

# **INTERCOMMUNAL ASSOCIATION FOR AFTER-SCHOOL CARE (GIAP)**

## **GENERAL CONDITIONS 2026 - 2027**

*These general conditions are written in French.*

*For translations into other languages, only the French version is legally binding.*



*In Geneva, the only Swiss canton to offer unconditional after-school care to all pupils in public primary schools whose parents wish to benefit from this service, 40 municipalities<sup>1</sup> have joined together to form the Groupement Intercommunal pour l'Animation Parascolaire [Intercommunal Association for After-School Care] (GIAP) to provide collective care for students enrolled in mainstream schooling.*

*The GIAP's purpose is to help parents balance family and professional life through the provision of high-quality after-school care. This collective care and activity service represents a moment in the child's life that takes place between school and the family. It is therefore not merely a period of supervision, but a real part of daily life, whose collective dimension distinguishes it from family life.*

*The after-school activities are at the heart of GIAP's mission. Through the activities provided, the child learns to live in a community, to develop social skills, and to become independent and responsible, while respecting others and the resources provided. Discovery, among other things, is emphasised as an educational approach, with the goal of allowing children to enjoy these shared moments in a safe environment.*

*The following general conditions define the framework for collective after-school care for children at the GIAP.*

---

<sup>1</sup> Aire-la-Ville, Anières, Avully, Avusy, Bardonnex, Bellevue, Bernex, Carouge, Céligny, Chancy, Chêne-Bourg, Choulex, Collex-Bossy, Collonge-Bellerive, Confignon, Corsier, Dardagny, Geneva, 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



## TABLE OF CONTENTS

<b>1</b>	<b>GENERAL PROVISIONS</b> .....	<b>4</b>
1.1	PREAMBLE.....	4
1.2	LEGAL BASIS.....	4
1.3	MISSION AND COMMITMENTS OF THE PARTIES.....	4
1.4	OPERATING PRINCIPLES.....	5
<b>2</b>	<b>SERVICES</b> .....	<b>5</b>
2.1	GENERAL INFORMATION.....	5
2.2	TYPES OF CARE.....	5
<b>3</b>	<b>REGISTRATION</b> .....	<b>6</b>
3.1	GENERAL INFORMATION.....	6
3.2	CONTRACTUAL CONTACT PERSON.....	6
3.3	PROCEDURES.....	7
3.4	OUTSIDE THE OFFICIAL REGISTRATION PERIOD.....	8
<b>4</b>	<b>SUBSCRIPTION</b> .....	<b>9</b>
4.1	GENERAL INFORMATION.....	9
4.2	MODIFICATION OF THE SUBSCRIPTION.....	9
4.3	IRREGULAR SUBSCRIPTION.....	10
4.4	ABSENCE OR EXCEPTIONAL ATTENDANCE NOTIFICATION.....	11
4.5	TEMPORARY OR DEFINITIVE CANCELLATION OF THE SUBSCRIPTION.....	11
<b>5</b>	<b>SCHEDULES</b> .....	<b>12</b>
5.1	GENERAL INFORMATION.....	12
5.2	SCHEDULES FOR TYPES OF CARE.....	12
5.3	END OF AFTER-SCHOOL CARE.....	13
5.4	EXEMPTION FROM CARE SCHEDULES (OUTSIDE DIP).....	13
5.5	WORKING WITH THE DEPARTMENT OF PUBLIC INSTRUCTION (DIP).....	14
<b>6</b>	<b>SUBSCRIPTION PRICING</b> .....	<b>14</b>
6.1	GENERAL INFORMATION.....	14
6.2	RATES.....	14
<b>7</b>	<b>DISCOUNT</b> .....	<b>15</b>
7.1	GENERAL INFORMATION.....	15
7.2	PROCEDURES.....	15
7.3	DURING THE SCHOOL YEAR OR IN CASE OF A CHANGE IN SITUATION.....	16
7.4	DECISION.....	16
7.5	SIBLING DISCOUNT.....	16
<b>8</b>	<b>INVOICING AND PAYMENT</b> .....	<b>17</b>
8.1	GENERAL INFORMATION.....	17
8.2	INVOICING OUTSIDE SUBSCRIPTION.....	17
8.3	PAYMENT TERMS.....	17
8.4	DEDUCTION IN CASE OF ILLNESS OR ACCIDENT.....	18
8.5	INVOICING OF MEALS.....	18
<b>9</b>	<b>SPECIAL CARE AND HEALTH REQUIREMENTS</b> .....	<b>19</b>
9.1	GENERAL INFORMATION.....	19
9.2	MEDICAL EMERGENCY AND ACCIDENT.....	19
9.3	ALLERGIES.....	19
9.4	OTHER MEDICAL TREATMENT.....	20
9.5	LEGAL MEASURE FOR THE PROTECTION OF CHILDREN.....	21
9.6	ILLNESSES.....	21
9.7	TOOTH-BRUSHING.....	21
<b>10</b>	<b>CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR WITH DISABILITIES</b> .....	<b>22</b>
<b>11</b>	<b>MEAL SERVICE</b> .....	<b>22</b>
<b>12</b>	<b>BEHAVIOUR</b> .....	<b>22</b>
<b>13</b>	<b>MISCELLANEOUS</b> .....	<b>23</b>
13.1	VIDEOS AND PHOTOS.....	23
13.2	LOSS, THEFT AND DAMAGE.....	23
13.3	DATA PROTECTION.....	23
<b>14</b>	<b>FINAL PROVISIONS</b> .....	<b>23</b>
	<b>PRICING REGULATIONS OF THE INTERCOMMUNAL ASSOCIATION FOR AFTER-SCHOOL CARE (GIAP)</b> .....	<b>24</b>



## THE INTERCOMMUNAL ASSOCIATION FOR AFTER-SCHOOL CARE

The Intercommunal Association for After-School Care (GIAP), established under the Law on Full-Day Care (LAJC), is affiliated with the Association of Geneva Municipalities (ACG). To date, 40 municipalities are members of the Association.

