



# Groupe Babilou General Terms and Conditions

# Content

Welcome to Groupe Babilou's Daycare Facilities	4
About us	4
Our values	4
How Our Daycare Centers Work	5
Article 1. Opening hours	5
Art. 2. Annual closing	5
Art. 3. Meals / Food	5
How We Care for Your Child	6
Art. 4. Settling in period	6
Art. 5. Frequency of attendance	6
Art. 6. Absences	6
Art. 7. Vacation	6
Admission Conditions	7
Art. 8. Admission process	7
Art. 9. Elements required for the child's records	8
General Fee Conditions	9
Art. 10. Fees for submitting an application	9
Art. 11. Advance payment to reserve a place for your child	9
Art. 12. Rates	9
Art. 13. Invoicing terms	10
Art. 14. Payment of invoices	10
Art. 15. Late payment	10
Art. 16. Subsidies	10
Art. 17. Occasional or emergency care	11
Art. 18. Irregular attendance	11
Art. 19. Reductions for siblings	11
Art. 20. Delay in picking up child	12
Art. 21. Extra hours	12
Contract Conditions	12
Art. 22. Change of contract	12
Art. 23. Termination of contract	13
Art. 24. Relocation and change of family situation	14
Art. 25. Transfer from one daycare to another	14
Children's Health / Life at The Daycare	14
Art. 26. Promotion of health and prevention of illness	14
Art. 27. Emergencies and accidents	14
Miscellaneous	15
Art. 28. Respect and Confidentiality	15
Art. 29. Scope and right to modify the Terms and Conditions	15
Annex	16
List of Groupe Babilou's daycares	16

Formulaire « Jours supplémentaires et vacances » / <i>Extra Days and Vacation Days Request</i>	17
Formulaire « Changement de fréquentation » / <i>Schedule Change Request Form</i>	18
Formulaire « Notification des jours irréguliers » / <i>Irregular Days Notification Form</i>	19

# Welcome to Groupe Babilou's Daycare Facilities

## About us

Specialising in early childhood since 2003, Groupe Babilou welcomes your children in Babilou and Cap Canaille daycares (list of daycare centers in Annex), designed to ensure the well-being and safety of your children. Our pedagogical program promotes self-esteem and life skills, while respecting each child's own pace. Our childcare professionals work every day to improve the quality of care in our daycares. You can register in one of our daycare centers wherever you live. The services provided by Groupe Babilou facilities play an active role in balancing family and professional life.

## Our values

Five core values serve as inspiration in our daily lives and our interactions with our teams, our business partners and the children enrolled in our daycares:

- Kindness** Being attentive to and respectful of others, looking after the well-being of children and their parents, supporting our professional staff, the companies which trust us and our partner nurseries and day care centres.
- Commitment** Being mindful that parents intrust us with that which is most precious to them, and that our actions affect the well-being of children and their families. Being aware of our responsibilities. Commitment to the development and fulfilment of our teams.
- Diversity** Remembering that social diversity, the different profiles of the children enrolled, and different opinions are valuable. We are committed to maintaining this diversity.
- Quality** Constantly striving to improve in the care we give to children and their families, the welfare of our employees and the satisfaction of our clients. As part of this process of continuous improvement we need to be willing, action-oriented and we must avoid making assumptions.
- Team Spirit** Believing in the talent and intelligence of each one of us and in collective responsibility. We consider that working together is a strength and that everyone can bring something to the table. We need to be supportive and share our difficulties and successes so we can grow together.

## How Our Daycare Centers Work

### Article 1. Opening hours

Opening hours Please refer to the rules of the daycare center in which your child is enrolled for opening hours and closing times.

### Art. 2. Annual closing

Holidays Please refer to the rules of the daycare center in which your child is enrolled to find out the official closing dates.

Public holidays All daycares are closed on official cantonal and national public holidays. Our daycare centers also take a long weekend on the Friday after Ascension Thursday. On the last working day of the year, our daycares close at 5.30 p.m.

Other Once a year, Groupe Babilou daycares organise a Pedagogical day. This day is an opportunity for our professional team to get together and work on important childcare themes. The Director of the daycare will inform the parents of the date of the next Pedagogical Day as soon as it is known.

Billing Holidays, the Ascension long weekend and the Pedagogical Day are not refunded or exchanged and do not give rise to compensation.

