

Regulations for *p'tit flon Nursery-Garden And p'tit flon preschool*

ART. 1: PURPOSE

These rules define the rights and obligations of parents, educational staff and the management of Le p'tit flon in the best interests of the children.

On signing the childcare contract, the parents and the p'tit flon agree to respect the
These regulations form an integral part of the contractual rights and obligations.

ART. 2: RECEPTION FRAMEWORK

2. Age

Le p'tit flon welcomes children from birth to school age.
mandatory.

2. Management

The children are looked after by childcare professionals and people in training supervised by professionals.

3. Pedagogical line

Le p'tit flon provides high-quality, secure care that stimulates children's emotional, intellectual, psychological and physical development.

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

It provides a framework in which children can discover, explore and express their creativity, thereby fostering their harmonious development.

It stimulates children's curiosity by arousing their interest in individual activities and collective while taking into account the child's level of development and interests.

ART. 3 : WAITING LIST AND RECEPTION PRIORITIES

Families express their interest in a place by filling in the waiting list form on the website.

Inclusion on the waiting list does not imply any contractual commitment on the part of the parents or p'tit flon.

Le p'tit flon welcomes all children, subject to availability, in any order.
priority.

However, in the event of a waiting list, it reserves the right to give priority to parents who live, work or study in the Flon district and in Lausanne.

ART. 4: REGISTRATION

The child's reception is subject to the signature of a reception contract and the payment of the following fees

a registration fee of 400 francs (four hundred francs).

The child's days of attendance will only be reserved once the original of the childcare contract has been submitted to the Pedagogical Department, together with proof of payment of the registration fee and these rules have been signed.

Together with the childcare contract, or no later than three weeks before the child is due to arrive, the parents shall submit the documents listed in Appendix 1 to the Education Department.

ART. 5: OPENING TIMES

Le p'tit flon is open **Monday to Friday from 7.00 am to 6.30 pm**, with the exception of public holidays, Ascension Day and announced annual closures, i.e. in principle the last two weeks of July and the first week of August, as well as between Christmas and New Year.

For pedagogical reasons and to ensure the child's well-being, we strongly advise against providing childcare for longer than 10.00 hours on the same day. The Pedagogical Department reserves the right to adjust or refuse care that is detrimental to the child's physical or psychological development because the day is too long.

Le p'tit flon staff will specify during the year the usual closing dates for parents, as well as any other exceptional closure.

ART. 6: RATES AND BILLING

Reception fees are invoiced monthly. The amount is fixed and does not vary according to the annual closures of the crèche or the child's absence. Monthly invoices must be paid in advance by the 25th of the month for the following month.

p'tit flon grants a 20% discount on the childcare costs calculated for the second child in a sibling group, provided that both children attend the crèche at the same time. It grants a 30% discount for the third child in a sibling group in the same situation.

On request, le p'tit flon can take in a child outside the contractual attendance rate. These emergency days are granted according to the facility's availability and are invoiced in addition to the monthly fee. They cannot be substituted by another contractual day. Breakdown days are invoiced in accordance with appendix 4.

Reception costs are calculated according to the rates described in appendix 2.

Late arrivals or late pick-ups will be billed as follows
20fr. per 15 minutes.

ART. 7 : ADJUSTMENT PERIOD

The child's attendance at p'tit flon is subject to a period of adaptation.
progressive beforehand. It is organised by educational staff to enable

the child to be gently separated 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 facility.

In agreement with the parents, the educational staff defines the duration of the period adapt to the child's needs.

The adjustment period is invoiced in accordance with Appendix 3.

The adaptation period may not exceed 3 weeks, except in special cases linked to the pace of work of the child.

Parents must remain accessible and available during the adjustment period.

ART. 8: ABSENCES

Parents must inform the educational team of their child's absences between 7.00 and 9.00 the same day at the latest.

They must give four weeks' notice of their child's absence due to holidays. The child's absence will not be deducted from the monthly bill.

ART. 9: COLLABORATION

1. Dialogue

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

The educational staff communicate all information relevant to the child's well-being to parents. The employees of p'tit flon are bound by a duty of discretion.

For their part, parents cooperate with the staff and management of the day-care centre on all matters relating to the child's well-being and placement in a group setting.

The educational staff and the parents maintain daily contact to pass on any useful information that is essential for the smooth arrival and departure of the child.

2. Obligation to be reachable

The child's parents or other legal representatives can be contacted during placement hours.

