

Regulations of the *Daycare p'tit flon*

ART. 1 : PURPOSE

These regulations define the rights and obligations of the parents, the educational staff and the management of the centre in the best interests of the children in care.

When signing the childcare contract, the parents and the childcare staff undertake to respect the present rules, which are an integral part of the contractual rights and obligations.

ART. 2 : FRAMEWORK OF THE CHILDCARE

1. Age

The p'tit flon welcomes children from 12 weeks until the start of compulsory schooling.

2. Supervision

Children are placed in the care of early childhood professionals and supervised trainees.

3. Pedagogical line

It ensures a quality welcome, reassuring and stimulating the emotional, intellectual, psychological and physical development of the child.

It takes into account the needs of children living in the community and promotes autonomy and adaptation to community life.

It provides a framework that allows children to discover, explore and express their creativity in order to promote their harmonious development.

It stimulates children's curiosity by stimulating their interest in individual and group activities while taking into account their level of development and interests.

ART. 3 : RECEPTION PRIORITES

The p'tit flon welcomes in principle all children, without respecting any order of priority.

However, if there is a waiting list, priority will be given to parents whom live, work or study in Lausanne.

It remains free to refuse an enrolment and is not obliged to justify his refusal.

ART. 4 : REGISTRATION

1. Hosting contract and registration fee

A contract must be signed in order to receive the child.

A registration fee of 400 fr. (four hundred francs) is invoiced when the file is opened.

2. Required documents

Together with the childcare contract or at the latest three weeks before the child's arrival, the parents shall submit the following documents to the Management:

- - Birth certificate or identity document of the child ;
- - a recent medical certificate attesting to the child's ability to live in the community;
- - a copy of the child's vaccination record;
- - the child's health/accident insurance certificate;
- - certificate of the family's civil liability insurance ;
- - where appropriate, any medical certificate attesting to health problems or allergies with the paediatrician's recommendations for day care;
- - in the event of a conflictual family situation, a copy of any court decision ruling on custody, parental authority, exercise and frequency of personal relations of the non-custodial parent of the child.

ART. 5 : RESERVATION

On request and depending on the availability of places, the little flon may agree to grant reservations up to three months before the child's admission.

In this case, a reservation fee of CHF 500 per month will be charged.

ART. 6 : OPENING HOURS

The p'tit flon is open from **Monday to Friday from 7:00 am to 6:30 pm**, except on official holidays, Ascension Friday and announced annual closures, i.e. in principle the last two weeks of July and the first week of August and between Christmas and New Year's Day.

For pedagogical reasons and for the well-being of the child, it is not recommended to take care of the child during more than 10 hours on the same day.

The staff of the p'tit flon will inform the parents of the usual closing dates during the year, as well as any other exceptional closing dates.

ART. 7 : RATES AND INVOICING

The full day is charged at 128 francs. It includes all meals, i.e. breakfast, lunch and morning and afternoon snacks.

Daily care can be partial and invoiced as follows:

- - Breakfast, morning and lunch: 81 fr. 20
- - Lunch, morning, midday meal and siesta: 92 fr. 10
- - Lunch, siesta, afternoon and snack: 87 fr. 90
- - Afternoon and snack: 64 francs

Childcare costs are calculated on a fixed basis for the whole year according to the stipulated attendance rate based on the above-mentioned amount per working day. They are invoiced monthly regardless of the annual closures of the crèche or the child's holidays. They must be paid in advance until the last day of the previous month.

The childcare grants a 20% discount on the childcare fees calculated for the second child of a sibling as long as both children attend the day care at the same time. It grants a 30% discount for the third child of a sibling in the same situation.

On request, the child can be accommodated outside the contractually agreed attendance rate. These days are granted according to the availability of the structure and are invoiced in addition to the monthly fee on the basis of the daily rate increased by 15%.

ART. 8 : ADJUSTMENT PERIOD

The child's attendance at p'tit flon is subject to a period of gradual adaptation beforehand. It is organised by the educational staff to allow the child to separate smoothly from his or her family. It also allows parents and professionals to get to know each other and exchange useful information about the child or the day care.

