

# Cap Canaille

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## RULES AND REGULATIONS

### Cap Canaille Villars-sur-Glâne

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## **1. DAYCARE CENTER**

Cap Canaille Villars-sur-Glâne daycare center has a license to operate issued by the SEJ (Service d'Enfance et de la Jeunesse or Child Protection Services). This daycare center focuses on after the health, safety and well-being of the children enrolled, as well as their development.

The daycare offers a warm and friendly environment which allows families to gently be guided and supported throughout their child's stay at the daycare. It is also a place where the child and their family can be stimulated, relax, learn to integrate and experience social interaction.

The way a child is welcomed is part of Groupe Babilou's daycare center philosophy.

Children and their families are welcomed:

- while respecting differences
- in an environment that is strictly secular
- respecting the spirit of the International Convention on the Rights of the Child of 20th November 1989

Cap Canaille Villars-sur-Glâne welcomes children from 3 months up to the official school entrance age.

## **2. PEDAGOGICAL PROFESSIONALS**

### **2.1 THE DAYCARE CENTER DIRECTOR**

The daycare center is placed under the authority of the Director. The Director ensures the proper functioning of the daycare, welcomes and informs the families, supervises the staff and ensures the well-being of the children enrolled. The Director is committed to the implementation and respect of these daycare Rules and Regulations.

### **2.2 THE EDUCATIONAL TEAM**

The supervision of the children is ensured by professionals who meet the childcare requirements of the SEJ (Child Day Care Bureau).

These professionals supervise the physical and psychological well-being of the children and take care to propose a wide variety of activities in accordance to the development, age and needs of the children. The educational team promotes discovery and learning, supports children as they progress towards their independence. Our professionals guide each child in their discoveries and remain available and attentive to their needs and requests, while creating the structured and reassuring framework necessary for development.

## **3. DAYCARE CENTER OPENING HOURS, HOLIDAYS AND FEES**

### **3.1 OPENING HOURS**

Cap Canaille Villars-sur-Glâne is open from Monday to Friday, from 6:30 a.m. to 6:30 p.m.

### 3.2 ARRIVALS AND DEPARTURES

Parents are asked to respect the opening and closing times of the daycare center, as well as the periods reserved for the arrival and departure of children. These arrival and departure times help to reassure children and allow the daycare to function properly.

Arrivals: We ask parents to do their best to arrive before 9am in order to properly communicate all the important information relative to their child to the educational team.

Departures: Parents who wish to receive a detailed feedback of their child’s day at the daycare from the educational team are asked to pick up their child 15 minutes before closing time. When leaving the daycare center, we also ask parents to clearly indicate their departure to the supervising staff.

The table below summarizes the time slots reserved for the arrival and departure of children:

<b>Contract</b>	<b>Arrival time</b>	<b>Departure time</b>
Whole day	6:30 a.m. to 9:00 a.m.	As of 4:30 p.m.
Morning with meal and nap	6:30 a.m. to 9:00 a.m.	As of 1:30 p.m. to 1:45 p.m. at the latest
Afternoon without meal	From 2:00 p.m.	As of 4:30 p.m.

### 3.3 ANNUAL CLOSING

Cap Canaille Villars-sur-Glâne closes:

- Good Friday
- Easter Monday
- Ascension Thursday and Friday
- Whit Monday
- Corpus Christi
- National holiday: 1st August
- Assumption: 15th August
- All Saints' Day: 1st November
- The Feast of the Immaculate Conception: 8th December
- Two weeks between Christmas and New Year
- Once a year for a Pedagogical Day (the date is communicated to the parents by the daycare center Director at the beginning of each calendar year)

### 3.4 FEES

For details of fees, please refer to the Appendix.

## 4. CONDITIONS FOR THE ENROLLMENT OF YOUR CHILD / LIFE IN THE DAYCARE CENTER

### 4.1 SETTLING IN PERIOD

A settling in period makes it possible to gently a trusting relationship between the educator and the child and a sense of security for the child. A bond is created between the family and the daycare center, during which the family can share their child's habits and rhythms. It helps to guarantee the continuity of a stable and secure environment which all children need, regardless of age.