The organisation of collective after-school care for children falls under the responsibility of the GIAP. Each day, it welcomes 78% of school-aged children through 146 after-school teams distributed across 63 sectors within 8 regions of the canton. The GIAP currently has more than 2,600 staff members trained in after-school programmes to ensure high-quality supervision.

The provision of meals, however, is the responsibility of the municipalities. Each day, varied and balanced meals are served to the children. The majority of school canteens are certified.

As a result, two separate payments must be made: one for after-school care and the other for meals. Some municipalities, as part of the Restoscolaire service, delegate their invoicing to the GIAP.

## 1 GENERAL PROVISIONS

### 1.1 PREAMBLE

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

The Association offers collective and optional after-school care to all children enrolled in mainstream schooling in public primary schools in the Canton of Geneva.

### 1.2 LEGAL BASIS

Law on Full-Day Care (LAJC) of 22 March 2019.

Implementing Regulation of the Law on Full-Day Care (RAJC) of 18 November 2020.

Tariff Regulation of the Intercommunal Association for After-School Activities of 28 September 2024.

### 1.3 MISSION AND COMMITMENTS OF THE PARTIES

As part of fulfilling its mission, the GIAP agrees to:

- Guarantee the safety of the children entrusted to it;
- Ensure quality organisation and supervision;
- Offer collective activities promoting the personal development of the children.



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

- Comply with the GIAP's general conditions;
- Comply with the municipal regulations and those of the school canteen associations relating to the organisation of meals;
- Work constructively with GIAP staff.

Any legal representative who fails to comply with the general conditions may be subject to a sanction that may include the termination of the subscription for the current school year, following a prior warning.

## 1.4 OPERATING PRINCIPLES

The after-school programme operates on a subscription basis, with the aim of determining daily attendance as accurately as possible by encouraging legal representatives to define their children's subscriptions according to their professional and family needs.

This system helps to enhance the safety of children's after-school care and to ensure the proper use of public funds.

# 2 SERVICES

## 2.1 GENERAL INFORMATION

After-school care is provided for children during school periods, excluding school holidays, according to the specific schedules established for each type of care. There is no after-school care on Wednesdays.

The contact details of the sector managers and after-school teams are available on the website [www.qiap.ch](http://www.qiap.ch).

## 2.2 TYPES OF CARE

During the different care periods, children take part in fun, creative or sports activities, in facilities made available by the municipalities.

By enrolling their child in the after-school programme, legal representatives acknowledge that their child may go swimming, ice skating, use public transport and/or a minibus, go to a playground and attend cultural events. Legal representatives are informed when an activity requires special equipment or when the location or pick-up time for children differs from the usual arrangements.

- Morning care (AM)

In some schools in the canton, children from 1P to 4P are welcomed on Mondays, Tuesdays, Thursdays and Fridays from 7:00 a.m. (latest arrival time 7:30 a.m.) to 8:00 a.m.

This care provides a calm and relaxing pre-school period.



The implementation of this service is not systematic; it depends on a demonstrated collective need and meets specific criteria<sup>2</sup> determined by the GIAP.

In schools where morning care is available, registration for another type of care (midday and/or afternoon) is required to benefit from it, as well as having a regular subscription and access to the online portal [my.giap.ch](https://my.giap.ch).

- Midday care (RS)

Children from 1P to 8P (primary years 1–8 in the Canton of Geneva; approx. ages 4–12) are welcomed at the end of school and until classes resume, on Mondays, Tuesdays, Thursdays and Fridays from 11:30 a.m. to 1:30 p.m.

This care focuses mainly on the meal at the school canteen.

A period of rest and relaxation is compulsory for 1P children. It is organised in each after-school location. It may also be open to other children depending on the available spaces. Midday care (RS) necessarily includes both the meal and the child's after-school care.

- Afternoon care (AS)

Children from 1P to 8P are welcomed after school on Mondays, Tuesdays, Thursdays and Fridays from 4:00 p.m. to 6:00 p.m.

This care focuses mainly on after-school activities, and a snack is provided.

Children may also, if the layout of the premises and local organisation permit, do their homework on their own initiative and independently.

## 3 REGISTRATION

### 3.1 GENERAL INFORMATION

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

The child's registration file, including the registration form, annexed documents and the required official supporting documents, must be completed within the prescribed deadlines. Otherwise, the registration will be cancelled in advance by letter.

Only the child's legal representatives may complete the registration and have access to the personal data provided, except in exceptional cases. The legal representative who completes the registration becomes the contractual contact person (see article 3.2).

The child registered for after-school care is under the responsibility of the GIAP during her/his presence in after-school care: from her/his arrival until her/his departure.

### 3.2 CONTRACTUAL CONTACT PERSON

The legal representative who completes the first registration automatically becomes the contractual contact person. As the contractual contact person, they have full access to the [my.giap.ch](https://my.giap.ch) portal, including the registration, subscription and schedule management features, as well as invoicing.

---

<sup>2</sup> The specific criteria are: a minimum of 15 registrations at the same after-school site, and an average attendance of 9 to 10 children every morning at the same after-school site.



