

**Welcome  
booklet  
2021-2022**



**Daycare centre**

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## **1 INTRODUCTION AND GENERAL PRINCIPLES**

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The La T'Anières daycare centre is managed by the Foundation Board of La T'Anières which is composed of :

- the President ;
- the Mayor or Deputy Mayor of the commune d'Anières ;
- the vice-president (early childhood responsible for the commune d'Anières) ;
- two municipal counsellors of the commune d'Anières ;
- two parents' representatives ;
- a representative for the educational team.

The Board appoints the Foundation Board of the La T'Anières, hereafter the Foundation.

The Board appoints the Foundation Board.

The parent designates the parent(s) or the holder(s) of legal custody of the child sharing a common household with the child.

Family refers to persons living at the same address, even if they are not related (companion, Pacs, registered partner, etc.)

The company servicefamille management Sàrl has been assigned to handle administration for the La T'Anières daycare centre.

## **2 CHILDCARE OPTIONS**

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La T'Anières offers three childcare options for preschool children:

- A toddlers' nursery, mornings only five days a week.
- An open-plan daycare centre, mornings from 8:00 am to 12:00 pm five days a week.
- An open-plan daycare centre, full day (mornings and afternoons) from 8:00 am to 4:00 pm, with a lunch and nap, five days a week.

The parent can work out an individual timetable in line with his needs, mixing the 2 childcare options and subject to our availability.

### **2.1 TODDLERS' NURSERY FROM 8:00 AM TO 12:00 PM**

Attendance 1 to 3 times a week based on the parent's choice and remaining availability.

The toddlers' nursery welcomes children from age 1 (as of 31 July) to 2 and provides nine places per half-day.

Children attend the nursery on a regular basis for up to three mornings a week from 8:00 am to 12:00 pm Monday to Friday. From age 2, if your child is well suited to the group, he may attend for four mornings a week, depending on the number of places available.

### **2.2 OPEN-PLAN DAYCARE CENTRE – MORNINGS FROM 8:00 AM TO 12:00 PM**

Attendance 1 to 5 times a week based on the parent's choice and remaining availability.

This option for the open-plan daycare centre offers 10 places per half-day. It accepts children from age 2 (as of 31 July) until they start junior school from 8:00 am to 12:00 pm in the morning from Monday to Friday.

Children may arrive between 8:00 am and 9:00 am in the morning and may be picked up between 11:00 am and 12:00 pm in the morning.

Children are welcomed on a regular basis.

### **2.3 OPEN-PLAN DAYCARE CENTRE – MORNINGS & AFTERNOONS WITH LUNCH-NAP-WORKSHOP FROM 8:00 AM TO 4:00 PM**

Attendance 1 to 5 times a week based on the parent's choice and remaining availability.

This option for the open-plan daycare centre offers 15 places five days a week for children from age 2 (as of 31 July) with a lunch and a nap followed by a workshop, from 8:00 am to 4:00 pm from Monday to Friday.

A minimum of five children are required for this option.

Children taking advantage of this option may arrive between 8:00 am and 9:00 am and may be picked up between 3:30 pm and 4:00 pm in the afternoon.

Children are welcomed on a regular basis.

## **3 ADMISSION AND REGISTRATION**

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### **3.1 ADMISSION PRIORITIES**

La T'Anières is run by the La T'Anières Foundation for Preschool Children and heavily subsidised by the commune of Anières.

Children who are resident in the commune of Anières are given priority.

Children who live outside the commune of Anières (non-residents) are welcome to fill any remaining places, subject to a higher fee.

Priority is given to the following :

- Families in which at least one parent is resident in the commune of Anières ;
- Children registered for the previous school year in one of the childcare options at La T'Anières ;
- Siblings ;
- Families with at least one parent working in the commune of Anières.

### **3.2 REGISTRATION**

The parent registers his child for a period of 10 months.

Registration becomes effective after payment of the fee for September and the registration fee of 50.00 frs per family. Payment must be made within 30 days of registration.

Following the confirmation of their child's registration, the new parent as well as the parent whose children already attended the toddler's nursery during the previous school year (2020-2021) will be

invited to an information meeting at the La T'Anières. This meeting will allow them to get to know each other, to visit and present the functioning of the centre, to talk to staff and view the premises.

The documents requested in the admission contract dossier must be sent to servicefamille management Sàrl.

Parents who cancel their child's registration must still pay the registration fee and the fee for September.

