**Operating rules**

**Seasonal micro-nursery**

**"Les Marmottons** "

The seasonal micro-nursery "LES MARMOTTONS" has set itself the goal of welcoming and

The supervision of children from 18 months to 5 years old within its structure, located

Residence Lac des Combes, 73700 Arc 2000.

A copy of these rules is available to families in the reception hall of the structure.

1. **PRESENTATION OF THE STRUCTURE:**

The micro-crèche is an establishment managed by associations under the 1901 law (non-profit). The structure welcomes 12 children from 18 months to 5 years old.

**Schedules:**

The seasonal micro-nursery is open 6 days a week, from Sunday to Friday during the winter season, from 8:30 a.m. to 5 p.m.

In order to allow children to eat and rest in peace, access to the micro-nursery will be closed from 12 p.m. to 1:30 p.m.

**The framework:**

The team is under the responsibility of a director, childcare assistant.

With the children and according to the needs, the team is made up of 2 CAPs

Childhood and a nurse

The role of this team is to ensure the health, safety and well-being of the children entrusted to it, as well as their development.

1. **GENERAL OPERATION**

Different reception time slots are offered to parents according to their needs.

* Half day: 8:30 a.m.-12 p.m. or 1:30 p.m.-5 p.m.
* Half day + meal: 8:30 a.m. to 2 p.m. or 1:30 p.m. to 5 p.m.
* Day with meal: 8:30 a.m. to 5 p.m.

**Please note that your child is taken care of during meal times only from 3 years old.**

In order not to disturb the times of activities and rest

In the morning, children are welcomed until 9.30 am.

For meal + afternoon arrivals between 11.45 a.m. and 12 p.m.

Between 1:30 p.m. and 1:45 p.m. for arrivals in the afternoon

Your child must arrive in the morning in a correct state of hygiene, dressed and having had breakfast.

Children over 3 years old who have a Daycare and Ski formula will be brought and picked up at the ski lesson by their parents in the morning at 9 a.m. and in the evening at 5 p.m.

**Absence and reimbursement**

For absences,

The daycare will propose a postponement of the service if possible and will otherwise reimburse the unused part in the form of having calculated on the basis of unit prices.

A refund will be made only on presentation of a medical certificate, brought by hand within the structure.

The day of submission of the medical certificate will be invoiced, this day will be considered as the waiting day, the following days will be reimbursed.

If you have taken out personal cancellation insurance, please refer to this one.

Refunds will be made by bank transfer.

For any cancellation before your trip, the deposit check will be cashed, regardless of the anticipation time of the cancellation.

**child recovery**

Only parents or their duly authorized delegates can bring and collect

The child. Parents must declare in writing the names of the people who can replace them. These people must bring an identity document. The child cannot be handed over to a person under 18, even authorized. The child is placed under the civil responsibility of the person who accompanies or picks him up

1. **MODALITY OF RECEPTION OF THE CHILD**

 **Adaptation:**

In a seasonal micro-nursery, we cannot set up an adaptation period, given the short stay times.

We therefore advise families who can, to do a "little day" on the first day.

Having no adaptation, the cuddly toy and/or the pacifier will be a comfort for your child.

Even though he usually only uses them to fall asleep, having them near him in this unfamiliar place will be comforting.

For those who don't have a cuddly toy, you can bring a t-shirt already worn, or a familiar stuffed animal.

If a child does not get used to the community, the director with the agreement of the educational team reserves the right to interrupt custody of the child and ask you to pick him up.

 **Health :**

Any administration of medical treatment can only be done with a prescription and after validation with the director, of the feasibility.

The child must be entrusted in good health.

For the well-being of all, any illness of your child must be reported.

As soon as your child is present at the micro-nursery, if he presents symptoms evoking an infectious disease or if your child has a temperature of more than 38°, the structure team will ask you to come and pick him up **immediately** .

Your child must have their vaccinations up to date

* **Children born from January 1, 2018:** compulsory vaccinations are

Diphtheria, tetanus and poliomyelitis (DTP), Pertussis, Haemophilus influenzae type B, Hepatitis B, pneumococcus, Meningococcus C, Measles, mumps and rubella.

* **Children born before January 1, 2018:** Vaccinations against diphtheria, tetanus and poliomyelitis

**NO CHILD WILL BE ACCEPTED WITHOUT PROOF OF UP-TO-DATE VACCINATIONS**

 **Reception of children with disabilities** :

For the reception of a child wearing a cast or a splint, he will be welcomed in our premises subject to a medical certificate attesting that the child can participate in community life and in the activities offered by the educational team.

Children coming from specialized or medicalized institutions may be admitted after the situation has been studied.

 **The Child's Trousseau**

* Layers: 3 for half a day, 5 for the day + liniment, cotton or other
* Complete change: body briefs, pants, T-shirt, socks...
* Pacifier, comforter
* Outdoor clothing: Ski suit, gloves raincoats , snow boots, sunglasses
* SPF 50 sunscreen
* Indoor slippers or shoes

Parents undertake to mark the first name of their children on their belongings, the structure cannot be held responsible in the event of loss or theft.

**WARNING :**

The daycare does not rent ski equipment.

For accompaniments during the ski lesson, you will need to bring the helmet, the ski boots, as well as the skis and the poles

**(All ski equipment must be noted with the child's first and last name)**

**Security**

* The wearing of jewelry (chains, medals, bracelets, amber necklaces, barrettes or earrings) is prohibited. They may represent a strangulation or choking hazard if swallowed. Under no circumstances can the seasonal micro-nursery be held responsible in the event of loss or accident.
* Candies and sweets are not accepted except in the specific context of birthdays.
* Access to the seasonal micro-nursery is secure, you must ring the bell and present yourself in front of the camera at the entrance, so that someone from the team opens the door for you.
1. **REGISTRATION MODALITY**

**Registration:**

As far as possible, parents should pre-register their child(ren) via our website [www.assogarderie2000.com](http://www.assogarderie2000.com/) in order to guarantee the necessary place during their stay.

Once the pre-registration file has been completed (including an information sheet and an individual habits sheet), a deposit check corresponding to 30% of the amount of the stay must be attached to the file and then returned to the address of the nursery.

**Administrative formalities**

* Children must be entrusted to the seasonal micro-nursery in possession of their up-to-date health record with regard to vaccinations.
* Each child must have a life habits sheet completed or updated on arrival.
* Families undertake to ensure that their child is insured (civil liability, accident, etc.)

After the childcare request has been processed, taking into account the availability of places, an email will be sent to the families confirming their registration and final reservation.

In this context, your child may be filmed or photographed, in compliance with ethical rules, during his activities. Please let us know the permissions.

You authorize the person in charge of the structure to take all the initiatives necessary by the state of health of the child in the event of sudden illness or accident.

 **Acceptance of the rules of procedure**

The registration of the child at the seasonal micro-nursery "Les Marmottons" entails acceptance of the provisions of these internal regulations and the operating rules.

Done at Arc 2000 on 08/24/22 Read and approved on:

The association Garderie 2000 Signature :