The contractual contact person is responsible to the GIAP for payment of the services. The invoicing of the child's subscription, or of meals if applicable, cannot be divided between the two legal representatives.

The other legal representative has the right to access the my.giap.ch portal to manage the subscription and schedule. To do so, they must have an e-démarches account. If their personal information was entered during registration, their request for access to the my.giap.ch portal is made directly via their e-démarches account. Otherwise, their request must go through the After-School Centre. An e-démarches account can be linked to only one my.giap.ch account.

The contractual contact person, as the debtor, may decide whether or not to grant the other legal representative access to financial data via their access to the my.giap.ch portal.

When renewing registration for subsequent school years, the contractual contact person remains by default the same as for the previous school year. The renewal of registration may also be carried out by the other legal representative, provided that the contractual contact person has granted them access to the financial information.

During the school year, a change of contractual contact person is possible, in principle only once per year, and subject to providing proof justifying the need for the change (separation agreement, divorce ruling, etc.). The request must be made using the form available on the website [www.giap.ch](http://www.giap.ch) and in accordance with the procedures specified on the form. Each request must be complete and submitted by the 24th of the current month so that, if validated, the change can take effect on the 1st of the following month<sup>3</sup>.

### 3.3 PROCEDURES

Registration<sup>4</sup> or renewal of registration is carried out via the online portal [my.giap.ch](http://my.giap.ch)<sup>5</sup>, during the official registration period and strictly within the prescribed deadlines. Otherwise, a waiting period applies before the start of after-school care<sup>6</sup>.

The official registration period, as well as other important information, is communicated on the website [www.giap.ch](http://www.giap.ch), on the online portal [my.giap.ch](http://my.giap.ch), by e-mail or post, and through the media.

For a first registration including a special care arrangement (allergy, other medical treatment, legal child protection measure) or for a renewal of registration with a modification of the special care arrangement indicated in the previous school year, it is mandatory to submit the relevant signed document and the official supporting evidence through the online portal [my.giap.ch](http://my.giap.ch)<sup>7</sup> in order for the registration to be processed.

---

<sup>3</sup> The duly completed and signed form, together with the required supporting documents, must be returned by the 24th of the current month at 11:59 p.m. to the After-School Centre by e-mail to: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see the contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>4</sup> An explanatory video is available on the website [www.giap.ch](http://www.giap.ch)

<sup>5</sup> For legal representatives who are unable to obtain a secure e-démarches account to access the online portal [my.giap.ch](http://my.giap.ch), a dedicated telephone line for registrations (After-School Centre) is available at the contact details and dates indicated on the website [www.giap.ch](http://www.giap.ch)

<sup>6</sup> See section 3.4 "Outside the official registration period"

<sup>7</sup> For legal representatives without access to the online portal [my.giap.ch](http://my.giap.ch), documents must be sent by e-mail to the After-School Centre at the following address: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see the contact details on the website [www.giap.ch](http://www.giap.ch)



When registering or renewing registration, an e-mail<sup>8</sup> or a confirmation letter by post is sent to the legal representatives confirming that the registration has been received. These steps in the registration process must be carefully followed for the registration to be definitively validated. **After-school care can only begin once the entire registration process has been completed and a subscription has been defined.**

### WHY APPLY A WAITING PERIOD?

Registrations made outside the official registration period generally result in a delay of several months before the start of after-school care. This time is necessary for the GIAP to recruit, train and assign the additional staff required to supervise the children.

**Above all, it is a safety measure for all the children in the canton.**

### 3.4 OUTSIDE THE OFFICIAL REGISTRATION PERIOD

During the school year, outside the official registration period, registrations are carried out via the online portal [my.giap.ch](http://my.giap.ch)<sup>9</sup>. They are subject to a waiting period. The registration is recorded, but the start of the child's after-school care is postponed, according to the annual waiting period schedule<sup>10</sup>, in order to allow the GIAP's human resources and the municipal infrastructure to be adjusted to the childcare needs.

However, when a child is registered outside the official registration period, the waiting period may be lifted and after-school care may begin earlier, provided that proof of need is supplied and validated. Without proof of need, or if it is not validated, the waiting period applies.

The accepted supporting documents are as follows:

- change in professional situation: increase in working hours, new job, compulsory vocational training;
- change in family situation: divorce, death, custody arrangement with supporting documentation;
- medical certificate: incapacity of both legal representatives to register their child during the entire official registration period;
- change of residence: new arrival in the canton of Geneva and/or in Switzerland;
- change of school;
- written recommendation from social services.

When the waiting period is lifted, after-school care begins **no earlier than three working days** after the registration has been validated.

---

<sup>8</sup> The e-mail address provided by the legal representatives serves as the communication channel. It must be checked regularly.

<sup>9</sup> For legal representatives who are unable to obtain a secure e-démarches account to access the online portal [my.giap.ch](http://my.giap.ch), a dedicated telephone line for registrations (After-School Centre) is available at the contact details and dates indicated on the website [www.giap.ch](http://www.giap.ch)

<sup>10</sup> Available on the website [www.giap.ch](http://www.giap.ch)



**When a waiting period applies, the child is not permitted to attend after-school care before the 1<sup>st</sup> scheduled day of after-school care, even on an exceptional attendance basis.**

Even when a waiting period applies, the deadline for submitting a discount application (see Chapter 7 Discounts) is based on the date of registration, not on the start date of the after-school care.

## 4 SUBSCRIPTION

### 4.1 GENERAL INFORMATION

The subscription is concluded between the GIAP and the legal representatives. It includes registration for after-school care and for meals<sup>11</sup>.

