



Les Petits Savio
Crèche privée internationale
Lausanne

Nursery Care Agreement

Les Petits Savio Nursery

This agreement formalises the arrangement between Les Petits Savio Nursery (hereinafter "the nursery") and the family (hereinafter "the parents") for the care of one or more children within our facility. It constitutes a binding contract between both parties.

1. Admission and Required Documents

Admission of a child is effective upon:

Signing of this agreement

Payment of the registration fee

Submission of a complete administrative file, including:

Registration form

Medical certificate confirming ability to
participate in group care

Copies of health insurance cards

Outing authorisation form

Allergy or specific treatment form

2. Opening Hours and Attendance

Opening hours: Monday to Friday, 8:00 am to 6:00 pm.

Attendance schedules are defined based on the chosen contract (full-time or part-time).

Late pick-ups or overstays may incur additional charges.

Absences are non-refundable. Parents must inform the nursery of any absence as early as possible.



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Crèche privée internationale Lausanne

3. Fees and Invoicing

- Registration fee: CHF 350.– (excluding transition to school, which requires a new registration).
- Childcare fees are invoiced monthly based on the selected attendance contract.

Please circle the chosen options and days:

	TARIFS (per day)		
	8:00 A.M-3/00 P.M	11:30 A.M – 6:00 P.M	Full day
Monday	CHF 100	CHF 100	CHF 140
Tuesday			
Wednesday			
Thursday			
Friday			

Fees include childcare, meals, snacks, and care supplies (nappies, toothbrushes, toothpaste, etc.).

- Sibling Discount

If at least two siblings are enrolled in the nursery or Saint Dominique Savio School, a 20% discount applies for the second child onwards (excluding the CHF 350 registration fee per child). The discount ends automatically if only one child remains and does not apply to administrative fees.

- Any ad hoc requests (half or full day) must be approved by management. These are billed even if cancelled.

- Invoices are sent by email between the 10th and 20th of the current month. Payment term: 15 days.

- Payments

Payments should be made by bank or postal transfer to:

Savio Éducation Suisse SA
Chemin de Montolivet 19a, 1006 Lausanne
IBAN: CH66 0029 2292 1994 1601 M
BIC: UBSWCHZH80A



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4. Annual Closures

The nursery will be closed in 2025–2026:

Summer break: Friday 11.07.25 at 6:00 pm to Monday 04.08.25 at 8:00 am

Christmas: Wednesday 24.12.25 at 4:00 pm to Monday 05.01.26 at 8:00 am

Public holidays:

Federal Fast Monday: 22.09.25

Ascension: 14–15.05.26

Pentecost: Monday: 25.05.26

One additional pedagogical closure day per year (date communicated annually).
These closure periods are not billed.

5. Health

Children must be up to date with their vaccinations. Management may request a medical certificate of group suitability if needed.

Before bringing a child to the nursery, parents must assess their general condition. Any health issues, even minor, must be reported at arrival. In case of fever, parents will be informed. If the child has a temperature of 38.5°C or above, depending on general condition, parents must collect them as soon as possible. In emergencies, the nursery will take necessary measures. Any incurred costs are at the parents' expense.

Child's paediatrician (name and address):



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ADMINISTRATION OF MEDICATION – AT PARENTS' REQUEST

Upon request, the educational team may administer medication only if the 'Authorisation to Administer Medication' form has been completed.

Medication must have a pharmacy/doctor-issued label, including name, dosage, date, and signature. Unlabelled medication will be refused.

MEDICAL EMERGENCY

In an emergency, parents delegate their authority to the nursery management, who may call emergency services. Parents (or emergency contacts) will be notified and asked to join the child.

If transported by ambulance, transport costs are the responsibility of the parents.

If parents are unavailable, a staff member will accompany the child to hospital.

6. Materials

Children must be dressed appropriately for the season. Parents should provide spare clothing and essentials (e.g. snow gear, sun hats, sunglasses).

Indoor slippers and rain boots are mandatory for walking children.

All clothing, water bottles, and personal items (comforters, etc.) must be labelled.

The nursery is not responsible for lost, stolen, or damaged personal items (e.g. glasses, jewellery, toys).

7. Transport

Children may occasionally travel by public transport. All the measures required to ensure children's safety are complied with.

8. Insurance

Children must be covered by health, accident, and third-party liability insurance.

9. Authorised Persons

Unless stated otherwise, only the following authorised individuals may collect the child, upon presenting ID:

Name	Surname	Date of birth



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10. Termination

Notice period: two months from the 1st of the following month.

(E.g. Notice on 18 June → notice starts 1 July → contract ends 31 August)

The nursery may terminate the contract in case of non-compliance, repeated unpaid invoices, or behaviour disruptive to the community.

11. Withdrawal After Enrollment

Once enrollment for childcare has been confirmed (via signed agreement and written confirmation), a place is reserved for the child, resulting in the refusal of other requests for the same period.

In the event of a withdrawal after enrollment, a cancellation fee equivalent to one month of childcare — calculated according to the contractual rate — will be charged to the family.

This measure is intended to compensate for the impact of the reserved place and to help maintain the operational balance of the structure.

12. Mutual Commitments

Parents agree to:

- Respect pick-up/drop-off times
- Provide necessary personal items for the child
- Collaborate with staff in a spirit of mutual trust and respect

The nursery agrees to:

- Welcome each child in a secure, caring, and stimulating environment
- Ensure individual and professional monitoring
- Communicate regularly with families

13. Amendment to the Agreement

Any changes to this agreement must be formalised in a written, signed addendum.



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14. Image Rights

I/We, the undersigned,

Parent(s) of:

Authorise (please circle options):

1. The taking of photos/videos of my child during nursery activities (internal use). **Yes / No**
2. The use of photos for the nursery website, flyers, posters or event announcements. **Yes / No**
3. The use of photos/videos for institutional presentations or activity summaries. **Yes / No**

By signing, the parent(s) confirm they have read and accepted this agreement.

It remains valid until the child's 4th birthday.

From 30 months, depending on availability, a new agreement will be established for transition to Petite Section.

Signed in Lausanne, on:

For Les Petits Savio Nursery:

Signature & stamp:

For the parents:

Parent 1 name:

Parent 2 name:

Billing email:

Signature:

Signature:



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Appendix – Authorisation to Administer Medication

To be completed and signed by the parents/legal guardians:

Child's name:

Date of birth:

Parent(s) / Legal guardian(s):

Emergency phone number:

1. Medication Information

Medication name:

Prescribed dosage:

Administration time(s):

Treatment period: from ____ / ____ / ____ to ____ / ____ / ____

Reason for treatment:

Possible side effects to monitor:

⚠ The medication must have an official pharmacy or doctor label (child's name, dosage, date, and signature). No unlabelled medication will be accepted.

Consent

I,, parent/legal guardian of the child named above, authorise the nursery staff to administer the specified medication.

I understand this is at my request and responsibility and I will inform the staff of any changes to the treatment or my child's health.

Signed in:

On:

Signature of parent(s)/guardian(s):