

# Regulations

## 2024-2025



# Daycare centre

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## 1 INTRODUCTION AND GENERAL PRINCIPLES

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The La T'Anières daycare centre is managed by a board composed of a maximum of 8 full voting members. The members of the board are appointed as follows:

- A representative of the Executive of the commune of Anières designated by the Executive;
- Three members appointed by the City Council, including at least two from within the Council;
- Two to three members appointed by the President of the Foundation, chosen from among the parents who are users or have experience in the field of early childhood and preferably domiciled in the municipality of Anières;
- A staff representative.

The Board of the Foundation, for its parts, carries out the day-to-day management procedures and prepares the Board's deliberations. It has a total of three to five full voting members:

- The Chair of the Board of Foundation;
- Other members appointed by the Board of Foundation, including at least two from within the Board;
- Management (advisory only).

The Board appoints the **Board of the T'Anières Foundation** for Early Childhood, hereinafter the Foundation.

The Board designates the **Board of the Foundation**.

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

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

**Servicefamille Management Sàrl** has been mandated for the administrative management of the institution.

## 2 CHILDCARE OPTIONS

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La T'Anières offers three childcare options for preschool children, from Monday to Friday :

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

### 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 and on a regular basis. From 2 years old, if your child is well adapted in the group and according to the available places, he can come four mornings a week.

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

Children attend the nursery from 8:00 am to 12:00 pm Monday to Friday (arrival between 8:00 and 9:00, departure between 11:15 and 12:00).

## **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. The parent can work out an individual timetable in line with his needs, mixing the 2 childcare options and subject to our 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 of the current year) until they start junior school from 8:00 am to 12:00 pm from Monday to Friday.

Children may arrive between 8:00 am and 9:00 am in the morning and may be picked up between 11:15 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 of the current year) with a lunch and a nap followed by a workshop, from 8:00 am to 4:00 pm from Monday to Friday.

Children taking advantage of this option may arrive between 8:00 am and 9:00 am and may be picked up between 3:00 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.

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 rate 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 as well as from all other sources of income.

Income includes the base salary, allowances (housing, travel, insurance, cost-of-living), family allowances and other allowances, additional or overtime hours, bonuses, child support payment, pensions, benefits in kind withheld by the tax administration, employer's contribution to health insurance premiums, etc. (non-exhaustive list).

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	95.90	119.90	143.85
Between 50'001 frs and 70'000 frs	100.10	125.10	150.15
Between 70'001 frs and 90'000 frs	104.20	130.30	156.30
Between 90'001frs and 110'000 frs	108.40	135.50	162.60
Between 110'001 frs and 130'000 frs	112.50	140.60	168.75
Between 130'001 frs and 150'000 frs	116.60	145.80	174.90
More than 150'001 frs	120.70	150.90	181.05
Recovery	30.00	38.00	46.00

#### 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	63.90	95.90	127.80
Between 50'001 frs and 70'000 frs	66.70	100.10	133.40
Between 70'001 frs and 90'000 frs	69.50	104.30	139.00
Between 90'001frs and 110'000 frs	72.20	108.30	144.40
Between 110'001 frs and 130'000 frs	75.00	112.50	150.00
Between 130'001 frs and 150'000 frs	77.70	116.60	155.40
More than 150'001 frs	80.50	120.80	161.00
Recovery	20.00	30.00	40.00

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

Net annual income of the family	Monthly school fees –Weekly attendance – Module = full day		
	Anières	Hermance	Non-resident
Less than 50'000 frs	143.30	199.80	256.20
Between 50'001 frs and 70'000 frs	154.40	215.30	276.10
Between 70'001 frs and 90'000 frs	165.60	230.90	296.10
Between 90'001frs and 110'000 frs	176.60	246.20	315.80
Between 110'001 frs and 130'000 frs	187.60	261.50	335.40
De 130'001 frs à 150'000 frs	198.70	277.00	355.30
More than 150'001 frs	209.70	292.30	374.90
Recovery	55.00	75.00	95.00

### **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 = 69.50 frs x 2 modules + 165.60 frs x 2 modules

The monthly fee will be 470.20 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.

