



# Attendance agreement and general conditions

## 2024 – 2025

### **Number of children**

Hosting of 14 children

### **Educational Team**

Ms Iulia Grana, Director and educator.

Anna-Monica Droz, socio-educational assistant.

Yelena Lefort, socio-educational assistant.

The supervision is provided by qualified professionals as well as auxiliaries, according to the standards in place.

### **Admission**

From 18 months to 4 years old.

From 30 months, school admission is possible.

### **Back to school / Timetables / Attendance**

The nursery opens at 8:00 AM and closes at 6:00 PM.

Families can choose between full-day care (a maximum of 10 continuous hours) or personalised half-day time slots. Additional attendance requests can be made and are granted based on availability. Once the request is accepted, the service will be charged, even in the event of cancellation.

Additional requests do not compensate for an absence. They are charged in addition to the agreed-upon care in this agreement.

Opening hours, Monday to Friday (as per choice):

- Full day from 8:00/9:00 AM to 6:00 PM
- From 8:00/9:00 AM to 3:00 PM (lunch included)
- From 11:30 AM to 6:00 PM (lunch included)

Subject to availability, it is possible to increase attendance options, to be agreed upon with the management. Any change will constitute the establishment of a new contract.

Subject to availability, it is possible to increase attendance arrangements, to be agreed with management. The change will have the effect of establishing a new contract.

## Registration

Pre-registration is done using the online request form available on the website [www.ecole-lausanne-savio.com](http://www.ecole-lausanne-savio.com). It includes a registration fee of CHF 350.00 per family which is payable within 7 days following submission of the application. After this period, pre-registration becomes void.

If the request is cancelled, these fees are not refunded. Once payment has been received, management will contact you to organize a meeting, allow you to visit the premises and define the terms of collaboration. Registration is final after signature by parents and validation by management of these general conditions, at the time of this meeting.

## Prices\*

	PRICES (per day)		
12 month commitment *	7.00 / 9.30 – 3 pm	11.30 – 6 pm	Full day
Monday	CHF 85	CHF 85	CHF 125
Tuesday			
Wednesday			
Thursday			
Friday			

\* These prices include care costs, meals and snacks as well as health care (diapers, toothbrushes, toothpaste, etc.).

\*\* Reduction of 20% from 2<sup>nd</sup> child

The 12-month commitment corresponds to a contract of at least two days per week. Three types of invoices are issued:

- **The initial invoice:** This includes the settling-in period and the first month. It is sent to the family at the end of the month prior to the child's start at the nursery.
- **The monthly invoice:** This is sent on the 20th of the month, due on the 1st of the following month.
- **The ad-hoc invoice:** This is for emergency care. It is payable for the current month.

No discount will be granted in the event of absence. Management reserves the right to terminate the contract if payment terms are not met.

Nota bene: The fixed days specified during registration cannot be substituted for another without written agreement from management.

For families with one child at Savio School and another at the nursery: the child is not required to attend the nursery during school holidays, with a two-week notice period.

In case of absence, parents are obliged to notify the nursery staff by 8:00 AM on the day in question. The day will be charged in full.

No reduction will be granted for absences. The management reserves the right to terminate the contract if the payment conditions are not met.

Please note: the fixed days indicated at the time of enrolment cannot be substituted by another without the written agreement of the management.

For families with a child at the Savio school and a child at the crèche: the child is not required to attend the crèche during the school holidays, with two weeks' notice.

In the event of absence, parents are obliged to notify the crèche staff no later than 8am on the day in question. The day will be billed in full.

However, in the event of prolonged absence (from the 15th day) of the child due to unemployment of one of the parents, maternity leave or illness/accident, the place may be kept on payment of 50% of the planned attendance on presentation of a medical certificate or proof of unemployment.

In the event of termination or reduction in attendance, the child's fees for the current month and the two months following the child's withdrawal are due in full. The Management must be notified in writing.

## **Annual Closures**

### **The nursery will be closed in 2025:**

- Christmas 2024: From Tuesday, 24th December 2024 at 4:00 PM until Monday, 6th January 2025 at 8:00 AM
- Easter 2025: From Thursday, 17th April 2025 at 6:00 PM until Monday, 28th April 2025 at 8:00 AM
- Summer Closure: From Friday, 11th July 2025 at 6:00 PM until Monday, 4th August 2025 at 8:00 AM
- Christmas 2025: From Wednesday, 24th December 2025 at 4:00 PM until Monday, 5th January 2026 at 8:00 AM

### **Public Holidays 2025:**

- Ascension Bank Holiday: 29th and 30th May 2025
- Pentecost: Monday, 9th June 2025
- Federal Day of Fasting: Monday, 22nd September 2025
- On one pedagogical day per year (the date is communicated to parents at the beginning of each calendar year by the management).