It is established for one school year and defined on a monthly basis according to the different types of care: Morning care (AM) / Midday care (RS) / Afternoon care (AS) for the open days of the week, i.e. Monday, Tuesday, Thursday, and Friday, excluding school holidays.

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

The subscription, as defined by the legal representative, remains payable until the end of the current month, including in the case of the child's excused and/or unexcused absence. In all cases, the subscription will be invoiced even if the child has never attended after-school care since the start of the school year.

Once registration is validated, an account is automatically created on the legal representative's online portal [my.giap.ch](http://my.giap.ch) to enable the invoicing and payment process to begin<sup>12</sup>.

### 4.2 MODIFICATION OF THE SUBSCRIPTION

The modification<sup>13</sup> of the subscription is possible during the current school year. However, the days and types of care defined in the subscription are not interchangeable. In case of the child's absence, they cannot be replaced by another care period and are non-refundable.

Any modification of the subscription must be made online on the portal [my.giap.ch](http://my.giap.ch)<sup>14</sup> **by the 24th of the current month**<sup>15</sup> in order to take effect from the 1<sup>st</sup> of the following month.

---

<sup>11</sup> See section 8.5 "Meal invoicing"

<sup>12</sup> See chapters 6 "Subscription pricing" and 8 "Invoicing and payment"

<sup>13</sup> An explanatory video is available on the website [www.giap.ch](http://www.giap.ch)

<sup>14</sup> For legal representatives without access to the online portal [my.giap.ch](http://my.giap.ch), the modification must be submitted in writing to the After-School Centre by e-mail at: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see the contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>15</sup> **Deadline on the 24th of the current month at 11:59 p.m.** on the online portal [my.giap.ch](http://my.giap.ch), or in writing to the After-School Centre by e-mail at: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see the contact details on the website [www.giap.ch](http://www.giap.ch)



**The subscription remains payable until the end of the current month, including in the case of the child's excused and/or unexcused absence<sup>16</sup>.**

A first modification of the subscription may be made in mid-August via the online portal [my.giap.ch](http://my.giap.ch) in accordance with the prescribed rules regarding subscription modification. Only legal representatives with access to the online portal [my.giap.ch](http://my.giap.ch) may benefit from this additional, non-counted modification.

Thereafter, during the school year, **three subscription modifications are permitted per child at no extra charge**. Each additional modification will be charged at 50 francs. A subscription modification is not counted if it is made at the request of the GIAP.

### 4.3 IRREGULAR SUBSCRIPTION

In principle, irregular attendance is not permitted. However, legal representatives whose professional schedules imposed by their employer require an adjustment to the subscription may be granted an irregular subscription upon submission of an appropriate supporting document.

This document must be submitted to the After-School Centre at the time of registration or re-registration to be reviewed before any possible validation.

Any possible validation of the supporting document applies only to the school year for which the irregular subscription request has been made. Each new request must be accompanied by an updated supporting document, less than three months old, which will be re-examined.

It is sufficient for only one of the legal representatives to be affected by irregular professional schedules.

The following cumulative conditions are mandatory:

- to have irregular and/or non-rhythmic working hours on a recurring weekly basis throughout the school year;
- to provide a detailed certificate from the employer's human resources department outlining the professional constraints;
- to have a validated account on the online portal [my.giap.ch](http://my.giap.ch) and use it to enter the schedule. Only legal representatives may enter subscription changes via the online portal [my.giap.ch](http://my.giap.ch).

Entering the irregular subscription one month in advance remains the basic rule. However, it may be entered on a weekly basis at a minimum.

The operating procedure, defined in a specific directive, is provided to the legal representatives once the irregular subscription has been approved. The applicable pricing corresponds to that of the pre-subscription.

During the school year, a change of subscription is always possible<sup>17</sup>. It must necessarily begin on the 1<sup>st</sup> of the following month.

---

<sup>16</sup> For after-school care only. For meals, refer to the municipal regulations or school canteen associations.

<sup>17</sup> **Deadline on the 24th of the current month at 11:59 p.m.** on the online portal [my.giap.ch](http://my.giap.ch), or in writing to the After-School Centre by e-mail at: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see the contact details on the website [www.giap.ch](http://www.giap.ch)



No other family or professional situation may justify an irregular subscription. In all cases, the final decision regarding an irregular subscription lies with the GIAP Management, which also reserves the right to convert it during the school year into a regular subscription if the granting conditions are no longer met or if the actual attendance corresponds to that of a regular subscription.

#### 4.4 ABSENCE OR EXCEPTIONAL ATTENDANCE NOTIFICATION

The purpose of notifying an absence or exceptional attendance (occasionally added to the subscription) is to ensure the safety of the children entrusted to care.

**Legal representatives are required to inform of all absences or exceptional attendances of their child.** They must do so via the online portal [my.giap.ch](http://my.giap.ch) **or** on the voicemail of the after-school team<sup>18</sup>, according to the specific arrangements of each after-school site.

The sector manager does not handle absence or exceptional attendance notifications.

**The subscription remains payable until the end of the current month, including in the case of the child's excused and/or unexcused absence<sup>19</sup>. Exceptional attendance is invoiced at the basic rate with a 50% surcharge.**

The addition of absences and/or exceptional attendances is not a form of regular care. When these become repetitive, a modification of the subscription may be requested from the legal representatives.

In the event of an unexcused absence of a child and if the legal representatives cannot be reached, the GIAP will systematically initiate an emergency search procedure. In this context, the emergency telephone numbers<sup>20</sup> entered on the registration form are called first. If there is no response, this procedure may involve the intervention of the police.

