

RULES

1. THE INSTITUTION

1.1 Introduction

The Foundation of the EVE de la Cigogne is a legal entity under private law subsidized by the municipalities of Veyrier, Troinex, Bardonnex and Carouge.

The structure is in charge of meeting the different needs of children from the age of two months until they enter primary school. It meets all cantonal standards.

The daycare center welcomes all children without any discrimination. The rules and regulations herein, in addition to the enrollment contract and the Pedagogical Plan, establish the principles of organization and the guidelines for interactions between parents/guardians, children, and the staff of the Foundation.

1.2. Board of Trustees

The daycare center is managed by a Board of Trustees composed of members representing various stakeholders, including a staff representative (and substitute) and a parent/guardian representative (and substitute). The latter are elected by the parents/guardians in accordance with the procedures defined in the regulations governing the application of statutes, and provided that at least one of their children is enrolled in the institution.

The contact details of the parents/guardians' representatives are posted on the information board at the entrance to the daycare center.

1.3. Pedagogical Plan

The daycare center staff favor a progressive and attachment-based approach, the details of which will be presented by the Management at the time of the child's registration.

This approach ensures the balanced development of each child by providing quality care focused on emotional, psychological, physical, cognitive and social development.

To this end, the staff offers children daily activities and routines that meet the needs of each stage of development.

The Pedagogical Plan, established by the Management in collaboration with the Early Childhood Educators, provides the basis for all activities undertaken at the daycare center.

1.4. Management and personnel

The daycare center is under the responsibility of the Director and her/his Assistant Director (in accordance with the operating permit).

Supervision is ensured by qualified personnel, most of whom are trained in accordance with the standards established by the relevant cantonal authorities (SASAJ).

In addition, the Management of the daycare center promotes and encourages training, continuing education, and apprenticeships. Practitioner-trainers ensure the supervision of trainees and, when necessary, act as a liaison to vocational schools.

1.5. Operating Permit

The authorization to operate the daycare center is issued jointly to the Director and her/his Assistant by the SASAJ. The Foundation commits to respecting the ordinance of the Federal Council of October 19, 1997, regulating the placement of children and the law of the Canton of Geneva on the placement of minors outside the family home (J6 28).

1.6. Insurance Policies

The Foundation is covered by the standard insurance policies in the field of early childhood education. However, the child must be insured for any accidents or damage that may occur within the institution. Any damage or injury caused by a child to others will be covered by her/his civil liability insurance. The child's legal representative(s) are required to provide proof that the child is insured for accident, illness, and liability.

2. ADMISION AND ENROLLMENT

2.1. Conditions of Enrollment

Applications are considered for children of whom at least one parent/guardian resides in the municipalities of Veyrier, Troinex, Carouge or Bardonnex.

Parents/guardians who meet the criteria and who wish to enroll their child at the daycare center are invited to do so through the institution's website, www.lacigogne.ch, by completing, as accurately as possible, the waiting list registration form.

For families living in the municipality of Carouge, enrollment may be completed directly with CIAPE (the Centre d'Information pour l'Accueil de la Petite Enfance, Tel: 022 342 05 22, E-mail: ciape@carouge.ch).

Should any problems occur, parents/guardians may contact the daycare center's secretariat.

The waiting list registration form must be renewed every three months, otherwise the file will be removed from the waiting list.

2.2. Considerations for Admission

Management grants priority admission according to the space available for each stakeholder and according to the capacity of the facilities.

The following factors are considered in order of priority:

1. The children enrolled in the daycare center for the previous annual opening period;
2. Siblings, provided that at least two children are enrolled simultaneously at the time of the second child's entry into the daycare center;
3. Prior registration on the waiting list, provided that there is space in the group corresponding to the child's age and according to the quota of spaces allocated to the partner municipalities;
4. Children whose parents/guardians are both working or studying.

Children of staff members may not be enrolled in the institution where their parent/guardian is employed.

Management reserves the right to examine special cases (i.e., emergency situations) and may waive the admission criteria.

