



# INTERNAL RULES

DAY NURSERY

« LES ESSERTS » MORILLON

# LE VILLAGE DES ENFANTS



### **Article 1: CAPACITY**

The day nursery « le village des Enfants » is located on « Les Esserts » Morillon.

It has a capacity of 45 children aged 18 months to 6 years old, flexible following the period in the season.

His capacity is defined by his accreditation approved by « Maternal and child welfare » services of Haute-Savoie.

### **Article 2: OPENING HOURS**

The nursery is open 6 days on 7 (closed on Saturdays) during the winter season.

Opening hours: from 9.00 to 4.30 in December, January and April and from 9.00 to 5.15 in February and March.

We welcome children for full days with meal, half days or half days with meal.

Morning	Morning + meal	Afternoon	Afternoon + meal
9.00 to 12.30	9.00 to 1.30	1.30 to 4.30 (December, January and April) 1.30 to 5.15 (February, March)	12.00 to 4.30 (December, January and April) 12.00 to 5.15 (February, March)
Arrival between 9.00 & 9.30	Arrival between 9.00 & 9.30	Arrival between 1.30 & 2.00	Arrival between 12.00 & 12.15
Departure between 12.00 & 12.30	Departure between 1.15 & 1.30	Departure from 4.00 to 4.30 (December, January, April) From 5.00 to 5.15 (February, March)	Departure from 4.00 to 4.30 (Dec., January, April) From 5.00 to 5.15 (February, March)

It is necessary to respect the opening hours of the nursery and to come at least 10 minutes before the closing time to pick up your children.

Outside these hours, any arrival nor departure will be allowed. And for security, all doors will be closed.

### **Article 3: OUR TEAM**

The team consists of a director who is a pediatric nurse, assisted by graduates (1 young children educator, 1,5 graduate educative nurse, a child care assistant) and 4 graduate facilitators.

### **Article 4: RESPONSIBILITY**

The manager is responsible for organizing the day childcare. She is the guarantor of the quality of her team's work with children and coordinates all the activities of the nursery, in collaboration with the president of the association. A graduate nurse or a young child educator assists the director.

### **Article 5: HYGIENE RULES AND HEALTH PROTOCOLS**

The director ensures the respect of hygiene rules and health protocols inside the nursery in collaboration with the medical health officer.

## **Article 6: LEGAL REPRESENTATIVE**

The person legally responsible of the child or a designated person can do the registration.

Legal representatives can allow a third person to pick up their child. These authorizations must be mentioned on the document "who I am"

Only parents or designated adults with valid ID will be allowed to pick up the children.

## **Article 7: BOOKINGS**

The booking requests are made on the website of the ski school [www.esfmorillon.com](http://www.esfmorillon.com) through the booking form.

The booking is confirmed when the file has been completed with the medical form « who I am » and the deposit paid.

An email will be sent to the parents to confirm.

Any request for registration without prior reservation will be accepted within the limits of available places. The reservation is therefore not obligatory, but highly recommended.

## **Article 8: PRICING**

The prices of the daycare are determined by deliberation of the Association's Management Committee.

The booking is confirmed when the deposit of 100€ per child has been paid (by check, bank card or bank transfer). The balance will have to be paid on the first day of the child's arrival at the nursery.

In case of delay to pick up the child, the hour began will be due by the parents (at the price of 10 € per hour).

Any additional meals must be ordered in the morning at least 3 days before the date.

In case of diet or food allergies, please inform the management. The caterer will not supply special meal.

## **Article 9 : CANCELLATION**

Any booking will be invoiced and no refund will be done if cancellation, except in case of force majeure with a proof (death, accident, sickness).

The lack of snow is not a case of force majeure.

## **Article 10 : GENERAL RULES AND SUPPLY**

The child must arrive:

- On morning: clean and must have had his breakfast
- On afternoon: clean and must have had his lunch

Parents must provide the following equipment : snow boots, ski suit, gloves, hat, sunglasses and sunscreen, as well as skis and ski boots adapted to the child (if ski option).

Parents must also provide slippers and a change of clothes (regardless the age of the child), as well as diapers and other hygiene equipment if necessary.

ALL THES SUPPLIES SHOULD BE CLEARLY MARKED WITH THE NAME OF THE CHILD.

As a safety measure, jewellery is PROHIBITED.

**The daycare is not responsible for loss or theft of personal items (clothes, jewellery, ski equipment).**

#### **Article 11: PROVISION IN CASE OF FAILURE TO PICK UP THE CHILD**

If parents or designated persons to pick up the child have not shown up before the nursery close and after a reasonable waiting period, the child will be entrusted to the national gendarmerie who will take any regulatory provision.

#### **Article 12: REFERRED HEALTH OFFICER**

The nursery « Village des Enfants » ensures the assistance of a medical doctor. This referring doctor provides procedures and medical devices documented in internal protocols for personnel.

#### **Article 13: VACCINATION**

The obligatory vaccination for children born before January 1<sup>st</sup> 2018 is the DTP (diphtheria, tetanus, polio).

Concerning children born from January 1<sup>st</sup> 2018, vaccines against 11 diseases are mandatory (diphtheria, tetanus, poliomyelitis, pertussis, haemophilus influenzae b, hepatitis B, meningococcus C, pneumococcus, measles, mumps and rubella).

These vaccinations must absolutely be up to dated so that the child can be admitted to the nursery.

#### **Article 14: SICK OR UNABLE CHILDREN**

The child must come in good health. Any problem about the health of the child must be mentioned to the director right on his arrival. **No child who has or have had fever in the hours preceding or upon arrival at the nursery will be accepted.** In the event of illness or fever during the day, parents will be notified and asked to pick up their child as soon as possible. **It is essential that parents are always reachable.**

For comfort and safety, the nursery will accept children with plasters or infections only on presentation of a medical certificate attesting that the child can participate in the collective life and activities offered by the centre.

**In case of emergency, the child will be transferred by the firefighters to the nearest hospital where the first aid will be performed. Parents will be informed simultaneously.** (*undertaking signed by the parents on the medical form « who I am »*).

Children in specialized or medical institutions may be accepted only after a study of their situation and on the advice of the PMI and the referring physician.

#### **Article 15: CHILDREN BENEFITING FROM A WELCOME PROJECT PROGRAMME**

A welcome project programme might be installed for a child when a health problem needs it (chronic diseases, food intolerances, allergies).

A specific emergency response protocol will indicate the procedure to be followed to the facilitation team.

Concerning a food intolerance, the meal will be provided by parents as well as the procedure to be followed in case of emergency.

For any pathology requiring a specific protocol the parents must inform the management and bring the medical bag and the drugs box on the first day.

**No drug will be given without a prescription.**

### **Article 16: SANCTIONS**

Any disturbance clearly endangering the children or staff of the establishment as well as any serious breach of these Rules of Procedure, may result in the immediate cancellation of the registration, without any refund.

### **Article 17: INFORMATION DISPLAY**

These rules are displayed in the nursery and posted on web sites of the tourist information and of the ski school ESF.

### **Article 18: Agreement of Internal rules**

The registration of a child to the nursery imposes the agreement of all articles of this document and all his general rules.

## **NURSERY « LE VILLAGE DES ENFANTS »**

LES ESSERTS

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