They will communicate all private or professional numbers at which they can be reached and will immediately inform the nursery of any change of address, place of work, telephone number, etc.

3. Involvement of parents

Parents take part in any interview requested by the Management or the educational team, and may also request one.

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

4. Family situation

In the event of a particular family situation (separation, divorce proceedings, etc.), the Management reserves the right to ask the parents to produce any court decision insofar as it lays down specific arrangements, particularly in relation to the child's care or legal representation.

ART. 10: HOW THE CHILD IS HANDED OVER

1. Identification of the person accompanying the child

Parents bring their children and collect them personally.

Le p'tit flon staff will only hand the child over to a third party if the child has received instructions to this effect from parents.

Parents shall inform the educational staff of the identity of the third party authorised to pick up their child. The authorised person will show proof of identity on their first visit to the nursery.

No child will be handed over to a minor unless a written waiver is signed by the parents or legal guardian.

2. Delivery times

Because of the activities organised by the educational staff, in the morning, children must be handed in between 7.00 and 9.00 am or 10.45 am for children arriving for lunch. In the afternoon, children should arrive between 1.30 and 2.00 pm.

If a parent is unable to meet the scheduled drop-off time due to unforeseen circumstances, he/she must inform the educational team by telephone by 8.45 a.m. at the latest in order to agree a later time that respects the rhythm of the activities.

3. Opening hours

In the morning, children who do not eat at the nursery must be collected at 11.00am. Children who are having lunch can be collected from 12.00 noon and at 12.30 noon at the latest.

Children who eat at the nursery and stay for their nap can be collected from the nursery from 1.30 p.m. to a maximum of 2 p.m.

In the afternoon, they can be picked up from 4.30pm until a maximum of 6.30pm.

If the timetable is exceeded, a charge will be made in accordance with art. 6, last paragraph.

ART. 11: HEALTH

1. Illness and accident

The Management ensures that children's health is protected in accordance with cantonal directives and the document issued by the Youth Protection Service entitled "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, nursery staff will not administer any medication to children without the prior consent of the parents.

In the event of an emergency, the educators will take the necessary steps to ensure that the child receives first aid and that his parents are immediately informed.

2. Eviction

In the event of illness, the child will not be accepted in the nursery if such attendance is detrimental to the child's well-being or to measures to prevent illness in other children attending the nursery.

Parents and p'tit flon comply with the recommendations on pre-school exclusion in the event of transmissible diseases and parasitosis issued by the Association of Swiss Cantonal Physicians (May 2020 version).

They will also **be** asked not to bring their child to the nursery or to collect him/her from the nursery in the following cases:

- her condition does not allow her to keep up with the pace of the institution;
- has a temperature of 38.5°C or higher;
- he presented with 3 bouts of diarrhoea in the same day.

If a child shows symptoms of a contagious disease, a medical certificate identifying the virus may be requested before the child is returned to the school.

Any infection of the child or his/her family with the following diseases must be reported to the Management because of the protective measures involved:

- Adenovirus ;
- Whooping cough ;
- Diphtheria ;
- Scabies;
- Hepatitis A ;
- Influenza ;
- Meningococcus ;
- Measles ;
- Pulmonary tuberculosis ;
- Typhoid fever

A child who has had to be excluded from school may be re-admitted under the conditions set out in the above-mentioned recommendations concerning pre-school exclusion in the case of transmissible diseases and parasitosis issued by the Association of Swiss Cantonal Doctors, or after a 24-hour absence of symptoms if the child has been excluded for another reason.

3. Insurance

All children are covered by **their own insurance** in the event of illness or accident.

4. Treatment

If the child is undergoing medical treatment that needs to be administered during the day-care centre's opening hours, the parents must provide the educators with a medical or pharmaceutical prescription clearly indicating the duration of the treatment, the dosage and any conditions relating to the administration or storage of the medication.

In addition, a legal representative of the child must complete and sign the internal document. "Authorisation for medicines".

5. Allergies

Parents must inform the Management of any allergies affecting their child. The Management may request a medical certificate or report. This report is required for children eating in the garderie.

6. Abuse

Day care professionals have a legal obligation to report to the authorities competent to deal with situations of abuse.

ART. 12: HYGIENE AND FOOD

1. Food

To ensure optimum control of food hygiene, children will only eat food supplied or ordered by le p'tit flon during the hours when the nursery is open.

If the child has to follow a special diet, the parents will inform the Management, who will make the necessary arrangements insofar as this is in the child's best interests and the dietary programme is compatible with the organisation of care in the community.

