Regulations

1. General points
   - *Le Polychinelle* nursery/day-care centre accepts children of from 8 weeks old to kindergarten age. They are looked after by staff qualified in early childhood care.
   - Children attend for at least two half-days per week, and if possible for a minimum period of one year. This allows the child to establish a relationship based on mutual trust that is necessary for their successful integration.

1-1 Priorities for allocation of places

Places are reserved first and foremost (according to an agreement signed with the City of Lausanne on 27.11.09) for:
   - Children of staff or students of the *Hautes Ecoles Lausannoises* (HEL) domiciled in Lausanne
   - Children of staff or students of the HEL, domiciled outside Lausanne in a commune belonging to a network that is signatory to a similar childcare agreement
   - Children of staff or students of the HEL, domiciled outside Lausanne in a commune belonging to a network that is not signatory to a similar childcare agreement
   - Children of parents domiciled outside Lausanne
   - Brothers and sisters of children enrolled at *Le Polychinelle*.

Places are nevertheless open to everyone, depending on availability.

1-2 Pre-enrolments:

*Le Polychinelle*, as an institution subsidised by the City of Lausanne, belongs to the Lausanne network. Consequently, to be placed on the waiting list:

   - please request the necessary form from *Le Polychinelle*;
   - send it to the *Bureau d'Informations aux Parents (BIP)* that centralises all applications;
   - when a place becomes available, the management of the institution contacts the family directly (see also enrolment procedures).

2. Aims and educational aspects

   - The aim of the nursery/day-care centre is to provide the child with a welcoming and reassuring environment that encourages their sense of discovery.
   - The team wishes to accompany the child as it progresses by arousing their interest in individual and group activities via spontaneous or proposed games. These activities will be adapted to the needs and pace of each child to enable them to gain their independence with complete confidence.
• The team will do their utmost to provide the child with all the other individual care necessary for its development.
• The team will encourage communication with the families in order to facilitate the child’s integration within the group.
• Childcare staff members are happy to welcome parents for informal discussions regarding their children. Parents may also at any time request an interview with a childcare staff member and/or the director.
• In order to favour the child’s smooth integration into their new environment, parents undertake to accept a progressive admission system over a period of 15 days proposed by the team.
• This integration period must precede the firm acceptance of the child and, whenever possible, must not be interrupted by a holiday period.

3. Timetables and holidays

• The nursery/day-care centre is open Monday to Friday from 7.30am to 6.30pm.
• Le Polychinelle closes for three weeks during the summer holidays and one week between Christmas and New Year (this schedule is liable to vary from one year to the next depending on public holiday dates).
• Parents are informed of annual closing dates (holidays, public holidays) at the start of the school year and these also appear on the Polychinelle website (http://polychinelle.epfl.ch).
• On the eve of public holidays Le Polychinelle closes at 5.15pm.

4. Procedure and obligation of parents

• Parents bring their children onto the nursery premises and leave them in the care of a childcare staff member. Likewise for going home, parents collect their children from the group, which gives them an opportunity to talk to childcare staff. As well as useful exchanges of information, this enables staff members to check the child’s presence at and departure from the institution.
• If they do not come to collect their child themselves, parents are required to specify the person(s) authorised to do so (form to be completed upon admission).
• Staff members have no obligation to hand over the child to third parties who have not been previously announced by parents.
• The child’s absences must be announced.

5. Health and illness

• The child must be insured against illness and accidents.
• Each child enrolled must provide a medical certificate and their vaccination booklet upon arrival.
• In the interests of the child and the whole group, any child who is ill and has a temperature exceeding 38.5 °C or shows signs of acute infection (vomiting, diarrhoea) cannot be accepted for various reasons, including the following:
  o they may by contagious for other children;
the sick child must receive the appropriate care and needs peace and quiet and attention;
the sick child cannot participate fully in activities and the premises are not equipped to accommodate them;
childcare staff responsible for other children will be unable to provide them with the necessary care and supervision.

- **The procedure regarding temporary exclusion is determined according to the document concerning temporary expulsion from school due to contagious illness.**
- Any contagious illness contracted by the child must be announced as soon as possible to enable the necessary precautions to be taken with regard to the group.
- Following an absence due to contagious illness, a medical certificate confirming recovery may be requested upon the child’s return.
- Children recovering from illness must be able to participate normally in the usual daily activities at the nursery/day-care centre.
- If the child falls ill during the day and their condition requires it, the director or childcare staff may request that parents collect the child as quickly as possible.
- In an emergency (accident, serious illness) and when it is impossible to contact parents, the director and childcare staff are authorised to take any measures necessary.

6. Practical aspects

- Children must be sensibly and suitably dressed for the day’s weather conditions: raincoat, boots, sunhat, etc.
- They bring a pair of slippers and change of clothes to be left in their locker.
- **We would like to point out that, during your absence, your child is going to play, go out, and take part in various activities. So please be indulgent if, when you collect them, they are not as clean as when they arrived.**
- All personal property must be marked with the child’s name.
- We ask parents to bring bottles of milk prepared for the day, which will be stored in the refrigerator.
- We ask parents to provide disposable nappies for their child.
- For security reasons, the wearing of jewellery is not recommended.
- The child’s personal property is not insured against theft.
- **We recommend that parents have third-party insurance.**
- Outings are organised by the nursery/day-care centre. These may be on foot, but also by bus or TSOL. You are requested to sign a form giving your permission at the time of enrolment.
- Parents systematically leave pushchairs in the place designed for this purpose.
- Parents who come by private car park in the places reserved for the nursery/day-care centre behind Pavillon A, and do so only for the time necessary to bring or collect their child. They use the parking authorisation provided at the beginning of each year or when their child starts to attend *Le Polychinelle*. The nursery/day-care centre has no permanent parking places available for them.
7. Financial conditions

