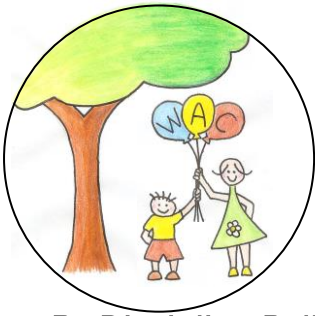


### Tips and general information for parents

## Classroom Procedures and Discipline Policy

### A. Classroom Procedures

- 1. Arrival:** Parents are asked to arrive on time for class, but are asked not to enter the classroom until the actual starting time. Parents should assist their child, if needed, with indoor shoes and/or coat removal and stay until the teacher is ready to greet the children. Late arrivals may disrupt the class flow, however if you can only make it at a later time (regularly) due to scheduling issues, please advise the teachers, so they may adjust the class routine accordingly. Younger siblings are discouraged from disturbing prepared class materials, toys etc.
- 2. Departure:** Children must be picked up promptly. Teachers will signal when class is over by opening the doors. No child will leave the classroom/building unaccompanied. A child will not be released to anyone other than the parent or guardian unless the parent informs the teacher ahead of time or written parental permission is given. Older children (Wednesday afternoon class) may leave on their own **provided the parents make it clear to the teachers on the first day of class that they may do so.**
- 3. Class Assignment:** Children will be assigned to an appropriate class according to age and needs. A trial class or meeting with a teacher can be arranged before enrollment. If a parent wishes to make changes to his/her child's class (i.e. additional class, withdrawal, schedule change), a change/withdrawal form must be filled out and returned to the office. The forms are available at the office. Only after a change/withdrawal form has been received, can adjustments be made to the class and/or payments. The school is under no obligation to make the requested changes, but every effort will be made to make changes according to the individual needs of each child.
- 4. Conflicts among children:** Conflicts among children will be carefully evaluated by the teachers. If the children are unable to resolve the conflict, redirection and/or intervention will be used to help the children find a solution.
- 5. Supervision:** No child should be left alone or unsupervised. Play is permitted in the classroom, playroom, or the outside playground only under adult supervision.



### B. Discipline Policy

A time-out period will be used when the child needs time to calm down and her/his behaviour cannot be corrected by a teacher reminder or diversion to another activity. No corporal punishment or verbal abuse will be allowed. Suitable behaviour is taught by modelling and showing the child that there are more appropriate problem-solving methods. In the event that special behavioural concerns need to be addressed, we will advise the parents individually and confidentially.

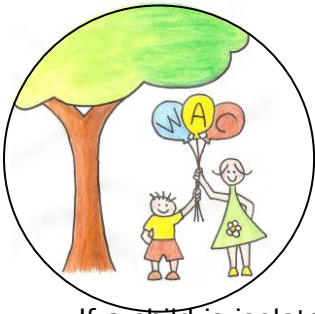
### Health Requirements and Procedures

#### a. Illness

- 1. Medical Form.** All parents must complete a medical form for each child no later than the first day they attend school. In emergencies, every possible attempt will be made to call the parent or emergency contact person using all phone numbers listed on the form. If your child needs special medical treatment or any medications, we will need a certificate and instructions from your doctor.
- 2. First Aid.** All our teachers are required to attend a first-aid course and to attend a refresher course regularly. First-Aid kits are found in the lounge and in each classroom.
- 3. Sick policy.** Parents are required to notify the school whenever a child has been exposed to a communicable disease. Children who are sick or who have a communicable disease are not permitted to attend class. This is also applicable if any sibling is sick or has a communicable disease. Staff members will not come to work when feeling or displaying any signs of communicable disease. All other parents will be notified when the school is informed of a student or staff member having a serious communicable disease, either by written notice posted on our bulletin or through email.

A child with any sign of the following symptoms will be immediately isolated and discharged to his/her parent or guardian:

- diarrhea
- severe coughing and runny nose
- difficult or rapid breathing
- yellowish skin or eyes
- conjunctivitis or red eyes
- elevated temperature and / or any other sign of illness
- untreated infected skin patches
- unusually dark urine and/or gray or white stool
- stiff neck
- unusual spots or rashes
- sore throat or difficulty swallowing
- vomiting
- evidence of lice, scabies, or other parasitic infestation



## Learning Tree Cooperative School

If a child is isolated, a teacher or other responsible adult will remain with him/her until a parent or designated adult arrives. A child will be readmitted when the parent feels he/she is completely well. In the case of severe illness, *The Learning Tree Cooperative School* reserves the right to request a doctor's statement as evidence that the child has made a full recovery.

It is generally recommended that a child who had a fever of 101°F (38.3°C) or higher should stay home until the temperature has remained below 100°F (37.8°C) for 24 hours. A child who has some residual or minor cold symptoms may return to school once the fever has gone, however, the child should remain home if he/she feels tired.