In agreement with the parents, the educational staff defines the length of the adaptation period according to the needs of the child. It normally lasts 15 days as follows:

- 1st time: 1 hour with the parent;
- 2nd time: 1h30 child without the parent;
- 3rd time: 2 to 3 hours without the parent;
- 4th time: half day with a meal or a snack;
- 5th time: half day with a meal and a nap;
- 6th time: half day with activities, a meal and a nap;
- 7th time: full day.

The adaptation period is charged at 80% of the costs provided for in art. 7 above.

This allowance cannot exceed 4 weeks.

ART. 9 : ABSENCES

The parents inform the educational team of the child's absences at the latest on the same day between 7.00 and 9.00 am.

They announce their child's absence due to holidays four weeks in advance.

The absence of the child does not give rise to a reduction in the monthly bill.

ART. 10 : COLLABORATION

1. Dialogue

The management and the educational team promote dialogue with parents throughout the year.

The educational staff communicates all information useful to the child's well-being to the parents.

The staff are bound by the duty of discretion.

2. Obligation to be reachable

The parents or other legal representatives of the child can be reached during the placement hours.

They will communicate all the private or professional numbers where they can be reached and will immediately inform the day care of any changes of home, workplace, telephone number, etc.

3. Parental involvement

Parents participate in any interview requested by the Management and may also request one.

They are also encouraged to take part in the various events organised by the day care.

4. Family situation

In the event of a particular family situation (separation, divorce proceedings, etc.), the Management reserves the right to ask the parents for the production of any judicial decision insofar as it provides for special arrangements, in particular those relating to the care of the child or the child's legal representation.

ART. 11 : ARRANGEMENTS FOR HANDING OVER THE CHILD

1. Identification of the person accompanying the child

The parents bring the child and pick him up personally.

The child will only be handed over to a third person if the p'tit flon has received instructions to do so from the parents.

The parents shall inform the educational staff of the identity of the third person authorised to pick up the child.

The educational staff may make the handing over of the child by means of the presentation of an identity document.

Except for exceptions approved in advance by the Management, no child shall be handed over to a minor.

2. Hours of delivery

Due to the activities organised by the educational staff, in the morning the child must be handed in before 9.00 am and in the afternoon between 1.30 and 2.00 pm.

ART. 12 : HEALTH

1. Illness and accident

The Directorate monitors children's health in accordance with cantonal directives and the document issued by the Youth Protection Service "Health promotion and prevention, Recommendations for collective day care for children".

When a child is ill or has an accident, the institution contacts the parents.

Except in emergencies, the day care staff does not administer any medication to the children without the prior consent of the parents.

In the event of illness, the child will not be accepted in the community if this attendance is detrimental to his or her well-being or to the disease prevention measures of the other children present in the day care.

Parents will in particular be asked not to bring their child to the day care or to come and pick him/her up in the following cases:

- the child's condition does not allow him/her to keep up with the institution's rhythm;
- the child's temperature is above 38.5°C;
- she/he presented 3 diarrhoea in the same day (risk of gastroenteritis epidemic).

2. Contagious disease

Where there is a fear that the child may be suffering from a contagious disease, a medical certificate may be requested for the child's return to the community.

Any contagious illness of the child or his or her family must be reported to the Management.

A child who has suffered from a contagious disease can only be admitted again after 24 hours of treatment (particularly in the case of conjunctivitis, strep throat, otitis, etc.).

3. Insurance

All children are covered by their own insurance in case of illness or accident.

4. Treatment

If the child is undergoing medical treatment that involves administration during the day care's hours of attendance, parents must provide the educators with a medical prescription clearly indicating the duration of the treatment, the dosage and any modalities related to the administration or conservation of the medication.

5. Allergies

Parents spontaneously inform the Management of any allergy concerning their child. The Management can request a certificate or a medical report on this subject.

6. Maltreatment

Day care professionals have a legal obligation to report situations of abuse to the competent authority.

ART. 13 : HYGIENE AND FOOD

1. Food

To ensure optimal control of food hygiene, the children only eat the food provided or ordered by the little flon during the day care's attendance hours.

