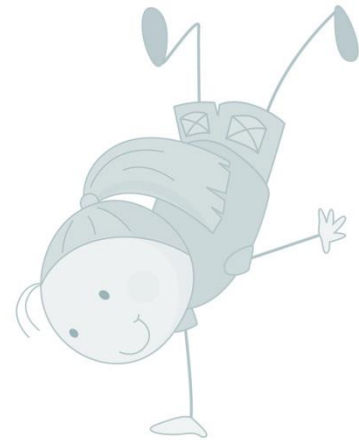




INTERCOMMUNAL ASSOCIATION FOR AFTER-SCHOOL CARE (GIAP)

GENERAL TERMS AND CONDITIONS 2024 - 2025

*These general terms and conditions are written in English.
For translations into foreign languages, only the French version is binding.*



In Geneva, the only Swiss Canton that offers unconditional after-school care to all public primary school students whose parents wish to take advantage of this service, 40 municipalities¹ have joined together to form the Intercommunal Association for After-School Care (GIAP) to provide collective care for students enrolled in regular elementary schools.

The GIAP's mission is to help parents balance family life and professional life through quality after-school care. This collective childcare and activity service constitutes a moment in a child's life that's situated between school and family. This isn't, therefore, time that's simply devoted to childcare, but rather time spent in the community, which is what makes it so special in relation to the family unit.

After-school activities are at the heart of the GIAP's work. Through the activities it offers, children learn to live within society, to develop their social skills, and to become autonomous and responsible individuals, while respecting people and property. Exploration, among other things, is encouraged as an educational approach; the goal is to allow children to happily experience these shared moments in a positive and safe environment.

The following General Terms and Conditions describe the framework for the collective childcare service offered at the GIAP.

¹ Aire-la-Ville, Anières, Avully, Avusy, Bardonnex, Bellevue, Bernex, Carouge, Céligny, Chancy, Chêne-Bourg, Choulex, Collex-Bossy, Collonge-Bellerive, Confignon, Corsier, Dardagny, Genève, Genthod, Grand-Saconnex, Gy, Hermance, Jussy, Lancy, Meinier, Meyrin, Onex, Perly-Certoux, Plan-les-Ouates, Pregny-Chambésy, Presinge, Puplinge, Russin, Satigny, Thônex, Troinex, Vandoeuvres, Vernier, Versoix, Veyrier



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THE INTERCOMMUNAL ASSOCIATION FOR AFTER-SCHOOL CARE

The Intercommunal Association for After-School Care (GIAP), established by the All-day Care Act (*Loi sur l'accueil à journée continue LAJC*), is affiliated with the Association of Geneva Municipalities (ACG). To date, 40 municipalities are members of the Association.

The GIAP is responsible for the organization of collective after-school care for children. Every day, it welcomes 78% of schoolchildren to 137 locations in 28 sectors throughout the Canton. The managers there are responsible for implementing the GIAP's mission in the community with over 2'100 staff members working in the after-school program. The initial training of the supervisory staff is provided by the Centre for Continuing Education (Centre de formation continue CEFOC) at the HETS Geneva (School of Social Work in Geneva). Continuing education, carried out individually or in teams, is offered on a regular basis.

Therefore, the after-school program operates through a network of socio-educational and administrative expertise.

The provision of meals is the responsibility of the municipalities and/or school restaurant associations. Every day, children are served a variety of balanced meals.

1 GENERAL PROVISIONS

1.1 PREAMBLE

The after-school service is the responsibility of the Geneva municipalities, which finance it and most of which delegate its organization to the GIAP.

The Association offers collective and optional care to all children who attend public elementary school in the Canton of Geneva.

1.2 LEGAL BASIS

All-day Care Act (*Loi sur l'accueil à journée continue - LAJC*) of March 22nd, 2019.
Regulation implementing the law on all-day care of 18 November 2024

1.3 MISSION AND COMMITMENTS OF MEMBERS

In fulfilling its mission, the GIAP is committed to:

- Ensuring the safety of the children in its care
- Ensuring quality organization and supervision
- Offering activities that promote the children's personal development



By registering their child(ren), legal representatives agree to:

- Respect the General Terms and Conditions of the GIAP
- Respect the communal and school restaurant association regulations regarding the organization of meals

Any legal representative who does not respect the General Terms and Conditions may be subject to a sanction, which may include the termination of their subscription for the current school year, with prior warning.

1.4 OPERATING PRINCIPLES

The after-school program is organized according to a subscription system that aims to determine daily attendance as precisely as possible by encouraging legal representatives to set their children's subscriptions as closely as possible to their professional and familial needs.

Thus, this organization makes it possible to reinforce the safety of the childcare and to ensure that public funds are well spent.