2.3. Enrollment

By enrolling their child, parents/guardians agree to the Pedagogical Plan and to respect the rules as well as the contractual clauses of the enrollment contract.

The daycare center welcomes children with different needs, disabilities or difficulties in adapting. All necessary support and supervision will be put in place to guarantee quality care for these children in the same manner as for all other children enrolled.

Management will confirm in writing, by the end of May, the acceptance of the child according to the availability of the group, normally for the subsequent month of August.

Registration is considered final only after payment of the enrollment fee and receipt of the following documents :

- Proof of address or a copy of a Services Industriel de Genève (SIG) invoice;
- The duly completed and signed enrollment contract;
- The completed and signed income tax form;
- Proof of health, accident and liability insurance;
- The last two net salary statements of the parents/guardians for the current year, or any other document justifying the income received ; the last annual salary certificate submitted in January ; as well as the tax notice for the previous year, or other documents allowing the determination of the family's income. If these documents are not provided, the maximum rate will be charged.

Management reserves the right to require proof of any financial information that parents/guardians provide to the daycare center. In the absence of such proof, Management may refuse to enroll the child or refuse to consider the application.

Management may also, in case of emergency, decide on provisional enrollment without the presentation of all the above-mentioned documents, for a fixed duration, depending on the parents/guardians' needs and the institution's availability.

2.4. Parents/ Guardians in search of employment

Parents/Guardians who are seeking employment must submit the most recent statements from the Cantonal unemployment office. An annual projection of income will be made on the basis of these documents.

Children whose parents/guardians are unemployed or seeking employment are guaranteed a contract for the current school year only.

Management will evaluate the situation for the following school year. The parent/guardian must present documentation attesting to his or her situation.

2.5. Notification of Changes

1. Place of Residence or Employment

If a child moves out of the partner municipalities during the school year, the child may continue to attend the institution until a solution has been found, but no later than the end of the current school year.

2. Professional Situation

In the event of a change in employment status, parents/guardians must immediately provide the details of their new employer and/or the new employment contract indicating income, or they will be charged the maximum rate.

3. Parent/Guardian Contact Information

It is important for parents/guardians to be reachable at all times. Parents/guardians must inform the administration immediately of any change of contact information.

3. ACCOMODATION AND ATTENDANCE

The institution is intended for parents/guardians who need a place for their child to be cared for by early childhood professionals. The center is open for daytime care only.

3.1. Annual Closure Periods

The daycare center begins its school year in mid-August. It is an extended-hours institution open 225 days during the calendar year.

During the school year, the daycare center is closed:

- Approximately 2 weeks between Christmas and New Year
- Four weeks between mid-July and mid-August

- *The following official holidays: January 1st, Good Friday, Easter Monday, Ascension Day, Whit Monday, August 1st, Jeûne Genevois, December 25th, December 31st*
- *Institutional closure: May 1st*

3.2. Accomodation

The daycare center welcomes:

- *26 children from 2 to 24 months*
- *26 children from 25 to 36 months*
- *28 children from 37 months to school entry*

3.3. Attendance

Children are enrolled for one school year, from mid-August to mid-July of the following year. Unless otherwise indicated, the enrollment of children who are not of school age is tacitly renewed.

Children of school age must graduate from the institution. Children enrolled in school will not be admitted after the summer closure.

The daycare center is open Monday to Friday, from 7:15 a.m. to 6:30 p.m.

Children must be enrolled for a minimum of three periods per week over at least three separate days.

Children may be welcomed:

- *The entire day, i.e. 100%, pick-up is possible from 4:30 p.m. to 6:30 p.m.;*
- *Half day including morning, meal, nap time, i.e. 75%, pickup is possible between 1:30 and 2:30 p.m.;*
- *The afternoon from 1:30 to 2:30 pm, i.e. 45%, pickup is possible from 4:30 to 6:30 p.m.*

Frequency and days of attendance are defined between the parents/guardians and Management when the child is enrolled in the daycare center.

For their own well-being, children should not stay at the institution longer than 10 hours per day.

