



Les Lettres Dorées

FRENCH & ENGLISH
MONTESSORI SCHOOL



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|--------------------------------------|----|
| 1. The School | 3 |
| 1. Practical Information | 3 |
| 2. The premises | 3 |
| 3. The team | 3 |
| 2. The School Project | 4 |
| 1. Aspirations | 4 |
| 2. Rhythm | 5 |
| 3. A Valued Individual | 5 |
| 4. Self-Fulfillment | 6 |
| 5. Bilingualism | 7 |
| 3. Programs | 8 |
| 1. In a nutshell | 8 |
| 2. Parents | 9 |
| 4. Practical Information | 9 |
| 1. Lunchtime/ Bedtime/ Daycare | 9 |
| 2. Opening hours | 11 |
| 3. Prices | 11 |

1. The School



1. Practical Information

Les Lettres Dorées is a private French & English school. It is managed by *Strawberry WIM* – Siren N° 818943078, a private firm.

It receives no state allocations. It is however:

- Registered with all necessary organizations (academic, legal, judiciary, Child Protection Services, etc.)
- Is subject to audit by the Hygiene and Safety Commission.
- Follows the **common base of knowledge and skills set by the French Ministry of Education.**

It will open two classes in September 2016:

- One for children aged 2 to 3 years.
- One for children aged 3 to 6 years.

2. The premises

The school is located near the Sans Souci Metro station. Its address is 31 rue des Tuiliers 69008 Lyon.

The premises are 797 square feet, and include:

- A 154 square feet classroom for the 2-3 class.
- A 170 square feet classroom for the 3-6 class.
- A refectory/workshop
- Restrooms

The other half is occupied by La Petite Académie, an art school for children (ages 4 and up) and adults.

3. The team

* **Sophie ROUSSEAU**, administrative director. She was once a notary, and has worked in management and sales. She felt like something had to be done to propose a

more caring environment for the children at school. She will deal with the administrative tasks for the school.

* **Eloïse JOUBERT**, educational headmistress. She mastered in Psychology, and Institutional Law. She has long worked with children with learning or behavioral disabilities, creating educational tools for each individual need. She was raised in Newport Beach California, where she attended an American school. She is a Montessori Educator, and will be speaking exclusively English with the children.

* **Mélanie GRANCHAMP**, Montessori Educator. She has a diploma in Marine Biology, and is a French professor for the French Educational System. She has worked with Preschool, and Kindergarten classes for a few years before choosing to become a Montessori Educator. Diploma in hand, she will be the 3-6 educator.

* **Diana PIPAULT**, assistant. Diana was born, and raised in Mexico. After studying Law, and dreaming of becoming a professor, she went to live in Canada where she was a nanny, and then to France where she got married to a French citizen. She has been working with children for almost 30 years. She speaks Spanish, French, and English fluently.

2. The School Project



1. Aspirations

Our school is called a “New Education School”, because it follows the rules of the ANEN (National Association for the development of a New Education) charter:

- The will to always work on improving our educational care.
- The student is an actor of his education. He is a responsible part of the community.
- We take into account every child’s fundamental needs, rhythms, and personality. Through observation, we help guide the child in his learning process.
- We consider pleasure as an inherent part of the learning process.
- We favor autonomous thinking.
- We consider all the actors in a student’s life as co-responsible in his Learning Process.

We mostly use the Montessori Method at school.

- Autonomy
- Scientific Material: from concrete to abstract thought.
- Self-correction.
- Respecting the child's rhythm and learning process.

We are also inspired by methods like Steiner and Reggio Emilia, which focus on developing a child's brain through his imagination. Other great authors inspired us, such as:

- Céline Alvarez (Montessori and Neuroscience)
- AgnèsPutoud (Montessori and Language)
- Faber et Mazlish (Non-Violent Communication)
- Freinet (Cooperation)
- Angela Duckworth (The Grit)
- Ken Robinson (Education and Creativity)

2. Rhythm

We work with 4 major rhythm axes:

- *Physiological rhythm*: A resting place inside the classroom allows the child to lie down whenever he feels the need to; A Snack Basket with fruits and vegetables is left in the dining area for any child to prepare in case he has the munchies during the day; The staff adapts its daily plans according to the group's needs.
- *The World's rhythm*: Seeing how Nature evolves with time, and the seasons; Learning Life cycles; Bringing back Natural Elements to create a Seasonal table, Land Art, and sing songs about Nature, etc.
- *Eurhythmy*: Learning to embody rhythm.
- *Melody rhythm*: the rhythm of phrases, of different languages, and rhyming with words. Music is integrated into the learning process through songs and choir practice.

