** you must evacuate the building and join us on the playground located to the south of the building.
  - **Please note :** *The children remain under the responsibility of the teachers.* Under no circumstances must they leave – even with their parents.
- Useful telephone numbers: ISN Director: 078/633.12.35. / ISN Administration office: 032/721.43.88.



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### Ground rules for school life:

- **General rules:**
  - Respect others (both adults and children), the materials and the school building
  - Refrain from using rude language or gestures
  - Turn to a teacher in case of conflict in order to avoid using violence (either verbal or physical)
  - Move quietly within the school environment
  - Do not bring food, sweets, toys or games, nor a Swiss army knife or any cutting objects, including replica weapons
  - For safety reasons, do not share food/sweets with classmates and other children from the school without their parents’ approval (in case of food allergies)
- **Corridors:**
  - It is forbidden to run in the corridors
  - Silence must be respected
  - Items must be kept tidy
  - It is forbidden to eat in the corridors
- **Outside:**
  - Outside of class time, children are under the responsibility of their parents
  - It is forbidden to run when going down to the playground
  - It is forbidden to climb to the top of the embankments
  - It is forbidden to climb over the fences