INTERNAL RULES AND REGULATIONS

Approved by resolution of the Municipal Council

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DAYCARE INTERNAL RULES AND REGULATIONS

HOLIDAY DAYCARE CENTERS

Plagne Centre and Belle Plagne and Coches

Welcome,

Our facilities welcome your children:

- From 5 months up to 6 years old at Plagne Centre (22 places)
- From 5 months up to 4 years old at Belle Plagne (12 places)
- From 5 months up to 4 years old in Les Coches (12 places).

The daycare centers are managed by the municipality of La Plagne Tarentaise, in accordance with the operating authorization issued by the Maternal and Child Protection Service (PMI) of the Savoie Departmental Council.

Children are welcomed in accordance with the educational project developed by the team and available within the facility.

How to access the daycare centers:

- **Plagne Centre:** the entrance is located at the snow front, opposite the ESF Piou-Piou garden
- **Belle Plagne:** in the "Le Génépi" building, towards upper Belle Plagne
- **Les Coches :** In the La Traverse building, Place du Carreau.

NB: The number of available places and attendance times may be modified to comply with current legislation (Public Health Code).

Team Composition

The daycare teams are multidisciplinary and operate under the responsibility of management, holding state diplomas (nurse, childcare nurse, early childhood educator, or childcare assistant).

In the absence of the director, continuity of management will be ensured by the most qualified staff member present.

Staff-to-child ratio:

- 1 adult for 5 non-walking children
- 1 adult for 8 walking children

All staff are bound by confidentiality and discretion.

Opening Hours (depending on season)

PLAGNE CENTRE :

- Winter: 9:00 a.m. to 5:30 p.m., Sunday to Friday (closed on Saturdays)

BELLE PLAGNE and LES COCHES :

- Winter: 9:00 a.m. to 5 p.m., Monday to Friday (closed on weekends)

Any hour started is due.

Arrivals and Departures

Reservations are made by the hour throughout the day.

IMPORTANT: To ensure quality care and respect mealtimes, arrivals are not allowed between 11:00 a.m. and 1:30 p.m. (except ESF Plagne Centre).

- If your child stays for lunch: arrival by 11:00 a.m at the latest.
- If you pick up before lunch: 12:00 p.m.
- If registered for morning + lunch: pickup from 1:30 p.m onwards.
- Plagne Centre only: children in ESF ski lessons is and must be brought by the instructor at 12:00 p.m.

Meals are **MANDATORY and provided by the facility**, except in case of a PAI (Individual Care Plan) with medical certificate (in case of allergies…).

Please arrive **10 minutes before closing** to allow proper communication about your child's day.

Registration

Places are limited, so early booking is required.

To confirm registration, parents must:

- Email a completed registration file
- Pay a 30% deposit by bank transfer (after confirmation)
- Read, approve, and sign the present internal rules and regulations document.

Required documents:

- Registration form
- Child's routine (to bring on first day)
- Immunization records (copies + health booklet)
- Authorized persons for pickup (must be adults)
- Emergency phone Numbers
- This internal rules and regulations signed
- Proof for large family discount (3+ children)

Health

Children must be up to date with vaccinations.

In case of contagious illness, legal requirements are applied.

Parents must inform management of any contagious disease.

Fever ≥ 38.5°C:
Parents will be contacted to pick up the child.

A medical certificate may be required before returning.

The team may decide if the child's condition is compatible with group care.

Exclusion in case of illness

- Bacterial tonsillitis: 48h
- Scarlet fever: 48h
- Measles, mumps, rubella, whooping cough: 5 days
- Chickenpox: no exclusion or 48h if severe
- Impetigo: 3 days
- Gastroenteritis: 48h
- Bronchiolitis: minimum 5 days
- Bacterial ear infection: 48h after antibiotics
- Conjunctivitis: 24–48h

Any antibiotic treatment: 48h exclusion.

Medication

- No medication without prescription
- Prescription must include child's details
- Medication must be labeled

In case of allergy or chronic illness:

- PAI or medical certificate required
- Meals must be provided by parents

Emergency

- Emergency services will be called
- Parents are immediately informed
- Incident reports completed
- Official protocols applied

Fees

Set by municipal council.

- Meal: €7
- Any hour started is charged
- Unjustified absence is charged
- Illness absence is refunded with medical certificate

Payment upon arrival (card, cheque, or cash).

Discount for families with 3+ children.

WINTER RATES

- €6/hour
- €5/hour (large families)
- €7/meal

Reserved hours are billed and cannot be modified upon arrival.

Activities & Practical Information

Activities are educational and optional.

Parents must provide:

- Comfort item (no clip)
- Spare clothes
- Diapers
- Milk + bottle
- Care products
- Winter gear (snowsuit, gloves, hat, boots, sunglasses, sunscreen)
  Children without proper equipment cannot go outside.

All items must be labeled.

Responsibility

Staff are not responsible for loss or damage of personal items.

The municipality declines responsibility for items left in entrance areas.

Welcoming the Child

The child must feel welcomed and secure.

Parents and staff should exchange information at arrival and departure.

If the child cannot adapt, care time may be reduced.

Separation

- Short adaptation period recommended
- Always say goodbye
- Only one adult allowed first day
- From day 2: separation at gate

Comfort items (dummy, blanket) are essentials.

Signing this document means:

- Acceptance of all rules
- Authorization for emergency care

- Authorization for transport to hospital
- Authorization for photos/videos for internal use

If no one picks up the child, authorities may be contacted.

Done at: …… **Date:**……

For agreement – Internal Rules (pages 1–11)

Father’s signature: Mother’s signature:

This last page must be detached and returned with the registration file.