



Operating Rules

Groupe Babilou Switzerland Garde&Ris – Paudex

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2. DAYCARE CENTRE

The Garde&Ris centre has an operating permit issued by the OAJE (Office d'Accueil de Jour de l'Enfant) for 158 children. The structure welcomes children from birth to the official school age. Extracurricular care is also offered for 1P and 2P children on Wednesdays and during the school holidays.

The building is located at the gates of Lausanne, in a residential area with several parking spaces that facilitate the daily life of families. Outdoor areas dedicated to different age groups and the nearby lake provide a lively atmosphere for time spent outdoors. Private minibuses are available for a variety of daily outings. For pre-schoolers, weekly outings such as circus, climbing and regional visits are on the programme! In order to make life easier for families, a small shop provides all the necessities for the child: milk, bottles, nappies... The chef and his team prepare daily baby food as well as meals to be eaten on the spot and available to take away.

Through our conscious and sustainable education approach, we prepare children to thrive and to contribute to the world of tomorrow as responsible and independent human beings. It is also a place of awakening, relaxation, integration and social experiences for the child and his family. The centre has its own educational concept which is more broadly in line with the values and principles of the Babilou group (see general conditions for more details).



3. PEDAGOGICAL PROFESSIONALS

3.1 THE DAYCARE CENTRE DIRECTION

The daycare centre is placed under the authority of the daycare Director (Director, deputy director, pedagogy director, deputy pedagogy director). The Director ensures the proper functioning of the daycare centre, welcomes and informs families, guides the educational team and ensures the well-being of the children enrolled. The Director is committed to the implementation and respect of these daycare Rules and Regulations.

3.2 THE EDUCATIONAL TEAM

The supervision of the children is ensured by professionals meeting the requirements of the Children's Day Daycare Office (OAJE).

Professionals look after the physical and mental well-being of the children entrusted to them, by offering them various activities adapted to their age. The educational staff promotes experiences and learning and accompanies the children towards autonomy. They guide each child in his discoveries and

remains available and attentive to his needs and requests, while setting up a centred and reassuring framework, necessary for his development.

A stewardship team, in support of the educational team, takes care of all the tasks related to the smooth running of the welcoming days. Among other things, they take care of setting up and serving meals as well as the maintenance and hygiene of the premises.

3.3 [EDUCATIONAL CONCEPT](#)

The pedagogical project is a document, resulting from teamwork between the Direction of the daycare centre, the educators of the site as well as our pedagogical and quality referents who work for the entire network. This describes the values and the context in which the children are welcomed as well as the objectives chosen to support the children and their families, the tools and means to prevent them.

4. OPENING HOURS

4.1 [OPENING HOURS](#)

The Garde&Ris in Paudex centre is open Monday to Friday, from 7 a.m. to 7 p.m.

4.2 [ARRIVALS AND DEPARTURES](#)

Parents are asked to respect the opening and closing times of the centre, as well as the periods reserved for the arrival and departure of children. Indeed, these schedules are points of reference for the child and allow the daycare centre to operate in good conditions.

Arrivals: As far as possible, we ask parents to arrive before 8:45 in the morning, so that they can provide the educational team with all the information necessary for the proper care of their child. Beyond this time, participation in certain outings or activities can no longer be guaranteed.

Departures: We ask parents wishing to benefit from a time of exchange with the referent educator of their child to arrive at the latest 15 minutes before the closing time of the centre. When leaving the daycare centre, we also ask parents to clearly indicate their departure to the collaborators.

The table below summarizes the time slots reserved for the daycare and departure of the child:

| Daycare contract | Arrival period | Departure period |
|------------------|----------------|------------------|
| Full day | 7h00 – 8h45 | From 16h30 |

4.3 [ANNUAL CLOSING](#)

Garde&Ris closes its doors at different times of the year:

- Good Friday
- Easter Monday
- Ascension Thursday and Friday
- Whit Monday
- National Day: August 1

- Fasting Monday (Jeûne Fédéral)
- Two weeks for end of year celebrations
- One pedagogical day per year (the date is communicated to parents at the beginning of each calendar year by the Director.)

