



Coastal Road - Flic en Flac - Cascavelle

Tel: 489 4028

Mobile: 5 255 9278

# **PRESCHOOL**

MRU

(3 years old to 5 years old)

## **RULES AND REGULATIONS**

### **2024-2025**

(to be updated April 2025)



## Admissions

The first year of Preschool is a big step for children. We kindly request that parents prepare their child for this new stage and help them become a “student” by avoiding any baby habits - no dummies, no baby bottles, no nappies - and treating them like a “big boy/girl”.

Registering your child will only be confirmed after receipt of the yearly registration fee at Rs 25,000 and one monthly fees in advance and 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
- Vaccination sheets
- Family photo

All payments should be made by bank transfer only:

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

## Registration and Renewal

Please note that the registration fees for the following year are automatically charged in July, and this fee should be settled no later than the 1<sup>st</sup> of November before the 3<sup>rd</sup> term school holidays.

## Registration fees

The booking is confirmed once the full amount of the registration fee is recorded. December is reserved for children on the “Holiday care” program only. After reservation, absences for any reason cannot be replaced or refunded.

Note: The registration fees are not refundable.

## 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 5th day of the month, even during 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 Preschool.



## 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 Primary School

Children should already be enrolled in a Primary School during their first year of Preschool and this should be communicated to LAE Nursery School for the teachers to prepare the children.

Note: There is no automatic move from LAE Montessori School to West Coast International Primary School. The registration to WIPS is to be done independently and separately. Should you require an “Expression of Interest Form” for WIPS, please ask for a form at the reception desk or at WIPS directly.

## Communication

The HiMama app is a platform which we 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.

## Schedule

Preschool is open from Monday to Friday from 8:30 a.m. to 2:00 p.m.

You can register for the “Afterschool care” option from 2 p.m. to 6 p.m.

Afterschool extracurricular activities end at 3 p.m. Please be on time as any delay will be charged.

Parents are requested to drop their children no later than 8:30 a.m. to not miss any class activities.

## Calendar

School holidays are scheduled three times a year, and dates are provided by the Ministry of Education. We offer a “Holiday care” program; kindly let us know in advance should you require holiday care. Afterschool care (from 2 p.m. to 6 p.m.) commences as from the first day back in January for existing students. For a smooth adaptation to their new environment, during the first two weeks, school will end at 2 p.m. for new students. The School is closed on Public Holidays and Easter Monday.

## Mid-term break

During our years of experience, we have observed and concluded that a mid-term break is very important for the children and their learning patterns. Additionally, being next to West Coast schools, we would like to follow the same holiday dates, making it easier for parents having children enrolled in both schools. A mid-term break will be scheduled in the middle of term 2 and 3 -



the exact dates will be communicated on the school calendar.



## 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 Preschool perimeter. For safety, hygiene, the privacy of each child, their space, and the organization of the employees, parents are not allowed access in the classrooms.

Access is not permitted inside the Preschool 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 teachers. 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, for the children enrolled in the afterschool package, 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.

Note: Filtered water is available at school, and you may select our "water package" at Rs. 500 per year if you would like your child to have water all day.

## 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 school reserves the right to refuse a child with lice.

## Complaint

If you have any complaint, please communicate it via email or HiMama 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. The information will be sent through Hi-Mama and posted on the school's private Facebook pages.

## 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.

## Notice of departure

In case of a final departure, a 3-months 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 Preschool.

## 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 6 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's policies described within the Rules and Regulations.



The booking is confirmed when the registration fee amount is recorded. December is reserved for children on a yearly package only. After reservation, absences for any reason cannot be replaced or refunded.

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

### Preschool fees for 2024-2025

#### PRESCHOOL

- *Registration fees- one off* (Including the school Insurance and school stationaries-payable before registration and non-refundable) Rs 59,000
- *Preschool from Monday to Friday, 8:30 a.m. to 2 p.m.* Rs 12,500

#### OPTIONS (tick your choice)

*Add the options we created to make your life easier*

- “Fresh meal”: we serve a fresh lunch every day to your child (drinks and a snack in the afternoon are not included in the price) Rs+ 5,500
- “After school”: we take care of your child until 6 p.m. + daycare during the school holidays Rs+ 7,000

Name and signature of the parents