

Polykids – Unimômes Regulations

LEX 8.1.2

30 June 2003 (status as at 13th April 2018)

This legal text constitutes part of the regulations approved by the University of Lausanne (UNIL) and the *Ecole polytechnique fédérale de Lausanne* (EPFL).

Polykids/Unimômes Regulations

1. *General Points*

- ‘Polykids /Unimômes’ is a structure consisting of two pre-school classes and day-care facilities.
- It accepts children of between 4 and 6 years old for 1st and 2nd year primary level classes (HarmoS). The curriculum is taught by staff from the Collège Champittet. The day-care facilities are managed by the ‘Fondation FAECL’.
- Places are reserved first and foremost for:
 - children with both parents working, at least one of whom is working or studying at EPFL or UNIL.
 - brothers and sisters of children already enrolled at ‘Polykids/Unimômes’.
- Places are nevertheless open to everyone, depending on availability.
- Applications must be sent to ‘Polykids /Unimômes’ which decides on admission according to the order in which they are received and places available.
- EPFL takes care of the structure’s administrative dealings with parents.
- Questions from parents concerning their children’s schooling are answered by teaching staff and people in charge from the Collège Champittet.
- The person in charge of ‘Le Polychinelle’ and UAPE staff will answer parents for matters relating to the day-care facilities.
- Parents shall inform ‘Polykids /Unimômes’ in writing of any change in address, telephone numbers, etc. (home and work).

2. *Timetables and holidays*

- ‘Polykids/Unimômes’ receives children from 7.45 to 18.30 from Monday to Friday throughout the year except during periods when ‘Le Polychinelle’ is closed.
- Classes are given from 9.00 to 12.00 and 14.00 to 16.00; on Wednesdays, classes are given from 9.00 to 12.00. Outside class hours, children are looked after by staff qualified in infant care.
- During school holidays, apart from periods during which ‘Le Polychinelle’ is closed, children are looked after by ‘Le Polychinelle’ day-care facilities from 7.45 to 18.30.
- ‘Le Polychinelle’ closes for three weeks during the summer and between Christmas and New Year.
- Parents are informed of the dates of annual closure (holidays, public holidays) at the start of each calendar year.
- Children must be brought to ‘Polykids/Unimômes’ » between 7.45 and 9.00. They have lunch on the premises.
- Classes are obligatory.

- Outside class hours, parents can collect their children at any time providing teaching staff are previously informed.

3. *Bringing/collection of children and parental obligation*

- Parents bring their children to the UAPE premises and leave them in the care of the person responsible. Likewise for going home, parents collect their children from the group, which gives them an opportunity to talk to day-care staff.
- If they do not collect their children themselves, parents must **precisely specify the person(s) authorised to do so** (form to be completed upon admission).
- **Staff members have no obligation to hand over children to third parties not specified by parents.**

4. *Fees - billing*

Fees

- In the absence of subsidies, rates are based on an annual all-inclusive price payable in twelve monthly instalments. This price comprises the costs of schooling, day care and meals.
- If subsidies are obtained by 'Le Polychinelle' day-care facilities, day-care charges for children at the UAPE will be adjusted according to parental income.
- Parents receive information concerning fees at the time of the child's enrolment.

Payment

- In signing the enrolment form, parents authorise EPFL and UNIL to deduct the amount due from their salaries each month.
- A financial guarantee will be required from parents not working or studying at EPFL or UNIL.
- Following official enrolment and before the start of the school year, withdrawal is possible until 30th March providing the sum of CHF 1000.00 is paid.
- Between this date and the start of the school year, payment of half the annual fees is required in case of withdrawal. Once the school year starts, the annual fees are due in their entirety. The signing of the enrolment form signifies acknowledgement of debt in the sense of Article 82 LP.
- 'Polykids/Unimômes' shall waive all rights to claim tuition fees due where the place reserved can be filled by another child.

5. *Absences for holidays and illness*

- There is no price reduction for absences due to illness or holidays.
- If a child is obliged to stay at home due to illness, parents shall inform the teaching staff in charge (persons responsible for day-care during holiday periods) by telephone, before 9.00am.

6. **Emergency day-care**

- Emergency day-care is possible at 'Le Polychinelle' UAPE only if places are available.
- Charges will be calculated according to the daily rate and number of days of emergency day care provided (if subsidies are obtained, parental income will be taken into account).

