

ASSOCIATION DES JARDINS D'ENFANTS ET GARDERIES



Background and Terms & Conditions

2023/2024

LES BACOUNIS I & II
101 rte d'Hermance
CH-1245 Collonge-Bellerive
Bac 1 022/752 22 22
Bac 2 022/752 27 22

LES BACOUNIS-BOUCANIERES
Case Postale 9
CH-1222 Vézenaz
direction 022/752.44.90
blanc@babouc.org
www.babouc.org

LES BOUCANIERES
14a ch. des Rayes
CH-1222 Vézenaz
022/752 45 34

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BACKGROUND

Named after historic 'Lac Lemán' boat men and buccaneering types, the '**Bacounis-Boucaniers**' group provides nursery school/playgroup services within the municipality ('commune') of Collonge-Bellerive. '**Bacounis I & II**' are operated out of the village of **Collonge-Bellerive** and '**Boucaniers**' is located in **Vésénaz**. The group is operated as a non-profit **association**, whose membership is comprised of the parents of the children enrolled in the institutions. The association, created in 1977, is subsidised in part by the commune of Collonge-Bellerive. Since January 2003, the three sites, provided by the commune, have been managed by a director in collaboration with, and oversight from, a committee. This **committee of volunteers**, elected each year via *General Assembly*, is composed of eleven people. It meets approximately once per month to discuss important points in the life of the association. As members, you will be invited to participate once a year in our **General Assembly**. Your presence is strongly encouraged so that we can inform you of the general functioning of the institution as well as to receive your input and feedback.

Collectively, the group offers **109 part-time places and welcomes children aged 12 months to 5 years**. They are supervised by a director and an educational team, which includes: 8 early childhood educators, 1 social education assistant, 5 auxiliary staff and 1 apprentice 'ASE' in training. We also offer **Wednesday workshops** one half-day per week at both sites.

The mission of our institution is to provide an environment conducive to active learning so that children can learn, grow, explore, and feel the pleasure of being and playing in a climate of trust and in complete safety. A wide range of engaging activities is offered to children throughout the year and adapted to each age group (free play, relaxation, motor skills, crafts, songs, cooking, sensory exploration, oral and graphic expression, stories, etc.). All sites also have access to fully equipped outdoor play areas.

The association provides families with its website (<http://www.babouc.org/>) and its Facebook page describing the educational programme of the institution and its

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activities. Each year the educational team, in collaboration with the director, actively works to set up new initiatives with the aim of guaranteeing a good dynamic within the team and maintaining both a current and high-quality service offering.

The Bacounis/Boucaniers are supervised by a **Network of Professional Services** for early childhood such as: the 'Service Santé de l'Enfance et de la Jeunesse', the 'Service Protection des Mineurs', the 'Service Educatif Itinérant', the 'Guidance Infantile', the 'Service d'Autorisation' and the 'Surveillance de l'Accueil de jour'.

One of the pedagogical objectives of the association is also to cater to the needs of and include in its set-up children with different needs (e.g. disabilities or behavioural disorders). With the **values of respect and acceptance of difference**, we believe that all children can have their place at Les Bacounis/Boucaniers.

ENROLMENT

Priority:

Children already enrolled in the institution and domiciled in the commune, as well as their siblings, have priority and their applications are registered in January. In order to enrol for the new school year, all outstanding invoices for the previous year must be settled.

New admissions:

Registration takes place during February and March of each year. Parents enrol their children for a period of 10 months.

Vacant places are, as a priority, allocated to families residing in the commune of Collonge-Bellerive (Vésénaz-Collonge).

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Children from outside of the commune are registered on a waiting list and will only be considered after the official registration date. When a child from outside the commune is welcomed to Bacounis/Boucaniers for a year, their registration for the following year will not automatically receive priority status.

Enrolments are finalised on payment of both the association's annual contribution of 100frs (per family) and the first month's fees, **within the time limit indicated on the invoice.**

WITHDRAWALS

Parents agree to enrol their child for the school year. Notice of any withdrawal must be provided to management by registered mail.

In the event of withdrawal after confirmation of enrolment and payment of fees, neither the annual association contribution nor first month's fees will be refunded. In the event of non-payment within 15 days after the due date of the first invoice, the enrolment will be automatically cancelled.

For withdrawals during the school year, fees for both the current month as well as the month following the delivery of the withdrawal notice will remain due.

A child withdrawn during the year loses all priority enrolment rights for the following year.

In the current COVID-19 environment, should the parents decide to withdraw their child during the year or before the start of the school year, the above outlined withdrawal process continues to apply in all circumstances, except upon presentation of a medical certificate.

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FEES

Fees must be paid no later than the end of the month, for the following month.

From the second reminder, the invoice will be increased by 20 frs. If following the third reminder, which will itself carry an increase of 40 frs, payment of fees is not made within the specified timeframe, the enrolment of your child(ren) will be terminated.