If the child needs to follow a particular diet, parents inform the Management who will make the necessary arrangements for this follow-up as long as it is in the child's well-being and that this feeding programme is compatible with the organisation of the community day care.

However, parents are allowed to bring food on the occasion of birthdays and other celebrations with one day's notice to the educational staff.

2. Maternal milk

Mothers of infants can bring their breast milk in a container that ensures good conservation and mentions the child's name. The milk will be kept in the refrigerator. Milk that will not be consumed by the child during the day will be thrown away or given to the parents on request.

ART. 14 : PERSONAL BELONGINGS

Parents should make sure to bring slippers and a change of clothes.

They also bring disposable nappies for children who are not yet clean, as well as powdered milk consumed by the child.

Parents make sure that their children's clothes and personal items are labelled with the child's name.

They avoid making their children wear valuable jewellery while they are at the day care. The day care may refuse to wear certain jewellery for safety reasons.

Each child will have a personal locker in which his or her belongings will be stored. They may bring a cuddly toy. However, any other toy brought by the child will be kept in a separate locker or taken back by the parents to avoid any inconvenience due to loss.

The p'tit flon declines all responsibility for objects and clothing belonging to children, both in case of loss or damage.

ART. 15 : DAMAGE

Damage or deterioration caused by a child is charged to the parents, who must have civil liability insurance.

ART. 16 : VIDEO, PHOTOS

The p'tit flon expressly draws parents' attention to the fact that the day care staff can take photographs or make videos of the children, particularly during internal events, such as outings, parties, birthdays, etc.,

It ensures that all photographs or videos are used exclusively for internal or family and private use.

The p'tit flon will obtain the consent of the parents of the children concerned for any publication of photos or films (for example on the day care's website or its Facebook page).

ART. 17 : TRANSPORT

The outings organised by the p'tit flon with the children and its staff can be done on foot, but also by public or private transport.

ART. 18 : COMPLAINTS

The management and staff of the day care centre are at the disposal of parents for any questions, suggestions or remarks concerning the care of their child.

Parents may submit their complaints or general remarks to the management in writing or request an interview at any time.

ART. 19 : MODIFICATION OF THE CONTRACT

Parents wishing to change their child's attendance during the course of the contract must notify the Management **one month in advance**.

In the event of a reduction in attendance, this will only be reflected in the invoice at the end of the one-month notice period.

A request for an increase in attendance will only be accepted within the limits of the availability of the nursery.

A request to reduce the child's attendance can only be taken into account from the 4th month following the 1st day of the contract.

During this period, the monthly fee equal to the rate of the signed contract will be invoiced regardless of the child's actual attendance.

ART. 20 : CANCELLATION

1. Time limit for ordinary termination

The contract can be terminated **two months in advance for the end of a month**. During the notice period the monthly fee is due regardless of the presence of the child.

The contract ends automatically at the summer closing of the day care centre for children who reach the age to start their first school year according to HARMOS.

2. Reasons for immediate termination

The Management may terminate the reception of a child at any time, in particular in the following cases:

- Serious violation of the present rules, which could break the bond of trust with the parents;
- a delay in payment of more than one month;
- any reason which would make the continuation of childcare incompatible with the child's well-being;
- any reason or situation which would make the work of the educational staff excessively complicated in a way incompatible with the conditions of care in a group setting.

ART. 21 : ALLOCATION OF RESPONSABILITIES AND CONFLICT MANAGEMENT

For any difficulties related to day-to-day administration or invoicing, parents should contact the secretariat.

For any difficulty related to the educational follow-up of the child and his or her care, the parents should contact the Head Educator (responsable pédagogique).

For any conflict related to the reception of the child, the parties undertake to give priority to conciliation.

In the event of conflicts, which cannot be resolved by the educational team, the Head Educator, the parents will be invited to a conciliation session, which will be conducted by the Director or by an external mediator.

ART. 22 : FINAL CLAUSE

This regulation is given to each parent when the contract is signed.

By signing the contract, the parents undertake to respect these rules.

The Director



Ana Rita Perez

Signature of parents or other legal representative:

Location: _____

Date : _____