### Art. 3. Meals / Food

Caterer Every day a catering service delivers meals for children (lunches and dinners). The meals are well-balanced and overseen by the caterer's dietician.

Diets Groupe Babilou believes in respecting everyone's cultural and religious beliefs. On request, the meal of the day may be replaced by a substitute or a vegetarian meal.

Baby Food Because each child's needs are different, we ask parents to provide powdered milk and baby cereals for their child. It is also possible, on request, to bring breast milk or to breastfeed your child in the daycare in a space specially designed for this purpose.

There is no financial compensation for the supply of baby milk and/or cereals by parents.

Allergies In order for food allergies and intolerances to be taken into account a medical certificate must be provided. To be considered valid, the medical certificate must contain the following information:

- Doctor's contact **information**
- Precise identification of the food to which the child is allergic or intolerant
- Description of symptoms should the food be swallowed or if there is contact with the food
- Procedure to be followed if the food is swallowed or if there is contact with the food.

Allergies and special dietary requirements are communicated to the caterer.

Special cases We do our best to ensure the child's safety in case of allergies or intolerances. Nevertheless, in the event that the allergy is so severe that it would require the mobilisation of resources that our daycares do not have, we reserve the right to refuse the registration of the child or to cancel their contract. Child safety first.

## How We Care for Your Child

### Art. 4. Settling in period

Mandatory The settling in period is essential to ensure the continuity of care that a child needs, whatever their age. For this reason, it is mandatory.

Procedure 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. We believe this is an essential step, during which it is important that parents make themselves available.

Invoicing Invoicing starts from the first settling in day, which marks the beginning of the contract between families and the daycare. The settling in period will not give rise to any financial reimbursement or compensation, even if, during the settling in period, the child is present for fewer hours than stipulated in the contract.

### Art. 5. Frequency of attendance

Frequency In order for a child to be successfully integrated into a group, we recommend they be present for at least one full day or 2 half days per week. However, other attendance options are possible depending on availability and in agreement with the Director of the Daycare.

Tariffs We can welcome your children according to your needs: full day, morning plus meal or just the afternoon (without meal).

Max attendance While we make every effort to make your child's day as enjoyable as possible, we ask parents not to leave their child for more than 10 hours a day in our childcare centers.

### Art. 6. Absences

Notice The family should inform the educational team if their child will be absent as soon as they are aware of it, and at the latest by 9.00 a.m. the same morning. Days of absence are not refunded, replaced or compensated.

### Art. 7. Vacation

Minimum The child must take a minimum of 4 weeks of vacation per calendar year, including the vacation weeks of the daycare that he or she attends. In order to know the mandatory vacation weeks (closures) of the daycare that your child attends, please refer to the center's rules of operation.

Should the family take more vacation than the minimum required, the corresponding pension fees will not be reimbursed nor compensated.

Should the family take less vacation than the minimum required, they will be invoiced extra fees at the end of the calendar year. Random days of absence are not counted as vacation days.

Prorata	If the child has not attended the daycare for the entire calendar year, the <u>minimum</u> number of mandatory weeks of vacation is recalculated on a pro rata basis.
Notice	The child's holiday weeks must be communicated to the Director as soon as you are aware of them and no later than the 25th of the month preceding their due date. We ask you to use the "Extra days and holidays" form, available in all Groupe Babilou's facilities and in the Annex to this document.

## Admission Conditions

### Art. 8. Admission process

Application	1. Any admission begins with a visit to our daycare centers. To request a visit, we advise you to fill in our visit request form, available on our website ( <a href="http://capcanaille.ch">capcanaille.ch</a> or <a href="http://babilou.ch">babilou.ch</a> ).
Date of Visit	2. Once we have received your completed questionnaire, we will contact you within 48 hours to confirm that your request has been taken into account. Depending on the desired start date, and the availability of places in the requested daycare, we may either offer you a visit date OR register you on our waiting list.
Before the visit	3. Before the visit, we will email you the Group's General Terms & Conditions and the operating regulations of the center that you will visit. We urge you to read these documents <u>before visiting the daycare</u> .
After the visit	4. Following the visit, you will receive a pre-admission form to be completed, named "Application for pre-admission" along with a payment slip to cover the cost of processing your file.

If the daycare meets your expectations and you want to apply for a place, simply return the completed and signed "Application for pre-admission" form and pay the fees for processing your application using the payment slip. The payment of this fee is mandatory in order to process of your request.