#### 4.5 TEMPORARY OR DEFINITIVE CANCELLATION OF THE SUBSCRIPTION

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

In the case of a temporary cancellation during the school year, a return to after-school care is possible but is subject to a waiting period<sup>21</sup>.

Cancellation of the subscription must be carried out online on the portal [my.giap.ch](http://my.giap.ch)<sup>22</sup> **by the 24th of the current month<sup>23</sup>** in order to take effect on the 1<sup>st</sup> of the following month. **The subscription remains payable until the end of the current month, including in the case of the child's excused and/or unexcused absence<sup>24</sup>.**

---

<sup>18</sup> Notification by telephone is only possible for legal representatives without access to the online portal [my.giap.ch](http://my.giap.ch), see the contact details of the after-school teams on the website [www.giap.ch](http://www.giap.ch)

<sup>19</sup> For after-school care only. For meals, refer to the municipal regulations or school canteen associations.

<sup>20</sup> At least one emergency telephone number must be a Swiss mobile phone number.

<sup>21</sup> See paragraph 3.4 "Outside the official registration period"

<sup>22</sup> For legal representatives without access to the online portal [my.giap.ch](http://my.giap.ch), the cancellation must be submitted in writing to the After-School Centre by e-mail at: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see the contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>23</sup> **Deadline on the 24th of the current month at 11:59 p.m.** on the online portal [my.giap.ch](http://my.giap.ch), or in writing to the After-School Centre by e-mail at: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see the contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>24</sup> For after-school care only. For meals, refer to the municipal regulations or school canteen associations.



## 5 SCHEDULES

### 5.1 GENERAL INFORMATION

A registered child is under the responsibility of the GIAP during her/his after-school care period, from arrival until departure, or early departure if authorised.

The child must be present for the entire duration of the service. Part-time attendance is not permitted for after-school care safety reasons. Exceptions are limited to those mentioned below, which involve leaving before the official end of after-school care or a delayed arrival (after 11:30 a.m. or 4:00 p.m.); in such cases, GIAP's responsibility only begins once the child has arrived at after-school care.

If a child is absent from school during the half-day<sup>25</sup> preceding an after-school care session, the child will not be received at after-school care.

When a child is registered at two after-school locations (reception class, integrated special needs class, sports-study) and must move between them, GIAP's responsibility only begins once her/his arrival has been confirmed by the after-school team.

The subscription remains payable in full even in the case of an early departure or a delayed arrival.

No child is allowed to leave the after-school facility without notifying the after-school team of her/his departure.

### 5.2 SCHEDULES FOR TYPES OF CARE

The schedules<sup>26</sup> for the different types of care must be respected.

- Morning care (AM), in certain after-school locations only, from 7:00 a.m. to 8:00 a.m.;
- Midday care (RS) from 11:30 a.m. to 1:30 p.m.;
- Afternoon care (AS) from 4:00 p.m. to 6:00 p.m.

However, early departure during afternoon care is possible:

- from 5:00 p.m. for children in 1P
- from 5:30 p.m. for children from 2P to 8P

As activities are at the heart of GIAP's mission, some may occasionally extend beyond 5:30 p.m. It is recommended that the child be allowed to finish her/his activity before leaving. In the case of early departure, legal representatives may be asked to collect their child(ren) from the site where the ongoing activity is taking place.

---

<sup>25</sup> For example: absence from school in the morning means no after-school care at lunchtime, or absence from school in the afternoon means no after-school care in the afternoon.

<sup>26</sup> Specific school and after-school schedules for certain after-school locations remain reserved.



### 5.3 END OF AFTER-SCHOOL CARE

Children from 1P to 4P must always be collected by one of the legal representatives or a designated responsible person listed in the “additional information” document.

Children from 5P to 8P may leave after-school care with one of the legal representatives or a designated responsible person listed in the “additional information” document or **may go home alone at 6:00 p.m. if this authorisation is stated on the registration form**, which constitutes a waiver of responsibility approved by the legal representatives.

A child may leave with another minor only at the end of after-school care, at 6:00 p.m., and only if this minor has been designated in the “additional information” document by the legal representatives.

In the “additional information” document, **a maximum of four people** authorised to collect the child may be listed.

### 5.4 EXEMPTION FROM CARE SCHEDULES (OUTSIDE DIP)

An exemption from care schedules may be granted for the current school year if the child is registered **for at least two care sessions of the same type per week**<sup>27</sup>. Only **one** weekly exemption may be authorised in the following cases:

Midday care (RS)

- for regular medical treatment.

Afternoon care (AS)

- for a course considered delegated education (language or music classes).
- for a sports, artistic or cultural activity.
- for regular medical treatment.

All requests for an exemption from care schedules must be submitted **as early as possible and in writing to the sector manager**.

Any occasional appointment (medical consultation, official summons, meeting with the teacher) must be **reported as early as possible on the after-school team’s voicemail**.

When the child attends the aforementioned class, the after-school team is not responsible for travel within or outside the building.

In the case of an approved early departure exemption, the child’s return to after-school care is not permitted.

The organisation of after-school care, as well as the quality and safety of the care provided, are the responsibility of the GIAP, and **validation by the sector manager is mandatory** in all cases.

---

<sup>27</sup> At least two attendances at midday care or two attendances at afternoon care are required to obtain an exemption for one of the two days.



## 5.5 WORKING WITH THE DEPARTMENT OF PUBLIC INSTRUCTION (DIP)

In the case of an exemption from care schedules, the child's return to after-school care is not permitted. However, exceptions are limited to those mentioned below, which involve specific collaboration with the school management (DIP).

