



Coastal Road - Flic en Flac - Cascavelle  
Tel: 489 4028  
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# **NURSERY**

MRU

(3 months old to 3 years old)

## **RULES AND REGULATIONS**

### **2024-2025**

(to be updated April 2025)



## Admissions

Registering your child will only be confirmed after receipt of the registration fee at Rs 25,000 and one monthly fee in advance with the following documents:

- Filled registration form/feedback form
- Signed and initialized “Rules and Regulations” document
- Signed consent forms (Family Information Handbook)
- Birth certificate
- Identity documents of parents
- Proof of address
- Medical insurance certificate
- Vaccinations sheet
- Family photo

Note: The registration fees are not refundable.

All payments should be made by bank transfer only:

Mauritius Commercial Bank - L’lle aux Enfants - 000 443 796 947

## Fees

Fees are subject to a maximum annual increase of 15% yearly.

## Terms and Conditions of Payment

The monthly payments are payable for the 12 months of the year, from January to December, and should be credited no later than the 3rd day of the month, even during school closures and absences. Monthly payments remain due even in the case of absences up to 2 full months.

If the monthly payment is not settled on time, the child can be excluded from the school.

Please make sure to pay on time to ensure the smooth running of the Nursery.

## COVID-19 policies and pandemics

Parents should refer to the policies and procedures put in place by LAE Montessori School in its Standard of Procedures, following national confinements and pandemics.

LAE Montessori School is a private school and has fixed expenses such as the rent, salaries, various bills, and the school stationaries. For this reason, parents are aware and accept that the school fees remain unchanged in case of a school closure during a crisis where the Government or Ministries request school closures or a lockdown.



## Preparation for Pre-Primary School

Parents should already inform the Management team six months before their child turns 3 if they would like to enroll him/her in our LAE Montessori Pre School section. Our Pre School section is an English-medium Pre School which follows 2 pedagogies; Montessori Pedagogy and we inspire from the Early - Years International Curriculum (EYIC);

Note: There is no automatic move from the Nursery section to the Pre School section. The registrations for the Pre School section are to be done separately.



## Calendar

Daycare is open from January to December. Annual closing dates will be listed on the school calendar.

Daycare is closed on public holidays, on Monday Easter, inclement weather, and the days fixed by the Ministry for unexpected events. These closing days are not replaceable.

## Schedule

Daycare is open from Monday to Friday, from 7 a.m. to 6 p.m.

During December, daycare will close at 5:30 p.m. instead of 6 p.m.

Any lateness should be communicated in advance so that the staff can organize themselves accordingly.

Any lateness should not exceed 6.30 p.m. due to transportation issues for the staff.

## Communication

The Hi-Mama app is a platform which we also use to communicate daily information and important messages. Once your child is confirmed at LAE Montessori School, you will receive an email invitation to create a password to access your child's profile.

LAE Montessori School also have a Facebook Private Page where pictures and videos of the children are being posted. During the enrolment process, the parents will be asked to give their authorization to post their child's pictures and videos on the Private Facebook Page.

## Safety

We would like to emphasize the fact that the number of staff present is planned for a specific ratio of children to educators and for a fixed schedule.

An employee in excess of his/her working hours may be tired and might not be able to effectively ensure the safety of your child.

In case of pick-up delays, if the late departure is reported in advance to the Management Team, parents will be charged Rs. 250 and Rs. 600 if not reported, as from the first minute after the scheduled time of departure.

## Absence

Absences exceeding five days should be reported to the Management Team. An absence of more than 2 weeks not reported and a non-payment of the monthly fees on time exposes the child to an automatic exclusion from daycare. Absences for any reason cannot be replaced or refunded.



## Security

Upon arrival, the child must always be given to an authorized staff member within the daycare perimeter. For safety, hygiene, the privacy of each child, their space, and the organization of the employees, parents are not allowed access in the activity rooms.

Access is not permitted inside the daycare area, even while accompanied by your child.

Please ensure that the gate is always closed behind you on arrival and departure.

Children are rendered only to their parents or individuals for whom we have received written authorization from parents communicated to the Management Team and the educators. Once a parent/authorized person has recovered the child, the child is under his/her responsibility.

## Meals

For children who bring their own lunch to school, the child's name should be written on the lunch box as well as on their snacks.

For hygiene purposes, after lunch, all leftovers are thrown away; the lunch box is washed and put back into the child's bag. Should you wish for the lunch to be kept, kindly notify the school.

We encourage children to eat healthy meals and do not recommend that parents send unhealthy food.

Please note that only *one lunch box*, *one morning snack*, and *one dessert* can be put in the fridge.

## Personal Effects

Your child must come clean in the morning. Clothes should be clean, in a good condition and comfortable. Jewelry (medals, bracelets, etc.) is strictly prohibited for children.

Bringing toys to school is strictly prohibited.

We recommend shoes that can be removed easily (e.g. Velcro shoes).

To avoid loss of personal effects, the child's name must be clearly written on all items. The Nursery cannot be held liable for the loss or deterioration of personal belongings.

Your child must be dressed comfortably and according to the weather. We recommend providing everything needed for his/her wellness: water bottle, wipes, sunscreen, mosquito repellent, cap, etc. Children who do not have a cap and a water bottle will not be permitted to participate in outdoor activities for security reasons.