Availability	5. Once your form and payment have been received, Groupe Babilou's General Administration will contact you to check the accuracy of the information provided in the form and to offer you a place, depending on availability.
--------------	---

Should our availability not match your request, we will offer to place you on the waiting list and you will be notified as soon as a place becomes available for your child. **Please note that the fee for processing your file will not be refunded, regardless of the outcome of your pre-admission application.**

- Contract 6. Following this contact and after acceptance of the admission arrangements proposed to you, the General Admin will email you two copies of the contract to be signed and returned to the General Admin headquarters.
- Response time 7. You have **5 calendar days** to return your signed contract in 2 original copies (date as per postmark). After this deadline, the General Admin will consider that you no longer wish to pursue. The reservation will be cancelled with immediate effect.
- Signature 8. If you have returned your 2 signed copies within the stipulated period, you will shortly receive the contract for your child, duly countersigned by the General Admin as well as the corresponding invoices.
- Payment 9. The payment of those invoices marks the definitive reservation of the place within the daycare.
- Interview 10. One month (at the earliest) before the start of the contract, the team at the daycare will contact you to schedule a welcome meeting and plan your child's settling in period.

### **Art. 9. Elements required for the child's records**

Child's records By the first day of the settling in period at the latest, parents must have submitted the following documents:

- A medical certificate issued by a paediatrician or a family physician attesting that the child is well enough to integrate a daycare environment;
- A copy of the child's health-accident insurance card or contract
- A copy of the family's civil liability insurance (RC in French)
- A copy of the child's immunisation record

These documents must be updated at the beginning of each calendar year and submitted to the Director of the daycare.

- Other Documents On the first day of the settling in period, parents will also be asked to sign:
- A parental authorisation for any other person who can pick up the child (no minor will be allowed to take a child)
  - The name and contact information of people to be notified in case of emergency
  - The rules of the facility which the child will attend



## General Fee Conditions

### Art. 10. Fees for submitting an application

The fee for submitting an application is CHF 250 per child. The payment is mandatory to the processing of the family's request. It is due and non-refundable, regardless of the period and the outcome of the application.

### Art. 11. Advance payment to reserve a place for your child

A place can be reserved at any time, provided the following conditions are met:

From 0 to 6 months      If the reservation of the place (attested by the date of signature of the contract) precedes the beginning of the child's contract start date (date of start stipulated on the contract), by 0 to 6 months, we require the first two month's fees to be paid in advance.

Should the family withdraw from the contract, this amount will not be reimbursed.

6 months or more      If the reservation of the place (attested by the date of signature of the contract) precedes the beginning of the child's contract start date (date of start stipulated on the contract), on the contract), by 6 months or more, we require the first three months' fees to be paid in advance.

Should the family withdraw from the contract, this amount will not be reimbursed.

### Art. 12. Rates

Monthly payments      The calculation of your child's monthly fees is based on a 48 week year, i.e., 4 weeks per month.

Calculation              Your child's monthly fees are calculated as follows:  
(Price per day) x (Number of days per week) x 4

If the child arrives after the beginning of the month, the fee calculation is based on the number of days spent in the daycare between the start date of the contract and the end of the month.

Rates                      The monthly rate is indicated on the contract. The figure is full price. It does not take into account any special discounts or cantonal or communal subsidies.

For the exact cost per day or half-day, please refer to the document entitled "Rules and Regulations" of your child's daycare.

Fee increase              The fee charged may be re-evaluated upwards, subject to two months' notice at the end of a month so as to allow families who wish to do so to withdraw from the contract. The change of rate will be communicated to all families in writing (mail or email).

### Art. 13. Invoicing terms

Calendar To reduce the amount of mail sent to families, regular fee invoices, invoices for extra days, and any corrections to invoices are sent once a month, around the 10th of the current month.

*Example: Around the 10th August, you will receive the invoice for any extra days in July and for any corrections made to the invoice for the month of July (Invoice n°1), the invoice for any corrections made to the invoice for the month of August (Invoice n°2) and the invoice for September (Invoice n°3).*

Email In order to reduce our environmental impact all invoices are sent by email. We ask parents to inform the General Admin of any changes to their email address as quickly as possible.