For supervised homework sessions, the GIAP organises delayed care for children enrolled in supervised homework **one day per week**, defined in consultation and coordination between the sector manager and the school management. It is the responsibility of the school management to establish the arrangements for transferring children to after-school care.

For specific educational measures and academic support outside teaching hours, arrangements are determined jointly between the sector manager and the school management.

## 6 SUBSCRIPTION PRICING

### 6.1 GENERAL INFORMATION

**The subscription pricing rules concern after-school care only (including snack)<sup>28</sup>.**

The pricing is based on the GIAP tariff regulations attached to these general terms and conditions.

### 6.2 RATES

The basic rate applies by default. It also applies to legal representatives who choose not to disclose their income.

<b>Monthly subscription, basic rate in Swiss francs:</b>	<b>morning (AM)</b>	<b>midday (RS)</b>	<b>afternoon (AS)</b>
1 day per week	20	30	40
2 days per week	40	60	80
3 days per week	60	90	120
4 days per week	80	120	160

A discount request<sup>29</sup> may be made according to the procedures described in Chapter 7 "Discounts", up to the minimum rates shown below:

<b>Monthly subscription, minimum rate in Swiss francs:</b>	<b>morning (AM)</b>	<b>midday (RS)</b>	<b>afternoon (AS)</b>
1 day per week	0.5	0.75	1
2 days per week	1	1.50	2

<sup>28</sup> See section 8.5 "Meal invoicing"

<sup>29</sup> An explanatory video is available on the website [www.giap.ch](http://www.giap.ch)



3 days per week	1.5	2.25	3
4 days per week	2	3	4

A cost simulator and the pricing regulations of 28 September 2024 are available on the website [www.giap.ch](http://www.giap.ch) and allow a non-binding tariff estimate.

## 7 DISCOUNT

### 7.1 GENERAL INFORMATION

The income-based discount request applies only to after-school care. This service automatically includes the afternoon snack in AS.<sup>30</sup>

The discount amount corresponds to a linear reduction between the basic rate and the minimum rate, proportional to the determining income<sup>31</sup> between 120,000 francs and 50,000 francs. Below 50,000 francs, the minimum rate applies.

For legal representatives of Swiss nationality or holders of a C permit, the determining income corresponds to the amount indicated under code **99.00 TOTAL INCOME** in the document “**Elements retained by the Administration**” on the tax assessment notice for “**Cantonal and Municipal Taxes**”.

For all other situations of legal representatives, the determining income will be calculated based on additional documents that may be requested.

The list of accepted documents is indicated on the website [www.giap.ch](http://www.giap.ch) and the online portal [my.giap.ch](http://my.giap.ch).

### 7.2 PROCEDURES

To be eligible for a discount, the “**Discount Request**” must be completed on the online portal [my.giap.ch](http://my.giap.ch)<sup>32</sup> by uploading the corresponding supporting documents.

Only one request per family is required and **must be renewed each year**, within the allotted time, **accompanied by all required documents**.

The form is pre-filled on the online portal [my.giap.ch](http://my.giap.ch) based on the information provided during registration. The legal representatives must check the data and make any necessary changes.

During the discount request process, the list of required attachments indicates the supporting documents accepted for each situation. This list is also available on the website [www.giap.ch](http://www.giap.ch).

In the event of a personal or professional change affecting one of the legal representatives in relation to the submitted documents, this must be indicated in the comments section of the request, and the relevant supporting documents must be attached so that the most recent

<sup>30</sup> See section 8.5 “Invoicing of meals”.

<sup>31</sup> The determining income is defined in Article 11 of the pricing regulations.

<sup>32</sup> For legal representatives without access to the online portal [my.giap.ch](http://my.giap.ch), the form and list of required attachments are sent by email or by post. The form must be duly signed and returned, together with the required attachments, to the invoicing service at the email address: [facture@giap.ch](mailto:facture@giap.ch) or by post: see contact details on the website [www.giap.ch](http://www.giap.ch).



situation can be taken into account. **The discount request file must be completed and submitted no later than 30 June 2026<sup>33</sup>, final deadline.**

The discount request, **submitted or completed** after 30 June 2026, must be made by the 24<sup>th</sup><sup>34</sup> of the current month in order to be applied from the 1<sup>st</sup> of the following month. **No discount can be granted retroactively.**

### 7.3 DURING THE SCHOOL YEAR OR IN CASE OF A CHANGE IN SITUATION

For any registration during the school year, the discount request must be made **within fifteen days following registration** on the online portal [my.giap.ch](http://my.giap.ch). The discount decision then applies from the 1<sup>st</sup> day of after-school care.

In other cases, implementation of the decision is postponed to the 1<sup>st</sup> of the following month, provided it was submitted before the 24<sup>th</sup> of the current month.

In the event of a change in the legal representatives' situation during the school year (income, separation, divorce, birth), a new discount request may be made on the online portal [my.giap.ch](http://my.giap.ch)<sup>35</sup> with the new required supporting documents **by the 24th of the current month<sup>36</sup>** in order for it to be applied from the 1<sup>st</sup> of the following month.

### 7.4 DECISION

Any response to a discount request is sent to the contractual contact person<sup>37</sup> via the online portal [my.giap.ch](http://my.giap.ch)<sup>38</sup>. This response is also available to the other legal representative if access to financial information has been authorised by the contractual contact person.

### 7.5 SIBLING DISCOUNT

A sibling discount is automatically applied according to the number of children registered for after-school care (linked to the same client account).

