

**REGULATIONS 2021-2022**

**PRESENTATION**

The Kindergarten "Les Pitchounets" is made possible by an **Association** whose members are the parents of the children registered in the institution. The Association, created in 1984, is partially subsidized by the Municipality of Pregny-Chambésy. Parents remain members as long as their child attends the "Pitchounets".

The institution is overseen by a manager, in collaboration with a **committee of volunteers**. Members of this volunteer committee, which is comprised of at least five people, are elected annually at the General Assembly. As members, you will be invited to attend our General Assembly once a year. Your presence is strongly desired so that we can inform you of the general functioning of the institution and also hear your opinion on various issues. Members of the Association and any other interested person wishing to be part of the committee can apply to the "Pitchounets Committee". The Committee meets approximately every two months.

**The mission** of our institution is to offer activities that contribute to the “awakening” of children. Kindergarten is often a first experience in which the child evolves without his or her parents and is part of a group in an organized and planned educational environment. The proposed learning program focuses on play, a basic need for children. Age-appropriate activities such as play sessions, activity workshops and storytelling allow children to flourish and prepare for school.

Discovering others and the world around, preparing for school and fostering independence are the main goals of kindergarten. This learning takes place while respecting the rhythm of each child.

One of the Association’s educational objectives is to include in its operations children with different needs (disability or behavioral problems). With the values ​​of respect and accepting differences, we consider that all children can have their place at “Les Pitchounets”.

The kindergarten is supervised by a **Professional Services Network**: Child and Youth Health Service (SSEJ), Child and Adolescent Psychiatry Service (SPEA), Itinerant Educational Service (SEI), the Minors Protection Service, the Itinerant Educational Service, the Child Guidance and the Day Care Authorization and Supervision Service (SASAJ).

**STAFF**

The children are supervised by a head teacher and an educational team which includes:

Two educators, a socio-educational assistant, an auxiliary and a trainee. The spoken language is French. The educators can communicate in English with the parents if necessary.

**REGISTRATIONS**

Admission criteria

The Pitchounets kindergarten is intended, subject to availability, for children aged 18 months (as of September 1) at the start of the school year. We accept children up to the age of four, provided they are not yet eligible to being their formal schooling.

Priority is accorded in the following order:

- children of active committee members for at least one year;

- brothers and sisters of children who are attending the Pitchounets;

- children of municipal taxpayers;

- children of other inhabitants of the municipality (non-taxpayers);

- children of out-of-the municipality habitants.

Parents enroll their child for a period of 10 months, or until the end of the current school year - renewable from year to year.

Registrations are final after payment of the first month of fees and the 50.- CHF annual membership fee to the Association. The annual membership fee is on a per family basis and must be paid upon registration. Payment of the first month of fees must be made within 30 days of registration.

**DISCLAIMER**

Parents agree to register their child for the school year.

**School fees collected in advance correspond to the month of September. It will be refunded in case of withdrawal before July 1st. The registration fee will not be refunded.**

During the year, registration can only be revoked by giving **two months' notice** in writing to the head teacher.

If the notice is announced **less than two months** before departure, school fees will be due.

**SCHOOL**

Fees must be paid at the end of the month for the following month, at the latest.

From the second reminder, the invoice will be increased by 20.- CHF

The price of schooling is fixed by monthly payment according to the number of weekly half-days the child attend Les Pitchounets and based on the parents' income (see tables below). Any change in income during the year must be communicated to review the amount of tuition.

When two children from the same family are accommodated simultaneously, a reduction of 20% on the second schooling is granted, and 30% for the third.

No reduction is granted for the duration of the holidays, as well as for extended absences.

A monthly, automatic transfer to the “Association des Pitchounets” account is preferred.

IBAN code: CH11 0900 0000 1202 4464 0

**SCHOOL FEES – TAX-PAYERS IN PREGNY-CHAMBESY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNUAL NET REVENUE** | | **MONTHLY FEE** | | | | | **HALF DAY PRICE** |
| **in CHF** | | **NUMBER OF HALF DAYS PER WEEK** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| A | Up to 40'000 | 64 | 128 | 192 | 256 | 320 | 16 |
| B | from 40'001 to 50'000 | 72 | 144 | 216 | 288 | 360 | 18 |
| C | from 50'001 to 60'000 | 80 | 160 | 240 | 320 | 400 | 20 |
| D | from 60'001 to 70'000 | 88 | 176 | 264 | 352 | 440 | 22 |
| E | from 70'001 to 80'000 | 96 | 192 | 288 | 384 | 480 | 24 |
| F | from 80'001 to 90'000 | 104 | 208 | 312 | 416 | 520 | 26 |
| G | from 90'001 to 100'000 | 112 | 224 | 336 | 448 | 560 | 28 |
| H | from 100'001 to 110'000 | 120 | 240 | 360 | 480 | 600 | 30 |
| I | from 110'001 to 120'000 | 128 | 256 | 384 | 512 | 640 | 32 |
| J | from 120'001 to 130'000 | 136 | 272 | 408 | 544 | 680 | 34 |
| K | from 130'001 to 140'000 | 144 | 288 | 432 | 576 | 720 | 36 |
| L | from 140'001 to 150'000 | 152 | 304 | 456 | 608 | 760 | 38 |
| M | from 150'001 to 160'000 | 160 | 320 | 480 | 640 | 800 | 40 |
| N | from 160'001 to 170'000 | 168 | 336 | 504 | 672 | 840 | 42 |
| O | from 170'001 to 180'000 | 176 | 352 | 528 | 704 | 880 | 44 |