### Art. 14. Payment of invoices

Due date **Invoices relating to fees for the coming month are due in the current month, before or at the latest on the payment date indicated on the invoice.**

*Example: Invoices issued around the 10th of July are due between 25th and 31<sup>st</sup> of July, and at the latest on the payment date indicated on the invoice. Failure to pay is just cause for terminating your child's contract.*

Terms Parents should use the Payment Slip (BVR in French) attached to the invoice.

### Art. 15. Late payment

Penalties In the event of late payment, the family will automatically be invoiced a reminder fee: **CHF 20.00 for the first reminder and CHF 40.00 for the second.**

Legal proceedings In the event of non-payment and even without any reminder, we reserve the right to initiate legal proceedings, in accordance with current law. We also reserve the right to refuse the child's admittance to the daycare.

### Art. 16. Subsidies

City Councils We work closely with several city councils to provide childcare subsidies. Subsidies are subject to the submission of a dossier and its acceptance by the local council concerned.

Our Families Registration Service will be pleased to explain the conditions attached to subsidies in the concerned municipality, as well as the steps to be carried out to obtain them.

Fees w/o SUB The fees we apply are exclusive of subsidies.

Notification The beneficiaries of subsidies are obliged to notify to the General Admin of all changes in their professional or family situation, as soon as they have knowledge of them. Not notifying the General Admin at once may cancel the above-mentioned subsidies.

## Art. 17. Occasional or emergency care

Assistance	<p>Our daycares can occasionally accommodate children outside of their usual schedule on condition that the necessary levels of supervision are respected and that the group does not become unbalanced.</p> <p>The request for assistance must be made in writing to the Director of the daycare, using the "Additional days and vacations" form (see Annex) which is available at the entrance of your daycare. The Director of the daycare will make a decision as soon as possible according to the available places.</p>
Billing	<p>Emergency care or extra days are billed as irregular attendance.</p> <p>In no case may a parent exchange a regular day provided for in the child's contract against an extra day on another day.</p>
Cancellation	<p>The request for occasional assistance can be cancelled free of charge one week in advance. After this period, it will be invoiced, whether it is used or not.</p> <p><i>Example: An assistance day requested for a Wednesday may be cancelled up to 11:59 p.m. on the previous Wednesday. From Thursday, even if you cancel, you will be charged for the service.</i></p>
Emergency	<p>In case of emergency, the daycare can accommodate an unregistered child until a solution is found. One solution may be the establishment of a fixed-term contract. In the absence of a contract, the invoicing terms for assistance days apply.</p>

## Art. 18. Irregular attendance

Conditions	<p>Some of our daycares offer families irregular attendance contracts. Priority is given to hospital staff. In all cases, the application for such contracts is subject to validation by the Director of the daycare.</p> <p>In the case of irregular attendance, families are requested to choose a fixed number of irregular days per week (1 to 4). The days when the child will attend the daycare can then vary from one month to the other.</p>
Attendance days	<p>Families are required to transmit the days of attendance to the Director before the 15<sup>th</sup> of the preceding month, using the "Notification of irregular days" form (see Annex). This is necessary for the daycare to be properly organised.</p>
Rates	<p>Irregular attendance contracts are subject to special fees. To find out about our rates for irregular days contracts, please refer to the rules &amp; operating procedures of each site.</p>

## Art. 19. Reductions for siblings

2 children	<p>We grant a 10% discount to families with two children attending one or more of our daycares (Babilou and / or Cap Canaille) at the same time</p> <p>The 10% discount applies to the invoices of the two children concerned, for as long as they are both attending daycare. The discount naturally ends when one of the children leaves.</p> <p>The discount applies only to contractual services (regular fee invoices). It does not apply to extra days or administrative processing costs.</p>
------------	--

3 children & over We grant a 15% discount to families with three or more children hosted simultaneously in one or more of our daycares (Babilou and / or Cap Canaille). The 15% discount is applied to the invoice of each of the children concerned, from the moment they are attending daycare. The discount naturally ends when one of the children leaves.

The discount applies only to contractual services (regular fee invoices). It does not apply to extra days or administrative processing costs.

### **Art. 20. Delay in picking up child**

Penalties For the proper management of the daycare, we ask parents to pick up their child no later than ten minutes before the official end time of their child's contract (after lunch or at night). All tardy departures will be billed CHF 15 per quarter of an hour or part thereof.

### **Art. 21. Extra hours**

Definition In order to better help you organise your family life, we can sometimes accept a child in a daycare for one to two hours as an exception or in addition to the usual attendance of the child. This service must however remain an exception.