3.4. Extraordinary Attendance

Depending on the availability of space, the daycare center offers currently enrolled children a space in the center for one additional day or one additional half-day at a rate calculated on the basis of the current contract (i.e., percentage of parent/guardian income). The request must be made to the educator of the group, who will refer it to Management. The parent/guardian must fill out and sign the relevant forms.

3.5. Modification to the Contract

Registration is for the current school year.

*If the child's parents/guardians wish to **reduce the agreed attendance rate**, they must notify Management at least three months prior to the end of the month preceding the date of the desired change, but no earlier than three full months after the child's entry into the institution.*

An increase in attendance can be immediate as long as spaces are available. Rates will be adjusted immediately.

4. FEES AND DEDUCTIONS

4.1. Payment Deadlines

Enrollment fees must be paid at the beginning of each month, at the latest on the 10th of the month, during the 11 months the daycare center is open.

Management reserves the right to refuse to accept or to exclude the child(ren) of the interested party in case of a delay in payment of the enrollment fees of two months or more.

Enrollment fees may not be paid in installments, except in cases of force majeure, which will be examined by the Management.

However, in case of financial difficulties, parents/guardians are invited to contact the Management in order to find the best solution together and in a timely manner.

4.2. Methods of Payment

The Creche de la Cigogne is an extended-hours institution open 225 days per calendar year. The annual enrollment fee is divided into 11 monthly payments, payable in advance. The months of September to June are billed at 100%, while the months of July and August, which include the summer vacation period, are each billed at 50%.

Payments must be made by bank or postal transfer and only by means of the ISR attached to the monthly invoice.

5. DAILY ACTIVITIES

5.1. Arrival and Departure

In order to ensure the child is well cared for, the person dropping off or picking up the child must respect the following:

- Children are welcomed from 7:15 a.m. to 9 a.m. and from 1:30 p.m. to 2:30 p.m. precisely. The drop-off schedule is flexible for children up to 1 year old ; parents/guardians determine the schedule in consultation with the educational team.
- In order to guarantee the effective operation of activities and to promote a friendly atmosphere, parents/guardians are asked **to respect pick-up and drop-off times** and to take a few minutes before drop-off to say goodbye.
- Upon arrival, the child must be dressed properly, with a clean diaper, and have had breakfast;
- The parent/guardian or authorized person must personally entrust the child to a professional of the group in order to transfer responsibility of care;
- Departures are possible from 1:30 to 2:30 p.m. and from 4:30 to 6:30 p.m. Parents/guardians are required to respect the closing time of the institution;
- At the time of departure, the parent/guardian or the authorized person must clearly announce the departure of the child to the educator of the group, either inside in classroom or outside in the garden. From that moment on, children are under the responsibility of their families;
- In the event of an absence, parents/guardians are requested to inform the institution by telephone before 9:00 a.m.

5.2. Adaptation Period

In order to ensure a smooth transition from the home environment to the daycare center, it is important to devote the time necessary to a gradual adaptation during one or two weeks, or according to the child's needs, the parents/guardians' schedules, and the institution's organization and planning.

5.3. Parent/Guardian Contact Information

It is important for parents/guardians to be reachable at all times. They must inform Management of any change of address or telephone number as soon as possible.

Parents/guardians who are unable to pick up their child must indicate on the registration form the names of persons authorized to pick up their child. A parent/guardian who, exceptionally, cannot pick up her/his child, must inform the daycare center. The parent/guardian must provide the name and surname of the person authorized to pick up the child, and the institution may ask the latter for identification. Under no circumstances may the child be entrusted to a person other than the parent/guardian if the institution has not been notified.

If the child is leaving with a legal minor, written parent/guardian permission will be required in advance and a power of attorney must be made out on the child's registration form when the child is enrolled.

Home situations requiring special attention must be communicated to the institution's Management.

5.4. Health, Hygiene, and Cleanliness

For the child's well-being, parents/guardians must inform the institution of any dietary requirements duly justified by a medical certificate filled out by the child's pediatrician.

