

WELCOME TO CDL

Dear Parents,

We would like to extend a warm welcome to you and your children for joining CDL in January 2024.

We hope that this document will be useful in providing important information and dates regarding the beginning of the year.

Please do not hesitate to contact us if need be.

We wish you and your children a wonderful year.

Gabrielle Schneebeli-Aubert
Pre-school Principal

Jennifer Candreia
Administrative Assistant

CONTENTS

- Staff Directory
- School contacts
- Useful links
- Photo consent
- Parent-teacher meetings
- Arrivals & Departures
- Daily Schedule
- Wednesday
- Extracurricular activities
- Afterschool care
- School outings
- Lunch and snack
- Celebrations
- Parking
- Lost property
- Parents Faculty Association
- Health
- Sustainability
- Supplies
- School uniform

STAFF DIRECTORY

2-year-old classes

Julio Escudero
Vanessa Kähr

PS0

julio.escudero@cdl.ch
vanessa.kaehr@cdl.ch

PSOBILA
PSOBILB

3-year-old classes

Nora Kruk
Dania Caverzasio
Carine Aipounière
Patricia Savioz

PS1

nora.kruk@cdl.ch
dania.caverzasio@cdl.ch
carine.aipouniere@cdl.ch
patricia.savioz@cdl.ch

PS1BILA and PS1/2
PS1BILB
FPS1/1
PS1/1

4-year-old classes

Jessica Larpin
Erica Waechter
Carine Aipounière
Tracey Jarvis
Patricia Savioz

PS2

jessica.larpin@cdl.ch
erica.waechter@cdl.ch
carine.aipouniere@cdl.ch
tracey.jarvis@cdl.ch
patricia.savioz@cdl.ch

PS2BILA
PS2BILB
FPS2/1
PS2/1
PS2/2

5-year-old classes

Eileen Charmant
Alice Chatelain
Amélie Mugnier
Isabelle Rossillion
Nida Fatima

PS3

eileen.charmant@cdl.ch
alice.chatelain@cdl.ch
amelie.mugnier@cdl.ch
isabelle.rossillion@cdl.ch
nida.fatima@cdl.ch

PS3BILA
PS3BILB
FPS3/1
PS3/1
PS3/2

Assistants

Annaryel Alves, Magaly Herve, Bitiel, Kahsay, Saïda Koubessy, Nathalie Leclerc, Eva Loos, Sofia Papazaiti-Antonoglou, Céu Ribeiro, Erika Segransan, Nina Viatte.

Computer Science Teacher

PS3 : Rachael Pierce rachael.pierce@cdl.ch

Music Teacher

Jessie Hosti jessie.hosti@cdl.ch

Learning Support

Petri Jukka Saarinen (EN) petri-jukka.saarinen@cdl.ch
Florence Bremnes (FR) florence.bremnes@cdl.ch

Bilingual Counselor

Betty van Pappelendam betty.vanpappelendam@cdl.ch

SCHOOL CONTACTS

Pre-school Office

Secretary (8:00 a.m. -12:00 p.m.)

Jennifer Candreia jennifer.candreia@cdl.ch +41 (0)22 775 55 36

Outside of these hours, please inform the teacher directly or leave a message on the answering machine.

Pre-school Principal:

Gabrielle Schneebeli-Aubert gabrielle.schneebeli@cdl.ch +41 (0)22 775 55 96

To announce the absence of a student, please contact by email (copying in the teacher) or by phone the Pre-school secretary with the child's first name, last name, teacher's name and reason for the absence.

Please also inform the Bus and Extracurricular departments of student's absences. Entrance doors are closed during the school day. If necessary, you can call reception.

Other contacts

Extracurricular office	extracurricular@cdl.ch	+41 (0)22 775 55 74
Lunch service	lunch@cdl.ch	+41 (0)22 775 56 60
Bus service	bus.cdl@alsa.com	+41 (0)22 775 55 83
Admissions office	admissions@cdl.ch	+41 (0)22 775 56 56
Accounting	accounting@cdl.ch	+41 (0)22 775 55 55
Reception	reception@cdl.ch	+41 (0)22 775 55 55
Health Centre	healthcentre@cdl.ch	+41 (0)22 775 56 11
Bookstore (uniforms, sport kits)		+41 (0)22 775 55 55

Please specify the child's last name, first name and class (or teacher's name) for all CDL communication.

USEFUL LINKS

www.cdl.ch

School calendar, menu, forms, extracurricular activities, PFA, etc.

All the information you need during the school year can be found on our website on the page dedicated to parents: [Parent Essentials](#)

iSams

You can access online information regarding your child's school life with your login details. Please let us know if you have not received your login details.

PHOTO CONSENT

At the time when you enrolled your child, you may or may not have given us permission to use photos of your child in our communications. You will have the opportunity to confirm your choice when you meet your child's teacher, and to change it at any time during the year.

PARENT-TEACHER MEETINGS

Individual parent-teacher meetings

- Tuesday 3rd March 2024

There will be no classes on this day, but a childcare service will be provided. The parent-teacher meetings are planned to discuss your child's progress and offer you ideas on how to help him/her succeed. They will be held online, by appointment.

ARRIVALS & DEPARTURES

Please drop your children off in their class in the mornings and make sure they are under their teacher's supervision. Parents must sign the attendance sheet at the classroom entrance.

For security reasons, please inform the teacher if someone other than you or the person mentioned in the Info sheet is picking up your child.