Tarif This service is charged CHF 30 per hour or part thereof.

## **Contract Conditions**

### **Art. 22. Change of contract**

#### **During contract period**

Terms The contract may be modified subject to the receipt of the "Change of Attendance" form in the Annex and the prior agreement of the Director of the daycare. Once validated, you will receive an addendum to the initial contract to be returned signed within a few days.

Time in the year No decrease in attendance can take effect between the 1st of June and the 31st of August included, each year, except in exceptional cases and based on relevant documentary evidence. The General Admin is fully responsible for evaluating the situation, choosing to accept or to refuse a derogation request. As an example, family vacation is not considered as exceptional situation.

*Example : A written decrease in attendance request submitted in April (the reception date of the request being taken into consideration) will be effective as of September 1st.*

An increase in attendance request can be submitted without restriction throughout the year.

Lead times Increase in attendance: immediate effect (subject to availability).

Decrease in attendance: 2 months' notice from the end of the current month.

Fees For each calendar year, the 1<sup>st</sup> contract amendment is free.

A fee of CHF 150. will be applied for any subsequent change in the same calendar year.

## Before contract started

Terms Your child's contract (date / frequency of attendance) may be modified, subject to the respect of the notice period, the written change notification to the General Administration and the prior agreement of the General Administration.

Notice period **Earlier contract starting date:** immediate effect (subject to availability)  
**Postponed contract starting date:** minimum 2 months as of the end of the month before the initial contract start date. Postponing is possible in the maximum limit of 2 months starting the initial contract start date.

**Increase attendance :** immediate effect (subject to availability)

**Reduce attendance :** 2 month notice period, as of the initial contract start date.

Fees The usual fees for contract changes apply.

## Art. 23. Termination of contract

### During contract period

Terms The contract is renewed automatically from year to year unless the parents notify General Administration of the contrary. The termination of the contract must be notified by **registered mail to General Administration**, giving two full months' notice to finish at the end of a month. The remaining monthly payments are due.

In the event of a child leaving the daycare to attend school, particular termination terms apply. Please refer to the article "School"

School In the event of a child leaving to attend school, the termination of the contract must be notified by registered mail to General Administration before the 31st of March. Otherwise, the child's contract will remain effective until the 31st of August of the same year and the monthly payments will remain due until that date. Failing to observe the here mentioned termination rules will give no right to any reimbursement nor compensation.

Immediate effect The General Administration reserves the right to terminate the contract with immediate effect or at the end of the month for just cause. Here is a **non-exhaustive** list of reasons considered:

- The child's medical data is either incorrect or not updated.
- The child or parents have needs that, after assessment, our daycare cannot provide for.
- The General Administration has experienced payment problems and given several warnings that have been ignored.
- The reception daycare or the General Admin have been subject to unacceptable behaviour such as incivility, aggression, or verbal or physical abuse by an adult towards another parent, child or a staff member.
-

## Before contract started

Terms	The termination of the contract must be notified by registered mail to the General Administration.
Fees	In the event of termination or cancellation by the family, the monthly payments invoiced and paid in advance remain due. Please refer to Art. 11.

### Art. 24. Relocation and change of family situation

Contact Details	It is the duty of the parent to be contactable at all times during the day. Accordingly, they shall inform the General Admin and the Director of the daycare in writing of any change of address or place of work (including mobile phone number).
Medical	Any medical or family changes must be communicated to the Director of the daycare without delay.
Legal	In the event of separation or divorce, the parent shall promptly inform the Director of the daycare of any change in the authorisations of who is authorised to pick up their child.

### Art. 25. Transfer from one daycare to another

Conditions	Requests for transfers from one daycare to another within Groupe Babilou are handled on a case-by-case basis and subject to availability. No extra charges will be invoiced.
Notice	The transfer request must be made in writing giving two full months' notice, to finish at the end of a month.

## Children's Health / Life at The Daycare

### Art. 26. Promotion of health and prevention of illness

Sickness	In the event of the child is ill, the Director of the daycare is empowered to judge the state of health of a child and its compatibility with the life of the daycare. As such, it is his/her responsibility to accept or refuse to accept the child within the daycare. Days when the child is sick are not refunded, compensated or exchangeable.
Emergency	In the event of an emergency or the if the parents cannot be contacted, the Director of the daycare will take all necessary measures. Any expenses incurred shall be borne by the parents.
Extreme case	In extreme situations (epidemic, pandemic, heat wave etc.), the Cantonal Health Office may require the closure of the daycare for a few days. If such an event occurs, the days of closure will not be compensated or refunded.

