

Crèche Garderie Clairval



Crèche



Clairval

Sentier de Priolaz 2 - 1802 Corseaux

Regulations

Dear parents,

The Clairval day care center welcomes you!

The purpose of this brochure is to inform the families of Clairval's regulations.

We hope you will find it useful. Our team is at your disposal for any questions you may have.

Stéphanie Fontaine
Responsable Administrative

Maud Comte
Responsable Pédagogique

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1) Clairval presentation :

Clairval is an associative non lucrative private daycare taking care of children from 2 months to 4-5 years old. We receive no subventions or subsidy and we are recognized by the service of youth protection of Canton de Vaud (OAJE).

2) Organisation

Clairval daycare is part of Association Claival which rents the main floor of the Villa Clairval.

3) Where are we

Clairval day care is situated at **Sentier du Priolaz 2, 1802 Corseaux**, in a beautiful villa with a great and secured garden, not far from downtown Vevey.

4) Welcome capacity

The daycare offers 22 places per day for babies, (2 months to 18 months), for toddlers (18 months to 30 months) and for big ones (30 months to 4-5 years old)

5) How to register:

The children are registered for a whole year, the registration is renewable from year to year automatically. Parents will choose how many days per week their child will come to Clairval and these days are fixed. **The minimum registration is one day per week.** We accept only full day registration.

Adaptation days :

Once your child is registered, we will organize an adaptation period which last ideally 2 weeks. During this period, your child will come progressively to Clairval, each time a little bit longer. During this period, the fee is calculated per hour (CHF 13.-/hour).

Other useful information:

Meals :

For babies, the parents will tell us what the baby already ate at least twice at home. We'll keep an up to date list in the kitchen and each day, our chef will prepare an adapted meal. For toddlers and big ones, there is a snack in the morning, composed of fresh fruits, a well-balanced meal at lunch and a snack in the afternoon, composed of something sweet or salty or a dairy product. All the meals are prepared at Clairval by our chef.

Holidays : Are announced in the entrance of Clairval at all time.

2 weeks between Christmas and new year, 1 week at Easter. all the bank holiday + May 1st, 2 weeks in summer (last week of July, first week of August)

6) Schedules

Clairval is opened from Mondays to Fridays from 7h30 to 18h00 non-stop. We kindly ask the parents to arrive at least 10 minutes before the closing time in order to leave without stress. It closes at **18h00**.

Every child will spend the full day at Clairval :

Morning arrival: between 7h30 and 9h00 / Afternoon departure: between 16h30 and 18h00

7) The team

Clairval team is composed of professional educators, auxiliaries, trainee and cleaning personal.

8) Our Goals

A service for the parents

Clairval wishes to propose to the parents a daycare that is adapted to their needs and their children's needs.

A service for the children

The daycare offers to the children a place to grow up and develop physically, emotionally, socially, and intellectually. We offer to the children a place to discover, to be creative, to play, to acquire new knowledge and human values.

At Clairval, it's not up to the children to adapt to the adults, but up to the adults to adapt to the children, so that all of them can spend a great child's day. We learn to the children the "know how to be" (with himself, with the others, to express and live the emotions, to share, etc...). Regarding the "know how to do", what count for us is not the result, but the experimentation. Clairval is a fun place to be, allowing each child to grow up to his rhythm. We are not there to be productive with your children! Parents, you might not receive every day a painting, a drawing from your child, because if the weather is nice, we prefer to go out! But you will have the insurance that your child had a fun day, learned to grow up and lived plenty of adventures!

Our goals vary depending on the age of your child:

With the Babies, we wish to develop particularly:

- His progressive integration
- His awakening to the world, the learning processes to move, stand, walk and the learning process to express things and speak.

With the Toddlers

- The development of autonomy during the activities and meals
- Learning to be clean
- Learning the social rules and to communicate

With the big ones :

- To increase the concentration during activities
- To improve the knowledge of himself and of his environment
- To improve the notion of motricity and space orientation

Our philosophy

Clairval wishes to respect the rhythm, habits and personality of each child and wishes to develop their senses, motricity, communication skills, sociability, human values. Clairval is a place where the children share their experiences, have fun, laugh a lot, learn to respect the differences, learn to negotiate, share, learn to be himself, learn the respect for himself and the others. It's a place where the children can express themselves, their creativity, learn to be aware of their great capacities and measure the consequences of the act. It's a secure place where each day is an adventure! The team is very aware of the respect due to each child, his security, hygiene, integrity, education and development. The team takes care of the emotions of your children. It's important for the parents to understand that the team is not a replacement family for the day, but your partner, and it's together that we take care of the children.

9) Admission

We give the priority for the brothers and sisters of the children who are already registered at Clairval. After this, we take the preregistration in the order of arrival.

10) Registration

You can register your child at Clairval at any time. You just need to contact Maud Comte, the pedagogical manager of the daycare (maud.comte@crecheclairval.com) who will inform you of the possibility to welcome your child. If the daycare is full, your preregistration will be on a waiting list.

Documents to transmit to the pedagogical manager when registering:

- The signed contract
- A recent medical certificate

- A copy of the civil responsibility insurance of the family
- 2 recent pictures of your child

11) Fees

The daycare is closed 5 weeks per year (+ bank holiday). The association Clairval needs income every months to pay the various charges, this is why the fee calculated by multiplying the amount of opening days and divided by 12 months. This way, parents will pay a bit less every month. Parents don't pay holidays and days off.