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 medical diets will be considered whenever possible. An interview with the management will be arranged and an Individualized Welcome Protocol (in French PAI) will have to be put in place.

However, in case of complex allergy, the parent will have to provide the meal, the host structure will not be able to assume this benefit.

In the case of other special requests an interview will be organized with the management.

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

A discount applies depending on the number of children in the family group. From the 3rd child a lump sum of 10'000 frs is deducted from the net annual income of the family group before the calculation of the monthly schooling.

A 30% discount applies on the amount of the lowest amount of schooling, from the 2nd child attending La T'Anières.

### **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 one of the two managers 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 (including public holidays).

## **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 co-responsibles 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 one of the two lead educators if the family's circumstances require special precautions.

The parent must notify those in charge if a family situation requires special precautions.

The institution is secured by a gate with an external latch which must be systematically closed on arrival and departure.

## **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 this case and 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, some nappies 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**

For all registered children (toddler daycare and open space), a snack is provided. The latter consists of fruits, fresh vegetables and/or dried fruits.

## **5.6 OUTINGS**

Walks and outings are organised throughout the year according to the weather and without notice to families

Arrangements are made to ensure the safety of children (extra staff, vehicles complying with current safety standards etc.). Parents are informed of « special » trips/outings (school run, show/theatre, visit to the museum, etc.)

## **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 co-responsibles, 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 Board.

### **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 educational needs. Care and reception are the subject, beforehand, of an interview with the families. Managers can decide to accept, modify, refuse or terminate a contract if the conditions do not/no longer allow a favorable reception (safety, facilities, sufficient supervising staff) and of quality, both for the child himself same as for other children.

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 2024-2025

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### **Back to school**

Monday 19 August 2024

### **Jeûne genevois**

Thursday 5 September 2024

### **Autumn holidays**

From Monday 21 October to Friday 25 October 2024

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

From Monday 23 December 2024 to Friday 3 January 2025

### **February holidays**

From Monday 24 February to Friday 28 February 2025

### **Easter holidays**

From Friday 18 April to Friday 2 May 2025

### **Labour Day**

Monday 1<sup>st</sup> May 2025 (during Easter holidays)

### **Ascension Break**

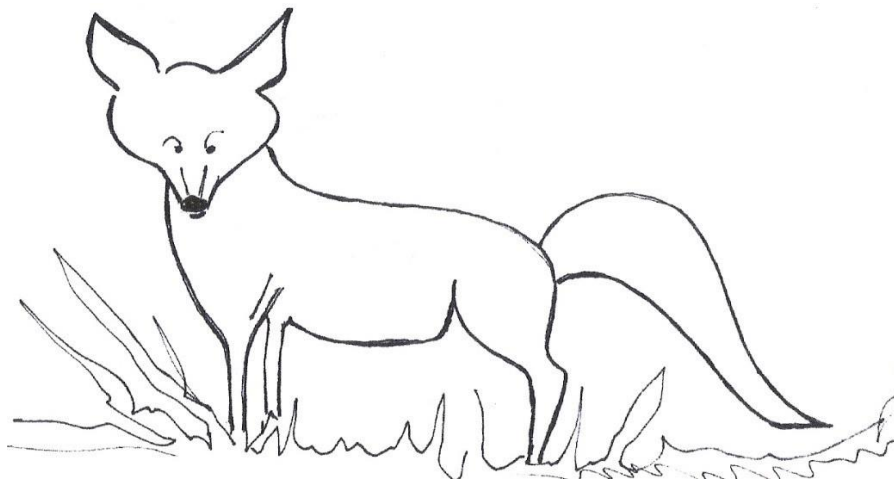
Thursday 29 May & Friday 30 May 2025

### **Whit Monday**

Monday 9 June 2025

### **Summer holidays**

From Monday 30 June 2025



## **7 CONTACTS**

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### **7.1 DAYCARE CENTRE LA T'ANIÈRES**

Ms. Cindy Bettex and Ms. Fabienne Guerineau,  
Managers

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### **7.2 ADMINISTRATION**

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