Following the application of the new law on pre-school care (J 6 28), a family's contribution to the cost of school fees is fixed on the basis of 'In Commune' and 'Out of Commune' schedules, approved by the committee of the association and by the commune of Collonge-Bellerive, before the beginning of each school year.

In the fee schedules, the tuition fee is set according to the total net income of the 'family group', which is defined as the people living at the same address, even if they are not a relative nor legal guardian (e.g. concubine, partner, registered partner, etc.).

The tuition fee determined is valid for the entire school year and parents are required to announce during the year any change in total income without delay, should this results in a change in fee tier. The application of the new tariff will take effect from the month following receipt of the revised final tax notice regardless of the date of notification to the association (for example, tax notice received in July, resulting in a change in tariff tier but not communicated to the association in December: the new rate would be applied retroactively from the start of September schooling).

To identify and determine the right tariff, it is necessary to know the total income tier of the 'family group', indicated in the last tax notice for cantonal and communal taxes (e.g. « éléments retenus par l'administration » code 99.00, or « Revenu net total » code 95.00), and sent by the cantonal tax office ('Administration Fiscale Cantonale').

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International civil servants, members of diplomatic missions, permanent missions, consular posts or any other diplomatic person benefiting from an exemption from tax are kindly requested to take into consideration their net income for the fee schedule.

In the spirit that has always characterised our association, we entrust families to provide the correct indication of the total income of the 'family group' when registering their child(ren). However, the committee may proceed to random income checks and in the event of fraud, the contract may be terminated. The maximum rate will then be applied retroactively. The information provided will be treated with complete confidentiality.

MONTHLY 'IN' COMMUNE FEES

'In' Commune Total annual income tier (CHF)	Monthly fee 4 half-days
de 0 à 50.000	437
de 50.001 à 70.000	448
de 70.001 à 90.000	458
de 90.001 à 110.000	468
de 110.001 à 130.000	478
de 130.001 à 150.000	489
au-delà de 150.001	500

MONTHLY 'OUT OF' COMMUNE FEES

'Out of' Commune Total annual income tier (CHF)	Monthly fee 4 half-days
de 0 à 50.000	468
de 50.001 à 70.000	478
de 70.001 à 90.000	489
de 90.001 à 110.000	500
de 110.001 à 130.000	510
de 130.001 à 150.000	520
au-delà de 150.001	530

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If more than one child from the same 'family group' simultaneously attend an institution, the following fee reductions are granted:

- **35% for the 2nd child**
- **50% for the 3rd child**

No reduction can be granted for public holidays, vacations, illnesses, etc.

NOTES

- 1) Each child's place is strictly reserved for them and them only.
- 2) For emergency / extraordinary needs, please contact the management. The child will be accepted depending on the places available. The price is set at 35frs for a half-day. No reductions will be applied for siblings.
- 3) For an increase in the number of attended days (5, 6, 7 or 8 half-days) you may send your request to the director: (blanc@babouc.org)

INSURANCE

Bacounis/Boucaniers benefit from the usual insurances covering early education settings. It remains parents' responsibility to ensure adequate insurance coverage for their children (i.e. health, accident, 3rd-party/civil liability cover).

Nota bene: For any information concerning tuition fees or insurance, please contact our finance and administrative manager: b.migliau@babouc.org

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OPERATING HOURS

Nursery school & playgroups	
8h00 à 11h45	Children may be dropped-off no later than 9h00 and collected no earlier than 11h00
13h30 à 17h15	Children may be dropped-off no later than 14h30 and collected no earlier than 16h30

Wednesday mornings workshops	
9h00 à 12h00 (Boucaniers)	Children may be dropped-off no later than 9h30 and collected no earlier than 11h30
13h30 à 16h30 (Bacounis)	Children may be dropped-off no later than 13h45 and collected no earlier than 16h15

HEALTH

- 1) The educational teams take all the necessary hygiene measures to prevent the spread of diseases.
- 2) If a child presents symptoms while being cared for at Bacounis/Boucaniers, the parents will be asked to collect them as soon as possible.
- 3) Parents are urged not to bring their child with a fever or any other symptoms of illness. Contagious diseases should be reported to the person in charge as soon as possible (chickenpox, scarlet fever, conjunctivitis, herpes, etc.).
- 4) The persons in charge of Bacounis/Boucaniers reserve the right to refuse to take a sick child into their care.
- 5) Parents are requested to provide notification of any known allergy their child has as well as to complete and sign the medical form of the 'Service Santé de l'Enfance et de la Jeunesse', provided by the care team at the start of the school year.

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6) In the event of serious illness or hospitalisation necessitating the withdrawal of the child for more than one month, a reduction of fees may be granted on presentation of a medical certificate. The request must be made in writing.

7) In the event of illness or an accident, the parents are immediately informed. The emergency procedure recommended by the 'Service Santé de l'Enfance et de la Jeunesse' is followed, as well as the first aid protocols.