5. DAYCARE CONDITIONS FOR YOUR CHILD

5.1 CHILD RECORD

By the first day of familiarization at the latest, parents must have submitted the following documents electronically:

- The child's medical form attesting to community life, drawn up by a paediatrician or family doctor (see *Annex*)
- A copy of the child's health and accident insurance card or contract
- A copy of the civil liability insurance (RC) of the household
- A copy of the child's vaccination record
- The signing of these rules and regulations

These documents must be updated at the beginning of each calendar year and at any time, if any changes take place, and submitted to the Director of the daycare centre.

5.2 REGISTRATION PROCEDURE

Here are the main steps of a child registration procedure. This can take place at any time for a start throughout the year and at any age, depending on availability. We don't have fixed "starting" dates and accept registrations at any time.

1. Online registration via the form on our website
2. Visit of the structure
3. Payment of the processing fee and the sending of copies of the documents listed in the child's file as proof of acceptance of the contract
4. The invoices corresponding to the first 2 months of daycare will be sent
5. A familiarisation meeting will be scheduled at the beginning of the contract

6. LIFE AT THE DAYCARE

6.1 THE FAMILIARIZATION PERIOD

See general conditions.

6.2 MEALS / FOOD

All food and meals served are designed and prepared by our chef on site. The weekly menus are of high quality, balanced, local, seasonal and adapted to the children. These are communicated each week (posted at the entrance of the structure as well as via the mobile application). Baby purees and compotes are also prepared and sterilized on site.

For special diets (allergies, intolerances...) a medical certificate is required.

No outside meals are accepted in the establishment, except in exceptional cases. On request, cakes can be ordered by parents.

For the nursery, the meals are mixed or served in pieces according to the parents' request and the child's stage of development, respecting the rhythm of each child (adapted schedule). For the older children, lunch is served in groups at regular times.

[6.3 ALL INCLUSIVE](#)

The daycare provides powdered milk and cereals and these are included in the fee. Breast milk can be provided on request. In case of special necessities, the parent must bring milk that according to the child's intolerance.

We also supply the diapers for the children for their stay at the daycare.

[6.4 BREASTFEEDING AREA](#)

It is possible, on request, to breastfeed your child on site.

[6.5 NAP AND REST TIMES](#)

The nap is offered to everyone regardless of the age of the child. If the child does not wish to sleep, he will not be obliged to do so: he will however be installed in a quiet place, in his bed, in the same way as the other children. At the nursery, we respect the sleep rhythm and the needs of each child. Children who fall asleep are not awakened, also, in the nursery, some babies end their nap in a stroller if started during a walk.

[6.6 MOBILE APP](#)

We use the Garde&Ris mobile application as the preferred means of communication between the daycare and the families. We thank parents for downloading it in order to take advantage of the news and features.

A login, valid for each family, is created at the time of online registration. Several children can be linked to it and all persons authorised to pick up the child must be registered in the "contacts" section.

In order to protect everyone's image, we remind you that it is forbidden to save (screenshot, download...) photos of children other than your own, and to share them. Measures will be taken if this is not respected. The application and its use comply with the General Data Protection Regulation (GDPR).

[7. HEALTH PROMOTION AND ILLNESS PREVENTION](#)

[7.1 PREVENTION](#)

Before dropping off your child at the daycare, it is important to consider his general physical condition, in order to ensure that he is able to follow the routine of the day.

Any health problem, even slight, must be systematically reported by the parents when the child arrives.

In the event of the onset of fever, the parents are systematically notified. Depending on the general condition of the child, parents can be asked to pick up their child within 2 hours. In the event of an

emergency or if it is impossible to reach the parents, the direction will take all necessary measures. Any costs incurred are the responsibility of the parents.

7.2 ILLNESS

In the event of illness, the child is generally not welcomed in a collective environment for several reasons:

- A sick child must be able to benefit from supervision adapted to his condition, namely calm and special attention.
- A sick child is temporarily unable to participate in or enjoy the activities offered.
- The decision whether or not to take in a sick child should not interfere with the quality of care offered to other children.
- As an employer, we also have a duty to look after the health of our professionals and to offer them a healthy workplace, just as we look after the general health of all the children cared for.

