



## REGULATION

(Only the French version is binding)

### 1. GENERAL

The Kindergarten « Les Petits Loups » accepts children between 2 and the age of school attending. The children are looked after by qualified early childhood teachers.

### 2. ORGANIZATION

The Kindergarten « Les Petits Loups » is managed by parents who are members of a voluntary Association. A committee ensures the smooth running of the Kindergarten. Each child's inscription is valid until the end of June, at the end of the school year, and has to be renewed every year.

### 3. FEES

There is a membership fee of **CHF 50** to join the Association which will be paid on the inscription's day.

The fee is paid once per family, even if several children attend "Les Petits Loups".

When the inscription takes place during the year, this fee is paid at this time.

This membership fee is reimbursed in case the child do not have a place in the Kindergarten. However, it is not reimbursed in case of disclaimer.

The fees are paid on a monthly basis based on the number of half-days attended per week.

They are calculated on basis of the parents's income according to the listing enclosed. **Any changes in income and any change of residence during the year must be communicated in order to calculate the fees.**

If a second child in the same family is attending the Kindergarten, a reduction of 10 % on the fees of both children is granted.

For each dependent child in the family, a reduction of 5 % is added on the fees of each child attending the Kindergarten. The number of children in the family is based on the family certificates. The number of children is capped at four.

September's fees have to be paid before the 15<sup>th</sup> of June in order to confirm the subscription. In case of disclaimer after the 31<sup>th</sup> of July, this amount is not reimbursed.

Payments must be made **at the beginning of each month (September to June), at the latest on the 5<sup>th</sup> of the month** with the payment slip ("*bulletin de versement*") that you receive or by ebanking. Payments that are delayed by **more than two months will be charged a late payment fee of 10 % of the monthly fee.** Full payment is required every month.

The bank details are : Raiffeisen Bank of Versoix - account 2224.01 – IBAN CH59 8021 5000 0002 2240 1.

**Don't forget that your regular payments ensure the smooth running of the Kindergarten.**

**There are no fee reductions during holidays or in the case of absence.**

Fee reductions in the event of long absences (due to illness, accidents or other reasons), will be made on a case by case basis.

The Committee is available to discuss any financial difficulties that may arise.

#### **4. HOURS**

Children should arrive between 07:45 and 09:00 for the morning session, and between 13:15 and 14:15 for the afternoon session. They should be collected between 11:15 and 12:00 and between 16:15 and 17:30 respectively (parents should allow 10 minutes to prepare their children in order to leave the premises prior to closing times).

#### **5. HOLIDAYS**

Holidays are the same as the official school holidays in the Canton de Genève.

#### **6. DEPARTURES**

**Departures must be served in writing before the end of one month by the end of the following month. The schooling month is due.**

#### **7. ILLNESS**

Children should not attend the Kindergarten if they are unwell according to the cantonal directives. The teachers can refuse to admit a child who appears to be unwell. Parents should inform the staff if their child is sick and unable to attend. Parents are reminded that despite all the necessary precautions, contagious illnesses are sometimes inevitable.

#### **8. ACCIDENTS**

In the case of a serious accident, the child will be taken to the emergency room of the children's hospital in Geneva ("Hôpital des Enfants"), either by taxi or by ambulance.

#### **9. INSURANCE**

The child must be insured against accidents and must be covered by liability insurance.

#### **10. EQUIPMENT**

- a) Every child should bring a pair of slippers, a sun hat, a long sleeved painting apron, and a set of spare clothes to the Kindergarten. All belongings should be labelled clearly with your child's name and put in a bag marked with the child's name.
- b) Parents are kindly requested to provide an extra pack of diapers / nappies for their child where necessary. Please ensure that your child is wearing a clean diaper / nappy on arrival at the Kindergarten.
- c) The Kindergarten will lend clothing to a child when necessary. Parents are kindly asked to wash and return the clothes promptly.

- d) Every child should bring a small snack (“goûter”) with them, but no drink. Snacks should be brought in a box marked with the child’s name as the “goûter” is an integral part of our programme.
- e) Parents are strongly encouraged to dress their children in practical and appropriate clothing, especially for playing outside. Jewellery is discouraged.
- f) A child may bring a special toy, soft toy or object with them.
- g) The Kindergarten declines all responsibility in case of loss or damage of clothes or personal effects of the child.

## 11. OTHER

- a) Parents must inform the kindergarten teachers who is authorized to pick up the child. These persons must be of age. No child can go home alone.
- b) Children should be accompanied inside the building and assisted by their parents to dress and undress in the cloakroom.
- c) Parents must not under any circumstance park their car in the courtyard of the Kindergarten. Parking spaces are available in the Rue de la Gandole.
- d) A strict non-smoking policy applies in the vicinity of the Kindergarten.
- e) Parents should inform the staff of all absences without delay.
- f) Parents are strongly encouraged to maintain a close contact with the Kindergarten staff, as well as members of the Committee, and are encouraged to discuss their children’s wellbeing and progress with the Kindergarten teachers.
- g) Parents are urged to respect the Kindergarten hours and to arrive on time when dropping off and picking up their children. This is in the best interests of the children.
- h) It is essential that parents inform the staff when they are leaving with a child at the end of the session.
- i) Chewing gum and peanuts are not allowed. Sweets are also not allowed, except those used as decorations on birthday cakes.
- j) The Kindergarten has the right to request an advance payment of fees if there is any doubt concerning the parents’ solvency.
- k) The use of mobile phones is not authorized in the Kindergarten due to pedagogic reasons.
- k) L’Etat de Genève, the owners of the premises, can on an exceptional basis require use of the property for several days and demand the closure of the Kindergarten. In such an event, the fees for those days will be reimbursed to the parents.

The statutes of the Association are available on the website [www.lespetitsloups1294.com](http://www.lespetitsloups1294.com)