2 SERVICES

2.1 GENERALITIES

The after-school program welcomes children during the school year, except during school vacations, according to the schedules defined for each type of care. There is no care available on Wednesdays.

Introductory documents and contact information for the after-school teams are available on the website www.giap.ch.

2.2 TYPES OF CARE

During the various care times, the children take part in playful, creative or sports activities, in facilities made available by the communes.

By registering their child in the after-school program, legal representatives acknowledge that their child may go to the pool, the skating rink, take public transportation and/or a minibus, go to a playground, and attend cultural events.

- Morning care (AM)

In some schools in the Canton, children in grades 1P to 4P are taken care of on Mondays, Tuesdays, Thursdays and Fridays from 7 a.m. (last arrival at 7.30 a.m.) to 8 a.m.

This care consists of a quiet and relaxing time before school begins.

The establishment of this service is not systematic; it is based on a proven collective need and meets specific² criteria determined by the GIAP.

In schools where morning care takes place, registration in a different type of care (midday and/or afternoon) is compulsory to register therein.

- Midday care (RS)

² The specific criteria are: minimum 15 registrations, average attendance of 9 to 10 children every morning



Children from grades 1P to 8P are taken care of from the time they leave school until classes resume on Mondays, Tuesdays, Thursdays and Fridays from 11.30 a.m. to 1.30 p.m.

This care is mainly centered around lunch in the school restaurant.

A moment of rest and relaxation is mandatory for children in grade 1P. This time is organized at each after-school care location. It is also open to other children.

The midday care (RS) necessarily includes lunch and supervision of the child.

- Afternoon care (AS)

Children from grades 1P to 8P are taken care of after school on Mondays, Tuesdays, Thursdays and Fridays from 4 to 6 p.m.

This reception is mainly centered around the activities held and a snack is given to the children.

If the layout of the facilities and local organization allow it, children can also do their homework on their own initiative and in complete autonomy.

3 REGISTERING

3.1 GENERALITIES

Registration is mandatory. The signed registration form serves as a contract between the GIAP and the legal representatives.

The child's registration file, comprising the requested registration form, accompanying documents and official supporting documents, must be completed within the set deadline. If not, the registration is cancelled by mail beforehand.

Only the children's legal representatives can register and have access to the personal data recorded, except in exceptional cases validated by GIAP.

The child enrolled in the extracurricular programme is under the responsibility of the GIAP from the time when it is taken care of, on arrival, to the time of departure.

3.2 TERMS

Registration³ or registration renewal must be made through the internet portal my.giap.ch⁴ during the official registration period and within the specified deadlines, which are mandatory. If not, a waiting period is imposed for care to begin⁵.

The official registration period, as well as other important information, is communicated on the website www.giap.ch, on the internet portal my.giap.ch, by e-mail, or by post or via media outlets.

For a first-time registration with the addition of a specificity regarding care (allergy, other medical treatment, legal measure for the protection of the child) or for a registration renewal with a change in the specificity regarding care indicated in the previous school year, it is

³ An explanatory video is available on the website www.giap.ch

⁴ For legal representatives who are unable to obtain a secure e-account to access the my.giap.ch web portal, a dedicated enrolment phone line (Centrale du parascolaire) is available following the contact details and at the dates indicated on the website www.giap.ch.

⁵ See paragraph 3.3 "Outside the official registration period".



mandatory to send the ad hoc signed form and the official supporting document through the internet portal my.giap.ch⁶ in order to allow processing of the registration.

Upon registration or renewal of a registration, a confirmation by e-mail⁷ or letter is sent to the legal representatives. The steps of the registration process defined in this e-mail or letter must be scrupulously followed in order for the registration to be definitively validated. **Care can only begin when the entire registration process is finalized and a subscription is defined.**

3.3 OUTSIDE THE OFFICIAL REGISTRATION PERIOD

During the school year, outside the official registration period, registrations must be made on the internet portal my.giap.ch⁸. They are subject to a waiting period. The registration is recorded but the child's enrolment is deferred, according to the annual table of waiting periods⁹, in order to be able to adapt the GIAP's human resources and the communal infrastructures to the children's supervision needs.

However, when a child is enrolled outside the official enrolment period, the waiting period may be lifted, and the child's enrolment brought forward provided that proof of need is submitted and validated. If no proof of need is provided or if the proof is invalidated, the waiting period is applied.

The following supporting documents are accepted:

- change of professional situation: activity rate, new job; compulsory professional training;
- change of family situation: divorce, death, custody with supporting document;
- medical certificate: legal representatives unable to register their child during the official registration period;
- change of residence: arrival in the Canton of Geneva and/or in Switzerland, change of school;
- written recommendation from social services;

When the waiting period is lifted, extracurricular care begins **at the earliest 3 working days** after the registration is validated by GIAP.

