Regulations

1. General information

- The "Polykids /Unimômes" structure consists of two child classes and a UAPE.
- It welcomes children from 4 to 6 years old, enrolled in 1st and 2nd HarmoS primary schools. The school program is taught by teachers from Champittet College. UAPE is managed by the FAECL Foundation (Campus L Children's Foundation).
- The teachers and managers of Champittet College are the parents' interlocutors for questions concerning the children's schooling.
- The director and educational team of UAPE are responsible for relations with parents regarding life at the UAPE.

The teaching provided at "Polykids/Unimômes"

- Parents receive a documentation on the school curriculum for children's classes, developed by the Champittet College.
- The child's personal school equipment (notebooks, books, etc.) is ordered before the beginning of the school year by Champittet College and an amount of CHF 300 will be claimed from the parents in the first invoice.
- Children are driven by school bus to the university sports centre twice a week for gymnastics lessons.
- Outings and school trips are organized. The goals and prices of these events will be communicated to parents by the teachers.

Specific goals of the UAPE

- The activity within the UAPE and the work of the educators aims to contribute to the overall development of the child under their care, to his or her well-being and development.
- The main objective of the UAPE is to make the link between school and out-of-school care according to the institutional pedagogical project (under development), which will be presented to you during the 1st term, during a parents' meeting scheduled by the teachers and the UAPE.
2. Priorities for places

- Places are reserved in priority:
  - to children whose both parents are working and at least one of whom is working or studying at EPFL or UNIL;
  - to the siblings of the children schooled at "Polykids/Unimômes".
- However, the places are open to all according to the available places.

3. Pre-registration, registration and admission

- Pre-registration requests must be sent to "Polykids/Unimômes" via an electronic form, available on the EPFL Equal Opportunities website.
- The registration form is an acknowledgement of debt within the meaning of Art. 82 LP (Federal Act on Debt Collection and Bankruptcy).
- The final registration is made on the basis of an individual interview at the end of which a service contract may be signed (registration management mandate given to the director of the UAPE).
- Parents will be required to provide the following documents:
  o payslip of both parents;
  o certificate of the child's health and accident insurance;
  o child's vaccination logbook;
  o family booklet;
  o separation/divorce agreement or judgment.
- Upon signature of the service contract, a "CONFIDENTIAL" health form will be given to the parents. It must be completed by the pediatrician and returned to "Polykids/Unimômes" by July 30 at the latest.
- In order to welcome all new schoolchildren in the best conditions and guarantee the best possible adaptation, welcome days are organised in July and August.
- Parents inform the UAPE management in writing of any change in contact details (personal and professional).

4. Rates - invoicing

Rates

- In the absence of any subsidy other than the coverage of the rent and part of the administrative costs by EPFL and UNIL, the rate is established on the basis of an annual fixed price payable in twelve monthly instalments. This flat rate results from the addition of tuition fees, UAPE childcare fees, meal expenses and a portion of management fees.
- Rates may vary from year to year. They are communicated to parents in November preceding the beginning of the school year.
Payment

- Parents receive monthly invoices that must be paid in advance, but no later than the 10th of the current month.
- Following a final registration and before the beginning of the school year, a withdrawal is possible according to the following terms:
  - until the end of January against payment of CHF 1,000;
  - from February 1st until the beginning of the school year, half of the year's fees (6 monthly installments) are required;
  - from the beginning of the school year, the total amount of the year's fees (12 monthly installments) is required;
  - Cases of withdrawal due to force majeure (e.g. departure abroad due to breach of professional contract) will be dealt with on a case-by-case basis, but will in any case be subject to a financial penalty.

5. Schedules and holidays

- "Polykids/Unimômes" welcomes children from 7:30 am to 6:30 pm from Monday to Friday all year round, except during the UAPE closing time.
- Classes take place from 9am to 12pm and from 2pm to 4pm; on Wednesdays from 9am to 12pm. Outside school hours, children are cared for by qualified professionals in the field of early childhood.
- During school holidays, except during the closing time of the "Polychinelle", children are cared for by the UAPE from 7:30 am to 6:30 pm.
- The UAPE closes for three weeks during the summer holidays and between Christmas and New Year. The dates of annual closings (holidays, public holidays) are communicated to parents at the beginning of the calendar year.
- Children must be brought to "Polykids/Unimômes" between 7:30 am and 8:45 am at the latest.
- A breakfast is available between 7:30 am and 8:00 am, a full meal at 12:30 pm and a snack at 4:00 pm
- School hours are mandatory.