7-1 General points

- *Le Polychinelle* is subsidised by the City of Lausanne and must strictly apply the financial conditions of the latter:
- Rates are based on a fixed monthly fee calculated as a % of the parents’ net income and taking into account the child’s attendance rate.
- The net income is calculated on the basis of the gross income including fixed benefits (except child benefits, 13th salary and any contribution paid to the former spouse).
- When the child’s parents live together (whether married or not) both incomes are taken into account minus 14 % for social security contributions.
- When a parent is single or with a partner, the following are taken into account:
  - the parent’s income minus 14% for social security contributions
  - the second income, minus 14% for social security contributions, if the two partners have been living together for at least five years or have a child together
  - child support such as mentioned in the document *Mesures protectrices de l’union conjugale*, or other legal documents.
- Fees invoiced to parents with incomes lower than 3000.-CHF will automatically be assessed based on the amount of 3000.-CHF ; in case of disagreement, the complete financial dossier will be transferred to the *Service d’accueil de jour de l’enfance*.
- Each year rates are adapted to the Swiss Consumer Price Index, whether positive or negative.

7-2 Attendance schedules

- 7.45-18.30: 100%
- 7.45-12.30 with meal: 50%
- 7.45-14.00 with meal and nap: 60%
- 12.00-18.30 with nap: 50%
- 14.00-18.30 without nap: 40%

7-3 Invoicing, payment and reminder fees

Parents receive monthly invoices that must be paid in advance, but no later than the 10th of the current month.

Reminder fees:

- 1st reminder: CHF 5.00
- 2nd reminder: CHF 10.00
- 3rd reminder: CHF 20.00

In case of temporary payment difficulties, parents can contact the secretariat to agree on a payment arrangement. This will avoid triggering unnecessary reminder fees.
7-4 Deductions

- A deduction of 100 CHF is granted for each dependent child.
- A 25% reduction of the fee is granted for the 1st and 2nd child enrolled and 50% for the elder child or older children as from the 3rd child enrolled when several children from the same family are enrolled in a childcare centre of the Lausanne Network: Centre de vie enfantine or Nursery-garderie, APEMS, Accueil en milieu familial, with the exception of Haltes-jeux
- A 10% reduction is granted for brothers and sisters in an Accueil pour écoliers en milieu scolaire (APEMS) structure.

7-5 Holiday closures

- No charges are made for the four weeks during which the institution is closed and these are deducted from the bill of the month concerned.

7-6 Emergency day care

- Emergency day care is possible only if places are available.
- Rates will be applied in accordance with the daily charge and in proportion to the length of stay.

7-7 Absences for holidays and illness

- Absences for illness or holidays outside of periods of annual closure will be invoiced at 10% of the fixed monthly fee.
- These absences are limited to 3 weeks (15 days) per full year of attendance (1st January to 31st December) and cannot be accumulated from one year to another.
- For a child who arrives or leaves during the course of a year, the authorised number of absences will be calculated in proportion to the length of their period of attendance.
- These absences can only be taken in complete weeks.
  Examples:
  - a child is absent for five consecutive working days, therefore 1 week (5 days) of absence is recorded on their contract.
  - a child takes eight working days of holiday, therefore 1 week (5 days) will be deducted from the holiday entitlement and the remaining days will be invoiced.
- Any adjustments will be made at the end of the year (December) or during the last month of attendance.

7-8 Child’s adjustment period

- The adjustment period (in principle two weeks) will be invoiced as a participation of 80% in the fixed monthly fee.

7-9 Enrolments

- An enrolment fee of 50.- CHF is invoiced for administrative charges.
- At the beginning of each calendar year, a subscription of 30.- CHF to the Association de
parents du Polychinelle is requested. This is not reimbursed in the event of cancellation of the enrolment.

- With the agreement of the management and according to possibilities, a reservation may be requested a maximum of 3 months before the child’s admission. A charge of 20% of the fixed monthly fee is then requested monthly.

7-10 Revision of fees

- Fees are systematically reviewed each year. In the event of failure to submit the necessary documents within the stipulated time period, the maximum rate will be applied.
- Any change in the child’s level of attendance or change occurring in the family’s financial situation during the year must be announced as soon as possible. These changes inevitably lead to an amendment of the contract.
- Any modifications to fees may be applied retroactively, based on the date of the attesting document.

7-11 Change in attendance

- Requests for changes in the level of attendance must be submitted to the management, one month in advance.
- No charge is made for the 1st change.
- As from the 2nd change, (unless already integrated into the annual planning in August) a charge of 50 CHF will be made.
- As from the 3rd change, (unless already integrated into the annual planning in August), a charge of 100 CHF will be made.

7-12 Termination

- The termination of the contract must be announced to the management of the nursery/daycare centre, in writing, at least one month in advance and for the end of the following month (e.g. before 31 March for termination on 30 April).
- If this is not the case, a charge of 50% of the fixed monthly fee will be requested for the month following the last month of attendance.
- The contract expires at the latest 3 months after the termination of the contract binding the parent(s) to the UNIL and/or EPFL.

In signing the contract, parents undertake to comply with the present directives. In the event of non-compliance, the Association Committee reserves the right, at the request of the management, to terminate the contract.