The Director of the daycare centre and the educational team are empowered to judge the state of health of a child and his compatibility with the life of the daycare centre. As such, it is up to him to accept or refuse the daycare of the child within the centre. The recommendations of the Romande and Ticino regions of Switzerland on (pre)school exclusion for communicable diseases are consulted and, if necessary, the opinion of a paediatrician is sought (see *Annexes* for the list of the most common diseases and the procedure to follow).

7.3 DRUG ADMINISTRATION - PUNCTUAL

Professionals are authorized to administer the drugs and other creams available on the premises according to the authorizations in force (Cantonal doctor's office recommendations) to children who require it punctually and spontaneously during daycare (eg: treating a fall which occurs during a day of daycare, of a seriousness that does not require a visit to the Dr. or to the hospital) unless a parent has made a formal written request to the contrary (*authorization form for pharmaceutical products given during the familiarization meeting*).

7.4 ADMINISTRATION OF MEDICATION - ON PARENTS' REQUEST

At the parents' request, the educational team is authorized to administer medication to children only when the parents have completed the form available in the *Annex* as well as in every room, and with a copy of the prescription.

The medicine will be refused if it does not bear an official label from the pharmacy or the attending physician (dated and signed), in the name of the child.

If your child's educational team notices that he regularly takes the same medication, the Daycare's Director reserves the right to contact your child's paediatrician or family doctor to check his prescription.

7.5 MEDICAL EMERGENCY

In the event of an emergency, the parents delegate their power to the Director of the daycare centre, which takes the liberty of calling on the reference medical practice. The partner paediatrician's practice (Dr. Kerstin Hagemann Gysling, paediatrician) also offers the possibility of on-site consultations during

the child's stay. The parents (or the persons to be notified in the event of an emergency) are notified and asked to join their child. Each child is covered by their health and accident insurance.

If your child is taken care of by an ambulance, the transport costs are the sole responsibility of the parents. In the event that the parents are unable to be present, a member of the team will accompany the child to the hospital

7.6 [COLLABORATION WITH EXTERNAL NETWORKS](#)

Families who encounter temporary difficulties will find support from the educational team and the Director. In specific situations, the Director may call on external partners, such as psychologists, child psychiatrists, paediatricians, etc. Any contact will be made with the prior consent of the parents.

In case of suspicion of mistreatment, the Director will report the case to the competent authorities according to the procedure enforced in the canton.

7.7 [WELCOMING A CHILD WITH SPECIAL NEEDS](#)

The daycare centre Director and the attending physician assess the child's specificity (disability, diagnosed delay, etc.) in relation to community living. In view of this assessment, if the daycare centre is able to accommodate the child, the team will do its best to welcome him in optimal conditions. An application for educational support can be made to the relevant state department.

8. PRACTICAL ARRANGEMENTS

8.1 [CLOTHING AND PERSONAL EFFECTS](#)

Parents are asked to dress their child in a practical way and according to the seasons and to bring spare underwear and clothes (hat, gloves, jacket, snow clothes and shoes, rain clothes, cap and sunglasses). A pair of slippers and rain boots for children who have learned to walk are also mandatory.

Clothing, pushchairs and maxi cosis, as well as the child's personal items (teddy bears, etc.) must be marked with the child's name.

Your child's daycare centre declines all responsibility in the event of loss, theft or damage to children's personal items, including glasses, jewellery and toys.

8.2 [DIAPERS](#)

See our All Inclusive package in 6.3.

8.3 [HYGIENE](#)

Anyone entering the children's living areas must wear the overshoes made available to them in the entrance of the rooms.

8.4 [SECURITY](#)

Access to the daycare:

- o In order to guarantee a high degree of security in our institution, access to our premises is by means of an electronic badge system.