When a waiting period is applied, the child is not allowed to attend the after-school program until the first scheduled day of care, even in the case of exceptional attendance.

4 SUBSCRIPTION

⁶ For legal representatives who do not have access to the portal my.giap.ch, the documents must be sent by e-mail to the after-school center (Centrale du parascolaire) at: parascolaire@giap.ch or by post: see contact details on the website www.giap.ch

⁷ The e-mail provided by the legal representatives serves as a communication channel. It should be consulted regularly

⁸ For legal representatives who are unable to obtain a secure e-account to access the my.giap.ch web portal, a dedicated enrolment phone line (Centrale du parascolaire) is available following the contact details and at the dates indicated on the website www.giap.ch.

⁹ Available on the website www.giap.ch



4.1 GENERALITIES

The subscription is concluded between the GIAP and the legal representatives. It includes registration for after-school care and lunch¹⁰.

The subscription is established for one school year and is determined for the whole month according to the different types of care: Morning care (AM) / Midday care (RS) / Afternoon care (AS) for the 4 weekly opening days, i.e., Monday, Tuesday, Thursday, Friday, excluding school holidays.

It must be renewed every year. Without this renewal, the subscription is automatically cancelled at the end of the current school year.

The subscription, as defined by the legal representatives, remains due until the end of the current month, including if the child is absent and whether the absence is excused or not. In any case, the subscription will be billed even if the child has never attended after-school care since the beginning of the school year.

Once the registration has been confirmed as valid, an account is automatically created on the internet portal my.giap.ch of the legal representative to activate the invoicing and payment process¹¹.

4.2 MODIFYING THE SUBSCRIPTION

Subscription changes¹² are possible during the current school year. However, the days and types of childcare set out in the subscription are not interchangeable. In case of absence, they cannot be compensated by another period of care and are not refundable.

Any modification of the subscription must be carried out online on the internet portal my.giap.ch¹³, **before the 25th of the current month**¹⁴ in order to be taken into account on the 1st of the following month. **The subscription remains due until the end of the current month, even if the child is absent, whether the absence is excused or not**¹⁵.

A 1st modification of the subscription can be made in mid-August through the internet portal my.giap.ch in compliance with the rules prescribed for the modification of the subscription. Only legal representatives with access to the my.giap.ch internet portal can benefit from this additional uncounted modification.

Subsequently, during the school year, **3 modifications of the subscription are authorized per child** with no extra cost either. Any additional modification will be charged at CHF 50.00, including for families benefiting from a total exemption.

A subscription modification is not counted if it occurs at the request of the GIAP.

¹⁰ See paragraph 7.5 "Billing for meals".

¹¹ See chapter 6 "Subscription fees" and 7 "Invoicing and payment"

¹² An explanatory video is available on the website www.giap.ch

¹³ For legal representatives without access to the internet portal my.giap.ch, changes must be notified in writing to the after-school care center (Centrale du parascolaire) at the following e-mail address: parascolaire@giap.ch or by post: see contact details on the website www.giap.ch

¹⁴ **Deadline is the 24th of the current month at 23:59** on the internet portal my.giap.ch, in writing to the after-school care center (Centrale du parascolaire) at the following e-mail address: parascolaire@giap.ch or by post: see contact details on the website www.giap.ch

¹⁵ For after-school care only. For the meal, please refer to the communal regulations or the school restaurant associations



4.3 IRREGULAR SUBSCRIPTION

In principle, irregular attendance is not allowed. However, legal representatives whose professional schedule, imposed by the employer, imperatively requires them to adjust their subscription can benefit from an irregular subscription upon presentation of an ad hoc document justifying their needs. This document must be submitted to the after-school center (*Centrale du parascolaire*) each year at the time of registration and is studied by the GIAP before any validation.

It is sufficient if only one of the parents is affected by irregular work schedules.

The following cumulative conditions are mandatory:

- having irregular and/or recurring arrhythmic work schedules every week throughout the school year;
- providing a detailed supporting document from the employer, detailing the professional restrictions;
- having a validated account on the internet portal my.giap.ch and using it to enter the schedule. Only legal representatives can enter subscription changes via the internet portal my.giap.ch.

Entry of irregular subscriptions 1 month in advance is the basic rule. However, this can be done at least once weekly.

The procedure is outlined in a specific directive that is given to legal representatives upon validation of the irregular subscription.

A change of subscription is still possible during the school year but it necessarily begins on the 1st of the following month.

No other familial or professional situation can justify an irregular subscription.

4.4 ANNOUNCING ABSENCE OR EXCEPTIONAL ATTENDANCE

Announcing absences or exceptional attendance (added to the subscription from time to time) is intended to guarantee the safety of the children in our care.

