



# EVERYTHING IMPORTANT ABOUT THE KINDERGARTEN IN GRINZING

school years 2023-2024



LYCÉE FRANÇAIS DE VIENNE

Établissement homologué par le ministère français de l'Éducation nationale

École maternelle : Grinzingstrasse 95, A-1190 Wien, Österreich // +43.1.370.12.17

École élémentaire – Collège – Lycée – CPGE : Liechtensteinstrasse 37A, 1090 Wien, Österreich // Tél : +43.1.317.22.41

## opening and teaching time

The school is open every day from 7:45 am to 5:00 pm from Monday to Friday.

### Lesson times:

♣ **Monday, Tuesday, Thursday, Friday: from 8:30 am. to 3:30 pm**

♣ **Wednesday: from 8:30 am to 12:30 pm**

The arrival of the parents with the children takes place in the respective classes from 8:30 am to 8:50 am

Maternelle classes close from 3:30 pm to 3:45 pm (in class or in front of the entrance doors depending of the level).

Outside of these times, there is an after-school care center (garderie) that looks after your children: in the morning between 7:45 am and 8:20 am and in the afternoon between 3:45 pm and 5:00 pm.

On Wednesday afternoons, the LFV and the two parents' associations offer extracurricular activities, for which a fee is charged. The program will be available in September.

## Organization from the start of school in the morning

### Morning:

**7h45 - 8h20: cloakroom** (after-school care, **free of charge**): Parents wishing to leave their children in the cloakroom are asked to enter the building at the left-hand entrance (next to the secretary's office), accompany their child to the Refectory (dining room) and hand over their child to the supervisor present. Please then leave the building by the same route. *Access to the classrooms is not possible before 8h30.*

**8h30: The entrance doors** to the left and right of the building will be unlocked.

**9h00: The entrance doors will be locked.** Therefore, persons from outside the school will no longer be able to enter the classrooms. All persons wishing to enter the school must ring the bell at the left door of the building and register at the secretary's office.

### Afternoon:

**15h30: The left and right entrance doors will be unlocked.** *Before entering, please wait for the school staff to open the doors.* For safety reasons and to allow a smooth flow, parents are asked to leave the building after collecting their children either in the classroom or at the two entrances to the school (according to instructions).

**From 16h00: access to the school is only possible from the left side.** Access to the classes will no longer be possible. Children who have not been collected by this time will be taken to the



cloakroom by the kindergarten assistant (Aide Maternelle) or by the teacher. Parents whose children are there are asked to collect their child at the entrance to the dining room.

**16h00 to 17h00: Garderie** (after-school care) Parents collecting their children from the Garderie are asked to present themselves to the supervisor at the entrance to the refectory and give their child's name.

The supervisor will make a note of your child's pick-up time. (as there is a charge for the Garderie in the afternoon).

**17h00: The school will be closed.**

**The Grinzing team thanks the parents (as well as the other persons authorized to pick up) for respecting the times.**

## Guidelines for the first days at school (except Wednesday)

### GRANDES SECTIONS:

**On the first day**, we ask parents to pick up their child after lunch, at 1 pm.

From the second day onwards, school finishes at the normal time of 3:30 pm.

### MOYENNES SECTIONS:

**On the first day**, parents are requested to pick up their child after lunch at 1 pm.

**During the first week of school**, it is possible, with the agreement of the teacher, to collect your child when you wish.

From the following Monday, school finishes at 3:30 pm.

### PETITES SECTIONS:

**During the first two weeks of school**, it is possible, with the agreement of the teacher, to collect your child when you wish.

From the following Monday onwards, leaving the school is only possible either after lunch, 12:00 pm or from 15:30 pm.

## School attendance

**Regular and punctual** school attendance is very important. Children must stay at school for the whole day in order to learn in the best possible conditions.

**For the Petites Sections**, it is possible in the first term (up to the All Saints' holiday) for children to attend school only in the mornings with the agreement of the teacher. In this case, it is essential to inform the class teacher and the secretariat. You will then be asked to collect your child after lunch at 12.00 noon.

**For other classes**, except in exceptional circumstances, it is not possible to collect your child before 3.30 pm. In the exceptional event that a child has to leave earlier, the teacher and secretary must be informed (by e-mail).

