

# Regulation

## 2026-2027



# Daycare center

# Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>CHILDCARE OPTIONS.....</b>	<b>3</b>
2.1	TODDLERS’ NURSERY FROM 8:00 AM TO 12:00 PM.....	3
2.2	OPEN-PLAN DAYCARE CENTRE – MORNINGS FROM 8:00 AM TO 12:00 PM.....	3
2.3	OPEN-PLAN DAYCARE CENTRE – MORNINGS & AFTERNOONS WITH LUNCH-NAP- WORKSHOP FROM 8:00 AM TO 4:00 PM.....	4
<b>3</b>	<b>ADMISSION AND REGISTRATION .....</b>	<b>4</b>
3.1	ADMISSION PRIORITIES .....	4
3.2	REGISTRATION .....	4
3.3	TARIFF POLICY : GENERAL RULES .....	5
3.4	PRICES.....	5
3.5	METHOD OF DETERMINING INCOME.....	5
3.6	SERVICES INCLUDED IN THE SCHOOL FEES .....	6
3.7	DISCOUNT BASED ON THE NUMBER OF CHILDREN .....	7
3.8	BILLING.....	7
3.9	ABSENCES .....	7
3.10	CLOSURES .....	7
<b>4</b>	<b>AMENDMENT AND CONTRACT TERMINATION .....</b>	<b>8</b>
4.1	ADDITIONAL ATTENDANCE DAYS .....	8
4.2	CONTRACT TERMINATION .....	8
4.3	MOVING OUT OF THE CATCHMENT AREA .....	8
<b>5</b>	<b>PRACTICAL INFORMATION.....</b>	<b>8</b>
5.1	INSURANCE.....	8
5.2	SAFETY.....	8
5.3	HEALTH.....	8
5.4	PERSONAL BELONGINGS.....	9
5.5	SNACKS .....	9
5.6	OUTINGS .....	9
5.7	DATA PROTECTION.....	9
5.8	VIDEO ET PHOTOS.....	9
5.9	ARBITRATION .....	9
5.10	EXEMPTIONS .....	10
5.11	COOPERATION .....	10
5.12	FINAL PROVISIONS.....	10
<b>6</b>	<b>CONTACTS .....</b>	<b>11</b>
6.1	DAYCARE CENTRE LA T’ANIÈRES .....	11
6.2	ADMINISTRATION.....	11

# 1 INTRODUCTION

---

La T'Anières daycare center is managed by a council, the **Council of the T'Anières Foundation** and a Board, the **Board of the T'Anières Foundation** for Early Childhood. The Board of the Foundation, for its parts, carries out the day-to-day management procedures and prepares the Board's deliberations

The Council designates the **Council of the T'Anières Foundation**, 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

---

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 4 times a week based on the parent's choice and remaining availability and on a regular basis.

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 center 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**

---

### **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 TARIFF POLICY : GENERAL RULES**

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 school fees is calculated in relation to the income of the family group.

A school fee calculation is set for each childcare option.

The school fees are valid for the whole school year.

At the beginning of each school year, the parent is required to notify management of any significant increase or decrease in income and of any changes that result in an income change.

The Board reserves the right to set a provisional pension price based on the financial situation. As soon as the elements allow for an assessment of the financial situation of the family group, the calculation of the final pension price will be made and the retroactive adjustment of the pension price for the period from September to December of the previous year, and an adjustment of the pension price for the coming months of the current calendar year. The parent will be informed of this decision, if applicable.

### **3.4 PRICES**

The pension price is fixed according to the income of the family group.

The price list for "full day EVE" and calculation method for "Toddler's Daycare" and "Morning EVE" are in Annex 1. This grid concerns residents with a certificate of principal residence in the municipality of Anières as well as persons working in the municipality of Anières who must provide an attestation from their employer, hereinafter referred to as the Aniérais.

The «living or working Anières» price increases are made for the parent who does not meet the requirements set out above, namely for:

- Persons with a certificate of principal residence in the municipality of Hermance: + 25%
- Other people: +50%T

### **3.5 METHOD OF DETERMINING INCOME**

#### Calculation of the determining income for employees

The parent is required to provide for each person in the family group the following documents to define their annual determining income (hereinafter, determining income):

- The salary certificates for the year preceding the completion of the host contract.
- The last three salary statements.
- Evidence of other sources of income (unemployment benefit, pensions, supplementary benefits, minimum cantonal social assistance income, bonuses, etc.).
- The latest tax slips issued by the tax authorities.
- Any other documents specifically requested.