The settling in period is compulsory for all children. During this period, parents should make themselves available for their child and the educational team.

The settling in period usually lasts 5 days, but may last longer (maximum 10 days), depending on the needs of the child and their parents. The schedule of the settling in period is established jointly by the educator and the family.

**Invoicing starts from the first day of the settling in period.**

#### **4.2 MEALS / FOOD**

Each day a meal service delivers balanced meals, monitored by a dietician. The week's menus are displayed at the entrance of the daycare.

Part of Cap Canaille's values is to respect everyone's cultural differences and religious beliefs. On request, the meal of the day may be replaced by a substitute or a vegetarian meal.

No outside meals are accepted in the daycare center, except for baby formula which may be brought in by families. It is also possible to bring breast milk or to breastfeed your child on the spot in a space specially designed for this purpose.

#### **4.3 NAPS AND REST TIMES**

Each child, regardless of their age, is put down for a nap at some time during the day. If a child does not want to sleep he/she will simply be asked to have a quiet rest on their bed. Each child is respected with regards to their sleep habits and needs.

Parents' advice and information about their child's habits are welcome.

### **5. HEALTH PROMOTION AND ILLNESS PROMOTION**

#### **5.1 PREVENTION**

Before bringing a child to daycare, it is important to consider his/her general health to ensure that the child is able to take part in the program and routine of the day.

Even slight health problems should be systematically reported by parents when they arrive with the child.

Should a fever develop, parents will automatically be notified. If it is equal to or greater than 38.5 degrees, and depending on the general condition of the child, parents are asked to pick up their child as soon as possible. In case of emergency or an inability to reach the parents, management will take all necessary measures. Any expenses incurred shall be borne by the parents.

#### **5.2 ILLNESS**

A child who is ill is generally not accepted in a collective environment for several reasons:

- A sick child needs an environment adapted to their condition, namely calm and with lots of attention.

- A sick child is temporarily unable to participate in or benefit from the proposed activities.
- The decision whether or not to accommodate a sick child should not impinge on the quality of care provided to the other children.
- As an employer, we also have a duty to look after the health of our employees and provide them with a healthy workplace, as well as ensuring the general health of all the children present.

The daycare Director or the child's primary educator is entrusted to decide if a child is healthy enough to attend daycare. As such, it is their responsibility to accept or refuse the child at the daycare center.

For the sake of clarity, a list of common childhood illness, and the conditions under which the child can be accepted, has been created and can be found in an *Appendix* to this document.

### **5.3 ADMINISTRATION OF MEDICATION**

Supervising professionals are allowed to administer medication to children only when the parents have completed the "Authorization to administer a medication" form for their child (see *Appendices*).

This form must contain the following information:

- the doctor's prescription
- the name of the medication
- the exact dosage to be administered
- the frequency of administration.
- the date and the parents' signature

The medication will be refused if it does not bear an official label from a pharmacy or the attending physician (dated and signed) containing the child's name.

If your child's primary educator finds that the child is taking the same medication on a regular basis, the daycare Director reserves the right to contact your child's pediatrician or family doctor to verify the child's prescription.

### **5.4 MEDICAL EMERGENCIES**

In cases of emergency, parents delegate their authority to the Director of the daycare center who will call the center's chosen medical office. Parents or the people to be notified in case of emergency - see Appendix) are notified at their workplace and asked to come to their child. Each child is covered by their accident insurance.

Should the child need to be transported by ambulance, the expenses of transport are at the exclusive charge of the parents. In the event that parents are unable to attend when the child is being transported, a team member will accompany the child to the hospital.

### **5.5 COLLABORATION WITH EXTERNAL NETWORKS**

Families who encounter temporary difficulties will find support from the educational team and management. In particularly difficult situations, management may call on external partners, such as psychologists, child psychiatrists, pediatricians, etc.