Legal representatives are required to inform the school of all absences or exceptional attendance of their child. They need to do so through the internet portal my.giap.ch **or** via the answering machine of the after-school team¹⁶ according to the specific provisions of the after-school facilities.

The Sector Manager does not deal with announcements of absence or exceptional attendance.

The subscription fee is due until the end of the current month even if the child is absent, whether the absence is excused or not¹⁷. Exceptional attendance is charged at the normal rate plus 50%.

The announcement of absence and/or exceptional attendance is not a solution for regular care. When these absences become repetitive, a subscription modification will be requested from the legal representatives.

¹⁶ Registration by telephone is only possible for legal representatives without access to the internet portal my.giap.ch, see the contact details of the after-school teams on the website www.giap.ch

¹⁷ For after-school care only. For the meal, please refer to the communal regulations or the school restaurant associations



In the event of a child's unexcused absence and if it is impossible to reach the legal representatives, the GIAP will systematically initiate an emergency search procedure. In that case, the two emergency telephone numbers¹⁸ listed on the registration form will be used first. If there is no response, this procedure may lead to police intervention.

4.5 TEMPORARY OR PERMANENT CANCELLATION OF THE SUBSCRIPTION

Cancellation of the subscription is permitted during the current school year. It may be temporary or permanent.

In the event of temporary cancellation during the school year, the return to the extracurricular programme is possible but is subject to a waiting period¹⁹.

The cancellation of the subscription must be made online on the internet portal my.giap.ch²⁰ **before the 25th of the current month**²¹ in order to take effect on the 1st of the following month. **The subscription is due until the end of the current month, even if the child is absent, whether the absence is excused or not**²².

5 SCHEDULE

5.1 GENERALITIES

The child enrolled in the after-school programme is under the responsibility of the GIAP from the time when it is taken care of, on arrival, until the time of departure.

The child must be present throughout the service. Part-time care is not permitted for the sake of security. The exceptions mentioned below are those involving departure before the official end of care or delayed arrival (after 11.30 a.m. or 4 p.m.), where the GIAP's responsibility only takes effect once the child has been received at the after-school care location.

If a child is absent from school during the half-day prior to the after-school care or in case of part-time school attendance²³, the child will not be taken into the after-school care²⁴.

When a child is enrolled at two after-school care locations (reception class, specialised class, sports-study) and has to move between the two, the GIAP's responsibility is only engaged once the child's arrival has been validated by the after-school care team.

The subscription is due in full even in the event of delayed arrival or early departure.

No child is allowed to leave the after-school care facility without notifying the after-school care staff.

¹⁸ At least one emergency telephone number must be a Swiss cell phone number

¹⁹ See paragraph 3.3 "Outside the official registration period".

²⁰ For legal representatives who do not have access to the internet portal my.giap.ch, cancellation must be notified in writing to the after-school care center (Centrale du parascolaire) at the following e-mail address: parascolaire@giap.ch or by post: see contact details on the website www.giap.ch

²¹ **Deadline is the 24th of the current month at 23:59** on the internet portal my.giap.ch, in writing to the after-school care center (Centrale du parascolaire) at the following e-mail address: parascolaire@giap.ch or by post: see contact details on the website www.giap.ch

²² For after-school care only. For the meal, please refer to the communal regulations or the regulations of the school restaurant associations

²³ For example: half-day school for 1P children

²⁴ For example: absence from school in the morning so no pick-up at lunchtime or absence from school in the afternoon so no pick-up at afternoon care / half-day school for 1P children



5.2 SCHEDULE OF TYPES OF CARE

The schedules²⁵ of the different types of care must be respected.

- Morning care (AM) from 7 a.m. to 8 a.m.
- Midday care (RS) from 11.30 a.m. to 1.30 p.m.
- Afternoon care (AS) from 4 p.m. 6 p.m.

However, early departure from the afternoon care is possible:

- from 5 p.m. for grade 1P children
- from 5.30 p.m. for children from grade 2P to grade 8P

As animation is at the heart of the GIAP's activities, some activities may occasionally last beyond 5.30 p.m. It is desirable that the child be able to finish its activity before leaving.

5.3 END OF CARE PERIOD

Children from 1P to 4P must always be accompanied by a legal representative or a responsible person designated in the document "additional information".

Children from 5P to 8P may leave the after-school care location with one of their legal representatives or a responsible person designated in the "additional information" document, or **they may return home alone if this authorisation is mentioned on the registration form**, which is equivalent to a discharge from liability validated by the legal representatives.

The departure of a child with another minor child is possible only at the end of care at 6 p.m. on the condition that the latter has been indicated by the legal representatives in the document "additional information".

