



In partnership with



Founded in 2002

## Rules

Day-Nursery



Av. des Planches 25, CP 1347, 1820 Montreux

Phone number : +41 21 961 18 72

[www.ecole-riviera.ch](http://www.ecole-riviera.ch)



Rules 2021 - 2022

The Marelle nursery 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 28<sup>th</sup> 1978 and it complies with these conditions. The Department of Protection of Young People carries out regular checks within the Nursery.

### Managing

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 considers the requirements of the children in a climate of trust and respect for everyone. Our structure works on the socialisation of the children whilst also keeping their individualism. The Educational Team considers the physical and psychological well-being of the children entrusted to them. They offer adapted activities to the children.

### Hours : departure and arrival

The Day-Nursery La Marelle is open from 7.15am until 6.15pm.

In the morning, children should arrive between 7.15am and 9am, and in the afternoon (for the children joining the group at this time, they should arrive between 1.30pm and 2pm. 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 19 93 (Calinous and Minibouts).

**Parents are kindly asked to inform the Nursery if they will be late when collecting their child. Departure times are fixed at noon for children that are in the Nursery for the morning only, 2pm for children that are in Nursery for the morning, having lunch, their afternoon nap. For others, departure time is at 6.15pm.** Regular late arrivals / late arrivals with an insufficient excuse will be invoiced additional care for a half day.

**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.**



Rules 2020 - 2021

## 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 check our website [www.ecole-riviera.ch](http://www.ecole-riviera.ch) (under "Calendar").

## Admissions

La Marelle welcomes children aged from 3 months to 3 years old. They are enrolled for regular attendance.

There are spaces for 12 children.

- 5 places for the babies (3 months – 18 months)
- 7 places for the Toddlers (18 – 36 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.



## Enrolment

Parents that wish to enrol their child at the Marelle are asked to contact the Manager to discuss the best solution for the care of their child and to organise a visit of 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. Third 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, despite 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 2020 - 2021

The parents have an obligation to inform the Day-Nursery of any 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: 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 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.

#### Collaboration, between the Parents and the Educational Team

To ensure the welcoming 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.



Rules 2020 - 2021

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

The parents must be reachable 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.

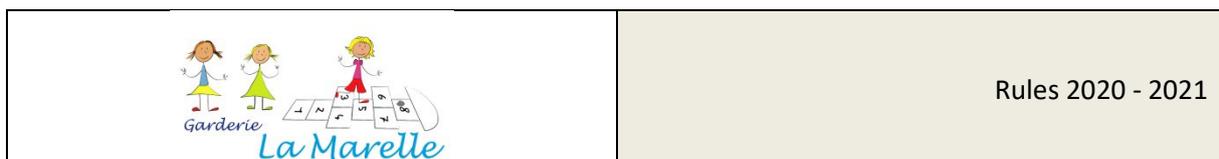
A meeting between the Day-Nursery and the parents is planned for at least once a year. The Parents and the Educators can request a meeting at any time. If necessary and in agreement with the family, the Educators can be called to communicate with outside partners (paediatrician, child psychiatrist, child protection service etc.). By 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.

### **Family Situations**

In the event of a 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.

### **Child support**

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, considering the weather, environment and the planned activities at the Day-Nursery.

The parents ensure their child always has:

- Changing clothes
- Slippers or anti-slide socks
- A toothbrush
- A personal object such as a teddy bear, a blanket or a binky.

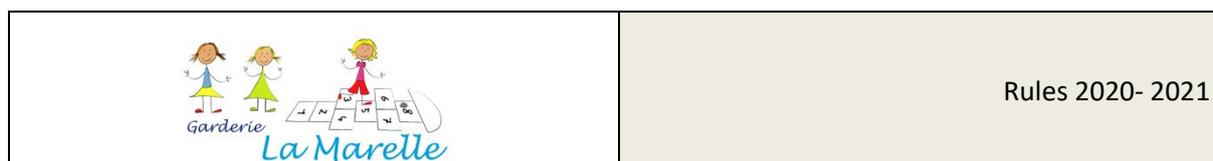
The parents must label all items of clothing, hats, shoes and slippers. All items without a name will be put in the lost and found box.

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

#### Autorisation (photos or 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](http://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 going 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-replaceable.

#### Arbitration

In the event of a dispute between the Day-Nursery and the Parents, the School 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, March 2020.

These rules come into effect on August 1<sup>st</sup> 2020, they cancel and replace any former versions of the rules.