2 children registered for after-school care	12.5% reduction for each child
3 children registered for after-school care	35% reduction for each child
from 4 children registered for after-school care	50% reduction for each child

<sup>33</sup> **Deadline on 30 June 2026 at 11:59 p.m.** on the online portal [my.giap.ch](http://my.giap.ch), by email at [facture@giap.ch](mailto:facture@giap.ch), or by post: see contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>34</sup> **Deadline on the 24th of the current month at 11:59 p.m.** on the online portal [my.giap.ch](http://my.giap.ch), by email at [facture@giap.ch](mailto:facture@giap.ch) or by post: see contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>35</sup> For legal representatives without access to the online portal [my.giap.ch](http://my.giap.ch), the form and list of required attachments will be sent by email or by post. The form must be duly signed and returned, together with the required attachments, to the invoicing service at the email address: [facture@giap.ch](mailto:facture@giap.ch) or by post: see contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>36</sup> **Deadline on the 24th of the current month at 11:59 p.m.** on the online portal [my.giap.ch](http://my.giap.ch), by email at [facture@giap.ch](mailto:facture@giap.ch) or by post: see contact details on the website [www.giap.ch](http://www.giap.ch)

<sup>37</sup> See section 3.2 "Contractual contact person"

<sup>38</sup> For legal representatives without access to the online portal [my.giap.ch](http://my.giap.ch), a decision letter is sent to the postal address of the contractual contact person.



## 8 INVOICING AND PAYMENT

### 8.1 GENERAL INFORMATION

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

**After-school care must be paid in advance, on a prepayment basis<sup>39</sup>, for an amount at least equivalent to one month's subscription as defined by the legal representatives, including those with an irregular subscription<sup>40</sup>.**

The subscription remains due and is invoiced even in the event of justified and/or unjustified absence of the child.

A childcare cost certificate is available on the online portal [my.giap.ch](http://my.giap.ch), to be submitted to the tax authorities.

### 8.2 INVOICING OUTSIDE SUBSCRIPTION

Daily rate in Swiss francs:	morning (AM)	midday (RS)	afternoon (AS)
Pre-subscription	5.60	8.30	11.10
Exceptional attendance	8.40	12.45	16.65

In the case of registration during the school year, when the child is admitted without a waiting period, a pre-subscription rate applies from the 1<sup>st</sup> day of after-school care until the end of the current month<sup>41</sup>. The subscription starts on the 1<sup>st</sup> day of the following month.

Exceptional attendance<sup>42</sup> is invoiced at the basic rate with a 50% surcharge.

When an exceptional attendance is planned and the child is not present, it will be invoiced if the child has not been excused in accordance with the specific schedules and arrangements of the after-school locations.

### 8.3 PAYMENT TERMS

The cost of after-school care is directly debited from the client account on the 1<sup>st</sup> of the month. It must be paid in advance, on a prepayment basis<sup>43</sup>, for an amount at least equivalent to one month's subscription as defined by the legal representatives, including those with an irregular subscription<sup>44</sup>.

Any dispute regarding the amount debited by GIAP must be submitted in writing within 30 days from the accounting date of the debit. After this period, the debited amount is considered accepted.

<sup>39</sup> An explanatory video is available on the website [www.giap.ch](http://www.giap.ch)

<sup>40</sup> According to the operating procedure defined in the specific directive provided to the legal representatives once the irregular subscription is validated.

<sup>41</sup> See section 3.4 "Outside the official registration period"

<sup>42</sup> See section 4.4 "Absence notification or exceptional attendance"

<sup>43</sup> An explanatory video is available on the website [www.giap.ch](http://www.giap.ch)

<sup>44</sup> According to the operating procedure defined in the specific directive provided to the legal representatives once the irregular subscription is validated.



In the event of non-payment of the subscription, a statement of account serving as a reminder is sent by post three times per year. This procedure is subject to an administrative fee of 5.00 francs, debited directly from the client account.

In the event of renewal of the registration, positive balances (in favour of the contractual contact person) for after-school care are automatically carried over to the following school year on the client account in the online portal [my.giap.ch](http://my.giap.ch).

In the event of cancellation of the subscription or non-renewal of registration, positive balances (in favour of the contractual contact person) for after-school care are refunded according to the procedures established by GIAP.

At the end of the school year, if the client account shows a negative balance (in favour of GIAP) for after-school care, a debt recovery procedure is initiated. Procedure fees are payable by the contractual contact person.

#### 8.4 DEDUCTION IN CASE OF ILLNESS OR ACCIDENT

In the event of absences due to illness or accident of the child **lasting a minimum of two consecutive school weeks and in all types of care**, a deduction is granted only upon presentation of a medical certificate. This certificate must be sent to the after-school care centre<sup>45</sup> **no later than five working days** after the child's return to after-school care.

Absences due to short-term illness or accident (of less than two consecutive weeks) are included in the calculation of the average subscription rate. They therefore do not give rise to any reimbursement or deduction. Situations related to a pandemic remain reserved.

No other reason for absence may give rise to a deduction.

#### 8.5 INVOICING OF MEALS

In accordance with the Law on Full-Day Care, GIAP is responsible for after-school care, while the municipalities are responsible for meals. Invoicing for these two services is carried out separately. Thus, the legal representatives must pay for these two distinct services: one invoice for after-school care from GIAP and another for school meals from the municipality.

For municipalities affiliated with the Restoscolaire network, invoicing for meals is handled by GIAP. Accordingly, the payment procedures described in section 8.4 apply in a similar way.

For municipalities outside the Restoscolaire network, meals are invoiced directly to the legal representatives by the municipalities and/or school meals associations.

With regard to the meal pricing rules, reference should be made to the regulations of the municipalities and/or school meals associations.

