



RULES OF PROCEDURES OF THE NURSERY SCHOOL

The Lycée Guebre-Mariam Nursery School Rules of Procedures consist of provisions which govern the life of the students. The enrollment of a student entails compliance by both parents and the student to these rules.

TITLE 1: ATTENDANCE AND SCHOOL OBLIGATION

Regular attendance is compulsory.

Students are required to attend all scheduled lessons.

Each student must come with a pair of shoes suitable for sports.

Any absence must be justified by a letter from the parents or the child’s legal guardian, supported by a medical certificate if the absence exceeds two days.

Any unjustified absence of more than fifteen consecutive days will result in the student’s expulsion.

TITLE 2: SCHEDULES AND CIRCULATION

The weekly duration of lessons is 25 hours, spread over seven half-days.

The daily class duration is established as follow:

- Morning from 7:50 to 12:00 (Monday to Friday)
- Afternoon from 13:30 to 15:30 (2 afternoons per week)

Teaching of languages

Language teaching is compulsory. It takes place as part of the 25 weekly class hours.

Opening hours of school gate are fixed as follows:

Morning	Entrance:	Gate opening at 7:10
		Gate closing at 7:50
	Exit:	Gate opening at 11:55 (Monday, Wednesday and Friday)
Afternoon	Exit:	Gate opening at 15:25 Gate closing at 16:20 (Supplementary educational activities from 15:30 to 16:10)

Entrance of students

Students enter and leave the school only by the Nursery North Gate which is reserved for them. During entry and leaving times, access by other gates is prohibited (except for school staff).

Parents are not allowed to enter nursery school when child is dropped off in the morning.

Students exit

At 12:00 and at 15:30, it is absolutely essential that adults present the child's identity card to pick him up after school. In no case may the pupil leave school alone. In case the child cannot be picked up, immediately notify the secretariat.

Students not picked up by their parents until 12:10 and 15:45 are placed under the supervision of the daycare staff. The daycare hour will be billed at the rate in effect in the daycare financial regulations.

At 17:00, they will be entrusted to the guards located at Churchill Road Gate. Children are thus kept inside Lycée premises until parents pick them up, even outside regular school opening and closing hours.

A student can be suspended temporarily or permanently in the event of repeated negligence on the part of the parents regarding the pick-up of their child at the end of the school day, within the scheduled times.

For the midday meal, children are placed under the responsibility of the educational staff.

No person outside school staff is authorized to remain inside the school premises, except prior authorization, during school time. Wearing, in a visible manner, a badge provided at the Churchill Road gate is then compulsory.

Tardiness

Tardiness hinders the learning process of your child and seriously hampers classroom activities.

A warning letter is sent to parents when more than 3 late arrivals at school are registered in one month. In the event of another lateness in the same month, a reminder letter is sent. In the event of repeated late arrivals at school, the family is summoned by the management, to be informed that the child will no longer be accepted in class for the day in the event of another late arrival at school. In the latter case, the family will then have to leave with the child or come to pick him/her up at the elementary school office.

Tardiness record and related procedures are reset if there is no absence during the following month.

Picking up a student during class hours:

If they pick up their child during class hours, parents must fill in a form provided for this purpose and available at the elementary school office and, if possible, inform the teacher or the elementary school secretariat in advance in writing. Wearing, in a visible manner, a badge provided at the Churchill Road gate is then compulsory.

Recess

At the ringing for beginning of class and end of recess, students line up and enter classrooms quickly, but without running, under the responsibility of their teacher.

No student shall stay in the classroom during recess or outside of school hours, in the absence of the teacher.

TITLE 3: DAYCARE

A **daycare** is open from 12:15 to 13:00 on Mondays, Wednesdays and Fridays and from 15:45 to 17:00 on Tuesdays and Thursdays. Parents desiring to leave their child at the daycare must register with the Elementary School Office.

TITLE 4: SCHOOL LIFE

Students, as well as their families, must refrain from any behavior, gesture or word which would harm any other school staff or the teacher professionally or personally. The same applies towards their schoolmates and their family.

