



Nursery Le Chalet

STATUTES

Terms and Conditions

General context

The nursery Le Chalet is a private preschool structure created in 2016, within St. George's International School.

The nursery exists within a multicultural and bilingual context, where all religious and cultural origins come together.

Operating license

The nursery Le Chalet benefits from an operating license delivered by l'Office de l'accueil de jour des enfants (OAJE)

Said license speaks to the accommodation capacity, personnel requirements, as well as setting legal grounding.

Accommodation capacity

2 groups of 7 children, 18/24 to 36 months, grow together throughout the day (14 children total).

Opening hours

Le Chalet nursery is a structure with expanded opening hours (TOE).
It is open from 7:15 AM to 6:15 PM.

We ask all parents to arrive by 6 at the latest, in order to assure we have time to exchange on the events of the day without being rushed.

Various accommodation possibilities:

- Half-day without a nap 7:15am – 12:00pm
- Half-day with a nap 7:15am – 2:00pm
- Afternoon half-day 1:45pm – 6:15pm
- Whole day 7:15am – 6:15pm

The children are signed up for regular days and, as much as possible, for a minimum of 2 half-days per week, in order to facilitate an optimal integration into the group.



In order to help the children find their bearings and feel reassured, we ask all parents to respect the arrival and departure times set with you at the time of your inscription.

Yearly Holidays

- First three weeks in August
- Jeûne Fédéral
- Two weeks at Christmas
- Good Friday and Easter Monday
- Thursday and Friday of Ascension
- Pentecostal Monday

The nursery closes at 5:30pm on days preceding Holidays.

Rates (2016-2017)

- Inscription fees: 185.00 Frs (adaptation period included)
- 7:15am – 12:00pm (74.00 CHF)
- 7:15am – 2:00pm (92.00 CHF)
- 7:15am – 6:15pm (140.00 CHF)
- 1:45pm – 6:15pm (66.00 CHF)
- Yearly and full-time (31'180.- CHF)

Inscription

Parents may sign their children up at any time, depending on availability.

Children are signed up for a full year, from 1st August to 31st July.

The inscription is guaranteed from the moment the contract is signed and the administrative fees as well as the first installment has been paid..

In accordance with directives given by l'Office de l'accueil de jour des enfants du Canton de Vaud, parents must provide the following at the time of inscription:

- A medical certificate attesting to the child's good health and capacity to associate with a group.
- A photocopy of the child's vaccination information.
- An accident-sickness insurance certificate
- (Liability insurance is recommended).

Parents will also be asked to bring:

- A passport photo
- A pair of slippers
- A season-appropriate change of clothes
- The child's pacifier (if he has one)
- The Child's security blanket (if he has one)
- A stock of diapers (if the child still wears them)

Waiting List

If there are no places available, parents may sign their child onto a waiting list for the accommodation they would like.



Management will inform parents of any new accommodation possibility.

When an available place has been reserved for over a month, 50% of the accommodation price will be invoiced for the entire duration of the reservation.

In case of withdrawal, the fees already invoiced as well as the first month of accommodation are not reimbursed.

Reservation of an available slot during the current year

In the instance of a reservation of an available slot during the current year, if the reservation exceeds a month, a monthly fee of 20% of the accommodation price will be invoiced during the entire extent of the reservation.

Attendance contract

The attendance contract is signed for an unlimited period, and can be tacitly renewed each year. Said contract specifies and guarantees the accommodated days, as well as the fee for the entire duration of the contract.

The attendance contract is signed by the parents (or by the legal guardians), who attest having read and understood the present rules and regulations.

Invoicing

Invoicing is calculated on a basis of 46/47 weeks (depending on the annual calendar) and divided into 10 installments (First installment at the end of August for the month of September, and the last installment at the end of May for the months of June and July calculated as follows : **(weekly rate) x (46/47 weeks) / (10 installments)**).

Concerning inscriptions during the year, the invoicing is calculated as of the first week of attendance (after the adaptation period) as follows: **(weekly rate) x (number of weeks proportionally to 31st July) / (number of installments proportional to 30th June)**.

Change in contract

Any request for modification of attendance must be submitted in writing, one month in advance and acceptance will depend upon availability.

