



## REGULATIONS My Weeks

### 1) About us

The My Child Preschool offers different options for children aged from 3 to 6 years, including those attending other schools. One of these options is the "My Weeks" programme, which takes place during normal school holidays. The school is able to accommodate a maximum of 20 children aged between 3 and 6 years.

### 2) Enrolment

For children who do not attend the My Child pre-school during the year, enrolment is confirmed by way of an enrolment contract and payment for the first week. This fee will not be reimbursed if the child is withdrawn from or does not attend the nursery.

- If two or more siblings attend the nursery school at the same time, the second child receives a discount of 20% off their fees.
- Upon enrolment, the family must provide a health certificate and/or medical certificate listing any illnesses, medication required and intolerances/allergies.
- Upon enrolment, the family must complete a consent and/or authorisation form for the collection of their child, which must be handed in alongside photocopies of the identity documents of the authorised individuals.
- Upon enrolment, 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)

- 7.30-9.00 drop-off
- 9.00 start of activities
- 11.45 lunch
- 13.00 nap
- 14.00 start of activities
- 15.30-16.00 early pick-up
- 16.15 snack
- 16.30-18.00 second and final pick-up

Cost per week with pick-up before 16.00:

CHF 300.00/week (including meals)





Cost per week with pick-up between 16.30 and 18.00:

CHF 350.00/week (including meals)

4) Payment of fees

Fees are paid weekly in advance. Payment of the first week serves as enrolment and is not refunded in the event of non-attendance.

Payment must be made directly by bank transfer to the "Medacta for life" Foundation account, before the specified deadline.

We cannot accept payments in cash.

5) Absence and holidays

Any absence must be reported as soon as possible to the camp manager.

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. Any absence owing to illness, holiday or public holidays cannot be reclaimed or reimbursed.

**Important:** instructors/entertainers 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) Other

- Please name all of your child's items of clothing and belongings (shoes, scarves, gloves, hats, etc.).
- My Child is not responsible for the loss of any toys and/or items brought from home, or damage to any items of clothing and/or shoes.
- Please dress your child in comfortable shoes and practical clothing so that he/she may move around independently.
- Please keep the following items on site at the preschool (from Monday to Friday): a toothbrush, a complete change of clothes, and a pair of wellington boots.

7) Cancellation

The first week's fees, which serve as the enrolment fee, are not refunded in the event of cancellation.

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

Date and signature,

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