

Nursery regulations

1. Admission requirements

The Kids & Co La Source nursery, Ch. des Champs Neufs 10, 1809 Fenil-sur-Corsier, run by profawo, welcomes children from 4 months to school age.

In principle, priority is given to children of employees of profawo member companies.

The nursery management decides on the admission of children. Admissions are made in accordance with priority criteria and agreements with member companies (employers), taking into account the composition of the groups being cared for.

When your child is admitted, a childcare contract is signed. Please provide us with:

- a copy of the vaccination card
- the address and telephone number of a third party (in case of emergency).

2. Settling-in period

During the first two weeks from the date of entry, the child gradually becomes familiar with the daily routine and is accompanied by a parent or close relative. If necessary, the adjustment period can be extended. The organisation of the acclimatisation is discussed with the educational staff. The start date of the contract is also the start date of the adjustment period.

3. Opening hours

The Kids & Co nursery is open Monday to Friday from 7:00 am to 6:30 pm.

In the morning, children must be brought to the nursery by 9:00 am at the latest. If a child is absent, the nursery team must be informed by 8:30 am at the latest. As a general rule, you can pick up your children from 4:00 pm. Any exceptions will be announced.

You will find the nursery's public holidays and closing days for each year in the attached document or on our website.

4. Daily schedule

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| 07:00 a.m. – 09:00 a.m. | Children arrive, breakfast, group welcome ritual to say hello |
| 09:00 a.m. – 11:00 a.m. | Targeted activities, free play, walks or excursions with the children |
| 11:00 a.m. – 11:30 a.m. | Tidying up and midday ritual |
| 11:30 a.m. – 12:30 p.m. | Lunch, then teeth brushing |

12:30 p.m. – 2:00 p.m.	Nap
2:00 p.m. – 3:30 p.m.	Targeted activities, free play, walks or outings with the children
3:30 p.m. – 4:00 p.m.	Snack
From 4:00 p.m.	Children leave
4:00 p.m. – 6:30 p.m.	Free play, tidying up
6:30 p.m.	Closing of the kids & co nursery

5. General provisions

Slippers and a change of clothes must be provided for each child. In order to be able to explore nature with the children at any time, we ask parents to dress their children according to the weather (in case of rain, rubber boots and rainwear; in winter, a hat and gloves; and in summer, a hat/cap and sunglasses).

Balanced and varied meals are delivered by a local caterer. Parents provide milk or specific cereals for bottles. In addition to the daily menu, the caterer offers a complete and balanced vegetarian/pork-free menu every day. We do not offer a vegan menu.

In the event of allergies or intolerances, the nursery management will discuss with parents the possibility of providing a meal prepared by the caterer. In the event of multiple or complex allergies, the nursery management reserves the right to ask parents to bring their child's own meal.

If a third party (other than the parents) is to pick up the child, it is essential to inform the nursery team in advance. This person must also present valid identification when picking up the child.

6. Illness and accidents

The nursery cannot take care of a sick child as it will not be able to fully meet their needs. Parents are asked not to bring their child to the nursery if they have a fever or a contagious illness.

If the child is unable to participate in the daily activities of the nursery, the nursery and the teaching staff are entitled to ask the parents to come and collect their child. If their child's health changes, parents are required to inform a member of the team and the nursery management. In the event of an accident (emergency), the teaching staff are authorised to provide immediate medical care for the child, either by a doctor or at the hospital.

7. Collaboration with parents - succeeding together

In order to provide the best possible support for the child, parents and educational professionals are in close contact, communicate regularly and establish a relationship of trust between them. Various events encourage open communication between parents and staff, as well as between parents themselves. In addition to daily feedback, review meetings are also organised.

8. Fees and conditions

The monthly fee is calculated on the basis of an average number of days of childcare. Public holidays, absences due to children's holidays, short-term absences due to illness or accident, etc. are already taken into account in this calculation. For this reason, no reduction in parental contributions or meal costs will be granted during an absence. The same applies to the nursery's end-of-year holidays and other closing days. No fees will be refunded in the event of absence due to holidays or extended travel.

If the nursery has to be closed temporarily due to "external influences" (force majeure such as weather, pandemic, ban by the authorities due to a dangerous situation, etc.), this does not justify a reduction in parental contributions. These remain payable.

Parents' contributions are invoiced by profawo at the beginning of the month and must therefore be paid in advance, i.e. within 10 days.