In the "additional information" document, a **maximum of 4 persons** authorised to pick up the child can be registered.

5.4 CHANGES TO THE SCHEDULES OF THE TYPES OF CARE

A derogation from the hours of the types of care can only be granted for the current school year **if the child is registered for a minimum of two after-school care times in the same type of care per week.**²⁶ Only **one** weekly derogation can allowed in the following cases:

Midday care (RS)

- For routine medical treatment

Afternoon care (AS)

- for a course that is considered as delegated education (language or music courses)
- for a sports, artistic or cultural activity or course
- for routine medical treatment

²⁵ The specific school and after-school care schedules of some of the after-school care locations concerned remain reserved

²⁶ A minimum of two attendances at the midday care or two attendances at the afternoon care to obtain an exemption for one of the two days



Any derogation request regarding the hours of the types of care must be submitted **in advance to the Sector Manager in writing**.

Any specific appointment (medical consultation, official convocation, appointment with the teacher) must be **announced in advance on the answering machine of the after-school care team**.

When the child goes to the above-mentioned course, the after-school care team does not provide transportation or accompany the child inside or outside the building.

In the case of a derogation granted, the return of the child to the after-school care is not authorised.

The organisation of the after-school care, the quality and the safety of the care are the responsibility of the GIAP **and the validation of the Sector Manager is obligatory** in all cases.

5.5 COLLABORATION WITH THE DEPARTMENT OF PUBLIC EDUCATION (DIP)

In the event of a derogation from the schedule of the types of care, the return of the child to the after-school care is not authorised. However, the exceptions mentioned below are reserved, which require special collaboration with the school management (DIP).

For supervised homework, the GIAP organises a deferred reception for children enrolled in supervised homework **one day a week**, in principle on Thursdays, which is defined in consultation and coordination between the Sector Manager and the school management.

For specific educational measures and pedagogical support outside of school hours, the procedures are determined jointly by the Sector Manager and the school management.

6 SUBSCRIPTION FEES

6.1 GENERALITIES

The subscription pricing rules are for after-school care only (including snacks). Lunch is billed in addition by the municipalities and/or school restaurant associations. As far as the pricing rules for meals are concerned, please refer to the regulations of the municipalities and/or of the school restaurant associations.

After-school care fees must be paid in advance, on a prepayment basis²⁷, in an amount equivalent to one month's monthly subscription as determined by the legal representatives, including those with an irregular subscription.

The subscription fee is based on an average annual attendance of 36 weeks out of the 39 school weeks.

Occasional absences, short-term illnesses (lasting less than two consecutive weeks) and absences for group field trips are taken into account in the calculation of the average subscription price. They do not give rise to any reimbursement or deduction.

²⁷ An explanatory video is available on the website www.giap.ch



6.2 MONTHLY FEES FOR AFTER-SCHOOL CARE

Monthly subscription	AM	RS	AS
1 day per week	CHF 14.-	CHF 22.-	CHF 29.-
2 days per week	CHF 28.-	CHF 44.-	CHF 58.-
3 days per week	CHF 42.-	CHF 66.-	CHF 87.-
4 days per week	CHF 56.-	CHF 88.-	CHF 116.-

6.3 PRICE REDUCTION OR EXEMPTION

The reduction or exemption²⁸ is calculated based on the family's net annual taxable income and on the number of dependent children.

For legal representatives with Swiss nationality or with a C residence permit, the document **“Eléments retenus par l'Administration sur l'avis de taxation des Impôts Cantonaux et Communaux”** (“Items retained by the Administration on the cantonal and municipal taxes notice”) should be uploaded under the heading “reduction request” on the internet portal my.giap.ch. For all other legal representatives' situations, the list of accepted documents is shown on the internet portal my.giap.ch²⁹. In case of a change in the legal representatives' situation in the current reduction or exemption request, the most recent situation is taken into account.

In case of a change in the legal representatives' situation during the school year (income, separation, divorce, birth), a new reduction or exemption request may be made only upon presentation of the required supporting documents.

Based on income

	1 child	2 children	3 children	4 children or more
Free	< 50,000	< 56,754	< 63,508	< 70,262
Discount of 75%	50,001 to 70,000	56,755 to 76,754	63,509 to 83,508	70,263 to 90,262
Discount of 50%	70,001 to 85,000	76,755 to 91,754	83,509 to 98,508	90,263 to 105,262
Discount of 25%	85,001 to 95,000	91,755 to 101,754	98,509 to 108,508	105,263 to 115,262

The sibling discount is automatically applied according to the number of dependent children enrolled in the after-school programme (linked to the same customer number).

