

# Preschool's Regulations

## 1. TIMETABLES

Sunday – Monday – Tuesday – Wednesday –Thursday from **8:00 am to 4:00 pm.**

Friday from **8:00 am to 12:00 pm.**

Arrival of the children: Mornings from **8:00 am to 9:30 am.**

Departure of the children: **from 12:45 to 1:00 pm** (for the children in half-day attendance) and **from 3:45 to 4:00 pm** (for the children in full-day attendance).

4:00 to 5:00 pm after school care: doors **open at 4:45 pm and close at 5:00 pm.**

For safety reasons and the smooth running of activities, we ask that parents kindly observe these hours of operation.

## 2. ATTENDANCE, ABSENCE AND ARRIVING LATE

### **Attendance**

Enrolment at the school implies regular attendance by the child, which is desirable for the development of the child's personality and independence.

### **Absences and late arrivals**

In the event of an unpredictable absence, we ask the parents to notify the school on the same day (via email).

If it is a predictable absence, parents are asked to notify the school in advance and in writing.

If late in the morning, parents should ring the preschool's front door and deliver their child to the teacher.

If the teachers note that parents are too frequently late, the school reserves the right to keep the doors closed for the involved families.

In the event of being late in the afternoon: if after 4:05 pm, the children shall be taken into after-school care and if after 4:10 pm the parents shall be charged the price of 70 Nis.

### 3. INFORMATION ET CORRESPONDENCE

For school-related messages, email to [info@villamontessori.co.il](mailto:info@villamontessori.co.il)

The administrative team may also be reached by phone at +972 (0)52 85 04 456.

### 4. FOOD, AFTER-SCHOOL CARE

#### **Food**

All children in half-time and full-time attendance may benefit from the 5 days-a-week (Sunday, Monday, Tuesday, Wednesday and Thursday) lunch and from the 6 days-a-week (Sunday, Monday, Tuesday, Wednesday, Thursday and Friday) breakfast. Children in full-day attendance may also benefit from the 5 days-a-week (Sunday, Monday, Tuesday, Wednesday and Thursday) snack the afternoon.

#### **After-School Care**

The after-school care service, provided by our teachers, starts at 4:00 pm and ends at 5:00 pm. Out of courtesy to the teachers, families are asked to comply strictly with this timetable. Children may leave from 4:45 pm. In case of frequently arriving late, the school reserves the right to terminate the child's enrolment into the preschool.

Exceptionally, when a child enrolled in the after-school care for the entire year, does not stay at school, the family must notify this to the school, in advance and writing.

### 5. HEALTH, HYGIENE, DRESS CODE

Children welcomed at the preschool must be in good state of health and must have their vaccinations up to date. In the event of illness, parents must keep their child at home. If a child becomes ill during the day, the school will immediately inform the parents. If they are not reachable and in the event of an emergency, the school will immediately call healthcare services so that they may care for the child.

Any contagious disease (such as chicken pox, measles, conjunctivitis...) must be reported immediately to the school. The child will be accepted back at the school after the standard quarantine period has elapsed, and a medical certificate stating that the child is no longer contagious has been provided.

School staff cannot administer medication. Children must never carry medication (whether in their backpacks or pockets).

The child's dress code must be appropriate to the school environment and weather conditions. All clothing the child might take off at school during the day, must be marked with his full name. This also applies to the shoes, indoor shoes, changes of cloth, sheet and comfort toy if used during the nap.

## 6. SAFETY

### Emergency safety protocol

All school staff members who witness an accident are required to, depending on the severity of the case, call the MDA (101), before informing the child's family.

### Child entry and exit

Only **umbrella strollers** may be stored in their dedicated area outside the preschool, not yoyos...;

For safety reasons, the school closes its doors at 9:30 am.

The school reopens at 12:45 to 1:00 pm for children attending half-day and from 3:45 to 4:00 pm to allow the children to leave.

The teachers release the children to their parents.

Should parents require that another person (other than those listed on the registration form) collect their child, they must introduce this person to the school in-person, or they must send an email with the person's contact information and a copy of their identity card to:

[info@villamontessori.co.il](mailto:info@villamontessori.co.il).

No child shall be allowed to leave school alone.

### Objects of personal value, or objects that are valuable or dangerous

Wearing jewelry is not recommended. The school shall not be held liable for any loss or damage to valuables or personal items brought from home.

Parents are responsible for the objects that their children carry in their pockets during school times. Children should not bring dangerous objects or things that may be the cause for disputes (such as toys, sweets, etc.)

Families shall be held liable for any incident or accident caused by an object brought from home. The school is not responsible for clothing, strollers, left or entrusted to the school.

### Insurance

At the beginning of the year, families are required to pay a fee of 300 Nis for their child's all-year insurance.

## 7. PARENTS RIGHTS AND OBLIGATIONS

7.1 The Headmistress and teachers are available, by appointment to answer any questions the parents may have. Meetings are at the request of the families, the teacher or the Headmistress.

The parents undertake to acknowledge the specific nature of the preschool and to respect the full educational team. To this end, the parents are asked to act in line with and complementing the actions of the educational team, in particular in respect of the development of the independence, to provide the children with a consistent framework and continuity between home and preschool.

7.2 The parents, having learned about their child school tuition and fees shall undertake to ensure the financial burden jointly.

In case of outstanding debt, and in the absence of an answer to the reminder letters from the preschool, the enrolment of the child shall be deemed terminated by the family. In this event, and according to the services the parents signed up for, the provisions of article 8.1 and 8.2 of the Villa Montessori's Agreement shall apply.

7.3 Parents are the guarantors in regard to their child respecting preschool regulations. In particular, they must respect and uphold the preschool's timetable.

The parents shall also undertake to comply with the Villa Montessori's Agreement they agreed upon and signed up when registering their child.

7.4 The educational, teaching and recreational activities carried out during schooling may involve the use of a camera or a camcorder. Pursuant to the applicable legislation on the image reproduction rights, the photographs of the children cannot be taken and circulated without the prior written consent of the parents, and the use of these images is strictly limited to a publication on the Villa Montessori WhatsApp group which is only accessible to the families whose children are enrolled at the preschool. These images may be stored and circulated for a limited period of 12 months.

Parents may have the images posted on the Villa Montessori WhatsApp group removed at any time and object to any new diffusion of these images, by email at the following email address: [info@villamontessori.co.il](mailto:info@villamontessori.co.il).

## 8. LIABILITY AND SANCTIONS

Families are financially responsible for any damage to the preschool or to its facilities, by their children.

In the event of a child and/or parent not complying with these rules, sanctions may be taken that may lead to the child's exclusion from the preschool or to the child not being allowed to renew their enrolment.

The same rules shall apply in the event of serious and persistent disturbances, which demonstrate the obvious inadaptability of the child to the preschool's educational project.

In all cases, the preschool and parents must maintain an open and trusting dialogue.