### **3.3 SCHOOL FEES**

The parent's financial contribution to the costs of childcare (hereinafter "schooling") is set by the Board at the beginning of each school year.

In accordance with the Law on Childcare (PAPr) which came into force on 01.01.2020, and according to Art. 20, the amount of the tuition fees depends on the income of the family group.

A school fee calculation is set for each childcare option.

There are three rates for the childcare options :

- The Anières fee applies if the parent lives or works in the commune of Anières.
- The Hermance rate applies if the parent lives or works in the commune of Hermance.
- The non-resident rate applies in all other cases.

The school fees are valid for the whole school year.

### **3.4 INCOME EVALUATION**

The total income of the family is taken into consideration for the evaluation of the school fees. These are income from dependent or independent gainful employment. The income consists of, but is not limited to, the following items :

- The base salary.
- The expense allowances.
- A cost-of-living allowance.
- Overtime or additional time.
- Payment for holidays or for public holidays.
- Bonuses.
- Housing or travel allowances.
- Employer's contribution to health insurance premiums.
- Benefits paid by an insurance company.
- Any fixed or regular benefit the employee receives.
- Child support payment, insurance benefits, family allowances and pensions.

The board reserves the right to ask the parent for any documentary evidence to prove a reported situation. In the absence of such evidence, the board may refuse to register the child or decide not to proceed with the examination of the case.

In the absence of proof of family income, the maximum amount of the school fees will be charged to the parent.

### 3.5 SCHOOL FEES' TABLE

#### Toddler's nursery from 8:00 am to 12:00 pm

Net annual income of the family	Monthly school fees – Weekly attendance – Module = half day		
	Anières	Hermance	Non-resident
Less than 50'000 frs	87.00	108.80	130.50
Between 50'001 frs and 70'000 frs	90.80	113.50	136.20
Between 70'001 frs and 90'000 frs	94.50	118.20	141.80
Between 90'001frs and 110'000 frs	98.30	122.90	147.40
Between 110'001 frs and 130'000 frs	102.00	127.50	153.00
Between 130'001 frs and 150'000 frs	105.80	132.20	158.70
More than 150'001 frs	109.50	136.90	164.30

#### Open-plan daycare centre from 8:00 am to 12:00 pm

Net annual income of the family	Monthly school fees – Weekly attendance – Module = half day		
	Anières	Hermance	Non-resident
Less than 50'000 frs	58.00	87.00	116.00
Between 50'001 frs and 70'000 frs	60.50	90.80	121.00
Between 70'001 frs and 90'000 frs	63.00	94.50	126.00
Between 90'001frs and 110'000 frs	65.50	98.30	131.00
Between 110'001 frs and 130'000 frs	68.00	102.00	136.00
Between 130'001 frs and 150'000 frs	70.50	105.80	141.00
More than 150'001 frs	73.00	109.50	146.00

#### Open-plan daycare centre from 8:00 am to 4:00 pm with lunch-nap-workshop

Net annual income of the family	Monthly school fees –Weekly attendance – Module = full day		
	Anières	Hermance	Non-resident
Less than 50'000 frs	130.00	181.30	232.60
Between 50'001 frs and 70'000 frs	140.00	195.20	250.40
Between 70'001 frs and 90'000 frs	150.20	209.20	268.30
Between 90'001frs and 110'000 frs	160.20	223.10	286.20
Between 110'001 frs and 130'000 frs	170.20	237.00	304.00
De 130'001 frs à 150'000 frs	180.20	251.00	321.90
More than 150'001 frs	190.20	264.90	339.80

### **3.6 DEFINITION OF THE MONTHLY SCHOOL FEES**

On the basis of the above tables, the monthly fees are determined by multiplying the number of modules selected per week by the amount of schooling for one module.

Example: a parent who lives in Anières with a net annual income of 75'000 frs and who wishes to register his child in the open-plan daycare centre Mondays and Tuesdays from 8:00 am to 12:00 pm as well as Thursdays and Fridays in the open-plan daycare centre from 8:00 am to 4:00 pm with meals and a nap.

School fees = 63,00 frs x 2 modules + 150,20 frs x 2 modules

The monthly fee will be 426,40 frs.

### **3.7 SERVICES INCLUDED IN THE SCHOOL FEES**

The following services are included in the school fees :

- The child is taken care of by the educational team according to the chosen timetable.
- The lunch meal for at the open-plan daycare centre with the option meal/nap/workshop.
- Morning snacks at the toddler's nursery.