10% off is deducted for the 2nd, 3rd, etc... child if they are present the same day as the first one.

Registration fees : CHF 200.-/child

Adaptation time: CHF 13.-/hour

Registration at 100% : CHF 2'545.80.- /month

Registration at 80% : CHF 2'036.65.-/month

Registration at à 60% : CHF 1'527.50.-/month

Registration at 40% : CHF 1'018.30.-/month

Registration at 20% : CHF 509.15.-/month

Supplementary day: CHF 130.-/day

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12) Payment

The fee is the same and is due even if your child is ill or on holiday. Parents have 30 days to pay the bills. If you register your child to Clairval but never start, the first month is still due. For billing questions, please contact Stéphanie Fontaine, administrative manager (stephanie.fontaine@crecheclairval.com)

13) What you need to bring to the daycare :

- _ Slippers
- _ Diapers (renewable every day or week)
- _ Milk for babies (write the name and dosage on the box, renew every day of week)
- _ Clothes for rainy days (not necessary for young babies) with the name of your child written.
- _ A cap or hat for nice days out
- _ His favourite toy
- _ A toothbrush (renewable every month) with his name written on it.
- _ Medication if necessary, with the name of your child and dosage written on it. They have to be given in person to a person of the team.
- _ a long shirt for dirty activity (in plastic if possible)

For the well being of your child, we advise you to leave to the daycare :

A panty, Socks , a shirt, a t-shirt, a pullover, a pair of pants. If the clothes of your child are dirty after an activity or a little hygiene accident, we will put it in a plastic bag for your to take it home.

Please write the name of your child on every personal thing.

We kindly ask the parents to avoid putting jewelleries to their child when coming at Clairval, to avoid losing them, breaking them or having accident such as swallowing them. Clairval is not responsible if a personal thing brought to the daycare is broken or lost. Please put comfortable clothes to your child.

14) The parents

If you received a positive answer from us, several things will happen:

- You will come to visit the daycare (if not done before)
- You will meet with the pedagogical manager, sign up the contract and organise the adaptation period.

It is important to take an appointment before coming to make sure that someone as the availability to see you.

15) Organisation

The first visit of the child and his parents is an important appointment to get to know each other's. The family will visit the place, meet the team and we will answer your questions.

The first meeting with the parents is useful for us as we will get from the parents all the necessary information regarding the child. It is also useful for the parents as they will be able to tell us all their fear, doubts, and ask all their questions.

Adaptation days: Each child should have this period of an average of 2 weeks. It allows the child to progressively adapt to the daycare which is a new environment for him. It also allows the parents to progressively get to know the team and separate from his child step by step.

The team will not let another adult than the parents to pick up a child. If you're planning to have somebody else than you coming to pick up your child, let us know the name, surname of the person and give us a detailed description of this person. Should we have a doubt, we will call you. If the parents need to change a date or schedule, they should let us know as soon as possible. When a child is sick, the parents must let us know as soon as possible as well, using preferably the emails in order to not disturb the children who might be sleeping.

16) A day at Clairval

Welcome moment, The morning snack, Going out or inside activities, The meal, The nap, Inside activities or going out, The afternoon snack, Storytelling, cuddling moment, The departures.

When the weather allows it, we love to go out with the children to enjoy the sun and the nature.

The welcome moment is a moment when all the children are together, united to sing songs and tell us what they fell. It always happens in the same room and it's a very joyful moment.

The morning and afternoon games are done in small groups. They are either lead by an educator, or free.

The meals

Babies have the priority, then come the toddlers and big ones. The meal is a very important moment that takes time. The meals are adapted to the children's needs and is prepared at Clairval by our chef.

The nap is advised to all the children. The babies have a separate sleeping room and they sleep at their own rhythm. We don't wake up a sleeping baby! The toddlers and the big ones are sleeping in another room, they wake up progressively.

17) Health and disease

A child who is sick is not spending a good day in the daycare, he will feel better at home with one of his parent. We must also watch over the health of the whole group. This means that if a child is sick and contagious, we will kindly ask the parents to come to pick up as soon as possible. This allows us to avoid at best an epidemic. It is very important to communicate all the important information to the educator regarding the health of a child.

We are aware that it is not always easy for the parents to leave their work to come to pick up a sick child in the daycare. However, it is very important to do so and to make sure that everything is organized or thought ahead of time. We kindly ask you to respect the following rules:

1. Do not come to the daycare with a child who has more than 38° of temperature.
2. Communicate a symptom or a disease to the team frankly.
3. Plan ahead of time the organisation in case your child is sick.
4. Come to pick up your child within the next 2 hours when we ask you to do so.

In case of an accident the parents are called in priority. If we can't reach them, we'll go to the emergencies with the child. In case of a contagious disease, the child cannot come to Clairval. When a child takes antibiotics, we ask the parents to keep him at home for at least 48 hours.

18) Insurances

In case of an accident, it's the personal insurance of the child that works. Clairval is not responsible in case of a loss or for a broken personal object. Every child must have a disease and accident insurance. (LAMal)

19) To resign

Parents must give the resignation by written, at the end of a month for the end of the following month. When a child is registered and never start at the daycare, the first month is due. If a child leaves in the middle of a month, the whole month is due. Every change of contract must be told by writing as soon as possible, respecting the minimum rule of the end of a month for the end of the following month.

We thank you for your interest for our daycare and remain at your disposal for any question you may have.