

# RULES OF THE CHILDCARE CENTRE 2019-2020

## LES PITCHOUNETS

### **Association:**

The Association of the Childcare Centre "Les Pitchounets" is a non-profit organisation, in conformity with its statutes. It is subsidised by the Commune of Pregny-Chambésy. The Association's membership comprises all parents with a child enrolled at the Les Pitchounets; Committee members are drawn that membership. Parents remain members of the association for as long as their child attends les Pitchounets. Parents are entitled to participate actively in the life of the childcare centre (at meetings, etc).

### **Committee:**

The Association is managed by a committee elected at each General Assembly. Members of the Association and any other interested person who would like to be part of the Committee can submit their candidature to the Committee of Les Pitchounets.

### **Admission Criteria**

Les Pitchounets is open to children from 18 months (before the 1st of September) to 4 years, based on the availability of spaces.

The following priorities are applied in order :

- children of Committee Members who have served at least one year;
- brothers and sisters of children that have already attended les Pitchounets;
- children of taxpaying parents in the commune;
- children of non tax-paying parents living in the commune; and
- children living outside the commune.

### **Staff:**

The group of children is managed by a trained early childcare educator/instructor and an assistant. The language spoken is French.

### **Enrolment:**

The enrolment of a child is valid until the end of June of the school year in progress and is renewable for the subsequent year. Withdrawal of a child's enrolments is only possible with a **2-month warning**, submitted in writing.

If the withdrawal is submitted less than 2 months before departure, the school fees will be due.

### **Timetable:**

A flexible timetable is proposed:

Children from 3 to 4 years must be enrolled ideally for a minimum of 4 and maximum of 6 sessions per week.

Children from 18 months to 3 years must be enrolled ideally for a minimum of 3 sessions and a maximum of 4 sessions per week.

A welcome period is possible according to the needs of each child after discussion with the supervising educator.

### **Cost of Enrolment:**

An enrolment fee of CHF 50.- as well as the fee for the first month, are payable from the day of enrolment.

**The fee paid in advance corresponds to the first month of attendance in the month of September. It will only be reimbursed if you notify your withdrawal before July 1st. The enrolment fee is not reimbursable.**

### **Monthly Fees:**

Sessions	Fee for taxpayers in the commune	Fee for non-taxpayers
1 time	CHF 128.00	CHF 160.00
2 times	CHF 256.00	CHF 320.00
3 times	CHF 384.00	CHF 480.00
4 times	CHF 512.00	CHF 640.00

5 times	CHF 640.00	CHF 800.00
6 times	CHF 768.00	CHF 960.00
Price for half-day	CHF 32.00	CHF 40.00

Taxpaying parents in the commune that receive a cantonal health insurance subsidy can obtain a 50% reduction of the monthly fee upon presentation, at the start of term, of proof of their medical insurance subsidy.

The monthly fees for October to June should be paid in advance at the end of each month for the following month. A supplement of CHF 10.- will be invoiced if the monthly payments are not made by the beginning of each month.

There is no reduction of fees for the Christmas and Easter holiday, or for prolonged absences.

Our IBAN for payment is:  
 Association des Pitchounets  
 CH11 0900 0000 1202 4464 0

**Transition Period:**

The transition period is an important time in the life of a child. The team is focused on ensuring that this transition occurs as smoothly as possible in respect of each child's rhythm. At the beginning of term, each parent (family member or nanny) should be available for a minimum of 2 weeks in order that the child can adapt smoothly.

For children from 18 months to 2 years, the Director will organise a timetable with the parents to allow each child to arrive at a different time. This welcome period with parents is limited to one hour. The child starts to stay without his or her parents in line with his or her degree of independence and comfort with separation.

During the month of August, families will receive a letter with an individual timetable for their child.

**Equipment:**

At the start of term, each child should bring a pair of slippers, a spare set of clothes, and nappies/diapers (if necessary), each of which should be clearly labelled with his or her name. Please ensure your child has practical clothes and footwear, adapted to the weather conditions.

Please provide a balanced, healthy snack for your child (without drink).

**Holidays:**

The Pitchounets holidays match the official school holidays in the Geneva canton. The exact dates are posted on the noticeboard at the Pitchounets.

**Sickness, Accidents and Emergencies:**

The supervising educator can refuse to accept the attendance of a child who presents symptoms of being ill.

Les Pitchounets reserves the right to discontinue the enrolment of a child who has had an accident and requires special attention.

In the case of emergency, staff apply the guidelines provided by the Geneva Children's Health Service.

**Insurances:**

Enrolled children must be insured for accidents and be covered by third party liability insurance (la responsabilité civile). Proof of each of these insurances must be provided at the start of the first term.

**Communication:**

All communication regarding your child should be made directly to their group's educator.

Chambésy, February 2019

I have read and accept the rules. I will pay today the registration fee and the first month of schooling (September).

I undertake to immediately notify in writing the Pitchounets in case I give up my place. According to the current rules, I will pay for 2 full months of schooling should my notification of withdrawal be submitted after June 30th of the current year.

Chambésy, (date): \_\_\_\_\_ Signature: \_\_\_\_\_

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