In the event that the parent cannot or does not wish to benefit from one or more of the above services, no deduction is applied to the school fees.

Special dietary restrictions, on presentation of a medical certificate, will be taken into consideration as far as possible. However, the daycare centre La T'Anières cannot assume responsibility for food in the case of complex allergies. In the latter case, the parent will have to provide the meal, if necessary.

### **3.8 DISCOUNT BASED ON THE NUMBER OF CHILDREN**

Number of children in the family.

From the 3rd child within the family, a lump sum of 10'000 frs will be deducted from the net annual income of the family before the calculation of the monthly school fees.

Number of children enrolled at the La T'Anières (only if the parent lives or works in the commune d'Anières).

In the case of siblings, registering two or more children from the same family for one of the childcare options at La T'Anières entitles the parents to a 30% discount for the second child and, where applicable, the third child. This discount is valid on the lowest fee.

### **3.9 BILLING**

Fees are to be paid in 10 monthly instalments. Official public holidays and other days on which the centre is closed have been taken into account in the fee scale and do not give the right to any reduction in fees or compensation of any other kind. Any contractually agreed days during the year on which a child does not attend will still be billed by the Foundation and will not be subject to any deduction or compensation.

From September to June, fees must be paid at the beginning of each month (no later than the tenth of the month) for the following month.

The Foundation reserves the right to refuse or exclude any child whose fees are in arrears by two months or more.

Regarding late payments, a fee of 10 frs will be charged. This rule applies as soon as the second reminder is sent and for the following ones.

### **3.10 ABSENCES**

The parent is asked to notify the lead educator when child is unable to attend.

No deduction or compensation will be made for any short-term absence or illness on the part of the child.

### **3.11 CLOSURES**

The holidays of the La T'Anières daycare centre correspond to the official school holidays set by the Canton of Geneva's Department of Public Instruction.

## **4 AMENDMENT AND CONTRACT TERMINATION**

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### **4.1 ADDITIONAL ATTENDANCE DAYS**

In the event of a request for additional attendance days expressed by parents, the same priority rules described above are applied.

### **4.2 CONTRACT TERMINATION**

The parent may terminate his contract for the following reasons: moving house, a significant change in family circumstances or the child obviously failing to adjust to the centre. However, other reasons may be considered valid by the Foundation Board of the La T'Anières.

The parent must give the lead educator at least one month's notice in writing to terminate at the end of the following month. If this notice period is not respected, the place will be billed on the basis of the child's usual attendance for two months.

### **4.3 MOVING OUT OF THE CATCHMENT AREA**

If the family moves out of the catchment area, which includes the communes of Anières and Hermance, the child can continue to attend the centre until the end of the current school year. If the move takes place between the first day of the school year and December, the non-resident fee will be applied from January of the following calendar year. If the move takes place between January and June, the Anières or Hermance rate will be applied until the end of the current school year.

## **5 PRACTICAL INFORMATION**

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### **5.1 INSURANCE**

The La T'Anières daycare centre is covered by the forms of insurance that are customary in preschool childcare. However, the parent is responsible for taking out health, accident and civil liability insurance for his children.



## **5.2 SAFETY**

Children may only be picked up from the centre by a person who is authorised to do so or a person whose name appears in the child's registration file.

The parent must notify the lead educator if the family's circumstances require special precautions.

## **5.3 HEALTH**

The teaching staff take all the hygiene measures required to prevent the spread of diseases (see the fact sheet "About your child's health").

If a child becomes ill while at La T'Anières, the parent will be asked to come and pick him or her up as soon as possible.

In the interests of the other children's welfare and also for his or her comfort, the child will not be admitted while he or she is ill.

In the event of illness or accident, the parent is notified immediately. The emergency procedure recommended by the Canton of Geneva's Child and Youth Health Service (SSEJ) is followed.

## **5.4 PERSONAL BELONGINGS**

Each child should have a pair of slippers, a nappy if necessary and some spare underwear and clothing in his or her locker.

Any personal belongings that remain unclaimed at the end of the school year will be donated to charity.

## **5.5 SNACKS**

With the exception of children enrolled in the toddler's nursery, for whom snacks are provided, each child must bring his or her own snacks.

