



En partenariat avec



Fondée en 2002

Rules

Day-Nursery



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www.ecole-riviera.ch



The Marelle is a private organisation which was set up by Riviera School in Montreux (ERS). It is a multi-cultural Day-Nursery.

The Day-Nursery offers activities primarily in French.

The Marelle is subject to the law on the Protection of Young People, dated November 28th 1978 and it complies with these conditions. The Department of Protection of Young People carries out regular checks within the Nursery.

Encadrement

The Educational structure for the children is assured by a professional team of qualified Early Years Practitioners. In addition to the team there are also Trainees and/ or Student Educators.

The Management are responsible for the educational structure of the day.

The organisation of the Day-Nursery takes into account the requirements of the children in a climate of trust and respect for each individual. Our structure works on the socialisation of the children whilst also keeping their individualism.

The Educational Team takes into account the physical and psychological well-being of the children entrusted to them. They offer adapted activities to the children.

Heures d'ouverture : départ et arrivée

The Day-Nursery is open from 7h15 until 18h15.

In the morning the children should arrive between 07h15 and 9h00, and in the afternoon (for the children that join the group at this time, they should arrive between 13h30 and 14h00. After these times parents are asked to inform the Educative Team of an eventual late arrival so that the activities that are planned can be re-organised. Please contact the Nursery directly on 021/961.18.62 (Filous) or 021/961 19 93 (Câlinous and Minibouts).

Parents are kindly asked to inform the Nursery if they are late when collecting their child. Departure times are fixed at 12pm for children that are in the Nursery for the morning only, 2pm for children that are in Nursery for the morning, eat and also have their afternoon nap and departure time for all other children is at 6.15pm. Consistent late arrivals / late arrivals with an insufficient excuse will be invoiced additional care for a half day.



Rules (August 2018)

Parents should arrive at the Nursery at least 10 minutes before the Nursery closes so that the Educative Team can discuss the day's events.

Holidays

La Marelle is closed :

- 2 weeks at Christmas
- All official Bank Holidays
- Ascension Weekend
- The first three weeks of August

Parents are advised of these dates when they enrol their child. They can also consult the grid in the Nursery or look on the website www.ecole-riviera.ch (Our School → Nursery).

Admissions

La Marelle welcomes children aged from 18 months to their entry into the Reception Class. They are enrolled for regular attendance.

There are spaces for 22 children.

- 5 places for the babies (3 months – 18 months)
- 7 places for the Toddlers (18/24 – 30/36 months)
- 10 places for the Older Group (30/36 – 48 months)

Priority

Child are enrolled based on the date of their request and the space available within the age groups. Priority is given to families that already have a child enrolled within the Nursery or Riviera School.



Rules (August 2018)

Inscription

Parents that wish to enrol their child at the Marelle are asked to contact the Manager so as to discuss the best solution for the care of their child and to organise a visit to the Day-Nursery.

Once the Admission has been confirmed by the Management, the parents sign the inscription contract and supply:

1. A photocopy of the vaccination card.
2. A photocopy of the medical insurance certificate.
3. A medical certificate signed by the doctor to show that the child is in good health.
4. 3rd party certificate of insurance

Changes to the Enrolment and End of Contract

Please refer to the document « General and Financial Conditions » updated once yearly and given to all families.

Child Health and Medications

The Management of the Marelle, in association with their pediatrician and the Educational Team work to ensure the general good health of the children that are in their care.

The Educational team and all staff members take the necessary measures of hygiene to guarantee the cleanliness of the day-nursery and to prevent the distribution of contagious illnesses.

The parents are made aware of the fact that in any children's community contagious illnesses are inevitable, in spite of the precautions taken. They make a commitment to announce any contagious illnesses that affect their child or his / her family so that any necessary precautions can be made.

The Day-Nursery will not look after children that are sick and they may ask the parents to come and collect their child during the day if they become ill. Sickness meaning a child with a contagious illness, or a temperature of more than 38°C. As a general rule a child can come back to the Day-Nursery 48 hours after the first dose of anti-biotics.

A document with recommendations for contagious illness for pre-school children is available upon request.

After a serious or contagious illness a medical certificate may be requested on the child's return to the Day Nursery.



Rules (August 2018)

The parents have an obligation to inform the Day-Nursery of any particular health problems including allergies. An allergy can complicate the care of a child within the group. A medical certificate is required for any food allergies or specific dietary requirements.

Administration of medicine: the Educational Team will give medicine to a child when they are at the Day-Nursery. The parents will need to authorise the administration of the medication to the Educator upon arrival at the Day-Nursery.

