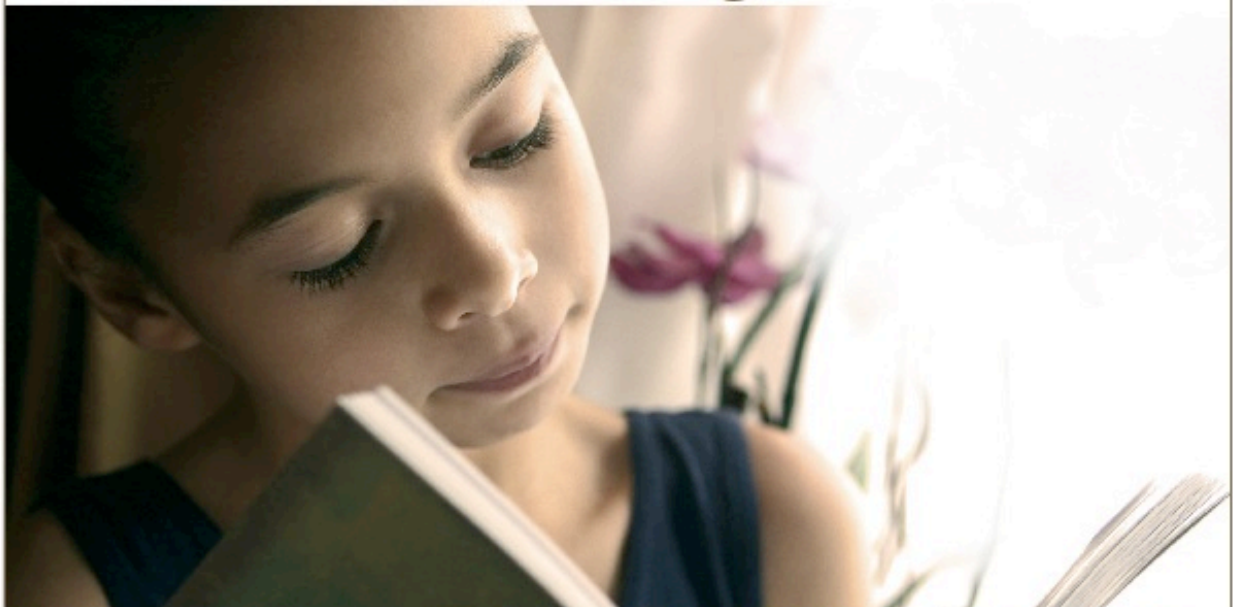


# Seeds of Knowledge



SCHOOL | ECOLE

**MONTESORI**  
SEEDS OF KNOWLEDGE





## CURRICULUM OF THE CHILDREN'S HOUSE (3-6 YEARS OLD)

The environment for children aged 3-6 years old is divided into 5 spaces:

### ● Practical Life

- ▶ supports the development of hand-eye coordination necessary for writing;
- ▶ supports the development of fine motor skills and mental order;
- ▶ supports the development of social purpose and language;
- ▶ supports the development of concentration and commitment.

### ● The Sensory Material

- ▶ enables the child to order, classify and describe sensory impressions in relation to concepts such as length, weight, temperature, mass, color, pitch and so on;
- ▶ supports the development of vocabulary;
- ▶ supports the development of concentration and commitment.

### ● The Mathematics Material

The manipulation of the Mathematics material allows the child to understand and integrate mathematical concepts, such as:

- ▶ numbers: quantities, symbols, concept of zero, even and odd;
- ▶ sequences: the decimal system;
- ▶ operations: addition, subtraction, multiplication and division (single and deductions);
- ▶ the fraction: simple calculations with fractions.

### ● The Language Material

- ▶ allows the learning of writing and reading;
- ▶ supports the development of oral language and written expression;
- ▶ allows the study of grammar and playwriting;
- ▶ introduces the child to children's literature.

### ● Cultural Activities

- ▶ introduce children to the basics of geography: continents, cities, countries;
- ▶ introduce children to the basics of the story: an introduction to the concept of time (calendar, seasons ...);
- ▶ introduce children to the basics of biology: an introduction to botany, zoology and ecology;
- ▶ introduce children to the basics of music and the arts: singing, writing music, crafts.



## MONTESSORI PEDAGOGY

To address the critical issues of our time, children must imperatively receive an education that promotes the full development of their potential for initiative, creativity, independence, inner discipline and self confidence. With this in mind, we have chosen the Montessori method which has the following success criteria:

**Criterion 1 :**                    **Sense of ownership and responsibility that children have for their school environment.**

In our classrooms, the environment is theirs, and theirs only. Everything is tailored to them and their physical, intellectual and emotional needs. The teacher does not own anything, not even a suitably sized table or chair. It is mainly the children who maintain order in the environment and tend to its maintenance daily. The children also arrange the materials on the shelves, who clean the tables, and take care of the plants and animals.

**Criterion 2 :**                    **Sense of responsibility of children amongst each other.**

We leave as much freedom as possible to the children's social relations. The teacher only intervenes to enforce individual rights. The natural interest that the child feels for others and his desire to help them thus develops spontaneously. The children's reactions when one of them disturbs the environment demonstrates their tolerance and understanding of one vis-à-vis others. Similarly, when a child breaks something, the others rush to help him and clean up, and demonstrate the same sympathy.