Inside of the daycare :

- For the safety of the children, parents are asked to close the access doors behind them and not to take the initiative of opening the door to people from outside the daycare centre. They must take care not to leave their personal effects within the reach of children (medicines, toxic products, etc.).
- The child is accompanied to the changing rooms by his or her parent, prepared to join the group, before being handed over to an educator. Garde&Ris is not responsible for the child until the handover has taken place.
- Parents must respect the facilities, the rest, the hygiene, the safety of the premises and the activities of the children.
- Children remain under the responsibility of their parents as long as they have not been welcomed by a member of the educational team, and as soon as they have resumed contact with them at the time of departure. They must therefore remain vigilant about their safety. The presence of the child's siblings or young accompanying children must not be a factor of risk and disturbance for the other daycare children and are the responsibility of their parents/accompanying adult.
- No animal is permitted to enter the daycare centre, except guide dogs, for reasons of hygiene and safety.
- Due to the risk of accident, the wearing of jewellery is prohibited for children (chains, medallions, earrings, etc.). Similarly, it is forbidden to bring small objects presenting a danger (hair clips, beads, coins, marbles, small rubber bands, small toys, etc.). If necessary, parents are asked to sign a waiver (see *Appendix*).

Outside the daycare :

For pedagogical and safety reasons, parents cannot offer to the professionals working at the daycare to care for their child outside their working hours.

9. AUTHORIZATIONS

9.1 DEPARTURES

On departure from the daycare:

- Children are only entrusted to persons designated and authorized via the parent's account. No minor will be allowed to pick up a child.
- In the exceptional case where an unscheduled person has to pick up the child, one of the two legal guardians must notify the daycare Director by telephone and send an email mentioning the identity of the person and the time at which this person will be authorized to withdraw the child. When presenting themselves, this person must provide a valid identity card or passport.
- The child can only be accompanied and picked up within the confines of the building. No arrival or departure is authorized during outings.

- When the daycare Director considers that handing over the child is likely to put him or her in danger, he may refuse to hand over the child.

9.2 [IMAGE RIGHTS](#)

By signing their child's contract, parents automatically authorize the educational team to film and photograph their child as part of the activities offered. Photo and video media are subject to internal use. Photos of the daycare centre or activities on which no child's face is recognizable may be used for external use.

In the event of a categorical refusal to allow their child to be photographed or filmed, the parents must inform the Director of the daycare centre in writing (by post or email), precisely indicating the surname and first name of their child. The Daycare Director will send back a written confirmation of the good reception of the family's wish and will thus ensure the dissemination of the information to the team.

9.3 [ORGANIZED OUTINGS](#)

Outings, outdoor games and walks play an important role in the life of the daycare and provide the child with the opportunity to discover the outside world.

By signing the registration form and the contract, parents acknowledge that they are aware of the fact that these outings can be done on foot, by private minibuss or by public transport and authorize their child to participate.

10. MISCELLANEOUS

10.1 [PARKING](#)

Parking spaces dedicated to parents are available near the entrance of the centre.

Parents are requested to use the parking spaces at their disposal only for the time they need to drop off and pick up their child.

10.2 [QUESTIONS AND COLLABORATION](#)

We want to build a collaboration and a bond of trust with each family, so we encourage moments of sharing. As a result, the parent can request an interview at any time:

If your questions concern the care of your child, we invite you to first contact your child's reference educator or sector manager.

If your questions concern the educational program or the general operation of the institution, we invite you to contact the daycare centre's pedagogical director directly.

If your questions concern the general functioning of the institution or the administrative aspect, please address them to the Director.

10.3 [DISPUTES](#)

In the event of a dispute between the parents and the educational team, it is the responsibility of the Director of the daycare centre to act as an arbitration body.

In the event of a dispute between the parents and the Daycare Director, it is the responsibility of the General Director to act as an arbitration body.

The centre also provides families with a complaint form if necessary.

10.4 [AMENDMENTS OF THE OPERATING RULES](#)

The General Director reserves the right to modify these rules at any time. For changes relating to the essential objects of the contract, a period of two months for the end of a month will be respected. Parents will be notified in writing.

OPERATING RULES - GARDE&RIS PAUDEX

By checking this box, I acknowledge having read the operating rules of the Garde&Ris centre in Paudex to which I am registering my child.

The signing of the operating rules implies acceptance of them; in the event of non-compliance with the rules by the family, the childcare contract may be terminated without delay.