2 children registered in the after-school program	12.5% discount for each child
3 children registered in the after-school program	25% discount for each child
4 children registered in the after-school program	40% discount for each child

²⁸ An explanatory video is available on the website www.giap.ch

²⁹ A written tutorial and a video explaining the steps to follow are available on the website www.giap.ch



To enjoy the benefits of the price reduction or exemption for after-school care, the “**Application for reduction or exemption (does not concern the invoicing of meals)**” request must be made on the internet portal my.giap.ch.

The form is automatically pre-filled based on the information provided when registering. The legal representatives must check the information and make changes if necessary. During the reduction request process, a list indicates the required annexes for each situation. The legal representatives must upload³⁰ the supporting documents corresponding to their situation **before June 30th, 2024, last deadline.**

For any registration during the school year, the reduction or exemption request must be provided to the billing department within fifteen days of registration as indicated above.

Any response to a reduction or exemption request is addressed to the holder of the client account on the internet portal my.giap.ch. The response is available and accessible to the legal representatives who have access to the internet portal my.giap.ch.

The reduction request provided or completed after the deadline must be made on the portal my.giap.ch **before the 25th of the current month** to be taken into consideration as of the 1st of the following month.

Only one application per family is required and it must be renewed each year within the given deadline. No reduction or exemption can be granted if the application is incomplete.

The price reduction or exemption does not apply to meal prices but only to after-school care.

7 BILLING AND PAYMENT

7.1 GENERALITIES

The subscription is concluded between the GIAP and the legal representatives according to the terms indicated.

Invoicing is based on the subscription defined by the legal representatives, which remains due and is invoiced even if the child is absent, whether the absence is excused or not.

In accordance with the Law on All-day Care (*Loi sur l'accueil à journée continue LAJC*), the GIAP is responsible for after-school care and the municipalities for meals. These two services are invoiced separately. Thus, **the legal representatives must pay these two distinct services** to the GIAP for after-school care and to the municipality for meals.

The cost for after-school care is automatically debited from the client's account at the beginning of each month. It must be paid in advance, on a prepayment basis³¹, in an amount equal to one month's monthly subscription as determined by the legal representatives, including those with an irregular subscription.

Billing for a child's subscription cannot be spread over several different clients (debtors).

³⁰ For legal representatives without access to the internet portal my.giap.ch, the form and the list of required annexes will be sent by email or post. The form must be returned, duly signed and accompanied by the required annexes, to the billing department by email to facture@giap.ch or by post (see contact details on the website www.giap.ch)

³¹ An explanatory video is available on the website www.giap.ch



Any objections to the amount debited by the GIAP must be made in writing within 30 days of the debit accounting date. After this period, the debited amount is deemed to be accepted.

The procedure to track prepayments is shown on our website and on the my.giap.ch portal. In the event of non-payment of the subscription, a statement of account will be sent by post three times a year as a reminder. This procedure is subject to an administrative charge of CHF 5.00 debited from the client's account.

In the event of non-payment, the GIAP will initiate a debt collection procedure. The costs of the procedure are to be borne by the client (debtor).

A document attesting to the childcare costs is available on the my.giap.ch portal for submission to the tax authorities.

7.2 BILLING FOR EXCEPTIONAL ATTENDANCE

Exceptional attendance is charged at the normal rate plus 50%.

AM	AM/PM	PM
CHF 6.00	CHF 9.00	CHF 12.00

When an exceptional attendance is scheduled and the child is not present, the fee will be charged if the child has not been excused according to the schedule and specific provisions of the after-school facilities³².

7.3 BILLING WITH PRE-SUBSCRIPTION RATES

AM	AM/PM	PM
CHF 4.00	CHF 6.00	CHF 8.00

In August and July, the after-school care attendance days are invoiced using the pre-subscription rates and based on the monthly subscription as defined by the legal representatives. They must be paid in advance as for the monthly subscription.

In the case of enrolment during the year, when the child is taken in without a waiting period, a pre-subscription rate is applied from the first day of care until the end of the current month. The subscription starts on the 1st day of the following month.

7.4 DEDUCTION IN CASE OF ILLNESS OR ACCIDENT

In the case of absences due to illness or an accident of the child **for a minimum of 2 consecutive school weeks and in all types of care**, a deduction is granted only upon presentation of a medical certificate. The medical certificate must be sent to the after-school care center (*Centrale du parascolaire*)³³ **no later than five working days** after the child's return to the after-school care.

Absences due to illness or an accident of short duration (less than 2 consecutive weeks) are included in the calculation of the average subscription price. They therefore do not give rise to any reimbursement or deduction. This does not apply to situations related to a pandemic.

No other reason for an absence may result in a deduction.