**Criterion 3:**                    **Having children of different ages in the same group.**

The third criterion is to have children of different ages in each environment. This means that each child spends approximately three years in an environment where a third of his classmates are renewed every year. This is very important, because the oldest children help the little ones and act as role models.

*« The communication between the two is rarely found between the adult and the young child ... The depth of this feeling of protection and admiration is hard to believe <sup>1</sup>. »*

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<sup>1</sup>     *The Absorbant Mind, Maria Montessori, Clio Press 1989*



The older child is very sensitive to the nature and degree of help the younger child needs.

*« They do not help them like we would ... they respect the other's efforts and assist only when really necessary. This intuitive respect sheds light on an essential need of the child: not to be helped unnecessarily.<sup>2</sup> »*

Although the older children help the younger ones in a Montessori environment, it does not delay or impede their progress or freedom.

*« One might fear that a child of five who teaches a younger one may fall behind in his own development. On the one hand, it does not "teach" permanently, only when he desires it. On the other hand, it allows him to improve his knowledge, analyze and reorganize it before moving on to something else. He is largely rewarded for the time devoted to this activity<sup>3</sup>. »*

Although Maria Montessori does not favor group work, she believes that education plays a collective role in preparing children for life.

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<sup>2</sup> *The Absorbant Mind, Maria Montessori, Clio Press 1989*

<sup>3</sup> *id.*



## GENERAL TERMS

### ☉ SCHEDULE-LUNCH-SNACK

Day	Morning	Lunch	Afternoon
Monday	8h00 - 12h00	12h00 - 12h45	12h45 - 15h00
Tuesday	8h00 - 12h00	12h00 - 12h45	12h45 - 15h00
Wednesday	8h00 - 12h00		
Thursday	8h00 - 12h00	12h00 - 12h45	12h45 - 15h00
Friday	8h00 - 12h00		

### Organization of a typical day

8h00 - 8h30	The teacher greets the children in the classroom
8h30 - 11h30	Montessori activities
11h30 - 11h45	Wash hands for lunch
11h45 - 12h30	Lunch
12h30 - 13h15	Recreation outdoors or indoors depending on the weather
13h30 - 14h45	Montessori activities
14h45 - 15h00	Preparation for departure

### Notes

- The supervision of meals and recreation is provided by adults;
- Children can have a nap.

### Lunch

- Hot meals are prepared by DSR located at One Business Center in Rolle. DSR is labeled "Fourchette Verte". These meals are brought to the school in thermos containers. The weekly menu is posted in the locker room. Appropriate behaviour during the meal is part of the education of "grace and courtesy " or "good manners".
- At lunchtime, the children set the table, serve the meal, serve their plates, and clean up before going outside to play or going for a nap. The provision of food with the "Fourchette Verte" label is part of a vision to promote each child's optimal physical development, but also to make the children aware from an early age of the importance of healthy eating.



## Snack

- In classroom, children can eat a fruit in the morning. A small table is provided for this purpose. Besides fruit, there are no other snacks. Each child may bring three fruits per week and share them with his classmates.

## Note

- If a child is allergic to certain foods, parents must inform the teaching staff who will ensure the safety of the environment. A list of allergies is displayed in each classroom as a reminder to all.

## 🔊 WORKSHOP

At the end of the school day, students can take part in creative workshops. The themes of the workshops vary each day of the week. A snack is provided before the workshop.

Day	Schedule	Price
Monday	15h00 - 17h30	CHF 60.- (snack+workshop)
Tuesday	15h00 - 17h30	CHF 60.- (snack+workshop)
Wednesday	N/A	
Thursday	15h00 - 17h30	CHF 60.- (snack+workshop)
Friday	N/A	

## 🔊 REGISTRATION

- Registrations are taken only for a full academic year (10 months). The school year is identical to the calendar of private schools in the canton of Vaud. Registration information is kept in confidential files. They remain confidential and no person may disclose them or be informed in writing or verbally without the written consent of the holders of parental authority.
- Once the school receives the registration form duly completed and signed, a confirmation of admission is sent to parents. The confirmation of admission is accompanied by a payment slip. The registration fee of CHF 1'000.- must be paid for each new student upon receipt of invoice. This amount covers the administrative costs of admission and is non-refundable. Any other and further costs for breach of contract is expressly reserved by the school's management.
- Each new school year gives rise to a mandatory re-registration. Subsequently, a place is automatically reserved for students upon receiving the signed registration form. Enrollment and re-registrations by fax or email are not accepted.



- The school reserves the right not to accept the registration of a student if payments due to the school for the current academic year are not paid in full by June 30.

## ☉ BREACH OF CONTRACT

- Cancellations made after June 30, prior to the beginning of the following school year, shall be subject to full payment of the following school year's first quarter .
- The school must be notified of any departure in writing at least two months before the end of the quarter. Otherwise, the school will require a compensation equivalent to the full tuition amount of the next quarter. In all cases, payment of the current quarter is due in full.