All steps will be taken with the prior agreement of the parents. In case of suspicion of abuse, the management will report the case to the competent authorities according to the procedure in force in the canton.

## 5.6 WELCOMING A CHILD WITH DISABILITY

The Director and the attending physician will evaluate the compatibility of the disability with life at the daycare. Based on this assessment, if the daycare is able to accommodate the child, the team will do its best to welcome the child in optimal conditions.

## 6. PRACTICAL MATTERS

### 6.1 CLOTHING AND PERSONAL EFFECTS

Parents are asked to dress their child appropriately and comfortably, according to the season (hat, gloves, coat, shoes, boots, rain clothes, sun cap and sunglasses).

Parents must bring a change of seasonally appropriate underwear and clothing marked with their child's name, as well as a pair of slippers and rain boots once the child is walking.

Strollers, prams, baby seats, and the child's personal belongings (Stuffed animals, blankets, etc.), should also be labeled with the child's name.

Our professionals are not in a position to constantly check the child's clothes and personal belongings and cannot guarantee that the child's "favorite toy" will not be lost or damaged).

**Therefore, the daycare center does not accept any liability for loss, theft or damage to children's personal belongings, including glasses, jewelry and toys.**

### 6.2 DIAPERS

Parents must provide their child's diapers and ensure their regular supply.

### 6.3 HYGIENE

Except for the entrance area, anyone entering the children's areas should wear the overshoes placed at their disposal in the entrance hall.

### 6.4 SECURITY

#### **Access to the daycare:**

- In order to guarantee a high degree of security in our daycare, access to our premises is by means of a fingerprint recognition system. The system used does not store any image of the fingerprints; only the binary code is stored from which it is impossible to reconstitute the original fingerprint. For this reason, we ask families to agree to having their fingerprints taken.

#### **Inside the daycare:**

- For the safety of the children, parents are asked to close the access doors behind them and not to open the door to people outside the daycare. They must ensure they do not leave belongings where they are accessible to children (medications, toxic products...).
- Parents should respect the premises and the rest, hygiene, safety and activities of the children.
- Parents are responsible for their children until the child has been welcomed by a staff member and as soon as the child has resumed contact with them at the time of departure. They must,



therefore, remain vigilant of their safety. The presence of the child's siblings or other young children must not be a risk or disruption factor for the children at the daycare and they are the responsibility of their parents/accompanying adult.

- Because of the risk of accidents, jewelry is prohibited for children (necklaces, earrings, etc.). Similarly, it is forbidden to bring small items that might be dangerous (hair ties and clips, beads, coins, marbles, small toys, etc.). Where appropriate, parents are asked to sign a discharge for the daycare (*see Appendix*)

### **Outside the daycare center:**

For pedagogical and safety reasons, parents may not suggest to the daycare's supervisory professionals that they take care of a child outside their working hours.

## **7. AUTHORIZATIONS**

### **7.1 DEPARTURES**

#### **At the time of departure:**

- Children are only entrusted to the people designated and authorized at the time of registration (see "Authorization to entrust the child to a third party" in *Appendix*). No minor will be allowed to pick up a child.
- In the exceptional case where an unauthorized person has to pick up the child, one of the two legal guardians must notify the Director by telephone and send an email stating the identity of the person and the time at which they are authorized to collect the child. When they arrive, the person must provide a valid identity card or passport.
- If the Director of the daycare considers that letting the person take the child is likely to endanger him or her, they may refuse to hand over the child.

### **7.2 IMAGE RIGHTS**

By signing the childcare contract, parents automatically authorize the educational teams to film and photograph their child as part of the proposed activities or during organized family activities. Photo and video media are subject to internal use only.

In the event of a categorical refusal to have their child photographed or filmed, the parents must inform the Director of the daycare in writing (by letter or email), indicating the precise surname and first name of their child. The daycare Director will send a confirmation in writing of the reception of the family's letter or email and will ensure that the information is distributed to the team.