In the event that a child has to leave class early on a regular basis, a written request must be sent to the School Director (early departure form).



**IMPORTANT:** We would also like to remind parents that **punctuality is essential** for the smooth running of classes.  
Any lateness is detrimental to the child and disrupts the group and the activities begun by the class.

**Never pick up a child without informing the adult in charge, and do not pick up a child when they are moving around in the row with the rest of the group.**

## Recreation

Students have two breaks a day.

The Moyenne and Grande Section classes have recess in the public playground opposite the school.

Petite Section classes have recess in the playground inside the school. At the end of the year (May/June), a gradual adaptation to recess in the public playground opposite the school is put in place.

## Special case of Wednesdays

On Wednesdays, lessons only take place in the morning.

The afternoon after-school care service is reserved primarily for students whose parents are unable to collect their child for an imperative reason.

Parents can collect their child after lunch or at 2pm.

**For students enrolled on the shuttle bus service**, buses will return students the Lycée: departures at 2 pm or 3:30 pm.

Please respect the times you chose at the beginning of the year.

On Wednesday afternoons, extra-curricular activities are offered, for a fee, by the two parents' associations (UPEL, APE) and by the LFV. The program will be available in September.



## Shuttle bus

The shuttle service will run from Tuesday 5 September 2023.

Please register with BLAGUSS (the link to the registration form can be found on the Eduka platform)

### MORNING:

- 2 shuttles run between the Lycée (Liechtensteinstrasse. 37) and Grinzing School:
  - the 1st shuttle leaves at 8.15 am
  - the 2nd shuttle leaves at 8.30 am sharp.

Children are welcomed at the Lycée from 8.00 am.

### AFTERNOON:

- 2 shuttles bring the students back to the Lycée (Liechtensteinstrasse. 37) and afterwards:
  - the 1st shuttle leaves at 3.30 pm
  - the 2nd shuttle leaves at 3.45 pm

One of the two shuttles continue its journey to the UN (this information is available from Blaguss)

The school entrusts the reception and accompaniment of the children on the shuttle to a trustworthy person (from the LFV to Grinzing and vice versa). This person kindly acts as a link between parents and the school for those who are only able to attend infrequently, and is happy to pass on any **written messages** you may wish to entrust to them.

**If your child takes the shuttle bus, a request must be made to the BLAGUSS company, which will pass on the information to the school.**

**WITHOUT THIS REQUEST, NO CHILD CAN TAKE THE SHUTTLE!**

Parents are reminded that **they must be present** when the shuttle arrives at the LFV to collect their child.

**All changes must be avoided. If there is a one-off change in the organization of the shuttle, it must be requested in writing, at least one day in advance, to the following address**

**[contact.grinzing@lyceefrancais.at](mailto:contact.grinzing@lyceefrancais.at)**



## After-school care

**PLEASE NOTE:** There is a charge for the after-school care service from 4pm to 5pm.  
**Fee: €7 per hour.**

Any hour started is due and payment will be included on the quarterly school fees invoice.

## Health

**A sick child stays at home.**

Any absence must be reported to the secretary's office (by e-mail: [contact.grinzing@lyceefrancais.at](mailto:contact.grinzing@lyceefrancais.at), no later than the morning of the absence).

If your child is unable to take part in a school activity, we ask you to provide us with a medical certificate.

No medication may be taken at school. If your child requires special treatment, it is obligatory to inform the nurse, the teacher and the Headmistress, and to set up a P.A.I (Individualized Welcome Project).

Any student with **head lice** must be excluded immediately. They may only return to class with a medical certificate issued by the Arsenal or a doctor.

During their time at Grinzing school, students will have hearing and vision tests organized by the Stadt Wien service (MA 15).

If you have any health-related questions, please do not hesitate to contact Mr. Jérémy AUMAITRE, our nurse, on +43 317 22 41 134 or by e-mail [gpinfirmerie@lyceefrancais.at](mailto:gpinfirmerie@lyceefrancais.at).

## Discharges authorizations

Only persons designated in writing and/or registered in Eduka are authorized to collect your child.

For security reasons, we ask you to present yourself in person and/or provide a photograph and contact details for any new person authorized to collect your child.

Please also complete your child's file in Eduka, under "other contacts" and "persons authorized to", from the start of the school year.