Done in 2 copies at, on

(1 copy will be kept within the daycare centre and 1 other will be given to the parents)

The family,

The legal representative(s) ("Read and approved" + surname first name + signature)

11. APPENDIX

LIST OF COMMON DAYCARE ILLNESSES

| Illness | In which case can my child be welcomed in a collective environment? |
|--------------------------------------|---|
| Sore throat | Absence of fever and good general condition |
| Strep throat | 24 hours after the 1st intake of the treatment, absence of fever and good general condition |
| Epidemic conjunctivitis | Exclusion - return according to specialized medical opinion |
| Fever | After 24 hours without fever and good general condition |
| Gastroenteritis and gastritis | 48 hours after complete absence of the major symptoms (liquid and excessive stools; vomiting) and good general condition |
| Flu | Absence of fever and good general condition |
| Molluscum | Good general condition |
| Thrush | Good general condition |
| Mumps | Good general condition. Please notify the Director of the daycare centre if your child is not vaccinated. |
| Lice | In order to guarantee the healthiest possible reception environment, the educational team will systematically return any child with lice or nits upon arrival at the institution. The child may return to the daycare if treatment is undertaken. |
| Measles | Return after 4 days from the onset of the rash and good general condition. Please inform the Director of the daycare centre if your child is not vaccinated. |
| Rubella | Disappearance of symptoms and good general condition. Please notify the Institutional Head if your child is not vaccinated. |
| Roseola or 3-day fever | Good general condition. |
| Scarlet fever | 24 hours after the start of treatment and good general condition |
| " Hand-Foot-Mouth" Syndrome | Good general condition |
| Chickenpox | Good general condition (no treatment will be administered by the nursery: creams, whitewashes) |
| Fifth Disease | Good general condition. |

This non-exhaustive list of the most common illnesses in childcare settings is taken from the "Romande and Ticino recommendations for (pre)school exclusion for communicable diseases" approved by the cantonal doctors.

DECHARGE EN CAS DE PORT DE BIJOUX / LIABILITY RELEASE FOR THE WEARING OF JEWELRY

Nous soussignés / *We, the undersigned* _____

Déclarons avoir fait le choix de faire porter à notre enfant des bijoux (collier, bracelet, boucles d'oreilles etc.) et déchargeons Babilou Switzerland de toute responsabilité en cas de perte et / ou accident impliquant ou non un tiers.

Hereby declare that it is our choice to allow our child to wear jewelry while attending daycare and that we take the full responsibility in case of loss / accident involving or not a third party.

| | |
|---|--|
| Nom et Prénom de l'enfant <i>Child's first and last name</i> | |
| Date et signature des responsables légaux, précédé de la mention « lu et approuvé » <i>Date and signature of the legal guardians, preceded by the words "Read and approved"</i> | |

FICHE MEDICALE / MEDICAL CERTIFICATE

Un médecin qualifié doit remplir ce formulaire. L'examen doit être fait maximum 3 mois avant l'entrée à la crèche.
A qualified licensed physician must complete this form. The exam must be done no longer than 3 months before entry into the daycare.

| | |
|---|--|
| Nom et Prénom de l'enfant <i>Child's name and surname</i> | |
| Date de naissance <i>Date of birth</i> | |
| Allergies <i>Allergies</i> | Aucune/None Alimentaire/Food _____ Insectes/Insects _____ Medicaments/Medicine _____ Autres/other _____ |
| Reaction allergique <i>Type of allergic reaction</i> | |
| Traitement requis <i>Response required</i> | Aucun/None Goûtes/drops Feniallerg _____ Crème ou gel/Cream or gel _____ Epipen _____ Autre/Other _____ |
| Médicaments contre indiqués <i>Medicine not recommended</i> | |
| Actuellement, l'enfant suit-il un traitement? Si oui, lequel ? <i>Currently does your child take medicine for a specific health condition? If yes, which one?</i> | |
| Remarques <i>Comments</i> | |
| Nom - prénom et coordonnées (adresse et téléphone) du pédiatre <i>The paediatrician's name and surname + contact information (address and phone number)</i> | |

Je déclare que toutes les informations entrées ci-dessus sont exactes, avoir examiné l'enfant susmentionné et l'avoir trouvé en bonne santé / *I certify that all of the information entered above is accurate, that I have examined the above child and found him/her in good health :*