### **7.3 ORGANIZED OUTINGS**

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

By signing the registration form and the contract, the parents acknowledge that they are aware of the fact that these outings may take place on foot or by public transport, and allow their child to participate. In no case do our professionals use private means of transport.

In the event of a categorical refusal to have their child participate in external activities, the parents must inform the Director of the daycare in writing (by letter or email), indicating the precise surname and first name of their child. The daycare Director will send a confirmation in writing of the reception of the family's letter or email and will ensure that the information is distributed to the team.

## **8. MISCELLANEOUS**

### **8.1 CONTACT DETAILS**

Parents must be able to be reached at all times during the day. For this reason, any change of address, telephone number or business contact details must be communicated in writing and without delay to the daycare Director and General Administration.

### **8.2 PARKING**

Parents are requested to use the parking spaces available to them only for the time needed to drop off or collect their child.

### **8.3 QUESTIONS**

**If your questions concern the care of your child**, we invite you to contact your child's primary educator or sector head.

**If your questions concern the pedagogical program** or the general functioning of the daycare center, we invite you to contact the Director directly.

**If your questions relate to administrative matters**, please direct your questions to general administration in St-Prex.

### **8.4 DISPUTES**

In the event of a dispute between the parents and our professionals, it is the responsibility of the Director of the daycare center to act as arbitrator.

In the event of a dispute between the parents and the Director of the daycare center, it is the responsibility of the Executive Management to act as arbitrator.

The daycare center will also provide families with a complaint form if needed.

### **8.5 AMENDMENT OF OPERATING RULES**

The management reserves the right to modify these rules at any time, respecting a notice period of two months from the end of a month. Parents will be informed in writing (by mail or email).

**RULES AND REGULATIONS - CAP CANAILLE VILLARS-SUR-GLANE**

By checking this box, I **acknowledge having read the rules and regulations of the daycare center in which I am enrolling my child** (Last name, First Name).....  
.....

**The signing of the rules and regulations shall constitute acceptance of the latter; in the event of non-compliance by the family, the contract may be terminated without delay.**

In order to improve the functioning of the daycare center, amendments may be made to these rules: parents will be informed immediately.

Enacted in two copies, on.....

*(1 copy will be kept at the daycare center and 1 will be given to the parents)*

**On behalf of the Cap Canaille Villars-sur-Glâne daycare center**

**The Director of the center** (Name, first name + signature)

**Caroline Pasquier**

**On behalf of the family,**

**The legal guardian(s)** (Please write "Lu et approuvé" + signature)

**AUTORISATION DE CONFIER L'ENFANT A UN TIERS**

**AUTHORIZATION TO ENTRUST THE CHILD TO A THIRD PARTY**

Nous soussignés / *We, the undersigned*, \_\_\_\_\_

Autorisons le personnel de l'établissement Cap Canaille Villars-sur-Glâne à confier notre enfant à l'une des personnes majeures mentionnées ci-dessous :

*Hereby authorize the staff of Cap Canaille Villars-sur-Glâne to entrust our child to one of the people of legally adult age listed below:*

<b>Nom et Prénom de l'enfant</b> <i>Child's last and first names</i>	
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<b>Nom et prénom</b> <i>Last and first names</i>	<b>Numéro de téléphone</b> <i>Telephone number</i>	<b>Adresse</b> <i>Address</i>

*Joindre les copies des pièces d'identité des personnes mentionnées dans la fiche.*

*Please attach a photocopy of the identity card or passport of each of the above-named people.*

**Ces personnes devront être munies d'une pièce d'identité chaque fois qu'elles se présenteront à la crèche pour venir chercher l'enfant.**

*These people are required to carry their piece of identity each time they come to collect the child.*

<b>Date et signature des représentants légaux, précédé de la mention « lu et approuvé »</b>  <i>Date and signature of legal guardian(s), preceded by the words "lu et approuvé" (read and approved)</i>	
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**PERSONNES A PREVENIR EN CAS D'URGENCE**