A change in contract is established whenever there is a modification in the attendance contract.

Contract termination

The contract must be terminated in writing before the end of the month, **two months in advance**.

No reimbursement will be made for contracts terminated during the year.

Absences

Any absences, outside of the nursery's Holidays, will not result in financial deductions.

The absence of a child must be notified in a timely manner, in order to accommodate any possible replacements or spontaneous needs.

Replacements or Spontaneous requests



If possible and depending on the number of children present, it is possible to, exceptionally, change accommodation hours or days upon request.

Any replacement must be arranged within 30 days after the absence.

This option is a possibility but is in no way guaranteed!

The days of "spontaneous request" are added onto the monthly invoice.

In case of absence, we ask parents to inform the team of educators. This allows us to allocate the place for a replacement or spontaneous request.

"Spontaneous Request" rates

- The rates are the same

Any additional hours are invoiced 10.00/hour, for a maximum of two hours and as an exceptional occurrence.

Collaboration, relations between parents and the team of educators

Communication

In order to welcome the child in the best conditions, the team and management need information to be given by the family.

The parents must be able to be contacted at any time during the day. If this is not the case, they must appoint someone who is able to do so and inform the nursery's personnel.

The parents are asked to inform the team of any change in contact information (address, phone number etc.)

If the need should arise, the team and management are available for meetings with parents.

Meetings between the child's educator and the parents is scheduled three times a year.

The parents or the team of educators may request a meeting at any time.

If it is necessary, and with the parents' permission, the nursery's team may be called upon to collaborate with exterior affiliates (pediatrician, child psychologist, Child Protective Services etc.)

If the need should arise, and in accord with the family's wishes, the team of educators may exchange information with outside partners.

The "Reggio Emilia" approach applied to the nursery

Reggio Emilia's approach promotes the rights and potential of a child, as well as the interpretation of his or her action and thinking process.

This approach takes root in Reggio Emilia's own experience in regards to reflection, research and awareness concerning child education.

Its goal is to promote a better comprehension of the complexity and importance of listening to a child's needs, as well as the establishment of relation within and between groups of children, their educators, their families and communities.



Activities

We propose activities adapted to the age of the children, which allows them to explore and their potential within a secure environment.

In alternating between structured activities and moments of simple play-time, the child can develop his or her creativity, imagination, attention, as well as various intellectual, rational and motor functions.

The simple and enjoyable activities proposed are another way to stimulate the child and to bring him naturally to confront new and different things.

The group and community

The group environment enables the child to observe, imitate and interact with his pairs and adults in order to discover his own boundaries as well as those of other people, of his environment and those dictated by society.

The nursery is a communal place which promotes experiences like those of sharing, listening, building relationships, social rules, self-affirmation and confrontation, solidarity, respect for others and their differences.

This learning process of life within a society outside of a protective familial context brings the child to express emotions in various, and sometimes inappropriate, ways. This means that it may occur that a child should push, scratch, bite or pull the hair of another child.

Though it may prove difficult, we find these moments to be a part of the learning process of what it means to live within a community for the child and, as such, can sometimes not be avoided. Dialog and collaboration between the team of educators and the parents helps get through these challenging phases.

Our values

We make a point of respecting the pace of each child.

To observe, listen and be sensitive to each child's needs allows us to stimulate them accurately. This enables each and every child to grow and gain trust, respect, autonomy and self-esteem. These values are, to us, fundamental to harmoniously opening oneself to the world and to learning new things in the future.

First visit

The first visit to the nursery is very important: it allows the discovery of the environment and the team by both the child and his parents.

Reassured by his parents' presence, the child will be able to explore freely, while the parents may ask their questions about how the nursery works.

Adaptation

A two-week maximum adaptation period is provided before the child starts regular attendance.

This phase is important so the child may get to know his new surroundings calmly. This happens progressively and is adaptable to every child's reactions and needs.

Together we evaluate your child's needs and determine his attendance schedule so that he may feel comfortable within the group.



Before attending the nursery, every child must have gone through the adaptation phase.