**SCHOOL FEES - NON TAX-PAYERS AND INTERNATIONAL OFFICIALS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNUAL NET REVENUE** | | **MONTHLY FEE** | | | | | **HALF DAY PRICE** |
| **in CHF** | | **NUMBER OF HALF DAYS PER WEEK** | | | | |
| **1** | **2** | **3** | **4** | **5** |
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| J | from 120'001 to 130'000 | 168 | 336 | 504 | 672 | 840 | 42 |
| K | from 130'001 to 140'000 | 176 | 352 | 528 | 704 | 880 | 44 |
| L | from 140'001 to 150'000 | 184 | 368 | 552 | 736 | 920 | 46 |
| M | from 150'001 to 160'000 | 192 | 384 | 576 | 768 | 960 | 48 |
| N | from 160'001 to 170'000 | 200 | 400 | 600 | 800 | 1 000 | 50 |
| O | from 170'001 to 180'000 | 208 | 416 | 624 | 832 | 1 040 | 52 |

**Hours**

A flexible schedule is offered.

Children aged three-to-four years should ideally be registered at least four times and at most five times per week.

Children from 18 months to three years old should ideally be registered at least three times and at most four times per week.

A welcome time can be scheduled according to the needs of the child after discussion with the educator.

The kindergarten is open Monday, Tuesday, Thursday, and Friday:  
8:00 am to 11:50 am and 1:30 pm to 5:20 pm  
Wednesday 8:00 am to 11:50 am

**HOLIDAYS**

We follow the official school holidays for public schools in the canton of Geneva.

**ADAPTATION**

Adjustment is an important time in a child's life. The team is careful to ensure that it runs as smoothly as possible while respecting the rhythm of each child. At the start of the school year, each parent (family member or nanny) must be available for a period of at least two weeks to support the child’s gradual adaptation.

For 18 months - two years, in collaboration with the parents, the educator organizes a schedule so that the child comes at different times. This welcome time does not exceed one hour per day and is designed around the child’s own comfort levels.

During the month of August, families will receive a letter with an individual schedule.

**INSURANCE**

Children must be insured for accidents and civil liability to be enrolled in kindergarten. A certificate for each of the two insurances must be provided at the start of the school year.

**EQUIPMENT**

We expressly ask parents to:

• Mark children's belongings with their name (bags, clothes, shoes, etc.).

• Dress the child in practical clothes and shoes (no laces) to promote the child’s autonomy and to help our professionals during changes and in the changing rooms. Please note that children should be dressed in clothes that are well **adapted to the weather (we play outside)**!

• At the beginning of each school year, provide a pair of slippers, a change of clothes and, if necessary, diapers for your child/children attending Les Pitchounets.

• Pack a balanced snack (without drink)

**HEALTH**

The educational teams take all necessary hygiene measures to prevent the spread of diseases and viruses.

If a child presents symptoms while he or she is at the Pitchounets, parents will be asked to come and pick up him or her as soon as possible. Parents are urged not to bring their child if they have a fever or have any other symptoms of illness. Contagious diseases (chicken pox, scarlet fever, conjunctivitis, herpes, etc.) should be reported as soon as possible to the person responsible. The educator has the option of refusing a child with symptoms of illness.

We reserve the right to have a waiver signed for the return to kindergarten of a child who has been injured and requires special attention.

Parents are asked to report any known allergies for their child.

In an emergency, the educator applies the guidelines of the Youth Health Service, as well as the first aid protocols. Parents are immediately notified.

**COMMUNICATIONS**

Any communication concerning your child should be sent directly to the educator.

Parents are required to warn the educator:

\*\*\* when the child is absent (illness, vacation, etc.)

\*\*\* when a person who is unknown to our staff comes to pick up their child. It is understood that under no circumstances will we let a child go with a person other than the parents, without having been notified beforehand.

\*\*\* if a family situation requires special attention.

**OUTINGS**

Walks and outings are organized throughout the year. Measures are taken to guarantee the safety of children (additional staff, vehicles meeting the safety standards in force, etc.).

**DATA PROTECTION**

The information communicated by the person or persons responsible for the child as well as the observations made by the institution about the child (ren) are subject to data protection legislation and can only be transmitted outside the institution with their prior consent. Emergency cases, particularly health cases, are reserved. The person or persons responsible for the child are informed that the anonymized data concerning their child may be used for statistical purposes by the Association or by a body duly authorized by it.

**VIDEOS AND PHOTOS**

The educational team uses video material and photos for internal purposes, as part of educational projects. Unless you specifically inform the responsible educator, it is assumed that parents accept this. No photos of children are taken for publication without parental consent.

**CONCILIATION**

In the event of a dispute between the parents and the educational team, it will be the task of the Association Committee to act as a conciliation body.

**SUMMARY OF THE REGULATIONS FOR 2020/2021**

Parents agree to:

 Read these rules.

 Complete the registration form and return it signed.

 Pay the 50.- CHF contribution to the Association as well as the first month of schooling within 30 days of the registration confirmation.

 Subscribe their child to a health insurance policy, as well as an accident and civil liability insurance policy.

 Respect the hours of the institution.

 Return the signed form below

Chambésy, February 2021

I have read the regulations, which I accept. Today I will pay the registration fee. I will pay the first month of schooling (September) within 30 days of the registration confirmation.

I agree to notify the Pitchounets in writing immediately in case I give up my spot. I will pay, according to the regulations, two months of schooling if my notice arrives after July 1 of the current year.

Chambésy, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_