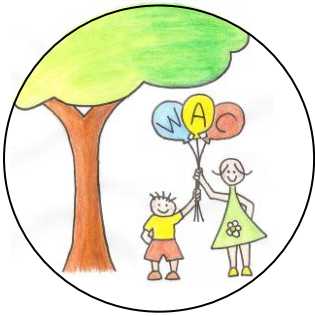
4. **Procedure in case of minor illness or injury.** Children can remain in the classroom after being treated for minor scrapes and bruises (with cold water, Band-Aids, rest, affection and sympathy). *No medication will be given.* A parent will be called to collect the child if necessary or if the child desires. If a child becomes ill while attending a class and needs to be sent home, the teacher or another responsible adult will attempt to call the parent or emergency contact person listed on the child's emergency sheet. If no one can collect the child immediately, a child with a minor illness will stay with a teacher or another adult in the clubroom, until the parent or designated person arrives.
5. **Procedure in the case of serious illness or injury.** If prompt medical care is required for an illness or serious injury, the **Kinderpraxis Uster (043 444 23 33)** (located in the same building as the WAC, enter at the side entrance), the **Spital Uster (044 944 61 61)** or the **Kinderspital Zürich (044 266 71 11)** will be contacted. One teacher will administer first aid to the child while the other teacher or adult present, contacts the hospital and supervises the other children. After the emergency unit has been called, the child's parent will be notified. A teacher or other designated adult will remain with the child until a parent arrives.
6. **Vaccination.** It is highly recommended that each child should be up to date with his/her vaccinations against *diphtheria, tetanus, whooping cough, polio and measles/German measles*. If a parent chooses not to vaccinate their child(ren), the office and (each) child's teacher must be notified. Vaccinations protect not only the immunized child(ren), they also protect the other children, new-born babies, pregnant women and adults.

### b. Allergies

All parents are encouraged to follow the school's **no-nuts-policy** due to an increase of allergies.

## Practical Information for Parents

- A. **Clothing:** Dress your child in comfortable, practical play clothes and provide soft indoor shoes or rubber soled socks (preferably not crocs). Although paint smocks will be provided for your child, clothes might still get dirty. Class groups may go outside in warm, cold and rainy weather, so dress your child appropriately. To avoid loss, clearly label all clothing or other items that your child brings to school. For our preschoolers, it is advisable to bring an extra set of clothes, properly labeled in a plastic bag, on the first day of school in case of any emergencies.



## Women's Activity Club

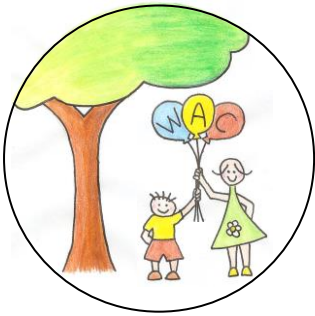
### Learning Tree Cooperative School

- B. Snacks:** Please provide your child with a drink and a simple, healthy snack such as **cut pieces of fruit (choking hazard)**, cheese, crackers, granola/fruit bars, raisins, yogurt, or sliced (but boiled) carrots. No sweets, chocolates or fizzy drinks are permitted. Parents should not bring **nuts and nut products** to the WAC premises since some children are severely allergic to them.
- C. Toys:** Children should not bring their own toys to class unless a prior arrangement has been made with the teacher. Loss or damage of said toys will not be the responsibility of the teachers. Guns, knives and other such toys will not be allowed. Children may bring special items for scheduled "show and tell" times.
- D. Birthdays:** Please inform a teacher in advance if you wish bring something special (i.e. cupcakes, cake, fruit etc.) for your child's birthday during snack to share with his/her classmates. Please remember **NO NUTS** and the teachers will advise you if there are any other prohibited foods due to allergies (i.e. eggs, gluten). Please do not bring party favors or balloons, as birthday parties are not held during class time.
- E. Celebrations:** We encourage sharing special celebrations such as national or religious holidays with your child's classmates. Please discuss the upcoming event with your child's teachers.

## Communication

Communication between parents and teachers is a high priority of *The Learning Tree Cooperative School*. Parents are encouraged to speak with the child's teacher about their child's progress or whenever they have concerns or information to share about their child. Communication is conducted through the following methods:

- A. "School News" Bulletin Board and Classroom Doors.** This bulletin board and classroom doors provide information about *The Learning Tree Cooperative School*, as well as other articles of interest, such as the monthly curriculum and class calendars. School news will be regularly updated on the website and Facebook/Instagram page. The school organizes an "Open Week" once a year where parents can visit their child/ren's classes. Emails will be sent out on a regular basis informing parents of the upcoming holidays, vacation camps or any other school news.
- B. "WAC on Track" Newsletter.** The Wac on Track will keep you abreast with information about important events of the school, such as new programs being offered, parents/teachers conferences and parties or other social events, in addition to general club activities. Additionally, you may find more information at our website [www.wac.ch](http://www.wac.ch).
- C. Parent/Teacher Conferences.** Parent/Teacher Conferences will be scheduled once a year and parents are strongly urged to attend. The teachers evaluate students based on child development schedules and classroom observations. A conference can also be arranged any time a parent or teacher feels it is necessary. The dates are on the calendar and sign-up sheets are put up 2 weeks before the conference.



### Complaint Procedure

If you have any concerns about your child's class, please discuss these with your child's teacher(s) first. If you and the teacher(s) do not reach an understanding, then contact the Head Teacher. If you have any other concern about the school or staff, please contact the Head Teacher. If the problem is still not resolved then put the matter in writing to the Vice President of the WAC Board. Please do not discuss your concerns with other parents until the school staff and the WAC Board have had a chance to fully investigate and resolve the situation.

### School Closing

The school will be closed on official holidays observed by the Swiss public schools in the Canton of Zurich Schedule and generally following the Uster school schedule. However, please note that some of these dates may differ so it is strongly recommended that the dates on our school calendar be clearly noted. Should any changes occur during the school year, you will be informed accordingly.

### Liability

Members are to note that they participate in any Club/School activity entirely at their own risk. Neither the Club, its Board of Directors nor the school shall be held responsible for any injury, damage or loss incurred by the general members while participating in any activity or function. The liability of each individual members of the club to any third party is limited to the membership dues, see fee schedule under Article II. Finance Section 1. Membership Dues and Income (Swiss Civil Code Article 71).