Particular familial situations

In case of any particular familial situation, the management reserves the right to request of the parents or legal representatives that they provide legal documents or references attesting to their rights and obligations as parents in regards to their child and third parties (ratified convention, order of provisional measures, judgement of protective conjugal measures, divorce provision, convention in regards to the child).

These documents will remain confidential.

Accompaniment

For security reasons, we ask parents to inform us if a third party would pick up their child, and specify the identity and filial relation of this person.

Photo identification may be required upon arrival.

Health

The management and the team of educators look after health and wellbeing issues of the children entrusted to Le Chalet nursery.

Sickness

A good day at the nursery depends greatly upon the state of health of the child. A child who feels unwell has trouble dealing with a community. We ask parents to inform us when their child shows signs of falling ill, and specifying, if he is indeed sick, what medicine to give him or her.

If a child should show signs of being sick during his day at the nursery, the team will contact the parents so that they may come pick up their child or make an appointment with a pediatrician as quickly as possible.

- The child must be apt to follow the pace of a normal day.
- In case of illness, the parents must provide an alternate accommodation for their child.
- If the child should present a temperature over 38°C, he or she will not be admitted into the nursery and must be kept at home for at least 24hr, or until the fever should break.
- Any contagious sickness which should present itself in the child or a direct member of his family must be announced to the management or team of educators.
- If there is any doubt pertaining to the health of the child, the team of educators and the management reserve the right to contact a pediatrician that they have on call, or the child's pediatrician.
- For the child's wellbeing and that of the community, a medical certificate may be requested to attest to the child's good health so he or she may come back to the nursery.
- Should the child need antibiotics, he or she must remain home for **24hrs from the time he or she took the first dose.**
- Parents bringing medication for their child to take during his day at the nursery must sign the booklet intended for this at their arrival and departure.



- Parents are responsible for taking the medicine home with them at the end of the day. If possible, the medicine must be administered to the child by his or her parents, outside of his or her time at the nursery.
- In agreement with the management, the team of educators reserves the right to refuse to give a child medicine in case of doubt. The final decision will be made by management (or a delegated party) to give the child the medication or not.
- The team administers the medicine to the best of their ability and knowledge. Management declines all responsibility in case of side effects or any consequence of the administration of said medicine.
- Unless specified, the parents agree to the list of medicine and products used at the nursery, as well as the following protocol in case of sickness or accident.

Emergency Procedure

IN case of an important fall or accident, parents will be notified immediately. Depending upon the severity of the occurrence, management and the team may call a pediatrician, a hospital or the emergency number 144.

The measures taken by the team of educators are as follows:

- Provide the help indicated by the emergency hotline
- Stay by the child's side
- Alert the parents (Director or witness)
- Notify management
- If necessary, the educator who witnessed the event will follow the child in the ambulance
- Take the child's vaccination information as well as his contact information.

The parents must be able to be contacted at any time, or must have designated a third party to make decisions. If this is not the case, the educators will take the measures they feel are necessary for the child's wellbeing.

Allergies

An allergy can complicate a child's time within the community. A medical certificate is required in case of an important allergy or one necessitating special dietary changes.

Nourishment and special diets

Lunch meals are catered by the cafeteria at St. George's International School SA. Snacks are provided by the nursery.

In keeping with the institutional reality, changes to the menu can be taken into consideration, for allergic or cultural reasons.

In case of important allergies or dietary restrictions, the meals must be provided by the parents.

Endangerment of other or lack of respect for nursery rules

The children are welcomed and respected in their pace and individuality. However, they must be capable of following the rules and boundaries set by the nursery.



A child who could not adapt to these requirements or would endanger his pairs' wellbeing (physically or psychologically) would be subjected to a termination of contract.

Suspicion of mistreatment

According to the Law of 4th May 2004 concerning the protection of minors Art. 26, the management of Le Chalet nursery has an obligation to notify any suspicion of mistreatment to Child Protective Services (SPJ).