Children arriving by CDL buses are accompanied by the assistants to the classrooms and vice-versa for the 4:00 p.m. departure. Please send a note, permission slip or email confirmation for any change of routine about picking up time - the same morning at the latest.

DAILY SCHEDULE

Arrival

8:15 - 8:45 a.m. for PS0, PS1, and PS2

8:15 - 8:30 a.m. for PS3

Departure

3:10 p.m. (12:15 p.m. on Wednesday)

Lunch

The lunchtime is different according to the class level. Children can have a hot lunch or bring a picnic (which can be heated).

Organisational changes

It is important to copy the class teacher into ALL messages with regards to changes to your child's routine (bus, childcare....).

WEDNESDAY AFTERNOON

There are no classes on Wednesday afternoons, but extracurricular activities and childcare are organised until 6.45 p.m.

For children who are not enrolled in extracurricular activities or the childcare service, the leaving time on Wednesdays is 12.15 p.m. (after lunch).

Children taking part in activities can be looked after before and after the activities until 6.45pm, or taken back to the bus at 4 p.m.

EXTRACURRICULAR ACTIVITIES

CDL offers a wide range of extra-curricular activities: gymnastics, judo, horse riding, sports discovery, swimming, arts and crafts, cooking, drawing and painting, dance, tennis, etc. Children are taken directly from their classroom to the activity venue.

cdl.ch/extracurricular

Contact: extracurricular@cdl.ch

AFTER-SCHOOL CARE

A childcare service, for which there is an additional charge, is available daily from 3:15 p.m. to 6:45 p.m. (12:20 a.m. to 6:45 p.m.)

Contact: extracurricular@cdl.ch

OUTINGS

School outings or shows with pedagogical aims will be organised during the school year. A 90 CHF 'day trip package' will be billed to the parents at the beginning of the year.

LUNCH/SNACK

CDL provides a hot lunch supervised by a dietician (Scolarest). It provides a healthy balanced menu, changed on a weekly basis. This contains a salad and/or vegetable with a protein, carbohydrate and dessert/fruit. A vegetarian meal is also proposed every day.

Parents are asked to provide a fruit or a vegetable for the morning snack.

Contact: lunch@cdl.ch

CELEBRATIONS

Birthdays

These are events that children like to share with their friends. If you wish, you may bring home-made or store-bought cakes for your child to share with their class. **Please ensure that, for allergy reasons, the treats do not contain traces of nuts of any kind.**

Party invitations should not be handed out at school unless the entire class is invited.

Celebrations

Parties are organised for:

- Easter egg hunt
- End of Year show

PARKING

Parents can temporarily park their car (15 minutes max) behind the Secondary School buildings (Picasso) when they drop off or pick up their children, making sure to turn off their engine.

LOST PROPERTY

At the entrance of the Pollux building, there is a box containing lost/left property. Please help us to look after your child's belongings by having all of his/her possessions clearly marked! Thank you.

PARENT FACULTY ASSOCIATION

The Parent Faculty Association (PFA) is a non-profit organisation, run by parent volunteers, which works with the school to provide additional fun activities for the children and to support the teachers. The general meeting is once a month and everyone is invited to attend.

Contacts: Laure Py and Natalie Webster, pfa.pspr.comms@cdl.ch

HEALTH

Please ensure the teacher and the nurses know about any allergies or medical conditions that your child may have.

- If necessary, medicines should be delivered in their original container, clearly labelled with the child's name and the doctor's prescription.
- In case of fever, contagious illness or vomiting, we kindly ask you to inform us and keep your child at home until he/she is fully recovered. (24 hours minimum without symptoms) to avoid spreading contagious germs.
- Every child sent to the school goes out for recess and cannot be kept inside, except for exceptional circumstances.
- If the nurse or the teacher suspects that your child is sick, you will be contacted and asked to collect your child.
- If your child is not feeling well (fever, stomach ache, sore throat...) you will be contacted and asked to collect your child.

Contact Health Centre:

healthcentre@cdl.ch

Tel: +41 (0) 22 775 56 11

SUSTAINABILITY

CDL has implemented a policy on respect for the environment and sustainable development. It is up to all of us to set a good example in this area by respecting the sorting of waste in the correct bin, which are located around the campus.

SUPPLIES

Please supply your child with the following:

- A school bag.
- A pair of slippers or indoor shoes which support the foot and ankle.
- A full change of clothes in a drawstring bag (provided by CDL) to be left at school.
- A box of tissues

These supplies must be clearly labelled with your child's name.

School supplies

The supplies are provided by the school. Their cost is included in the school fees.

SCHOOL UNIFORM

Unless it is raining or extremely cold, children go outside every day during recess. A raincoat and a sun hat should be in school as necessary.

Inside the buildings, children must wear the Preschool uniform (see below). Girls should wear solid-coloured tights or leggings. When children have sport, they are expected to wear the CDL sport uniform.

For boys

White polo shirt with CDL logo (a)

Khaki trousers (b)

Khaki shorts (d)

For girls

White polo shirt with CDL logo (a)

Khaki pinafore dress (f)

Khaki skirt (c) or khaki shorts (d)

Khaki trousers (b)

Light blue dress with CDL logo (e)

For boys and girls

Red V-neck sweater with CDL logo (g)

Red cardigan with CDL logo (h)

Red fleece jacket with CDL logo