To define the gross determining income of employees, all salary and remuneration elements appearing in the annual salary certificate(s) of the family group as well as other sources of income such as annuities and alimony are taken into account.

The salary consists of the base salary as well as bonuses, allowances, family allowances, other allowances, benefits in kind retained by the tax authorities, employer's contribution to health insurance premiums, insurance benefits and subsidies.

For people who have several employers simultaneously, the total income is taken into account.

To define the net determining income, the following must be deducted from the gross determining income: social security charges AVS, AC, AI, APG and LMat, as well as the LPP charges provided that the latter are linked to the salary paid (excluding payments for years of contributions e.g. redemption). It's also appropriate to deduct from the income of debtor parent the alimony owed for the amount which was ordered by a court decision and up to the payments made.

#### Determining income calculation for self-employed parents

The parent who is an independent must provide for the family group the following documents to define his or her determining income:

- a) the last tax return attesting to previous year's income;
- b) the last tax statement issued by the tax authorities;
- c) any other documents specifically requested.

To define the net determining income of the independent parent, the amount of net income as shown in the last tax return is taken into account.

#### Determining income calculation for other parents

The parent who is neither an employee nor self-employed has the obligation to provide for the family group the following documents to define his or her determining income:

- a) all documents relating to their sources of income (unemployment insurance, pensions, supplementary benefits, cantonal minimum social assistance income, pensions, etc.);
- b) the last tax statement issued by the tax authorities;
- c) any other documents specifically requested.

To define the net determining income of the other parents, the entire amount of items received or known to the structure and, failing that, the amount of net income as shown in the last tax return is taken into account.

#### Additional information

The Board reserves the right, at the time of registration or later, even during the year, to request any additional documents in order to define the pension price and/or to have a certificate on honour completed by the parent. It may also conduct investigations and call the parent to determine the credibility of the reported income.

#### Maximum income

In the absence of satisfactory proof of income for the family group or if the parent does not transmit or does not wish to transmit, within the prescribed time limit, the documents and information provided for in this Regulation and necessary to establish the pension price, the parent will be subject to the maximum rate (according to the pension price schedule in Annex 1 of this Regulation).

### **3.6 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.
- 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.

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

For all families : 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.

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

### **3.8 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.

### **3.9 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.

### **3.10 CLOSURES**

The holidays of the La T'Anières daycare center correspond to the official school holidays set by the Canton of Geneva's Department of Public Instruction (including public holidays).

La T'Anières is closed on the last Friday of school year.

## **4 AMENDMENT AND CONTRACT TERMINATION**

---

### **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 daycare centre. However, other reasons may be considered valid by the Foundation Board of the La T'Anières.

The parent must give the managers 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**

---

### **5.1 INSURANCE**

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**

Outings (on foot or by TPG) are organized throughout the year according to the weather and without notice to families

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

## **5.12 FINAL PROVISIONS**

These regulations were adopted by the Foundation Board on April 22, 2026. They cancel and replace the previous regulations.

This regulation is an integral part of the reception contract.

It comes into force from August 1, 2026

## 6 CONTACTS

---

### 6.1 DAYCARE CENTRE LA T'ANIÈRES

Ms. Cindy Bettex and Ms. Fabienne Guerineau,  
Managers

- Registrations
- Meetings and receptions of families, interviews
- Contrat modification requests (increase, decrease, termination)

#### Contact details

Rue Centrale 21-23  
1247 Anières  
T +41(0)22 751 15 79  
[info@latanieres.ch](mailto:info@latanieres.ch)

### 6.2 ADMINISTRATION

Service famille management Sàrl

- Administrative documents
- Establishment of contrats
- Billing

#### Contact details

Route des Arsenaux 3B  
1700 Fribourg  
T +41(0)26 552 11 34  
[admintanieres@ppfs.ch](mailto:admintanieres@ppfs.ch)  
[www.ppfs.ch](http://www.ppfs.ch)