NOTICE

Parents are required to notify the educator responsible for the group:

*** when a child is absent (sickness, vacation, etc.)

*** when a stranger comes exceptionally to collect their child. It being understood that **under no circumstances** will we let a child leave with a person other than the parents, *without* prior consent

*** if a family situation requires particular precautions.

LEAVE

- ❖ In the event of a request for leave outside of school holidays, no reduction in fees will be granted.
- ❖ If a child is withdrawn from the institution for several months, their place cannot be guaranteed on their return, unless fees continue to be paid regularly during their absence. Any such requests must be made in writing.

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COLLABORATION

We expressly ask parents to:

- **Mark children's belongings with their name** (bags, clothes, shoes, etc.).
The child's initials on the labels are sufficient.
- Dress children in practical clothing (avoiding fragile garments!)
- **Provide practical clothing and shoes (without laces)** in order to promote autonomy for the children and to help professionals during changing times in the changing rooms.
- Bring a pair of slippers, a change of clothes and, if necessary, diapers.
- **Actively support** our "Health and Food" objectives during snacks, by referring to the circular that will be distributed to you by the educational team, at the beginning of the school year.

LOSS

In the event of loss, theft or breakage, we accept no liability for items brought to our sites.

EXCURSIONS

Regular walks and outings are organised throughout the year. Arrangements are made to guarantee the safety of children (additional staff, vehicles meeting current safety standards, etc.). Parents are informed of these trips in advance.

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DISPUTE RESOLUTION

In the event of a dispute between the parents and the care team, it will be the responsibility of the director and / or the committee of the association of Bacounis/Boucaniers to serve as a conciliatory body.

HOLIDAYS 2023-24

Return to school 2022: Monday 28 August 2023

Holidays 2023/24	
Autumn	Monday 23 October to Friday 27 October (inclusive)
Christmas & New Year	Monday 25 December to Friday 5 January (inclusive)
February	Monday 19 February to Friday 23 February (inclusive)
Easter	Friday 29 March to Friday 12 April (inclusive)

Other closures 2023/24	
Jeûne genevois	Thursday 7 September 2023
Fête du travail	Wednesday 1 May 2024
Ascension	Thursday 9 May 2024 and Friday 10 Mai 2024
Pentecôte	Monday 20 May 2024

Summer holidays	
Summer 2024	From Monday 1 July

INFORMATION

As mentioned in the enrolment forms, the management reserves the right to modify the age brackets of the groups proposed, including during the course of the year, in accordance with the needs of all association members and in such a way as to make the best use of the association's resources.

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CONTACTS

Bacounis 1	022 752 22 22
Bacounis 2	022 752 27 22
Boucaniers	022 752 45 34

COMMITTEE

President	Mme Elsa Ducharne-Duperrier	eduperrier@hotmail.com
Director/Management	Mme Annick Blanc	blanc@babouc.org 022 752 44 90
Administration & finance	Mme Barbara Migliau	b.migliau@babouc.org
Parents Representative - Bacounis, Collonge	Mme Chloé Chiuppi-Tosi	chiuppi.tosi@gmail.com
Parents Representative - Boucaniers, Vézenaz	Mr Tom Skelton	tomskelton1979@gmail.com

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SUMMARY OF TERMS & CONDITIONS 2023/24

Parents agree to:

- ✓ Familiarise themselves with these terms and conditions.
- ✓ Complete, sign and return the enrolment form.
- ✓ Complete the net income declaration accurately, to determine the fee tier.
- ✓ Pay the 100frs contribution to the association *as well as* the first month's schooling within the period indicated on the invoice, to confirm enrolment.
- ✓ Ensure health, accident and third-party/civil liability insurance cover for their child(ren).
- ✓ Respect the institution's operating hours.
- ✓ Return the terms & conditions attestation slip signed within 30 days from the date of confirmation of enrolment, together with the enrolment form.

Fait à Vézenaz en mars 2003/abp+an. Modifié le 21 mars 2003 /an.Modifié le 22 février 2004 /an/abp. Modifié le 21 février 2006 an/abp. Modifié le 8 février 2007 ub/abp.Modifié le 06.03.08 ub/sp/abp et le 24.02.09 et le 19.03.2010 abp/ms.Modifié le 27.01.11 ab. Modifié.fév13ab.Mod.fév14/ab. Modif. fév15/ab+ch.Modif fév16ab/nt.Modifab/ntfév17.Modifjanv18ab/js.ModifAB/VC/BMjanv19.Modifjanv20AB.BM.EDD. Modifnov21AB.BM.

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TERMS & CONDITIONS ATTESTATION

Slip to sign and return **with the enrolment form:**

1. By mail: Inscriptions 2023-24, Case Postale 9, 1222 Vézenaz
2. Or by email: blanc@babouc.org
3. Or slip into the Vézenaz management office enrolment ('inscriptions') letterbox

I, the undersigned, _____

parent of (surname and first name of child) _____

confirm to having read and understood the terms & conditions of the Bacounis/Boucaniers day-care centres for the school year 2023/24.

Place & date : _____

Signature : _____

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