### Art. 27. Emergencies and accidents

Emergency	In the event of an emergency, parents delegate their authority to the Director of the daycare who may call a doctor or a medical emergency service (144) who will decide what to do, including hospitalisation or transportation of the child by ambulance. Any expenses incurred shall be borne by the parents.
-----------	--

Accidents If the child causes damage or losses, the parents' civil liability insurance will cover the costs. That is why, every January, parents must file a copy of their RC insurance with the Director of the daycare.

## Miscellaneous

### **Art. 28. Respect and Confidentiality**

Data Groupe Babilou is committed to strict respect for your privacy and your personal data. We undertake to store the latter in accordance with legal requirements and not to resell it for marketing purposes.

Incivility Groupe Babilou applies a policy of zero tolerance towards behaviours such as incivility and disrespect. Any violence, aggression or verbal or physical threats will be punished: expulsion, termination of contract, prohibition of approaching the daycare, etc. If the situation so requires, it will be reported to the police.

### **Art. 29. Scope and right to modify the Terms and Conditions**

Scope The Terms and Conditions and their Annex form an integral part of your child's contract.

The present document prevails over any precedent agreement, regardless of the date of signature of your child's contract. They are binding in the event of dispute and are applied uniformly in all our daycares. The signature of your contract implies acceptance of them. In the event of non-compliance with these General Terms and Conditions, your child's contract may be terminated without notice.

Modification In order to improve the operating of our daycares, these General Terms and Conditions may be amended at any time. Modifications made will take effect after a period of 2 full months from the time the communication of the modifications is made, at the end of a calendar month.

By signing the contract of acceptance of their child, the parents acknowledge having read and approved this document dated 01/09/2019 and undertake to respect it.

## Annex

### List of Groupe Babilou's daycares

Cap Canaille Villars-sur-Glâne	Rue des Cerisiers 2 1752 Villars-sur-Glâne (Fribourg)
Cap Canaille Rolle	Route de l'Hôpital 3 & 7 1180 Rolle (Vaud)
Cap Canaille Morges	Avenue de la Gottaz 34 1110 Morges (Vaud)
Cap Canaille Mont-sur-Lausanne	Rue du Champ du Bois 13 1052 Mont-sur-Lausanne (Vaud)
Cap Canaille Bulle	Chemin de Champ Francey 4 1630 Bulle (Fribourg)
Babilou Mies	Route de Suisse 7D 1295 Mies (Vaud)



## Formulaire « Jours supplémentaires et vacances » / *Extra Days and Vacation Days Request*

Chers Parents,

Merci de compléter dans le formulaire ci-dessous les dates de vacances de votre enfant OU les demandes de jours supplémentaires [en utilisant les lettres correspondant à la légende ci-dessous]. Le directeur d'établissement vous confirmera la possibilité de prendre en charge votre enfant les jours supplémentaires demandés.

*Dear Parents,*

*Please complete the form below with your child's vacation days OR any extra days you may need (please use the letters listed in the legend below). You will promptly be advised if we are able to welcome your child for these extra days.*

Vacances / *Vacancies*       Dépannages / *Extra-days*       Départ tardif / *Late departure* |

<b>Prénom et nom de l'enfant / Child's first and last name</b>			
<b>Crèche Daycare</b>		<b>Groupe / Group</b>	

**Mois / Month:** \_\_\_\_\_

1	2	3	4	5	6	7	<b>Légende :</b> Matin avec repas = AMR Après-midi = PM Journée complète = TJ	
8	9	10	11	12	13	14		
15	16	17	18	19	20	21	<b>Key:</b> Morning with lunch = AMR Afternoon = PM Full Day = TJ	
22	23	24	25	26	27	28		
29	30	31						

Votre demande de vacances doit nous parvenir avant le 25 du mois précédent afin de préparer le plan de travail du personnel éducatif. Nous vous remercions de votre précieuse collaboration et de la confiance que vous nous témoignez.