## **5.6 OUTINGS**

Walks and outings are organised throughout the year. Arrangements are made to ensure the safety of children (extra staff, vehicles complying with current safety standards etc.). Parents are informed of these trips. Outings within the confines of the village take place according to the weather and without notice to the families.

## **5.7 DATA PROTECTION**

The information provided by the person or persons responsible for the child(ren) and the observations made by the daycare centre concerning their child(ren) are subject to data protection legislation. They may only be transmitted outside the institution with the prior consent of the person or persons concerned. Exceptions to this rule may be made in emergencies, particularly medical emergencies.

The person or persons responsible for the child(ren) are informed that anonymised data concerning their child(ren) may be used for statistical purposes by the La T'Anières Foundation or by a body duly authorised by it.

## **5.8 VIDEO ET PHOTOS**

The teaching staff can use video material and photos for internal purposes in line with the teaching methods employed. Unless they expressly request otherwise from the lead educator, the parent is

assumed to have accepted this practice. No child photos are taken for publication without the parent's prior consent.

Photos taken at the centre are available on the website [www.latanieres.ch](http://www.latanieres.ch) . The parent is given a password to access the private gallery.

### **5.9 ARBITRATION**

In the event of a legal dispute between the parent and the teaching staff, the Office of the La T'Anières Foundation serves as arbitrator.

### **5.10 EXEMPTIONS**

The parents who wish to obtain an exemption from any of these rules must submit a request to that effect to the Foundation's Office.

### **5.11 COOPERATION**

La T'Anières cooperates regularly with the Canton of Geneva's Child and Youth Health Service (Service de Santé de l'Enfance et de la Jeunesse – SSEJ), Child and Youth Psychiatry Service (Service de Psychiatrie de l'Enfant et de l'Adolescent – SPEA), Mobile Education Service (Service Educatif Itinérant – SEI) and Daycare Authorisation and Monitoring Service (Service d'Autorisation et de Surveillance de l'Accueil de Jour – SASAJ).

It also has a childcare policy for children with special needs.

La T'Anières is a member of the Geneva Federation of Suburban Preschool Institutions (Fédération des Institutions Petite Enfance Genevoises Suburbaines – FIPEGS) and a signatory of the collective labour agreement covering preschool childcare workers in the entire canton.

## 6 SCHOOL HOLIDAYS 2021-2022

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### **Back to school**

Monday 30 August 2021

### **Jeûne genevois**

Thursday 9 September 2021

### **Autumn holidays**

Monday 25 October to Friday 29 October 2021

### **Christmas and New Year holidays**

Friday 24 December 2021 to Friday 7 January 2022

### **February holidays**

Monday 14 February to Friday 18 February 2022

### **Easter holidays**

Thursday 14 April to Friday 22 April 2022

### **Ascension**

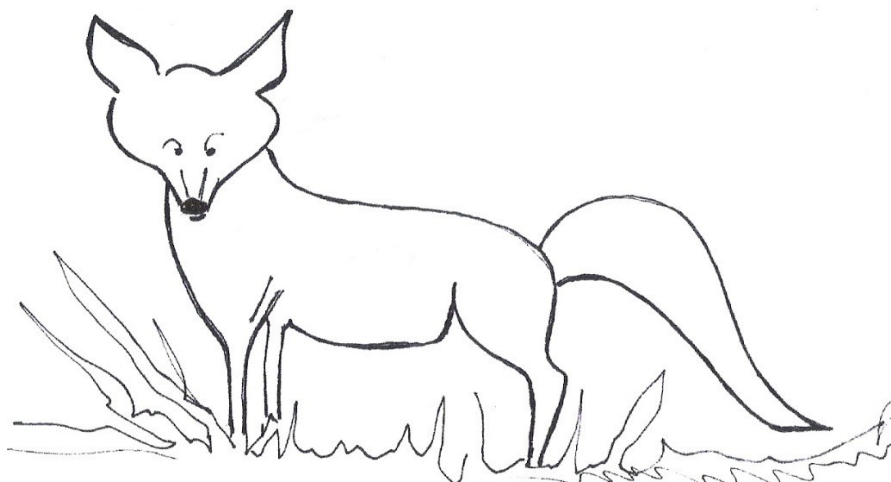
Thursday 26 May 2022

### **Whit Monday**

Monday 6 June 2022

### **Summer holidays**

From Monday 4 July 2022



## 7 CONTACTS

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### 7.1 EARLY CHILDHOOD RESPONSIBLE FOR THE COMMUNE D'ANIÈRES

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