If the organisation allows it, families can benefit from additional days (emergency care). These are invoiced at 100% of the price list. These costs are borne solely by the family. No contribution is granted by companies.

Parents benefiting from a discount as profawo members must inform the childcare facility of any changes that may affect billing (e.g. change of employer, income or family composition). profawo reserves the right to verify this information with the employer.

If a member company leaves profawo, the parental contribution will be adjusted accordingly. The flat-rate discount will end at the same time as the company's departure.

In the event of omission of information or a significant change in the relevant income, profawo reserves the right to request retroactive payment for the entire year.

Parents can contact their company's personnel department to enquire about any employer contribution to childcare costs.

8.1 kids & co La Source rates (in CHF)

The private place costs CHF 3,350 per month, or CHF 167.50 per day.

A 10% sibling discount is granted for the first child when several children from the same family attend the same facility at the same time.

Employees of companies affiliated with profawo benefit from preferential rates according to the price list below. Rates are adjusted according to salary income*. The current list of member companies is available on the website www.profawo.ch

*Member discounts based on gross income	2 days 40%	3 days 60%	4 days 80%	5 days 100%
CHF < 80'000.-	880.00	1'320.00	1'760.00	2'200.00
CHF 80'000-100'000.-	996.00	1'494.00	1'992.00	2'490.00
CHF 100'001-120'000.-	1'064.00	1'596.00	2'128.00	2'660.00
CHF 120'001-140'000.-	1'104.00	1'656.00	2'208.00	2'760.00
CHF 140'001-160'000.-	1'156.00	1'734.00	2'312.00	2'890.00

CHF 160'001-180'000.-	1'200.00	1'800.00	2'400.00	3'000.00
CHF 180'001-200'000	1'260.00	1'890.00	2'520.00	3'150.00
CHF > 200'001.-	1'300.00	1'950.00	2'600.00	3'250.00

** A 20% sibling discount is granted to members for each child during the period of simultaneous attendance at the nursery.

In addition to professional care focused on supporting the child's overall development, the following services are included in the monthly fee:

- Nappies
- Meals
- Freshly prepared baby food
- Balanced and varied meals are delivered daily by a caterer specifically selected by us. Parents provide milk for bottles.
- The nursery is open 51 weeks a year.
- Daily outdoor activities
- Days in the forest

The settling-in period is billed as a full month in accordance with the terms of the contract.

9. Insurance and liability

Before their child enters the nursery, parents must take out health, accident and civil liability insurance in their child's name.

profawo accepts no responsibility for clothing, toys, jewellery, pushchairs, etc. brought into the nursery.

10. Competence

The nursery management is responsible for the management of the nursery and the educational staff for the supervision of the children. If you have any questions, suggestions and/or complaints, please contact the nursery staff or management directly, or, if necessary, the profawo management.

11. Changes to the supervision rate and supervision days

In the event of a change to the agreed supervision rate and/or supervision days, the notice period is two months. Notice of termination must be given in writing at the end of the month. Parents are free to determine the number of childcare days to be reduced, provided that the minimum occupancy of two days per week is respected. However, the attendance rate or the days of the week that can be reduced are at the discretion of profawo and require its written agreement.

12. Termination

Termination must be in writing at the end of a month. The notice period for both parties is two months. The contract is binding and irrevocable for the parents. A childcare contract may be terminated for the first time at the end of the month in which the child starts attending the facility. The same applies in the event of a reduction in the number of childcare days.

The childcare contract is valid for an indefinite period, unless terminated. If the child starts school in August, the childcare contract must be terminated within the specified time frame.

In the event of non-payment or repeated non-payment within the specified time frame, the nursery has the right, after two written reminders, to terminate the childcare agreement early with a reduced notice period of one month.

13. Exclusion

In the event of insurmountable difficulties with a child's behaviour or cooperation with the parents, profawo is entitled, after prior clarification and discussion with the parents, to temporarily exclude the child from the nursery to calm the situation or to exclude them permanently. In both cases, the childcare contribution remains payable until the legally valid end of the childcare agreement.

14. Remarks

profawo reserves the right to adapt these regulations in line with new circumstances or new requirements. Changes affecting essential elements of the contract (opening hours, price adjustments, etc.) will be communicated to parents at least two months before they come into effect. The current version of the regulations can be consulted on the profawo website.

Swiss law is the only applicable law to the childcare contract and all questions and obligations arising from it. The place of jurisdiction is Lausanne.

The kids & co team thanks you for your cooperation for the benefit of the children.