³² See the website www.giap.ch

³³ By e-mail to Centrale du parascolaire at: parascolaire@giap.ch or by post: see contact details on the website www.giap.ch



7.5 BILLING OF MEALS

Meals are provided by the municipalities and/or the school restaurant associations, which bill them directly to the legal representatives. For this purpose, legal representatives' contact information is communicated to them in compliance with the Act on Public Information, Access to Documents and the Protection of Personal Data (LIPAD).

In the event of financial difficulties in paying for meals, the municipality of residence and/or the school restaurant association should be contacted directly (including the municipalities affiliated to the *Restoscolaire* service).

8 CARE AND HEALTH PARTICULARITIES

8.1 GENERALITIES

When registering the child, it is mandatory that the care particularities (allergies, other medical treatment and legal protection measures for the child) are recorded in the ad hoc document. An official supporting document must be provided to the after-school care center (*Centrale du parascolaire*)³⁴. For the safety of the child, care can only begin when all the documents relating to the particular care situation (allergies, other medical treatment, legal measures for the protection of the child) have been submitted and validated by the GIAP.

In the event of a change in the child's situation, it is essential to inform the after-school care center (*Centrale du parascolaire*) immediately in order to update the child's file.

Due to organisational constraints, the GIAP reserves the right to take any additional decision even if official proof is provided.

8.2 MEDICAL EMERGENCIES AND ACCIDENTS

In the event of a medical emergency or accident, the after-school care team or the Sector Manager will make the necessary arrangements and inform the legal representatives as soon as possible.

If required by the circumstances, the after-school care team will contact the emergency number 144 and follow its instructions. Depending on the medical team's decisions, the child may be evacuated by ambulance. The cost of emergency transportation is the responsibility of the legal representatives.

A document indicating the procedures to follow is given to the legal representatives for reporting the accident to the child's insurance provider.

In the event of temporarily reduced mobility, the child may, in certain cases, receive specific accompaniment during its after-school care.

Any new situation must be communicated **in advance to the Sector Manager**.

This specific accompaniment is offered when availabilities allow it and **a waiting period of three working days** is necessary to organise it. In the meantime, the child will not be able to attend after-school care, even based on exceptional presence.

³⁴ By e-mail to the after-school care center (*Centrale du parascolaire*) at: parascolaire@giap.ch or by post: see contact details on the website www.giap.ch



8.3 ALLERGIES

When the child is registered for after-school care or in the event of a change in situation during the school year, a medical certificate specifying the health problem and the conditions in which care should take place must be provided to the after-school care center (*Centrale du parascolaire*).

As soon as the medical certificate has been processed, it is sent to the Sector Manager for monitoring of the child's file and so that an individualised reception project (PAI) can be established by the school nurse of the Child and Youth Health Service (*Service de santé de l'enfance et de la jeunesse (SSEJ)*).

If the food allergy requires a simple diet (food recognizable to the naked eye, consumed in its unprocessed form and easily removeable from the preparation process), the after-school care team will ensure that the food in question is avoided, without any special menu items or the possibility for the legal representatives to bring supplements to the meal provided by the school restaurant.

If the food allergy requires a more complex diet (foods that may be hidden in common industrial preparations, e.g., eggs, nuts, beans) and is associated with the use of an Epi-Pen or other similar anaphylactic treatment in case of symptoms or when the child has a medically identified intolerance (e.g., gluten, lactose), the legal representatives must provide a packed lunch and/or snack.

If a packed lunch and/or snack is provided, no other food will be given to the child.

The after-school care team, in collaboration with the staff of the school restaurant, will ensure that the child can have his or her meal in good conditions.

In all cases, the final decision regarding the need for a packed lunch and/or snack is the responsibility of the Sector Manager.

8.4 OTHER MEDICAL TREATMENT

When the child is registered for after-school care or in the event of a change in situation during the school year, a medical certificate specifying the health problem and the conditions in which care should take place must be provided to the after-school care center (*Centrale du parascolaire*).

As soon as the medical certificate has been processed, it is sent to the Sector Manager for monitoring of the child's file and so that an individualised reception project (PAI) can be established by the school nurse of the Child and Youth Health Service (*Service de santé de l'enfance et de la jeunesse (SSEJ)*).

In the event that a child must take medication on an ad hoc basis during his or her care, the legal representatives must provide the after-school care team with the following information: the child's first and last name, the start and end dates of the treatment, the dosage, the time and the conditions under which the medication should be administered. This information must come from an official body (doctor or pharmacy) and appear on the packaging of the medication.

The administration of medical treatment will only be done within the competence of the after-school care team and their organizational constraints.



8.5 LEGAL MEASURES FOR THE PROTECTION OF THE CHILD

The GIAP follows and implements the child protection measures issued by the competent authorities regardless of the existence of joint parental authority.