*Please submit your vacation request by the 25<sup>th</sup> of the previous month to allow enough time for us to prepare the work schedules of our educators. Thank you for your help and please be assured we will always do our best to accommodate your requests.*

<b>Date et signature des responsables légaux Date &amp; signature of legal guardian</b>	
<b>Formulaire reçu par (nom) le (date) Form received by (name) on (date)</b>	
<b>Autorisé par (nom) le (date) + VISA Authorized by (name) on (date) + VISA</b>	

## Formulaire « Changement de fréquentation » / *Schedule Change Request Form*

<b>Prénom et nom de l'enfant</b> <i>Child's first and last name</i>		<b>Date de naissance</b> <i>Date of birth</i>	
<b>Adresse</b> <i>Address</i>			
<b>Date désirée du changement</b> <i>Requested schedule effective as of (date)</i>			
<b>Structure d'accueil</b> <i>Name of the daycare</i>		<b>Groupe / Group</b>	

<b>Fréquentation Actuelle / Current Schedule</b>					
	<b>Module 1</b>	<b>Module 2</b>	<b>Module 3</b>	<b>Module 4</b>	<b>Module 5</b>
	<b>Journée complète</b> <i>Full day</i>	<b>Matin Sans repas</b> <i>Morning without lunch</i>	<b>Matin Avec repas</b> <i>Morning with lunch</i>	<b>Après midi Sans repas</b> <i>Afternoon without lunch</i>	<b>Après-midi Avec repas</b> <i>Afternoon with lunch</i>
<b>Lundi / Monday</b>					
<b>Mardi / Tuesday</b>					
<b>Mercredi / Wednesday</b>					
<b>Jeudi / Thursday</b>					
<b>Vendredi / Friday</b>					

<b>Nouvelle Fréquentation Souhaitée / New Schedule Request</b>			
	<b>Module 1</b>	<b>Module 2</b>	<b>Module 3</b>
	<b>Journée complète</b> <i>Full day</i>	<b>Matin Avec repas</b> <i>Morning with lunch</i>	<b>Après midi sans repas</b> <i>Afternoon without lunch</i>
<b>Lundi / Monday</b>			
<b>Mardi / Tuesday</b>			
<b>Mercredi / Wednesday</b>			
<b>Jeudi / Thursday</b>			
<b>Vendredi / Friday</b>			

Date : .....

Signature du ou des responsables légaux / *Signature of legal guardian*.....

**Uniquement pour usage interne / For internal use only :**

<b>Demande approuvée / Approval</b> <b>Visa du Directeur et Date</b> <i>Director's Visa + Date</i>		<b>Nouveau contrat donné aux parents/</b> <i>New contract given to the parents</i>	
<b>Kikan mis à jour / Occupancy plan updated</b>		<b>Nouveau contrat signé reçu en retour / New contract received signed</b>	
<b>Date de changement effectif</b> <i>Effective as of (date)</i>		<b>Responsable de groupe informé / Head of Group notified</b>	

## Formulaire « Notification des jours irréguliers » / *Irregular Days Notification Form*

Chers Parents,

Merci d'indiquer dans ce formulaire les jours irréguliers dont vous avez besoin pour le mois à venir. Le nombre de jours indiqués doit correspondre au nombre de jours prévus dans votre contrat. Merci de n'utiliser qu'un seul formulaire par mois.

Dear Parents,

Please complete this form to apply for random days for the upcoming month. The days listed below have to comply with the number of days authorized in your contract. Please use only one form per month.

Prénom et nom de l'enfant / <i>Child's first and last name</i>		Mois / <i>Month</i>	
Crèche <i>Daycare</i>		Groupe / <i>Group</i>	

1	2	3	4	5	6	7	<b>Légende :</b> Matin et repas = AMR Après-midi = PM Tout le jour = TJ
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	<b>Key:</b> Morning with lunch = AMR Afternoon = PM Full Day = TJ
22	23	24	25	26	27	28	
29	30	31					

Votre demande doit nous être parvenue avant le 25 du mois précédent afin de préparer le plan de travail du personnel éducatif.  
*We ask that you submit your request by the 25<sup>th</sup> of the previous month in order to prepare the work schedules of our educators.*

Date et signature des responsables légaux <i>Date &amp; signature of legal guardian</i>	
Formulaire reçu par (nom) le (date) <i>Form received by (name) on (date)</i>	
Autorisé par (nom) le (date) + VISA <i>Authorized by (name) on (date) + VISA</i>	