**PEOPLE TO BE NOTIFIED IN CASE OF EMERGENCY**

<b>Nom et Prénom de l'enfant</b> <i>Child's last and first names</i>	
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<b>Nom et Prénom de la personne à contacter</b> <i>Last and first names of the person to contact</i>	
<b>Numéro de téléphone</b> <i>Telephone number</i>	
<b>Parenté</b> <i>Relationship</i>	
<b>Numéro de carte d'identité</b> <i>Number of identity card or passport</i>	

<b>Nom et Prénom de la personne à contacter</b> <i>Last and first names of the person to contact</i>	
<b>Numéro de téléphone</b> <i>Telephone number</i>	
<b>Parenté</b> <i>Relationship</i>	
<b>Numéro de carte d'identité</b> <i>Number of identity card or passport</i>	

<b>Nom et Prénom de la personne à contacter</b> <i>Last and first names of the person to contact</i>	
<b>Numéro de téléphone</b> <i>Telephone number</i>	
<b>Parenté</b> <i>Relationship</i>	
<b>Numéro de carte d'identité</b> <i>Number of identity card or passport</i>	

<b>Date et signature des responsables légaux</b> <i>Date and signature of legal guardian(s)</i>	
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**DECHARGE EN CAS DE PORT DE BIJOUX****LIABILITY RELEASE SHOULD JEWELRY BE WORN**

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 Cap Canaille 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 (necklace, bracelet, earrings, etc.) and that we discharge Cap Canaille of any responsibility in the case of loss and/or accident whether or not it involves a third party.*

<b>Nom et Prénom de l'enfant</b> <i>Child's last and first names</i>	
<b>Date et signature des représentants légaux, précédé de la mention « lu et approuvé »</b> <i>Date and signature of legal guardian(s), preceded by the words "lu et approuvé"</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.*

<b>Nom et Prénom de l'enfant</b> <i>Child's name and surname</i>	
<b>Date de naissance</b> <i>Date of birth</i>	
<b>Allergies</b>  <i>Allergies</i>	<input type="checkbox"/> Alimentaires ----- <input type="checkbox"/> Insectes ----- <input type="checkbox"/> Médicaments ----- <input type="checkbox"/> Autre -----  <input type="checkbox"/> Food ----- <input type="checkbox"/> Insect ----- <input type="checkbox"/> Medicine ----- <input type="checkbox"/> Other -----
<b>Reaction allergique</b> <i>Type of allergic reaction</i>	
<b>Traitement requis</b>  <i>Response required</i>	<input type="checkbox"/> Aucun <input type="checkbox"/> Goûtes feniallerg ----- <input type="checkbox"/> Crème ou gel ----- <input type="checkbox"/> Epipen ----- <input type="checkbox"/> Autre -----  <input type="checkbox"/> None <input type="checkbox"/> Feniallerg drops ----- <input type="checkbox"/> Cream or gel ----- <input type="checkbox"/> Epipen ----- <input type="checkbox"/> Other -----
<b>Médicaments contre indiqués</b> <i>Medicine not recommended</i>	
<b>Actuellement, l'enfant suit-il un traitement?</b> Si oui, lequel <i>Currently does your child take medicine for a specific health condition? If yes, which one?</i>	
<b>Remarques</b> <i>Comments</i>	
<b>Nom - prénom et coordonnées (adresse et téléphone) du pédiatre</b> <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:

**AUTORISATION D'ADMINISTRER DES MEDICAMENTS**

**AUTHORIZATION FOR ADMINISTRATION OF MEDICATION**

Nous soussignés / *We, the undersigned,* \_\_\_\_\_

Autorisons le personnel encadrant diplômé à administrer à notre enfant le médicament ci-dessous /  
*Authorize duly qualified staff to administer the following medication to our child :*