Parents are nevertheless allowed to bring in food for birthdays and other celebrations, provided that they give one week's notice to the educational staff. The staff must be informed of the ingredients of the cake to ensure the health of children with special dietary needs.

2. Breast milk

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

ART. 13: PERSONAL EFFECTS

Parents should bring slippers and a change of clothes.

They also bring disposable nappies for children who are not yet potty-trained, as well as any breast or formula milk the child has consumed.

Parents must ensure that their children's clothing and personal belongings include the child's name.

They shall refrain from making their children wear valuable jewellery when they are attending the day nursery. The day nursery may refuse to allow certain items of jewellery to be worn for safety reasons.

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

Le p'tit flon accepts no responsibility for objects and clothing belonging to children, either in the event of loss or damage.

ART. 14: DAMAGE

Any damage or deterioration caused by a child will be billed to parents who must be covered by civil liability insurance.

ART. 15: VIDEO, PHOTOS

Le p'tit flon expressly draws parents' attention to the fact that nursery staff may take photographs or videos of children, particularly during internal events such as outings, parties, birthdays, etc,

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

Le 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 nursery's website or social networks).

ART. 16: TRANSPORT

Outings organised by le p'tit flon with children and staff can take place at On foot, but also by public or private transport.

ART. 17: COMPLAINTS

The management and staff of the day nursery are available to help parents with any of the following matters

any questions, suggestions or comments about their child's care.

Parents may submit complaints or general comments at any time to team or management in writing or request a meeting.

ART. 18: FIXED CONTRACT

1. Entry into force and duration

The contract takes effect upon signature, or from the child's 1st day of childcare if this exceptionally occurs before signature. The contract is deemed to have been concluded until 31 July preceding the child's first day of school. Exceptionally, parents who need childcare in August may request a temporary solution even if the contract has ended.

2. Cancellation

a. Ordinary

The contract may be terminated by e-mail or letter received **three months in advance by the end of a month**. During the notice period, the monthly fee is payable regardless of the presence of the child.

b. Before the start of the season

In the event of withdrawal before the child's attendance begins, the notice period remains 3 months to the end of the month. The fee is due at the full rate from the start of attendance as specified in the childcare contract, regardless of the child's presence. Registration fees are not refunded.

c. Immediate cancellation

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

- serious violation of these rules likely to break the bond of trust with parents ;
- late payment of more than one month;
- any reason that would make the child's continued care incompatible with his or her well-being;
- any reason or situation that would excessively complicate the work of educational staff in a way that is incompatible with the conditions for group care.

3. Contract amendment

Parents wishing to change their child's attendance during the course of the contract must **notify the Management by e-mail as soon as possible**.

Increases in attendance will be subject to availability.

At the start of the contract, a reduction in attendance is only possible after 3 full months of attendance. It must be requested within two months of the end of a month. During this period, the monthly fee equal to the signed contract rate will be invoiced regardless of the child's actual attendance. Only two reductions in attendance are possible per calendar year.

ART. 19: SPECIAL CONTRACTS

1. Short-term contracts

a. Entry into force and duration

With the agreement of the Management, a contract may be concluded for a predetermined period and for regular days. In this case, the contract takes effect as soon as it is signed, or on the 1st day of the child's arrival if this occurs exceptionally before the contract is signed. It is deemed to have been concluded until the end of the stipulated period, regardless of the actual presence of the child.

b. Cancellation

The parents may not terminate the fixed-term contract during the stipulated period and art. 18 para. 2 letters a and b do not apply. On the other hand, the institution may terminate the fixed-term contract immediately under the conditions of art. 18 ch. 2 letter c.

c. Contract amendment

In the case of short-term contracts, attendance cannot be reduced.

An increase in attendance remains possible and can only be implemented subject to the availability of places.

2. Flexible contract

The flexible contract allows parents to enrol their child according to the number of places available on a temporary basis. With this contract, they agree to be subject to a random offer of places whose availability may vary from month to month.

Parents can apply for a place at any time to the team or the Management. Depending on the availability of p'tit flon, which will be communicated to them, the

parents must confirm their booking by e-mail so that it can be taken into account. account. The Management will send a booking confirmation by e-mail. A

place cannot be reserved for more than one month.

Flexible contracts cannot be combined with fixed or short-term contracts. This is because parents with such contracts can request emergency services at the same rates.