6. Respect of time schedules

- For the smooth running of the structure, parents are required to respect the arrival and departure times defined by the UAPE. In the event of a delay, the educational team must be informed by telephone as soon as possible
- In the event of repeated late arrivals or departures, disciplinary measures may be taken (e.g. an increase in invoicing of up to CHF 100 per delay).

7. Functioning and obligation of parents

- Parents take their child to the UAPE premises and entrust him or her to a member of the educational team. Similarly for the departure, they will look for their child by indicating their departure.
- For security reasons, if an adult other than the parents must pick up the child, it is imperative that the educational team be notified in advance (surname and first name of the adult delegate). An ID card may be required.
- The staff is not allowed to let the child leave the premises with third parties not announced by the parents.

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8. Vacation and sick leaves

- Absences due to illness or holidays do not give rise to any price reduction.
- If a child is sick and has to stay home, parents notify the responsible teachers (the UAPE educators during the holidays) by telephone before 9:00 am.

9. Health and illness

- A sick child or a child with an acute illness (vomiting, diarrhoea) cannot be accepted for several reasons:
  - He/she may be contagious to other children.
  - The conditions to follow learning and activities at the same pace as other children are not met.
- A sick child must be able to benefit from supervision adapted to his condition and need calm and attention. The premises are not equipped to receive him and the educational team, responsible for other children, will not be able to provide him with adequate care and supervision. As a result, he cannot participate in courses and activities.
- Concerning the refusal to accept a sick child, the "Polykids/Unimômes" structure refers to the "Recommandations romandes et tessinoises concernant l’éviction scolaire pour cause de maladie transmissible" (available on the Internet), which identify the different diseases and the related behaviour to be adopted. Any contagious disease of the child must be reported as soon as possible so that precautions can be taken with regard to the group.
- If the child gets sick during the day and his condition requires it, the teacher, the UAPE director or the educational team can ask the parents to pick him up as soon as possible.
- In case of an emergency (accident, serious illness) and where parents cannot be reached, the teacher, director and educators are authorized to take all necessary measures.
- Following an absence for contagious disease, a medical certificate of good health may be required upon the child’s return.
- The child recovering from illness must be able to follow the normal rhythm of the structure’s day.

10. Practical aspects

- The child should be dressed in a practical and appropriate way: rain coat, boots, sun hat, etc. depending on the weather conditions of the day.
- He brings a pair of slippers and a change of clothes to leave in his locker.
- He brings a snack for recreation in a closed box.
- All personal belongings must be marked in his name.
- For security reasons, it is not advisable to wear jewellery.
- The child’s personal belongings are not insured against theft.
- We recommend that parents have RC insurance.
- We draw parents’ attention to the fact that during their absence, their child will play, go out, do different activities. As a result, when the parents return, the child's clothes may not be as clean as they were when he arrived.
- Outings are organized by the school and by the UAPE. They can be organised on foot, but also by bus, school buses or public transport.

11. Duty of confidentiality

- Except in situations where a legal framework would impose it, the management, teachers and all UAPE employees are committed to respecting the duty of confidentiality.
12. Reporting

Under article 26, paragraph 2, of the Juvenile Welfare Act, the teaching and educational teams are obliged to report to the Youth Welfare Service (SPJ) if they consider that the child’s physical, psychological, emotional or social development is threatened. In order to protect its staff, this responsibility is assumed by the management of the UAPE. The latter may also seek advice from the SPJ without disclosing the identity of the child.

13. Final clauses

These regulations have been adopted by the managers of "Polykids/Unimômes" on 30 June 2003, and updated on 13 November 2018 and form an integral part of the service contract. They can be modified at any time. If necessary, parents will be informed promptly.

- Any litigation resulting from the application of these regulations must be addressed to the managers of "Polykids/Unimômes" via the management of the UAPE.

For EPFL/UNIL

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Child (Last and first name) :

Legal representative of the child (Last and first name) :..............................................................

Date and signature, preceded by the mention "Read and approved":

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