



## REGULATIONS My Child Pre-School

### 1) About us

My Child Pre-School accommodates up to 20 children aged between 3 and 6 years in a single mixed class. It is located in Castel San Pietro, on via alle Zocche 2. The My Child Pre-School, as well as the My Baby Nursery School, were founded on the initiative of the Medacta for Life Foundation.

The educational approach promoted by the school comprises the Montessori pedagogy of "help me to do it myself", the creative style of the Loris Malaguzzi "100 languages" (the inspiration for the educational direction of schools of excellence in Emilia-Romagna) and bilingualism guaranteed by the presence of a mother-tongue English teacher.

### 2) Enrolment

Applications must be submitted by 28<sup>th</sup> February each year, both for new enrolments and to confirm children who already attend the pre-school.

The registration fee is for one year. This is concluded through completion of the enrolment contract and payment of the corresponding amount of CHF 200. This fee will not be reimbursed if the child is withdrawn from or does not attend the pre-school. The child is only considered registered at the pre-school when the corresponding amount has been paid.

- 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 20.00/hour will be invoiced for each additional hour or part hour used on top of the agreed subscription.
- Upon admission, the family must provide a health certificate and/or medical certificate listing any illnesses, medication required and intolerances/allergies.
- Upon admission, the family must complete a consent and/or authorisation form for the collection of their child, together with photocopies of the identity documents of the authorised individuals.
- Upon admission, the family must confirm that the enrolled child has personal liability insurance.
- The family must read and sign a copy of these regulations in acceptance.

### 3) Fees/Opening hours

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



Annual enrolment		CHF 200.00
Time slot A* (September/June) month 7:30/9:00 - 15:30/16:00		CHF 1150.00 per
Time slot B* (September/June) month 7:30/9:00 - 16:00/18:00		CHF 1350.00 per
Summer Service (July and August)	Time slot A	CHF 300.00
	Time slot B	CHF 350.00
School holiday weeks (for external children)	Time slot A	CHF 300.00
	Time slot B	CHF 350.00
Meals included		

MyChild is open 12 months of the year (apart from 2 weeks in August and one week at Christmas) with continuous and extended hours: compulsory schooling from 9.00 until 16.00; before-school care from 7.30 until 9.00; after-school care from 16.00 until 18.00.

The scheduled hours in municipal schools for facilities with their own internal canteen is 32 hours a week and they follow the school calendar of public holidays and closures issued by the Department of Education, Culture and Sport (DECS) each year for all schools in the canton. At our facility, the school hours (9.00-16.00) provide for 35 hours a week. In order to comply with regional schools, we also offer Wednesday afternoons off at My Child (**only for parents who specifically request this**). On all other days, the hours are the same as compulsory schooling for all children, from 9.00 until 16.00. If requested by the parents, other closures scheduled by the cantonal calendar (autumn, Christmas, Carnival, and Easter holidays, etc.) can be used as an opportunity to take their child out of school. The school holiday calendar will be sent out to all families as soon as it is issued by the cantonal body responsible.

For the months of July and August, parents are able to take advantage of the summer service. Parents can also choose for their children to attend the summer service for one or more weeks instead of the whole month.

#### 4) Payment of fees

Payment of the annual school fee (September - June) is divided into three advance instalments:

the first third by 15 July  
the second third by 15 October  
the remaining balance by 15 January.

Payment must be made directly by bank transfer into the "Medacta for life" Foundation account before the specified deadlines.

We cannot accept payments in cash.



Any additional hours, afternoon workshops or summer weeks will be invoiced separately.

5) Absence and holidays

In the event of a contagious illness and/or infection, high temperature, diarrhoea or vomiting, your child is not permitted to attend the preschool until they have recovered. They will only be allowed to return upon presentation of a medical certificate. Any absence owing to illness or holiday and public holidays cannot be reclaimed or reimbursed.

**Important:** pre-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.

6) Drop-off and collection of your child

Upon enrolment, we ask you to complete the form "CONSENT FORM AND AUTHORISATION 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 school staff for your child starts from the moment the parent and/or authorised individual "drops off" the child with the responsible 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.).

7) Other

- Please name all of your child's items of clothing and belongings (shoes, scarves, gloves, hats, etc.).
- MyChild is not responsible for the loss of any toys and/or items brought from home, or damage to any items of clothing or shoes.
- Photos and videos of the children taking part in different activities at the nursery will be taken during the year. They will be used in internal documentation (class diaries, observation and training videos) and external documentation (promotional material, documentation of activities performed, the My Child pre-school website, and the My Child Facebook page). You will be asked to sign a consent form at the start of the school year.

8) Cancellation

Given that the My Child Pre-School is a school establishment, it is not possible to cancel a child's subscription during the academic year. If you should wish to cancel however, the full annual fees will have to be paid in all cases. Serious cases will be evaluated individually.

**I declare that I have read and understood the contents of these regulations**

Date \_\_\_\_\_

Signature \_\_\_\_\_