Our ref. RGR/ms

Lausanne, December 2017

This letter can be read on the City of Lausanne website, translated into several languages.

<table>
<thead>
<tr>
<th>Registering your child for the first year of compulsory schooling beginning in August 2018, key points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check your administrative details                                      Confirm your child’s registration at the school</td>
</tr>
<tr>
<td>Notify us of the preferred type of schooling                             Provide information useful for the distribution of pupils</td>
</tr>
</tbody>
</table>

Dear Sir/Madam,

This August, your child will be old enough to start school. As you are no doubt aware, children aged 4 or over on 31 July generally (95% of families) attend state school, which is both free and compulsory.

The cantonal law on compulsory education (LEO) stipulates in article 54 that “all parents domiciled or resident in the canton have the right and the obligation to register their school-aged children and to send them to a state or private school, or educate them at home”.

We have therefore enclosed with this letter a personal form on which we ask you to:

1. Check the administrative data about you, which has been taken from the register of the Population Office. Please indicate any errors or omissions legibly by hand in the right-hand column (for example a new phone number).
   In accordance with legislation on the protection of personal data, only information marked with an asterisk (e.g.: Last name*) is mandatory. However, to ensure good communication between schools and families, all details are very useful.

2. Confirm your child’s registration in the Lausanne state school: dated and signed, the enclosed form will serve as the basis for completion of your child’s registration.

3. Indicate, if your child will not be attending state school, the type of schooling they will be receiving (at a private school, in a specialised teaching establishment or at home). Indicate where necessary if you are requesting a deferment of their school starting date on important medical grounds.
4. Provide information useful for the distribution of pupils in different schools. By default, our IT programme will assign the available Lausanne school nearest to your place of residence. However, two factors are taken into consideration where possible: the midday address (daytime address most frequently used during the week) and/or the need to be educated in the same school as brothers and sisters. Reasoned requests for a change of school in Lausanne will be examined by the Lausanne Conference of Head Teachers.

The yellow form, duly completed, dated and signed, should be returned to us in the envelope provided to arrive no later than Thursday 15 January 2018.

Childcare outside school hours
In Lausanne, first year schoolchildren go to school every morning from 8:30 am to 11:50 am. For parents who would like their child to benefit from childcare outside school hours, the City offers pre- and after-school day centres (Réseau-L), which are organised independently of the school.

- Children already benefiting from childcare in a Réseau-L day centre
  Childcare is organised by the Children’s Day Care Reception Service, Réseau-L day centre managers and school managers in collaboration with parents who must specify their requirement to the head of the current day centre.

- Children not yet benefiting from L-Network childcare
  New requests for childcare at a Réseau-L (Lausanne network) day centre should be made to the Parents Information Office (BIP) by phone on 021 315 60 00.

Invitation to an information meeting
On 14th May 2018, a general information meeting will be organised for your benefit by head teachers of Lausanne primary schools and the city authorities. The Children’s Day Care Reception Service (SAJE) will be able to answer any questions you may have concerning day care options. A letter inviting you to attend will be sent at a later date.

For more details, visit our website:
http://www.lausanne.ch/scolarite

Please do not hesitate to contact us if there is any further information you require.

Yours sincerely,

Head of Department a.i.

Raphaël Gerber

Enc: as above
Copies: head teachers of Lausanne primary schools