1. Medication bought by the parents.
2. The medication will have a label indicating the child's name, the duration of treatment, the dosage and the parent's signature.
3. Prescription medicines
The medicine has to have a clear label from the chemist, indicating the child's name, the dosage, and the duration of the treatment.

Emergency Contact

In the event of an accident or serious illness, La Marelle will contact the parents immediately.

In the event of being unable to contact the parents the Day-Nursery will take the necessary measures for the child.

Meals

The school meals are prepared by Eldora, the School restaurant at St George's in Clarens. They are made and adapted for young children.

The parents can consult the weekly menus on the bulletin board at the Day-Nursery or directly on the website : www.ecole-riviera.ch

Collaboration, between the Parents and the Educational Team

To ensure the arrival of the child within the best conditions, the Educational Team and the Management require certain information from the family.

In the interest of the child, the family and the Educational Team, meetings can be organised.

Parents are invited to read the bulletin board on a regular basis, this is situated in the hallway on arrival at the Day-Nursery.



Rules (August 2018)

The parents must be contactable at any time of the day. If this is not possible, they must provide the contact details to the Day-Nursery of a point of contact.

The parents must inform the management of the Day-Nursery of any change in address or phone number.

A meeting between the Day-Nursery and the parents is planned for at least once a year.

The Parents and the Educators can request a meeting at any time.

If necessary and in agreement with the family, the Educators can be called to communicate with outside partners (paediatrician, child psychiatrist, child protection service etc.) By virtue of the current Federal and Cantonal legislation, the Educational Team in agreement with the Management has the obligation to indicate any suspicions of ill-treatment with the necessary authorities.

Particular Family Situations

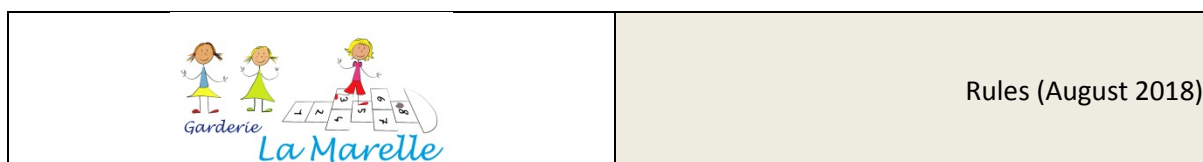
In the event of a particular family situation, the Management reserves the right to ask the Parents questions or the legal representative to provide specific legal documents to show the legal rights and duties of the parents towards the child and third parties.

These documents remain confidential.

Accompaniment of the Children

The parents will indicate the person (s) authorised to collect their child from the Day-Nursery.

In the event of any doubt an ID card can be asked for.



The Parents ensure their child is dressed in a practical way, taking into account the weather, environment and the planned activities at the Day-Nursery.

The parents ensure their child always has:

- a change of clothes
- slippers or anti-slide socks
- A personal object such as a teddy bear, security blanket or a dummy.

All items of clothing without a name will be put in the lost property box.

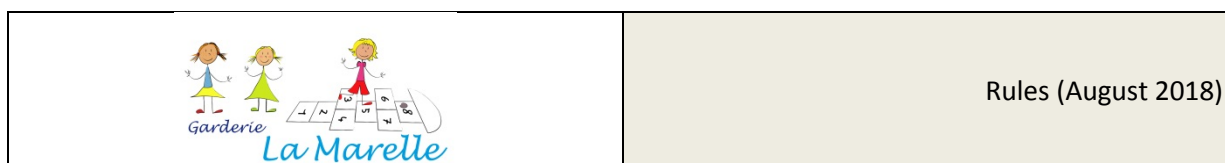
The Educative Team decline all responsibility for items brought to the Day-Nursery by the child that have been mislaid, lost or stolen.

The parents must label all items of clothing, hats, shoes and slippers.

Autorisations (photos et videos)

By signing the registration form, the Parents authorise the Educational Team to:

1. Go out for daily walks.
2. Film or photograph their child with the framework of the proposed activities, or during parties at the day-nursery and to use these images in the 'photo gallery' on the school website www-ecole-riviera.ch or for use in advertising documents for the Day-Nursery without the child being recognizable, with no names and with total respect for the child.
3. Use public transport or the Riviera School bus with the school driver to travel when out.
4. To go on trips with any other secure means of transport.



Absence

All absences must be announced to the Educative Team in the morning by 9am. Days of absence are non-replacable.

Arbitration

In the event of a dispute between the Day-Nursery and the Parents, the Schools Management will be called upon.

Modifications

The Management of the Marelle, in association with the Management of Riviera School, reserves the right to amend and modify the rules at any stage.

Montreux, May 2018.

These rules come into effect on August 1st 2018, they cancel and replace any former versions of the rules.