7. **Health and illness**

- The child must be covered by illness and accident insurance.
- Each child enrolled must, upon arrival, present his/her vaccination booklet plus any information concerning allergies or other health problems that day-care and teaching staff should be aware of.

- A child who is ill or has an acute infection (vomiting, diarrhoea) cannot be accepted for various reasons :
 - He/she may be contagious for other children.
 - He/she disrupts the learning and activities of other children.
- The sick child must receive the appropriate care and needs peace and quiet and attention. They cannot participate in classes and other activities, and the premises are not equipped to accommodate them.
- The teaching staff responsible for other children will be unable to provide the necessary care and supervision. 'Polykids/Unimômes' thus determines two causes for not accepting a child:
 - Practical considerations concerning the supervision and care necessary for a sick child and other children in the group.
 - Contagion. There are a certain number of contagious illnesses making it necessary for the child to be kept at home, particularly:
 - Tonsillitis (streptococcal of unknown origin)
 - Whooping cough
 - Conjunctivitis
 - Enteritis - Gastro-enteritis
 - Impetigo
 - Measles
 - Mumps
 - Chickenpox
- The details of temporary expulsion are determined according to the document concerning temporary expulsion from school due to transmissible illness applicable to French-Speaking Switzerland and Ticino ("*Recommandations romandes et tessinoises d'éviction (pré)scolaire pour maladie transmissible*"), available online.
- Any contagious illnesses contracted by the child must be announced as soon as possible to enable the necessary precautions to be taken concerning the group.
- If the child falls ill during the day and its condition requires it, can request that parents collect the child as quickly as possible.
- In an emergency (accident, serious illness) when it is impossible to contact parents, the child's teacher, the person in charge of UAPE or day-care staff are authorised to take any necessary measures.
- Following an absence due to contagious illness, a medical certificate confirming recovery will be required upon the child's return.
- Children recovering from illness or who suffer from allergies must be able to participate in normal daily activities at the day-care facilities.

8. Practical aspects

- The child must be sensibly and suitably dressed: raincoat, boots, sunhat, etc. depending on daily weather conditions.
- Each child brings a pair of slippers and change of clothes to leave in its locker.
- All personal property must be marked with the child's name.
- 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.
- We would like to point out to parents that during their absence, their children are going to play, go out, and take part in various activities. As a result, when they are collected by their parents, children may not be as clean as when they arrived.

- Outings are organised by the School and UAPE. These may be on foot, but also by bus, school bus, train, boat or *métro*. You are requested to sign a form giving your permission (see below) at the time of enrolment.

9. The specific aims of the UAPE

- The work of the day-care team aims to:
 - contribute to the child's overall development, well-being and fulfilment
 - enable the child to carry out projects
 - enable the child to function in a community, make friends and develop social skills
 - enable the child to live harmoniously in a group (acquiring of appropriate behaviour)
 - teach the child to get to know itself better
 - help the child build self-esteem
 - encourage and confirm through active listening the child's need to communicate and establish special relationships
 - increase the child's autonomy
 - develop the child's moral sense by teaching social rules.

10. Education provided at Polykids/Unimômes

- Parents receive documentation concerning the pre-school class curriculum.
- The child's personal school material (exercise books, textbooks, etc) is ordered before the school year starts by the Collège Champittet and the bill sent to parents.
- Children are taken to the University Sports Centre twice a week for gymnastic lessons.
- Outings and school trips are organised. Teaching staff will inform parents concerning the purpose and cost of these trips.

11. Final Provisions

- By enrolling their child at 'Polykids/Unimômes', parents undertake to abide by the present regulations.
- The present regulations were drawn up by the persons in charge of 'Polykids/Unimômes' on 30th June 2003, and updated on 13th April 2018. The persons in charge of 'Polykids/Unimômes' reserve the right to change these regulations at any time.

Declaration of acceptance of the conditions defined in the 'Polykids/Unimômes Regulations'.

COUPON TO BE COMPLETED AND RETURNED to: Polykids, c/o Le Polychinelle, Pavillon A, Case postale 25, 1015 Lausanne.

By enrolling their child at 'Polykids/Unimômes', the parents, represented by the parent undersigned, hereby undertake to abide by the 'Polykids/Unimômes Regulations'.

Surname and first name of a legal representative of the child:

.....

Address :

.....

Date and signature, preceded by the remark 'read and approved':

.....