3. A Valued Individual

We think, here at Les Lettres Dorees, that the child must be considered central in our school. He must feel that he is special, and that his presence is meaningful.

This means having responsibilities:

- Towards the group in the class
 - Towards the Community
 - Towards Nature
-
- We teach children to take care of themselves, to be caring of others, and to be careful with the material.
 - We find it essential for the child to feel unique, and special. The Student Appreciation Week is a week when a student can bring from home something he values in particular to talk about his favorite hobbies, his family, his origins, etc. At the end of the week, each of his classmates tells the Special Student what he/she particularly appreciates in him. This way, children learn to be thoughtful, and kind with each other, and each child is considered as a whole, and valued for who he is.
 - The Birthday Ritual: The birthday child brings to school pictures from his birth, and for each year of his life. There is a birthday cake, and candles to celebrate this new birthday.
 - Social bonds: with different structures in the city (retirement homes, etc.)
 - Being eco-responsible: we will be using a compost bin at school, and then bringing our compost to the nearby compost shed at the Maison des Jeunes de la Commune (MJC). We will teach the children to preserve Nature, and to be responsible citizens of the Planet.
 - MJC is the place where we will be gardening with Christophe. He will teach the children about plants, insects, and birds. We will also participate in various workshops around Natural Elements.

4. Self-Fulfillment

We think it is essential to believe in the natural dispositions of a child. The child has everything in him: the will, the desire, and the curiosity to learn. Every experience, every challenge is a new opportunity to acquire knowledge.

Albert Einstein said “Imagination is more important than knowledge. For knowledge is limited to all we now know and understand, while imagination embraces the entire world, and all there ever will be to know and understand.”

We have two great projects this year:

- Story Bird Project: Students 4-6 will be creating a book.
- The Cubetto Project: a robot to teach coding to children ages 3 and more.

Les Lettres Dorées is a title chosen to translate Angela Duckworth's "Grit", which defines that a child needs to become a "successful adult" (an adult who has managed to succeed in attaining a goal, a purpose he has chosen for himself).

For this to be possible, children, and adults, must have three major qualities:

- Determination: fixing yourself an objective, and sticking to it.
- Perseverance: Keeping a long term focus.
- Resilience: Tenacity. Accepting mistakes, and downfalls as necessary steps in progress.

We really wish to encourage our students to develop these qualities so that they are later able to take risks without fearing failure. We would like to render them perseverant by showing them just how important making mistakes is to grow stronger. We will be working on helping them become self-confident human beings.

5. Bilingualism

We believe in learning a second language through immersion in that language. There will be an English speaking, and a French speaking educator in each classroom, so that children learn both languages, and how to go from one to the other.

Children will find books in English, and in French in the classrooms. We will be singing songs in both languages.

We have a sister school: [the Village Montessori School of Miami](#), and Les Lettres Dorées will be exchanging mail, learning songs, and singing with them for World Peace Day and various other occasions. We are very excited!

3. Programs



1. In a nutshell

Program for toddlers

- Potty training
- Autonomy (learning to take care of yourself, others, and the material)
- Hand-brain Coordination, Sensory Discrimination
- Order and Sequence (shapes, colors, forms, etc.)
- Language
- Collectivity
- Time and Space
- Motricity

Programs for 3-6 years old

- Collectivity
- Time and Space
- Practical Life
- Sensory Activities
- Creative Activities
- Language
- Mathematics
- Geography
- Science

Learning to read, write, count, general notions, theorems, etc.

2. Parents

We know how important it is for parents to be present in a child's life, including at school. We therefore invite parents inside the classrooms for numerous occasions like:

- The child's birthday
- For Parent Talent Day
- For field trips (three times a year)

The Parents Association is the perfect option to allow the school to

- Organize events
- Help collect money for field trips
- Improve communication between parents and the staff

4. Practical Information



1. Lunchtime/ Bedtime/ Daycare

Children either choose to bring their lunchbox to school or take the delivery meals brought to us each day by local restaurants and caterers.