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- Toute personne peut signaler au département la situation d'un mineur en danger dans son développement. Sous réserve des alinéas 2 et 3, elle peut également la signaler à l'autorité tutélaire.
- Toute personne qui, dans le cadre de l'exercice d'une profession, d'une charge ou d'une fonction en relation avec les mineurs, qu'elle soit exercée à titre principal, accessoire ou auxiliaire, a connaissance d'une situation d'un mineur en danger dans son développement pouvant justifier l'intervention du département, **a le devoir de lui signaler.**

Everyday Life

Personal effects

Parents are responsible for all toys brought to the nursery from home.

The personnel of the nursery **declines all responsibility** in case of disappearance or damage of effects (jewelry, money, toys etc.) that the children might bring to the nursery.

Loss, damage or deterioration of nursery property by any child will result in invoicing repairs to the parents upon decision from the management, who evaluates the case.

Liability insurance is recommended.

Clothes

Parents must mind that they dress their child practically and **appropriately**, as well as keep in mind their child's surroundings, the weather and the activities proposed by the nursery, which can get messy.

Parents must mind that there is always a change of clothes in their child's personal basket.

Nursery life does not permit the staff to always verify clothes and personal effects brought to the nursery.

Parents are required to write their child's name on:

- The change of clothes which stays in the personal basket.
- Coats, sweaters, jackets etc.
- Hats, caps.
- Hats, gloves, scarves etc.
- Shoes, boots.
- Slippers.



Any item of clothing without a name and without an owner will be put into the common wardrobe at the nursery.

Photos and video

The staff uses photographic and video material for internal use, or as information for the parents. Barring specification upon signing the contract, parents accept this tool.

Hygiene products

Personal hygiene products needed throughout the day are provided by the nursery. Diapers are to be provided by the parents. In case of allergies, parents must bring products adapted to their child's needs.

Birthday celebrations

We will happily celebrate any child's birthday at the nursery.

As the child's birthday approaches, the team will ask the parents if they would like to celebrate their child's birthday at the nursery. If it is the case, we ask the parents to provide a snack of their choice, accordance with the number of children present, even if the day does not coincide exactly with the child's birthday.

However, parents we ask that parents not bring any cakes or breads containing peanuts, this for choking and allergy reasons.

If parents do not wish to bring a special snack but their child is at the nursery on his birthday, the nursery's snack will be eaten in his honor.

For every birthday celebrated at the nursery, we give the child a card made here and sing "Happy Birthday" in his honor at snack time.

No gifts or goody bags shall be handed out to the children of the nursery. Parents therefore agree not to bring anything more than a cake and, maybe, some decorations.

Arrival and departure time

Parents must respect pick-up (9am or 2:15pm at the latest) and drop-off times (12pm, 2:15pm or 6:15pm at the latest) agreed upon at the inscription.

Outings

Outings may be organised by the staff outside of nursery accommodations. Parents are notified that these outings may be on foot, by public transport or by school bus. Parents accept these options.

Final Preparations

Complaints

Le Chalet nursery means to be a partner to any family with whom it collaborates, for the child's wellbeing.

We believe that any partnership may only be constructed on a basis of trust and open communication between educators and parents.



If parents should have any doubts concerning your child's wellbeing, or any questions or complaints, they may use the following procedure:

- If there are any questions, the staff holds itself at parents' disposal to inform and reassure them.
- Parents may request a meeting with the educator in charge of their child to discuss their child's evolution or any particular situation.
- If a problem cannot be resolved during a meeting with the educator, our Director is available for a meeting. This can be organised on one of two available days per week.
- If at the end of this meeting no solution can be found, parents have the option of writing to the person responsible for the Junior School (Anna Kaeser), who will address the complaint or intervene as mediator.

For et droit applicable

Seule la version française des CGA fait foi en cas de litige. Le règlement de la garderie fait partie intégrante des CGA.

En cas de silence des CGA, le droit suisse est applicable.

En cas de litige concernant les présentes CGA, le droit suisse est également applicable et le for judiciaire exclusif est à Montreux en faveur des tribunaux ordinairement compétents.

La nullité d'une des règles exposées ci-dessus ne péjore en rien la validité des CGA qui demeurent applicables.

Contacts

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Contact : Mme Violaine Bosoni Praplan

In case of any failure to respect the present contract, management reserves the right to denounce it.

Validity

The present statutes render void and replace any previous version.

Clarens, 24th July 2016