Notwithstanding art. 6 of these rules, parents will pay childcare fees calculated on the basis of the days registered and confirmed by e-mail, regardless of the child's presence, except in the event of the child's illness confirmed by a medical certificate. Parents do not benefit from sibling discounts under flexible contracts. The rates for flexible contracts are specified in appendix 4.

The cancellation periods set out in art. 18 do not apply and this contract may be terminated at any time by either party.

All other articles of these regulations apply to this flexible contract.

ART. 20: ASSIGNMENT OF POWERS AND MANAGEMENT OF CONFLICTS

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

Parents should contact the Pedagogical Department if they have any problems with their child's education or care.

In the event of any dispute relating to hospitality, the parties undertake to give preference to conciliation.

In the event of conflicts that cannot be resolved by the educational team and the Pedagogical Department, parents will be invited to a conciliation session led by the Managing Director or an external mediator.

ART. 21: FINAL PROVISIONS

These rules are given to each parent when the contract is signed.

By signing the contract, parents agree to abide by these rules and confirm that they have read the appendices, particularly those relating to fees.

General Manager



Ana Rita Perez

Signature of parents or other legal guardian:

Location : _____ Date : _____

Appendix 1: List of documents to be submitted with the hosting contract

- Registration form

- Proof of payment of the registration fee of 400.00

- Child's birth certificate or identity document;

- A recent medical certificate attesting to the child's ability to live in a group;

- Copy of the child's vaccination record ;

- Child's health/accident insurance certificate ;

- Family third-party insurance certificate ;

- If applicable, medical certificate attesting to any health problems or allergies with paediatrician's recommendations for day care ;

- In the event of a family dispute, a copy of any court ruling on the custody, parental authority, exercise and frequency of personal relations of the child's non-custodial parent.

Appendix 2: Reception rates and monthly fees

The monthly fee is charged at the following basic rates:

Modules :	Arrival/departure times	% day
1. Full day	7 :00 à 18 :30 max. 10h00	100% Fr. 135/day
2. Morning (breakfast+snack)	7 :00 11:00 Max. 4H00	40% Fr. 60/day
3. Morning (breakfast+snack+lunch)	7 :00/9:00 12:00/12:30 Max: 5H30	55% Fr. 82.50/day
4. Morning + nap (breakfast+snack+lunch)	7 :00/9:00 13:30/14:00 Max: 7H00	70% Fr. 98.00/day
5. Dinner + afternoon (lunch + snacks)	10:45 16:30/18:30 Max : Max : 7H45	78% Fr. 104.60/day
6. Afternoon (snack)	13:30/14:00 16:30/18:30 Max: 5H00	50% Fr. 70/day

The monthly fee is calculated on the basis of the total price of the modules per week multiplied by 4.34, rounded up to the nearest franc.

Examples:

For a full-time employee: $(5 \times 135) \times 4.34 = \text{CHF } 2,930$.

For 2 mornings with lunch and one afternoon per week: $(2 \times 82.5) + (70) = 235 \times 4.34 = 1020$ francs.

The fee calculated in accordance with the above tables includes the cost of meals and snacks as well as everyday hygiene products used to clean the child.

Appendix 3: Prices for the adaptation period :

	Price per hour
1. Presence up to 2 hours	30 fr. per hour
2. Presence of more than 2 hours up to 4 hours	23 fr. per hour
3. Presence of more than 4 hours up to 6 hours	17 fr. per hour
4. Present for more than 6 hours	15 fr. per hour

The above rates include the cost of meals and snacks, as well as the usual hygiene products used to clean the child.

Appendix 4: Hospitality rates for flexible contracts and troubleshooting

Modules :	Arrival/departure times	% day
1. Full day	7 :00 à 18 :30 max. 10h00	100% Fr. 147.30/day
2. Morning (breakfast+snack)	7 :00 11:00 Max. 4H00	40% Fr. 65.45/day
3. Morning (breakfast+snack+lunch)	7 :00/9:00 12:00/12:30 Max: 5H30	55% Fr. 90/day
4. Morning + nap (breakfast+snack+lunch)	7 :00/9:00 13:30/14:00 Max: 7H00	70% Fr. 106.90/day
5. Dinner + afternoon (lunch + snacks)	10:45 16:30/18:30 Max : Max : 7H45	78% Fr. 114.15/day
6. Afternoon (snack)	13:30/14:00 16:30/18:30 Max: 5H00	50% Fr. 76.40/day

The fee calculated in accordance with the above tables includes the cost of meals and snacks as well as everyday hygiene products used to clean the child.