



REGULATIONS My Baby Nursery School

1. Introduction
2. Aims and objectives
3. Location
4. Admission criteria
5. Hours
6. Annual closure
7. Subscription/price list
8. Payment
9. Changing your subscription
10. Illness
11. Absence
12. Staff organisation and roles
13. Drop-off and collection of your child
14. Other
15. Cancellation

1. Introduction

The "MEDACTA FOR LIFE" Foundation was set up in 2011 on the initiative of orthopaedic company MEDACTA INTERNATIONAL SA, with the aim of creating a high-quality company nursery school for its own employees and the surrounding community.

2. Aims and objectives

The My Baby nursery school accommodates children from 3 months to 4 years. We are committed to providing support to parents, to promoting the re-entry of women into professional life following maternity leave, and to offering our customers a high-quality service, close to their workplace, in a carefully designed, calm, welcoming environment. And last but not least, we strive to promote the MyBaby nursery school as an educational choice and not simply as a "last resort".

3. Location

The MyBaby nursery school is located in Castel San Pietro, in via alle Zocche, in a building owned by the Medacta International SA company.

4. Admission criteria

The nursery school accommodates children from 3 months to 4 years. Any child who turns five years old during the nursery school year may continue to attend until the end of the academic year.

Children may be enrolled at any time during the year, depending on whether there are places available.

The criteria for admission are prioritised as follows:

- children who attended the previous year
- children of Medacta International SA employees
- confirmation of any places agreed with interested districts or local companies;
- single-parent families with a working parent
- families with both parents working.





Applications must be submitted by 30th April each year, both for new enrolments and to confirm children who already attend the pre-school. Once the deadline of 30th April has passed, the above-mentioned admission criteria are then followed should one or more place become available during the year. Upon enrolment, parents will have an informal meeting with the director of the nursery school, with whom they will complete the necessary forms, as well as the enrolment form that will act as a contract.

5. Hours

The nursery school is open all year, from Monday to Friday, excluding midweek public holidays.

The drop-off and pick-up times at the nursery school are as follows:

- Drop-off time: from 7.30 to 9.00 and from 12.30 to 13.00
- Pick-up time: from 12.30 to 13.00 and from 16.00 to 18.30

Your child's individual routine can however be considered, taking into account the nursery school's management possibilities and requirements.

In respect to both children and staff, the opening and closing times cannot be exceeded.

6. Annual closure

Over the twelve months of the year, the nursery school will be closed for one week at Christmas and two weeks over the summer (August). The Foundation offers a 30% discount on fees during the summer closure period only.

At the beginning of each year, all families are provided with a calendar of the dates on which the nursery is closed.

7. Subscription/Price list

Fees are fixed and do not vary according to parental income (excluding Medacta employees).

	Opening hours	5 days a week	Enrolment fee (excluding MEDACTA employees)
Subscription A (5 half days)	7.30/9.00 - 13.00	CHF 856.00 - monthly	CHF 200.00 - yearly
Subscription A (5 half days)	12.30/13.00 - 18.30	CHF 856.00 - monthly	CHF 200.00 - yearly
Subscription B	7.30/9.00 - 16.00	CHF 1070.00 - monthly	CHF 200.00 - yearly
Subscription C	7.30/9.00 - 18.30	CHF 1284.00 - monthly	CHF 200.00 - yearly
Subscription D (3 half days)	7.30/9.00 - 13.00	CHF 535.00 - monthly	CHF 200.00 - yearly
Subscription D (3 half days)	12.30/13.00 - 18.30	CHF 535.00 - monthly	CHF 200.00 - yearly



* The enrolment fee is for one year. This is concluded through completion of the enrolment contract and payment of the corresponding amount of CHF 200.00. This fee will not be reimbursed if the child is withdrawn from or does not attend the nursery. The child is only considered enrolled at the nursery when the corresponding amount has been paid.

- The fees include: nappies, creams, bedlinen (sheets and covers), bibs, towels, facecloths, aprons, cloth bags for a change of clothing, non-slip socks, washing and ironing.
- If two or more siblings attend the nursery school at the same time, the second child receives a discount of 20% off their fees.
- The hourly fee of CHF 12.00/hour will be invoiced for each additional hour or part hour over the agreed subscription. Additional hours are added to the invoice for the following month.
- The fees do not include the cost of meals. For nursing infants (up to +/- 12 months of age) and for all children who require a specific personalised diet, it is the family's responsibility to provide the nursery school with the child's food.

8. Payment

The invoice for the advance payment of fees is issued by the 5th of every month. Fees must be paid directly to the "Medacta for life" Foundation account within 7 days of issue of the invoice.

We cannot accept payments in cash.

The invoice amount may vary from month to month and includes:

- the current monthly fees based on the subscription selected
- the cost of the meals consumed by the child in the previous month
- any additional hours or part hours from the previous month
- a 20% fee reduction owing to illness (for more than 15 days.)
- a 30% fee reduction owing to summer closure of the nursery school
- a 20% fee reduction for the second child attending.

9. Changing your subscription

Subscriptions may be changed subject to a written request with a notice period of at least 1 month. Whether this is accepted or not will depend on availability at the nursery school, and you will be notified in writing by the school management department.