Parents/guardians should be aware that the life in the community, while enriching, may cause some discomfort:

- *A child may experience some **health problems** during her/his adaptation to life in the daycare center, regardless of the precautions taken.*
- *In any community of children, **contagious diseases** are inevitable and this despite the hygiene measures taken to ensure the cleanliness of the premises and to limit their spread.*
- *In spite of the care taken by the educational team, **minor accidents**, bites, scratches, loss of toys, etc., may occur during games between children. However, the team will always make sure that the parents/guardians are clearly informed.*

Parents/guardians must notify the daycare center in the case of any contagious or chronic illness, allergy, or other known health problems so that the necessary precautions may be taken. To this end, the parents/guardians must fill out the medical form provided by the educator in charge of the child's group.

Medication to be administered to the child as part of a medical treatment must be entrusted to a member of the educational team or to Management. In such cases, medication will only be accepted on the basis of a medical prescription from the child's pediatrician. The doctor must fill out and sign the standard form mentioning the child's name, the dosage (dose, time and method of administration), and the duration of the treatment (beginning and end). Medication must be brought in its original packaging with the instructions for use.

The educational team is not obliged to administer any treatment, even homeopathic, that has not been prescribed by a doctor, in order to avoid any error that could be detrimental to the child's health (according to SSEJ regulations).

In case of emergency, Management and the educators will take the necessary steps to organize First Aid and to call the Children's Hospital. Parents/guardians will be notified immediately.

If the parents/guardians cannot be reached, the institution will refer the child either to the child's physician or to the pediatric emergency room.

After a serious or contagious illness, a medical certificate is required to return to the community.

Management or the educational team has the right to refuse a child if she/he presents symptoms of illness or if her/his temperature is higher than 38.5°. In such cases, parents/guardians must provide emergency care for their child.

Each child is required to have a complete change of clothes, slippers, rain boots, several pairs of underpants for potty training, as well as any other material or product necessary for her/his comfort (cap, suppositories, cream, etc.). Parents/guardians must provide:

- *A change of clothes to be renewed according to the child's size and the season;*
- *A pack of diapers.*

5.5. Vaccinations

*Parents/guardians are advised to have their children vaccinated according to the recommendations of the SSEJ or their pediatrician. Concerning measles and whooping cough specifically: if one of these diseases occurs in the daycare center or **in a child who has not been vaccinated**, the child will not be able to attend the daycare center for a determined period of time.*

5.6. Meals and Nutrition

Upon return to work, mothers wishing to do so may breastfeed their child at the daycare center. A dedicated space for this purpose is provided upon request. In addition, if the mother is not able to be present, she may leave breastmilk with the educational team so it may be offered to the child during the day.

Lunch and snacks are prepared by the institution, which has earned the Fourchette Verte label. The menus are posted in entrance to the institution and on the website www.lacigogne.ch.

5.7. Field Trips and Transportation

The daycare center organizes regular outings and occasional walks, such as visits to a museum, an outing to the menagerie, or an end-of-year walk. Most often public transportation will be used. The use of a minibus or any other vehicle implies full compliance with the laws in force regarding the transportation of children.

By signing the present rules, parents/guardians authorize the educational staff to leave the institution for walks with the children and to use public transportation.

Parents/guardians who do not agree with the outing must inform Management and must keep their child at home on the day of the outing. This day will not be deducted from the enrollment fees.

5.8. Personal Items

To avoid exchanges, parents/guardians are asked to mark all objects (clothes, toys, etc...) that the child takes with him/her and to limit the number of objects.

The daycare center declines all responsibility for precious objects (jewelry, money) or personal belongings entrusted to children and which may be lost, stolen or damaged.

5.9. Multimedia

Educational staff may use video material and photographs for internal purposes as part of educational and informational material for parents/guardians.

No photos of children are taken for publication without prior parent/guardian consent.

5.10. Staff-Parent Meetings

Management and educational staff are available to discuss with parents/guardians, by appointment, the child's well-being in the institution, her/his progress within the group, and her/his development.