## ☉ ARRIVAL AND DEPARTURE

- The child must be accompanied by an adult when he arrives and the adult must notify the staff of the child's arrival. The same procedure is required for the departure of a student. A handshake between the child and the teacher allows good monitoring of this rule in addition of teaching the notion of welcoming someone. When someone other than parents must pick up the child, the parents must notify the Seeds of Knowledge Montessori School in advance. A list of people likely to pick up the child is to be provided to the school at the beginning of each year.
- Upon arrival or departure, parents are asked not to undress or dress their child, as this activity is part of the learning of everyday life activities. In the morning, the child has ample time to do everything required to get undressed. By late afternoon, time is set aside to allow children to dress themselves as much as possible, according to climate demands.
- Each child has a wall hook with his name where he can hang clothes, a bag in which he can put a change of clothes and a rack for storing his shoes and rain or winter boots.

## ☉ ILLNESS OR SERIOUS ACCIDENT

- As noted on the medical form signed by the parents (Appendix 4), in case of illness or serious accident, the school will make arrangements for the health and safety of all. Parents will be notified immediately and, if they are not reachable immediately, we will get hold of a person to contact in case of emergency on the list provided by the parents at the beginning of the school year.
- The environment of young children is conducive to disease transmission, despite all measures taken to ensure that the premises adhere to strict hygiene rules. To this effect, the Montessori School Seeds of Knowledge Montessori School cannot accommodate any child subject to a contagious disease or suffering from weakness due to illness. When circumstances indicate that a child is sick, parents are notified as soon as possible so they can pick him up.



### • INVOLVEMENT OF PARENTS

- Various meetings are held with parents during the school year. These meetings aim to establish a collaborative relationship with parents ensuring that their questions about the ins and outs of the Montessori program are answered.

### • ADMINISTRATION OF MEDICINE

- The designated staff member **cannot administer any medication without written permission** from the parents and a pediatrician.
- If it is a prescription medication, the information recorded by the pharmacy on the label identifying the medication is proof of the physician's authorization. Parents who want a drug administered to their child must then complete an authorization form containing all necessary information. This sheet will be recorded in the medications' register of the school. Only medications provided by parents can be administered. The label on the item containing the medication must indicate the child's name, product name, expiration date, dosage and duration of treatment.
- However, homeopathic granules of arnica, arnica cream, Merfen and dressings can be used without medical approval, but **with the written consent of parents**.

### • RATES 3-6 YEARS OLD

- By signing the registration or re-registration form, the parents attest reading and accepting the rates included hereafter in the General Conditions.
- Invoices for tuition fees have the following timing (incl. deduction of the registration fee of CHF 1'000.-):
  - **Quarterly:** payment due dates are July 31 (CHF5'500.-, December 31 (CHF4'500.-), March 31 (CHF4'000.-). These deadlines must be strictly observed. The Montessori School Seeds of Knowledge reserves the right to monthly billing if partial payments were to be found, even retroactively. Monthly billing includes charging an additional 3% of the total amount of the tuition.
  - **Annual:** a discount of 3% calculated on the amount of the tuition is applied to an annual payment of school fees recorded at the latest on July 31 (CHF13'550.-). Should the payment not be registered before or on that date, the Montessori School Seeds of Knowledge reserves the right to cancel the rebate and to invoice quarterly.





## Annual Rates without lunch

Attendance	Without lunch	School supplies
Full-time	CHF 13'300.-	CHF 70.-
Mornings only	CHF 11'000.-	CHF 70.-

## Annual Rates with lunch

Attendance	With lunch	School supplies
Full-time	CHF 15'000.-	CHF 70.-
Mornings only	CHF 12'700.-	CHF 70.-

## Monitored Meals

Attendance	Schedule	Price
3 meals/week	12h00-13h30	CHF 1'700.- / year
2 meals/week	12h00-13h30	CHF 1'120.- / year
1 meal/week	12h00-13h30	CHF 560.- / year
1 meal ticket	12h00-13h30	CHF 12.-

## Rates for after-school workshops

Day	Schedule	Price
Monday	15h00-17h00	CHF 60 .- (snack+workshop)
Tuesday	15h00-17h00	CHF 60 .- (snack+workshop)
Wednesday	N/A	
Thursday	15h00-17h00	CHF 60 .- (snack+workshop)
Friday	N/A	

## Rates in the event of belatedness

- Parents must pick up their child before 17:00. In case of delay, parents must inform the school. A fee of CHF 10 .- for any delay after 17:15 will be charged to cover expenses incurred to retain a person responsible for the child waiting in school.



☛ **LAW AND JURISDICTION**

- Only Swiss law is applicable to reports arising from these General Conditions and the financial contracts relating thereto, regardless of the location of the home of the parents or of the holders of parental authority.
- The place of jurisdiction shall be Nyon, Switzerland

☛ **BANKING RELATION**

UBS SA  
Case postale  
CH-1260 Nyon

*IBAN CH57 002208228 5832 0201 B*  
*Account no. 228-583202.01B*  
*BIC UBSWCHZH80A*