Lieu, date / *Place, date :*

Sceau et signature du pédiatre / *Stamp and Paediatrician's signature :*

ADMINISTRATION OF MEDICATION

Child's first and last name _____

Illness _____

Medication name _____

Administration date Beginning: ____ / ____ / ____ End: ____ / ____ / ____

Administration time ____ h ____ h ____ h

Dosage _____

Dosage checked Yes Educator's initials: _____

Various _____

Presentation of the medical certificate? Yes No

Parent's signature _____

Educator's visa _____

A new form must be completed for each beginning and end of period (but maximum 1 week) that the disease is announced AND for each medication

MEDICATION TO BE ADMINISTERED - CONTROL

The educator signs in each box when the medicine has been given as indicated at the top of the page

| | Monday | tuesday | Wednesday | Thursday | Friday |
|-----|--------|---------|-----------|----------|--------|
| hr: | | | | | |
| hr: | | | | | |
| hr: | | | | | |
| hr: | | | | | |
| hr: | | | | | |

To know: once the medicine has been administered according to the start and end indicated, put the sheet in the pedagogical direction's locker

INSATISFACTION-PLAINTE / COMPLAINT FORM

| | |
|---|--|
| Prénom et nom de l'enfant / <i>Child's first and last name</i> | |
| Crèche / Daycare | |
| Groupe / Group | |
| Date / Date | |
| Nom du plaignant <i>Name of person who filed the grievance</i> | |

| |
|--|
| Description du problème / <i>Description of problem</i> |
| |

| | |
|---|--|
| Date et signature de la plaignante <i>Date and signature of the person who filed the grievance</i> | |
| Date et signature de la Direction d'établissement <i>Date and signature of the daycare director</i> | |

FEES

| FEES Garde&Ris Paudex | Treatment fee per child (1st) | From the 2nd child (simultaneous registrations) |
|-----------------------------|-------------------------------|--|
| | CHF 400 | CHF 200 |

Payable 1x, upon registration. The preferential rate (from the 2nd child) only applies when registrations are made simultaneously (daycare centre and signature of the initial contract). Ex. For simultaneous registration requests of 2 children then the processing fee will amount to CHF 600 in total.

| PER CHILD | Full day (6h30 – 18h30) |
|-----------|----------------------------|
| Regular | CHF 142 |

*These rates do not take into account any special discounts or possible cantonal or communal subsidies.
These rates are effective from the 01.09.2023.*

The days are invoiced at the displayed rate on a monthly calculation basis with a factor of x4.4 to correspond to the number of weeks per year. Example: for a contract of 2 days/week the family will pay a total of CHF 1249.6 per month ($142 \times 2 \times 4.4 = 1249.6$). In the event of arrival during the month, the calculation of the pension takes into account the number of days between the start date of the hosting contract and the end of the month.

Billing begins on the 1st day of familiarization even if this period corresponds to a different attendance of the contract.

In order to confirm the reservation of a place, at the signing of the contract, we require the advance payment of the first two months of regular boarding (non-refundable).

The days of absence - planned or unplanned - are neither refunded nor exchanged. The same applies to public holidays and other closing days according to the annual calendar of the daycare.

Flexible contracts

We offer flexible, unlimited duration contracts with no guaranteed minimum attendance. Families, on the principle of extra days, send us their requests for desired daycare within 48 hours, except in exceptional cases, and we study them on a case-by-case basis. Reserved days will be billed the following month. Processing fees are also due for this type of contract. Familiarization is proposed according to the needs of the child. Normally it should be 2 days at least. This will be charged per day, at the flexible daily rate.

Flexible contracts, like regular contracts, end at the latest at the legal school leaving age (on 31.08) or must be terminated within the time limits indicated (see General Conditions).

Siblings discount - see Terms & Conditions for details

We grant a 15% discount to the first child (the elder) for a family with two children who are simultaneously enrolled in one or more of our facilities. We grant a 25% discount to the second child of a family with three or more children simultaneously in one or more of our facilities.

Extra Days - see Terms and Conditions for details

Extra days are invoiced at the regular rate according to the childcare contract as explained in our general conditions.

Late payment – see Terms and Conditions for details

In the event of late payment, reminder fees will automatically be billed to the family: CHF 20 for the first reminder and CHF 40 for the second reminder.