When necessary, the GIAP collaborates with child protection services.

After-school care staff are required to act on any suspected abuse as soon as they become aware of it, following internal procedures.

8.6 ILLNESSES

If a child is absent from school on the half-day prior to an after-school care time³⁵ due to illness, the child will not be admitted to the after-school care program.

Concerning the measures to be taken regarding contagious diseases, the GIAP refers to the sanitary prescriptions issued by the Child and Youth Health Service (*Service de santé de l'enfance et de la jeunesse (SSEJ)*).

8.7 BRUSHING TEETH

Making sure the children's teeth are brushed as a group is only possible if the following conditions are met:

- suitable and sufficient sanitary facilities (washbasins) are available;
- cleaning of the facilities is organized in accordance with the rules in this matter;
- the specificities of the local organization allow it.

If these conditions are not met, but the legal representatives want their child to brush his/her teeth after a meal, they must provide a toothbrush and toothpaste (to be brought back each day).

9 MEALS

Under the responsibility of the municipalities and/or school restaurant associations, children are served a variety of balanced meals.

care of each child. On the other hand, the GIAP is committed to ensuring institutional respect for individual practices that may be part of a notion of community, i.e. the avoidance of all animal meat or the avoidance of pork and dietary restrictions related to the child's health.

Therefore, the dietary practices listed ("no pork" and "no animal meat"³⁶) on the registration form are respected, without any particular menu options or possibility for the legal representatives to bring supplements to the meal provided by the school restaurant.

³⁵ For example: absence from school in the morning so no after-school care at lunchtime or absence from school in the afternoon so no after-school care in the afternoon

³⁶ "No animal meat" refers to a diet which excludes all animal flesh (meat, fish), but which generally allows the consumption of foods of animal origin such as eggs, milk and dairy products (cheese, yoghurt). All other dietary practices linked to vegetarianism (lacto-vegetarianism, ovo-vegetarianism, veganism, pesco-vegetarianism and flexitarianism) are not taken into account, as they are individual practices and are not compatible with the collective care of children.



The provision of a packed lunch is only authorized in the case of a certified food allergy³⁷.

10 BEHAVIOUR

The after-school teams are committed to acting in a caring manner towards the children on a daily basis and to teaching them social skills to encourage living together well. For their part, the children need to abide by the rules of being in a group in order to preserve the physical and emotional integrity of each individual and show respect for their peers, the staff, the facilities, and the equipment.

However, any child who, in the context of the after-school care program, does not comply with the instructions of the staff, who disrupts activities or who, by his or her inappropriate behaviour, breaks the rules that are essential to social life, will be subject to disciplinary sanctions commensurate with the fault committed.

Therefore, following a first warning sent to the legal representatives by the Sector Manager, a provisional suspension of up to 3 months may be pronounced against a child.

Depending on the seriousness of the situation or the recurrence of inappropriate behaviour, a temporary suspension from care for a period of more than 3 months, but no longer than the end of the school year, may also be imposed.

In the event of repeated offenses, particularly those of a discriminatory nature, or physical aggression by a child towards the staff, the child will be suspended for a minimum of two weeks.

In the event of a temporary suspension during the school year, the fees for the after-school care during that period remain due and are billed. In the case of a temporary suspension until the end of the school year, the subscription will end on the last effective day of after-school care.

11 OTHER

11.1 VIDEOS AND PHOTOS

The use of photos and/or films of children in the after-school care program must be duly authorized by the legal representatives in the ad hoc document provided for this purpose.

Apart from exceptional cases, use of personal electronic objects is not authorized during after-school care.

11.2 LOSS, THEFT, AND DAMAGES

The GIAP accepts no responsibility for loss, theft or damage to children's personal items.

The children should take care not to damage the facilities, furniture, and equipment.

Costs related to damage caused by children are the responsibility of each family's liability insurance.

³⁷ See paragraph 8.3 "Allergy".



Costs related to damage caused by a child will be billed to the legal representatives concerned.

11.3 DATA PROTECTION

Personal data collected by the GIAP is processed in accordance with the provisions of the Act on Public Information, Access to Documents and the Protection of Personal Data (LIPAD) of October 5th, 2001 and the Regulation on the Application of the Act on Public Information, Access to Documents and the Protection of Personal Data (RIPAD) of December 21st, 2011.

Anonymized personal data may be used for internal statistics, planning or public policy evaluation purposes.

12 FINAL PROVISIONS

These General Terms and Conditions apply as of the beginning of the school year 2024-2025 and for the school year 2024-2025. They are available on the website: www.giap.ch.

However, if necessary, the GIAP reserves the right to unilaterally modify these General Terms and Conditions.

The GIAP will assess all cases that are not covered by these General Terms and Conditions.