## Medical Surveillance

To avoid any contamination, we ask parents to please keep children who are ill or starting to get ill at home. We are not allowed to give medication at school, unless a medical certificate/parent authorization form is provided stating the exact dosage.

If a child has a contagious disease (measles, chicken pox, whooping cough, mumps, scarlet fever, etc.) they must be kept at home. They can only be re-admitted with a certificate of non-contagion.

The presence of head lice is considered a contagious disease. The daycare reserves the right to refuse a child with lice.

## Accident Policy/Emergency Treatment

A school environment is a risky environment, and children may have minor accidents resulting in bumps, bruises, and small scrapes. Risk-taking is an essential part of children's play, and risky play helps to develop important life skills such as:

- Building resilience and persistence
- Awareness of the capabilities and limits of their own bodies
- The ability to assess and make judgements about risks
- Handling tools safely and with purpose
- Understanding consequences to actions
- Confidence and independence
- Resourcefulness
- Curiosity and wonder
- Problem solving

In the event of any incident occurring at school, the teaching staff will fill the Incident Report form with information about the incident, parents will be called and/or a message will be sent on HiMama, and they will be informed at the time of departure.

In the event of an emergency (major accident i.e. arm/leg fracture), the child's parents will be contacted immediately and if needed an ambulance will be called for urgent medical attention. In the case that a parent cannot be contacted, the child will be sent to the nearest clinic/hospital.

## Medical Insurance

LAE Montessori School has a medical insurance.

Our medical insurance covers a child up to Rs 25,000. Anything exceeding this amount will fall under the responsibility of the parents to pay the difference.

It is compulsory for parents to have a personal health insurance for their child while he/she is enrolled at LAE Montessori School. Parents need to renew the insurance each year and provide evidence of renewal.



## Respect

A negative attitude or a disrespectful behavior towards a staff member can lead to the exclusion of a child. Defamatory, racist, calumnious, or violent speech will not be tolerated.

## Complaint

If you have any complaint, please communicate it via email or Hi-Mama to the Management Team. This will allow us to give great attention to your concern and find the best solution for your satisfaction.

## Weather Events

For cyclones, torrential rain, and flooding, parents must keep abreast of weather reports and abide by the following procedures:

Warning Class I: The school is open but will close at 5 p.m. instead of 6 p.m.

Warning Class II: The school is closed (*even if the warning is removed later in the day*). If a Class II warning is enforced at the beginning of the school day, parents should keep their children at home. In the event that a Class II warning is issued during school hours, classes will be dismissed without delay and parents have to collect their children within two hours.

Warning Class III: School is closed.

Warning Class IV: School is closed.

In case of a torrential rain warning, LAE Montessori School will abide by the decisions taken by the Ministry of Education and Ministry of Gender and Equality.

The information will be sent through Hi-Mama and posted on the school's private Facebook pages.

## Preschool Enrollment

Please note that children from the Nursery will have priority access to the Preschool section when they turn 3 years old. If your child will not attend Preschool at LAE Montessori School, a 3-month notice is required before departure.

## Notice of departure

In case of a final departure, a 3-month written notice is required; otherwise the payment of 3 monthly fees will be required. If the monthly payment is not settled on time, the child can be excluded from daycare.



## Termination of registration

Please note that a termination of registration may occur if:

- There is a breach of the school's Rules and Regulations, any attitude or disrespectful words towards a staff member, or any defamatory, racist, calumnious, or violent speech
- The parents no longer trust our professional approach
- A child has reached the age limit, which is 3 years old
- There is a non-payment of fees
- Despite our best efforts, a child fails to settle in and the contract may be terminated on agreement
- Unmanageable behavioral or disciplinary incidents which put other children of LAE Montessori School at risk of harm
- The parents tarnish the school's reputation

In case of a dispute or issues arising out of the termination of registration, the matter will be dealt with by our legal consultants.

LAE Montessori School offers a quality of supervision that exceeds the requirements imposed by the government. Despite all the attention and professionalism, we give to the children, our staff cannot be held responsible for a child's sudden inappropriate behavior.

I,.....parent/legal guardian of

..... confirm that I have received this document, read, understood, and I agree with LAE Montessori School policies described within the Rules and Regulations.

Signature: ..... Date: .....

### IMPORTANT NOTICE ABOUT YEARLY RATE CHANGE

By signing this document, I acknowledge that the rates will be updated by April 2025 as per our Rules and Regulations 2024-2025





## Nursery fees for 2024-2025

### REGISTRATION FEES

One-off registration fees Rs 25,000

### ACTIVITIES PACK

Your child can enjoy the Nursery from Monday to Friday - 7 a.m. to 6 p.m.

▪ 5 days a week Rs 15,500

### LUNCH PACK

Activities Pack + Lunch (morning snack, lunch, and afternoon snack)

▪ 5 days a week Rs 22,000

### SERENITY PACK

Activities pack + Wellness pack + balanced meals for the whole day: fresh fruit juice, toast and jam, fresh meal for lunch with a dessert, and mineral water. Biscuits, yogurt, and fruit juice at tea time.

▪ 5 days a week Rs 27,000

Name and signature of the parents