If a parent needs to increase their child's attendance at the nursery school for a limited period of time (e.g. owing to sickness of grandparents, babysitter being on holiday, or for work-related reasons, etc.) a request must be made to the management department. The request will be accepted depending on availability at the nursery school.

10. Illness

Your child has the right to be taken care of: in the event of illness, the family is requested to be fully available to look after their child and administer the necessary treatment.

High temperature: if higher than 38°C

Viral infections:

- . Diarrhoea (more than 3 loose bowel movements in 3 hours)
- . Angina
- . Purulent conjunctivitis (i.e. red eyes and purulent secretion)
- . Viral otitis
- . Etc.



Infections, rash: when a rash appears which consists of blisters, spots or boils (not caused by a pre-existing illness) such as measles, scarlet fever, chicken pox, etc.

In respect of both children who are ill and those attending the nursery school, it is important to bear in mind that in the situations highlighted in the list above:

- You are requested to keep your child away from the nursery school (as a preventative measure towards everyone else and to protect the child requiring treatment).
- Your child is not permitted to attend the nursery school, even if being given medication, until they have completely recovered.
- In the event of viruses or infections, your child will be readmitted upon presentation of a medical certificate.

Important: nursery school staff are not authorised to administer medication. There may be some exceptions to this which will be assessed in each instance, documented by written requests from the treating doctor and regulated by specific criteria safeguarding the responsibility of the care staff.

11. Absence

- The 20% fee reduction will only be applied if your child is absent due to illness for more than 15 days. It must be proven with a medical certificate.
- In the case of absence due to holidays, there is no reduction (apart from the scheduled summer closure of MyBaby nursery school).
- We are not able to make up for days missed due to absence.
- The scheduled reductions will be applied to the invoice for the month following the child's absence.
- Your child's absence must be reported to the nursery school.

12. Staff organisation and roles

Educational staff and support staff responsible for the services work in the nursery school on a permanent basis.

The teachers are employees who within the nursery school pursue the aims of harmonious mental and physical development, child socialisation, and integration of the educational role of the family. Added to this, they are also responsible for your child's hygiene and cleanliness, and for providing them with meals. The teachers are responsible for and available for any educational request relating to the harmonious development of your child at the nursery school.

The support staff responsible for the service ensure that the rooms, furniture, and toys are cleaned. At mealtimes, they are responsible for serving the children at the table and assisting the educational staff. Staff monitor the quantity and quality of the food that is delivered daily by the catering service.

The director has the following responsibilities:

- coordinating the social, pedagogical and recreational activities undertaken at the nursery school
- maintaining contact with the "Medacta for Life" Foundation
- being an integral part of the educational team, directing, organising and monitoring staff activities
- maintaining relationships with parents, finalising enrolments and childcare procedures
- overseeing relationships with any communities and other affiliated companies, and with municipal and federal bodies

Parents are required to speak directly to the Director for anything they may need, including any time changes, requests, specific agreements, complaints or anything else. Outside working hours, the Director can be contacted by telephone to make a subsequent appointment.

The ratio of instructors to children must facilitate group work and personalised educational relationships. The organisation of the nursery school must ensure the correct operation of the service and guarantee a child-



educator ratio that complies with current legislation, taking into account the nursery school's opening hours, working shifts, age of the minors and capacity of the facilities.

13. Drop-off and collection of your child

Upon enrolment, we ask you to complete the form entitled "CONSENT FORM FOR AUTHORISATION AND DELEGATION FOR THE COLLECTION OF YOUR CHILD". With this document, parents authorise adults other than themselves to drop off and/or collect the child for whom they are responsible.

Please be aware that the responsibility of the My Baby and My Child nursery school staff for your child starts from the moment the parent and/or authorised individual "drops off" the child with the teacher and ceases when the child "is collected" by the authorised adult. This also applies when your subscription period is still valid and you decide to remain in the internal and/or external areas belonging to the nursery school and My Child pre-school (for example in the reception area and/or gardens).

Please take note of the above and inform those persons who have been authorised by you (grandparents, babysitters, etc.).

14. Other

- You are advised to label or name all of your child's items of clothing and belongings (shoes, scarves, gloves, hats, etc.).
- The nursery school takes no responsibility for any objects, clothing or belongings that may be lost or damaged.
- After the settling-in period, we ask you to leave any toys brought from home in the child's locker so that we can avoid losing them or causing any unnecessary and unpleasant disputes.
- Each child should be allowed, within certain limits, to play, explore and satisfy their own needs and curiosity spontaneously with maximum freedom of movement, with no restrictions or constant pressure or suggestions: it is only in this way that the child can learn and experience things that will help them grow. We therefore ask you to dress your child appropriately in comfortable, practical clothes that enable them to "do it themselves" and that you do not mind getting stained or spoiled.
- If the family entrusts the collection of the child to a third party, they are obliged to notify the nursery school and to provide this person's details. The individual concerned must then present a valid identification document.

15. Cancellation

The contract can be terminated by either party through a written cancellation with a notice period of at least 1 month. The parent is nonetheless obliged to pay in full the fees for the current month and the month of termination. The cancellation is only valid when sent by recorded delivery and signed by both parties.

Castel San Pietro, 8 March 2012

- 1st update: September 2013

- 2nd update: July 2014

- 3rd update: April 2017