<b>Période : Du ... Au ...</b> <i>From (date) ... to ...</i>	
<b>Nom et Prénom de l'enfant</b> <i>Child's last and first names</i>	
<b>Groupe / Group</b>	
<b>Nom du médicament</b> <i>Name of medication</i>	
<b>Posologie</b> <i>Dosage</i>	
<b>Fréquence et heure d'administration</b> <i>Frequency and time of administration</i>	
<b>Date et heure de la dernière administration à la maison</b> <i>Date and time of last dosage given at home</i>	
<b>Date et signature des représentants légaux</b> <i>Date and signature of the legal guardian(s)</i>	

Dans la mesure du possible, les médicaments sont administrés par les parents.  
*Whenever possible, all medication is to be administered by parents.*

<b>Date &amp; heure</b> <i>Date &amp; time</i>	<b>Quantité administrée</b> <i>Quantity administered</i>	<b>Réaction de l'enfant</b> <i>Child's reaction</i>	<b>Signature de la personne ayant administré le médicament</b> <i>Signature of the person who administered the medication</i>

Ce formulaire est conservé dans le dossier de l'enfant pour référence ultérieure.  
*This form is kept in the child's file for future reference.*



**LIST OF COMMON DAYCARE ILLNESSES**

<b>Sickness</b>	<b>When can my child come back to the daycare center ?</b>
<b>Sore throat</b>	No fever and in a good condition generally.
<b>Strep throat</b>	48 hours after taking the first dose of treatment, no fever and good condition generally.
<b>Conjunctivitis</b>	Exclusion, return upon specialized medical opinion.
<b>Fever</b>	After 24 hours with no fever and good condition generally.
<b>Gastroenteritis and gastritis</b>	24 hours following total absence of all major symptoms (liquid and excessive stools; vomiting) and good condition generally.
<b>Flu</b>	No fever and good condition generally.
<b>Molluscum</b>	Good state generally.
<b>Thrush</b>	48 hours after the first dose of treatment and good condition generally.
<b>Mumps</b>	Disappearance of symptoms. Please notify the education director if your child is not vaccinated.
<b>Head lice</b>	The child can return to the center if treatment is undertaken.
<b>Measles</b>	Return after the fourth day of the beginning of skin eruption and good condition generally. Please inform the education director if your child is not vaccinated.
<b>Rubella</b>	Disappearance of symptoms. Please notify the education director if your child is not vaccinated.
<b>Roseola or 3-day fever</b>	Disappearance of symptoms, no fever and good condition generally.
<b>Scarlet fever</b>	48 hours after start of treatment and in good condition generally.
<b>Hand-foot-and-mouth disease</b>	Exclusion for 48 hours, return after disappearance of symptoms, no fever and good condition generally.
<b>Chickenpox</b>	No fever and good condition generally (no treatment will be undertaken by the daycare center, e.g. creams, washes, etc.)
<b>Fifth disease</b>	Disappearance of symptoms, no fever and good condition generally.

**DISSATISFACTION-COMPLAINTS**

**COMPLAINT FORM**

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

<b>Description du problème / Description of problem</b>	

<b>Date et signature de la plaignante Date and signature of the person who filed the grievance</b>	
<b>Date et signature du Directeur d'établissement  Date and signature of the daycare Director</b>	

## TARIFS

### FEES

The fees indicated below do not take into account any special discounts or any cantonal or town subsidies.

VILLARS-SUR-GLÂNE FEES PER CHILD	Full day (6:30 a.m. - 6:30 p.m.)	Morning with meal (6:30 a.m. - 1:45 p.m.)	Afternoon without meal (2:00 p.m. - 6:30 p.m.)
		CHF 130	CHF 85

A special fee is applied for families with irregular hours contracts:

VILLARS-SUR-GLÂNE FEES PER CHILD	Full day (6:30 a.m. - 6:30 p.m.)	Morning with meal (6:30 a.m. - 1:45 p.m.)	Afternoon without meal (2:00 p.m. - 6:30 p.m.)
		CHF 140	CHF 91