## **Equipment**

Parents are asked to dress their children in practical, season-appropriate clothing and to bring spare underwear and clothing (hat, gloves, jacket, snow gear and boots, rain gear, cap and sunglasses). A pair of slippers and rain boots for children who have learnt to walk are also compulsory. Clothes, pushchairs and maxi-cosi, as well as the child's personal items (cuddly toys, etc.) must be marked with the child's name. The nursery accepts no responsibility for the loss, theft or damage of children's personal belongings, including glasses, jewellery and toys.

## **Health**

We strongly recommend that families vaccinate their children in line with the Canton's public health policy, while reminding them that, according to federal directives, no vaccinations are currently compulsory for nursery attendance. Before bringing your child to the nursery, it is important to consider his/her general physical condition, to ensure that he/she can follow the day's programme and routine. Any health problem, however slight, must be systematically reported by the parents when the child arrives. In the event of a fever, parents are systematically informed. If the fever is 38.5 degrees or higher, and depending on the child's general condition, parents are asked to collect their child as soon as possible.

In the event of an emergency or if parents cannot be contacted, the management will take all necessary measures. Any costs incurred will be borne by the parents.

**Name and address of paediatrician:** .....

#### ADMINISTRATION OF MEDICATION - ONE-OFF

Staff are authorised to administer medicines and other creams available on the premises in accordance with the authorisations in force to children who require them on an ad hoc and spontaneous basis during their care (e.g. to treat a fall that occurs during the course of a day's care, of a serious nature that does not require medical consultation) unless a parent has made a formal written request to the contrary.

#### ADMINISTRATION OF MEDICATION - AT PARENTS' REQUEST

At the parents' request, the educational team is authorised to administer medication to children only when the parents have completed the "Authorisation to administer medication" form for their child (see Annexes). Medication will be refused if it does not bear an official label from the pharmacy or the attending doctor (dated and signed), in the child's name.

#### MEDICAL EMERGENCIES

In the event of an emergency, parents delegate their authority to the school management, who take the liberty of calling for medical assistance. Parents (or persons to be notified in the event of an emergency - whom you must designate) will be informed and asked to join their child. If your child is taken to an ambulance, the cost of transport will be borne exclusively by the parents. If the parents are unable to be present, a member of the team will accompany the child to hospital.

#### Transport

Children may be transported by public transport or, exceptionally, by private vehicle. All the measures required by the law on road safety are then respected.

#### Insurance

Children must be insured against illness, accidents and civil liability.

Authorised persons

Unless otherwise specified, only the persons listed below (surnames, first names, date of birth) are authorised to pick up the child, provided that they show proof of identity:

First name	Family name	Date of birth

#### Documents needed:

- ☐ Insurance policies
- ☐ Identity documents from both child(ren) and parent(s)
- ☐ Billings details of parent(s).

Any change must be submitted without delay.

**Place of jurisdiction**

Any dispute in connection with any contract concluded between Les Petits Savio and a family that may arise before or after the expiry of the contract shall be submitted to the competent judicial authorities in accordance with the Code of Civil Procedure.

Image rights

I (we) the undersigned,

Father and/or Mother of :

**Authorise** (Circle the appropriate box):

1/ The taking of photographs or films of my child as part of the activities of Saint Dominique Savio School (internal use).

2/ Publication of the photos to illustrate the crèche website, for any flyers or posters promoting the school, to illustrate posters and flyers announcing the various activities of the crèche or the school (fair, Christmas market, etc.).

3/ The use of photos or films to create films presenting the facility, its activities and outings, as well as their broadcast during the presentation of the facility.

By signing, the parent certifies that he/she has read and approved this document, which serves as a contract. This contract is valid until the child reaches the age of 3. As soon as the child reaches 30 months of age, and depending on the number of places available, a new agreement will be drawn up and scheduled, considering the conditions and the change in care provided by the Petite Section. No new administrative fees will be charged when changing groups.

**Parent 1**

Family name : ..... First name: .....

Date : ..... Signature : .....

**Parent 2**

Family name : ..... First name : .....

Date : ..... Signature : .....

These terms and conditions come into force on 1 August 2024.