In addition, the daycare center organizes parents/guardians' meetings, as well as more convivial and festive occasions, such as open houses or an end-of-year barbecue, in which it invites parents/guardians to participate.

5.11. Training and Collaboration with External Services

The educators and socio-educational assistants who take care of the children in the institution are qualified professionals. All the educational staff is invited to attend regular training sessions in order to keep their knowledge up to date.

In order to optimize care for the children, the institution regularly collaborates with professionals of the following services:

- **SASAJ:** *Service d'Autorisation et de Surveillance de l'Accueil de Jour. The Service d'Autorisation et de Surveillance de l'Accueil de Jour (SASAJ) acts as a supervisory authority within the meaning of the federal ordinance and is responsible for the execution of the cantonal law and the regulations on early childhood facilities and family day care (J6.28.).*
- **SSEJ:** *Service de Santé de l'Enfance et de la Jeunesse. This service is responsible for protecting and promoting health, preventing infectious diseases, and establishing hygiene measures in early childhood institutions. It provides health visits, accompaniment of children, and activities and programs to promote health education.*
- **SPEA:** *Service de Psychiatrie de l'Enfant et de l'Adolescent. Psychiatrists provide support to teams caring for children and/or groups of children.*
- **SEI:** *Service Educative Itinérant. It accompanies the institution as it strives to welcome children presenting a difficulty. This service collaborates with the institution in order to guarantee adequate care and may also mediate, in a supportive role, in the home.*

6. MISCELLANEOUS

6.1. Stroller (Pram) Storage

There is a stroller storage room on the premises available to parents/guardians who wish to use it. It is locked every evening and during weekends and vacation periods.

It is therefore strongly recommended that you do not leave any valuables in the room, and that you fold your stroller and lock it with an anti-theft device, such as a bicycle lock.

In no case may the daycare center be held responsible for theft, loss or damage to the equipment stored in this room.

6.2. Parking

A parking lot is available to the clients of the daycare center, staff and parents/guardians.

Its use is limited to the drop-off and pick-up of the child(ren). In no case are vehicles allowed to be parked beyond the time necessary to drop off or pick up their child(ren).

It is strictly forbidden to park in front of the gate to the daycare center property, in order not to interfere with certain services, such as suppliers, deliveries, workers, etc., as well as emergency services such as the ambulance, fire fighters, etc.

6.3. Remote Controls and Deposits

Each household may have one or two remote controls depending on their needs, for a deposit of CHF 70 each.

This deposit will be refunded upon return of the remote control in good working order.

The user is responsible for changing the batteries.

6.4. Access Codes

For your security and comfort, access to the daycare center is regulated by a code, both for the parking lot and for the main door.

These codes are strictly confidential and should only be disclosed to trusted persons with all the necessary recommendations.

Under no circumstances will the codes be given to children (even to older siblings).

6.5. Green Spaces

The institution is fortunate to have green spaces that are widely used, especially during the summer months.

However, a few rules must be respected to ensure the safety of children in these areas.

We therefore ask parents/guardians to:

- *Inform the educational staff before leaving the daycare center with their child;*
- *Not let their child climb on the gate or the fence;*

- *Close the gate behind them;*
- *Supervise older siblings and/or friends of the child attending the daycare center that are already enrolled in school.*

6.6. Amendments to the Rules

The Board of Trustees may, at any time, make changes to the present regulations and Pedagogical Plan, including enrollment fees, after consultation with Management. Likewise, Management may propose modifications to be presented to the Board of Trustees for approval.

6.7. Conclusion

These regulations were amended by decision of the Board of Trustees on January 15, 2021 and will come into force on January 15, 2021. Effective March 1, 1996, amended January 13, 1998; September 1, 1998; March 4, 1999; May 19, 2003; December 6, 2006; June 19, 2012; July 13, 2012; April 8, 2016; March 28, 2019; and January 15, 2021.

These bylaws may be amended at any time by the Board of Trustees.

The President of the Board of Trustees

The Director of the Daycare Center