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 (Harmos) pre-school classes. The curriculum is taught by staff from the Collège Champittet. The day-care facilities were created and are managed by the Fondation d’Accueil de l’Enfance du Campus Lausanne (FAECL).
- Places are reserved first and foremost for:
  - Children with both parents working, at least one of whom is working or studying at the EPFL or UNIL.
  - Brothers and sisters of children 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.
- The 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 persons responsible from the Collège Champittet.
- The person responsible for Le Polychinelle and UAPE staff deal with parents for matters relating to the day-care facilities.
  - To enable us to contact parents in the daytime, please 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. 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 three weeks during the summer and one week between Christmas and New Year (this varies from year to year depending on official public holidays).
- Parents are informed of the dates of annual closure (holidays, public holidays) at the start of each calendar year.
- Children are brought to «Polykids/Unimômes» between 07.45 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 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 the 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 the EPFL or UNIL.
- Following official enrolment and before the start of the school year, withdrawal is possible until 30 March providing the sum of SFr. 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" renounces to claim the school fees due if and from the moment that the place can be attributed to 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 inform the persons responsible for the day-care facilities before 9am, who then inform the teacher.

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 present its vaccination booklet upon arrival.
- 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.
  - Sick children 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 temporary expulsion:

  ➢ 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) ↔ Impetigo
  ↔ Whooping cough ↔ Measles
  ↔ Conjunctivitis ↔ Mumps
  ↔ Enteritis – Gastro-enteritis ↔ Chickenpox

• The details of temporary expulsion are determined according to the recommendations concerning temporary expulsion from school due to transmissible illness (Document in French available on-line).
• 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.
• In such situations we ask parents to keep children at home or make alternative day-care arrangements. We can provide further information on this subject.
• Following an absence due to contagious illness, a medical certificate confirming recovery will be required upon the child’s return.
• Children recovering from illness must be able to participate in normal daily activities at the day-care facilities.
• If the child falls ill during the day and its condition requires it, day-care staff can request that parents collect the child as quickly as possible.
• In an emergency (accident, serious illness) when it is impossible to contact parents, day-care staff are authorised to take any necessary measures.

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 that during your absence, your children are going to play, go out, take part in various activities. So please be indulgent if, when you collect them, they are not 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 or metro. You are requested to sign a form giving your permission at the time of enrolment.
9. **The specific aims of the UAPE**

- 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 disposition**

- By enrolling their child at Polykids/Unimômes, parents undertake to abide by these regulations
- These regulations were drawn up by the persons in charge of Polykids/Unimômes on 30 June 2003. They were adapted on 28 November 2017.
- The persons in charge of Polykids/Unimômes reserve the right to change these regulations at any time.

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**Declaration of acceptance of the conditions defined in the Polykids / Unimômes regulation**

**COUPON TO BE COMPLETED AND RETURNED TO:** Polykids, c / o The Polychinelle, Pavilion A, PO Box 25, 1015 Lausanne.

By enrolling their child in the Polykids / Unimomes, the parents, represented by the undersigned parent, agree to abide by the Polykids / Unimomies Regulations.

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

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Address: ........................................................................................................................................................................

Date: ............................................................................................................................................................................

Signature preceded by the remark «read and approved»

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