## Advice

### **Clothes:**

Choose clothes that are practical (your child will be more independent when going to the toilet), and suitable for the weather (lace-up shoes are to be avoided) as we go out in all weathers in the park.

All **clothes** and **shoes** must be **marked** with the child's name.  
Found clothes are kept in a cupboard next to the secretary's office.

Please note that jewellery, valuables, dangerous objects and sweets are not allowed in school.

### **Communication with families:**

**Check** the contents of your child's schoolbag (or bag) every day, as it may contain important information (in the **liaison book** in particular).

For all meetings with teachers, please make an appointment in writing in the liaison booklet or by email.

Please inform us **immediately** of any **changes of address** or **telephone** number so that we can contact you at any time in the event of an emergency.

### **First days at kindergarten:**

#### **At school**

- Write your child's first and last names legibly on a label that you will put on his jumper. This way, you'll be able to call him by his first name straight away without making a mistake, and you'll be able to establish a warmer relationship with him.
- For the first few days, help the child to leave you and stay calm. Don't stay in the classroom, leaving your child in the arms of the teacher who is used to crying. To maintain trust, it's best to be firm and not give in, as this could happen again in the following days.
- When it's "parents' time" to come back to collect your child, be punctual, so as to avoid anxiety and tears.
- Make sure your child attends school as regularly as possible.

#### **At home**

Don't forget that children are tired from their new life.

At school, they have to make an effort to live in a group, to understand and to adapt.

They have to cope with a new rhythm and stricter timetables. What's more, some of them hear a language they don't know! When they get home, they are likely to be more "difficult" and more excited. Be patient and understanding!

Look after and balance their breakfast.

Be adamant about bedtime. **Children should go to bed early.**



## Rules of the library

The library is an educational resource for the children and the teaching staff.  
It is also open to you as parents so that you can borrow books, DVDs or CDs for your children.

Opening times for parents will be announced at the start of the school year.

To ensure that the library runs smoothly, everyone is asked to follow its rules:

- Once a week, children can borrow one or more books (in French and German) **with the help of the teacher, the educational assistant or the librarian.**
- The loan is valid for **one week** from the date of issue. A new book can only be borrowed if the previously borrowed book has been returned.
- Books are precious. Please take care of them. Therefore, **a small cloth bag** (marked with the child's name and class) is **obligatory** in the library; it is provided at the beginning of the year by the school.
- In the event of loss, you will be asked to pay **€15 for books and €8 for magazines**. You will also be charged for any books not returned at the end of the year.

**Thank you for your understanding in respecting these rules.**

**They are essential to ensure the safety and quality of your child's learning.**



## The lycée français de Vienne Kindergarden / Team

Mrs. Corinne JOUBERT-SCHWAB  
**Director**

Mrs. Frédérique Neuts-Leroy  
**Secretariat**

Mr. Jérémy AUMAITRE  
**Nurse**

Mrs. Hagère Ben Nejma  
**Librarian**

Mr. Pascal Sanchez  
**Technical department**

Mrs. Dilek Aybar  
**Caretaking - Maintenance service**

### The Teachers

- Petite Section and Moyenne Section teachers: Mrs. Combes Marie, Knobloch Chrystelle, Comte-Offenbach Alexandra, El Zamek Melinda, Lorent Sandrine, Wittmann Mélanie and Mr. Guffroy Benoît
- Grande Section teachers: Mrs. Kinder Agathe, Orsini Anouk, Persin Kathy, Quillet Alice, Mr. Jenovacki Radenko
- German teachers: Mrs. Kavan Carmen (GS) and Mrs. Hysek Milena (PS-MS)
- French as a foreign language teacher: Mrs. Monier Marie (MS/GS)
- Music teacher: Mr. Sincennes Michel (PS/MS/GS)

### Educational assistants (ASEM)

Mrs. Anwar Laurence, Bendahmane Rachida, D'Almeida Florence, Geisinger Marine, Karimou Bernadette, Manaa Saadia, Martin Corinne, Mazerolles Virginie, Mertens Sigrid, Szekendi Dalila and Mr. Prat Bertrand

### Educators during the lunch time (MDP)

Mrs. Adamou Hadjara, Dahmani-Kaddour Sadia, Moctar Boureima Jamila, Ilic Dragana, Mrs. Sulyok-Martin Ghislaine and Mongai Jeannette.