- Meals take place in the dining room.
- There are microwaves and refrigerators available for use.
- There can however be no cooking inside the school. Meals must be ready to eat. The best option is for the children to bring insulated lunchboxes so that their meal stays warm until lunchtime.
- Our delivery meals are available through reservation on Mondays, Tuesdays, Thursdays and Fridays. No delivery on Wednesdays (school closes at 11 :30)
- Reservations are possible per day, week, or school year.
- All the delivered meals are made with organic and local products.

- Price per meal is still to be confirmed.

Naptime

- Takes place in the toddlers' classroom.
- When children are finished napping, they head for the 3-6 classroom (if they belong to that class) or to the workshop for creative activities.

Hygiene

- Children come to school with a small toiletry kit containing :
 - A comb
 - A washcloth and towel
 - A toothbrush and toothpaste
- We will teach them to wash their hands and other basic hygiene habits.

Fieldtrips and Recess

- Recess takes place in the nearby sports facilities or parks.
- Gardening sessions will take place at the MJC right across the street.
- Once per season, we will go to the nearby Sisley Park for the day to observe changes in nature.
- There will be three field trips during the year. The trips will focus on cultural, ecological, and artistic activities.
- We will be going outside every day, even if it rains or snows.
- Please expect your children to sometimes come home with dirty clothes, but happy 😊.
- Since your children may get dirty, please dress them appropriately.
- Choose comfortable clothing for them to wear!
- Please remember to bring a change of clothes.

2. Opening hours

| | Morning | Noon | Noon (return) | Evening | Daycare |
|-----------|-----------|-------------|---------------|-------------|-------------|
| Monday | 8:30-8:50 | 11:30-11:40 | 13:20-13:30 | 16:30-16:45 | 16:45-18:00 |
| Tuesday | 8:30-8:50 | 11:30-11:40 | 13:20-13:30 | 16:30-16:45 | 16:45-18:00 |
| Wednesday | 8:30-8:50 | 11:30-11:40 | NO SCHOOL | NO SCHOOL | CLOSED |
| Thursday | 8:30-8:50 | 11:30-11:40 | 13:20-13:30 | 16:30-16:45 | 16:45-18:00 |
| Friday | 8:30-8:50 | 11:30-11:40 | 13:20-13:30 | 16:30-16:45 | 16:45-18:00 |

- We open Mondays, Tuesdays, Thursdays, and Fridays from 8:30 to 18:00
- Wednesday mornings are optional (25€ a month) from 8:30 to 18:00
- Our holidays are the same as those of the French Educational System
- Children are expected to arrive between 8:30 and 8:50.
- Those who eat lunch at home leave at 11:30 and return at 13:20
- School pickup is between 16:30 and 16:45
- Daycare is from 16:45 to 18:00. The price is 6€ per day or 50€ per month*
- The academic year begins on Monday, August 29 2016.
- The first week will be adjustment time for the children. The conditions in which this time takes place will be thought over with the parents prior to the first school day.
- You will receive this summer the list of items to prepare for your child. Please remember to label all the items with your child's name.

3. Prices

- 425€ per month for the four-day option
- **OR** 450€ per month for the five-day option (from September to June)
- 150€ per year for material renewal.
- Delivered Meals: prices to be confirmed.
- 90 euro cents per day for children who take their meals at school.

- Daycare : 6€ per session or a monthly price of 50€ for the regulars (more than 8 days in the month)¹

Terms and Conditions

- To enter the toddler class :
 - The child must be 2 years old before the end of the year (2016)

Children must not necessarily be potty trained. We encourage, however, parents to start potty training at home with their child before school starts.

- To enter the 3-6 class :
 - The child must be 3 years old before the end of the year (2016)
 - Be potty trained.
- A child may start school or move from one classroom to the other during the school year if the parents and the staff agree if it is a viable option for the child.
- The application process is complete once the application form is completed, signed, and handed in to Sophie ROUSSEAU, the administrative director.

¹ If the minimum number of registrations is met.