Brutalities, bites, stone throwing, jostling on the stairs, violent games are prohibited. Objects that can present any danger for students are banned (weapon, knife, slingshot, glass bottles, metal drinking flasks, scissors with sharp ends...).

For the safety of students, lollipops and chewing gums are prohibited. Umbrellas are prohibited in the playground. Children cannot bring personal toys ("cuddly toys" are accepted for PS students for a nap).

Cell phones and electronic devices are forbidden.

Clothes that students wear at school must bear their name.

Lycée Guebre-Mariam cannot be held accountable for thefts committed inside the school premises, but does not neglect it.

Students are held responsible for voluntary damage they commit on the equipment and furniture made available to them, and may be sanctioned. Families of these students will have to repair the damage caused.

Student's log notebook must be covered and must bear the child's name and class written legibly. Students and families must take great care of it. Any lost or damaged library book and DVD will be replaced by or charged to the family.

Birthdays are celebrated according to the rules set by each teacher. However, no cake or gift or drink from outside can be accepted.

TITLE 5 : STUDENT WORK AND INFORMATION TO FAMILIES

During the semi-annual meetings, families take note of the report booklet on which the teacher's comments appear. This booklet must be signed during the meeting with the class teacher.

The elementary school principal and teachers are available to parents to give them all the information on their child's education. Do not hesitate to meet them, especially when the student's work is challenging.

Teachers should not be disturbed in the classroom. Parents can meet them by appointment made through the teacher-parents correspondence notebook, outside of school hours.

The elementary school principal receives parents by appointment.

Primary school secretariat phone: 093 007 89 26 (office hours)

Primary school secretariat email: ecoleprimaireaddis@gmail.com

Primary school office phone: 095 397 23 64 (office hours)

Primary school office email: lgm.prim.viescolaire@gmail.com

5.5 Meetings are organized at the start of the year and at the end of each semester between parents and teachers. The parents' duty is to regularly take part to these meetings.

TITLE 6: HYGIENE, HEALTH AND SAFETY OF STUDENTS

Hygiene and health

Students in Lycée Guebre-Mariam must be in good health and cleanliness.

A Nursery School child who regularly soils himself will be returned to the family and his exclusion will be declared if the problem persists. Diapers are prohibited, including during nap. For hygienic reasons, "teats" are prohibited.

Any ill student or having an accident is taken to the infirmary. The family is notified by the nurse in the event of a serious accident or discomfort. The nurse takes all necessary measures appropriate to the situation. It is essential that the family informs the teacher and the primary school secretariat in case of change of phone number or address.

In case of sickness, the family must refrain from sending the child to school.

When the student is subject to a suspension, s/he can return to the class only on presentation of a medical certificate attesting complete recovery.

If a child has lice, the family must notify the school and proceed with treatment.

Any child wearing a cast can be accepted at school if authorized by a medical certificate and on presentation of a parental authorization discharging the responsibility of the school in the event of a new accident.

It is strictly forbidden for a child to possess medicines. If the child is undergoing medical treatment, medication may only be taken in the infirmary, on presentation by the parents of a medical prescription and under the supervision of the nurse.

In case of chronic illness (asthma, heart problem, allergy, epilepsy ...), parents are required to inform the school to design a personalized arrangement.

Security

Safety exercises take place according to the regulations in force. In the event of fire, earthquake or in any circumstance requiring the evacuation of the premises, the students follow, under the teacher's guidance, safety instructions posted in the classrooms, explained to students at the start of the year and recalled each quarter.

Traffic in the school vicinity

The street giving access to the North gate is one way. Signs prohibit making U-turns and coming onto Churchill Road. Parents are required to park properly and comply with traffic regulations to ensure the students safety.

TITLE 7: SCHOOL INSURANCE

An individual insurance is underwritten through the school, at the student registration. It can be supplemented by family insurance.

Rules of Procedures voted on December 2, 2020 by the School Council, adopted on December 4 by the School Board

Enrollment to Lycée Guebre-Mariam constitutes acceptance of the Rules of Procedures and amendments thereto.