In the event of financial difficulties, the legal representatives should contact the municipality and/or the school meals association directly (including for municipalities affiliated with the Restoscolaire network).

---

<sup>45</sup> By email to the after-school care centre at: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see contact details on the website [www.giap.ch](http://www.giap.ch)



The personal data of children and legal representatives collected by GIAP are communicated to the municipalities in compliance with the Law on Full-Day Care (LAJC) and the Law on Public Information, Access to Documents, and Protection of Personal Data (LIPAD).

Invoicing for afternoon snacks is included in the after-school care service. It cannot be deducted, even if the child does not have a snack.

## 9 SPECIAL CARE AND HEALTH REQUIREMENTS

### 9.1 GENERAL INFORMATION

When registering the child, any special care requirements (allergies, other medical treatment, or legal protective measures concerning the child) must be recorded in the designated document. An official supporting document must be provided to the after-school care centre<sup>46</sup>.

For the child's safety, after-school care begins only once all the documents relating to the special care requirements (allergies, other medical treatment, legal protective measures concerning the child) have been submitted and the service approved by GIAP.

In the event of a change in circumstances, the legal representative must immediately inform the after-school care centre so that the child's file can be updated.

Due to organisational constraints, GIAP reserves the right to make any additional decision even if an official supporting document has been provided.

### 9.2 MEDICAL EMERGENCY AND ACCIDENT

In the event of a medical emergency or accident, the after-school team or the sector manager will take the necessary action and inform the legal representatives as soon as possible.

When the situation requires it, the after-school team contacts 144 and follows its instructions. Depending on the medical team's decision, the child may be taken to hospital by ambulance.

A document outlining the necessary procedures is given to the legal representatives for the declaration of the accident to the child's insurance company.

In cases of temporary restricted mobility, the child may, in certain situations, receive specific support during after-school care.

Any new situation must be communicated **in advance to the sector manager**.

This specific support is provided when staffing levels allow, and **a waiting time of three working days** is required to arrange it. In the meantime, the child will not be able to attend after-school care, even for exceptional attendance.

### 9.3 ALLERGIES

At the time of the child's registration for after-school care or in the event of a change in circumstances during the school year, a medical certificate specifying the health issue and the corresponding care arrangements must be provided to the after-school care centre.

---

<sup>46</sup> By email to the after-school care centre at: [parascolaire@giap.ch](mailto:parascolaire@giap.ch) or by post: see contact details on the website [www.giap.ch](http://www.giap.ch)



Once the medical certificate has been processed administratively by the after-school care centre, it is forwarded to the sector manager for monitoring of the child's file. When medication is prescribed, the sector manager forwards the medical certificate to the school nurse of the SSEJ. The nurse or school doctor contacts the parents to assess the situation. The SSEJ draws up an individualised reception project (PAI) in collaboration with the parents, based on the medical certificate, and sends it to the sector manager for implementation.

The parents must hand over the prescribed medication to the after-school care service.

If a PAI is already active for a pupil at school and that child begins attending after-school care, the parents must ask the SSEJ to adapt and forward the PAI to the after-school care sector manager.

At the conclusion of the assessment of the situation, two scenarios may arise:

- 1) The after-school team ensures the removal of a food item if the health issue requires only a simple avoidance, meaning a food that is visually identifiable, unprocessed, and easily excluded from a dish. Parents are not permitted to bring additional food items to complement the meal supplied by the school canteen.
- 2) Parents must provide a packed lunch/snack for the school canteen and afternoon activities if the health issue requires a complex avoidance, for example:
  - food allergies to ingredients that may be hidden in common processed products (such as eggs, nuts, etc.) associated with the use of an emergency anaphylactic treatment (such as an EpiPen) or requiring a strict exclusion
  - medically confirmed food intolerances/conditions requiring strict exclusion (gluten, lactose, beans, etc.).

The document "Packed lunch/snack – practical arrangements" defines the procedures for receiving, storing, delivering, and reheating the packed lunch/snack at the school canteen. It is given by the sector manager to the legal representatives for signature once approved.

For the child's safety, after-school care may begin only once all the necessary documents (medical certificate, PAI and the "Packed lunch/snack – practical arrangements" document, if required) have been submitted and validated, and once the after-school team is in possession of any medication to be administered and has received the necessary training. Administration of medical treatment may only be carried out within the limits of the after-school team's competence and organisational capacity.

**In all cases, the final decision regarding the need for a packed lunch/snack and its practical management rests with the sector manager.**

## **9.4 OTHER MEDICAL TREATMENT**

At the time of the child's registration for after-school care, or in the event of a change in circumstances during the school year, a medical certificate specifying the health issue and the corresponding care arrangements must be provided to the after-school care centre.

Once the medical certificate has been processed administratively, it is forwarded to the sector manager for monitoring of the child's file, and an individualised reception project (PAI) is established by the school nurse of the Child and Youth Health Service (SSEJ) when medication is prescribed.



If a child needs to take medication occasionally during after-school care, the legal representatives must provide the after-school team with the child's first name and surname, the start and end dates of the treatment, the dosage, the time and conditions of administration of the medication.

This information must come from an official source (doctor or pharmacy) and appear on the medication packaging.

Administration of medical treatment may only be carried out within the limits of the after-school team's competence and organisational capacity.

## **9.5 LEGAL MEASURES FOR THE PROTECTION OF CHILDREN**

GIAP respects and applies child protection measures issued by the relevant authorities, regardless of whether joint parental authority exists.

When necessary, GIAP works together with child protection services.

After-school supervisory staff are required to take action as soon as they become aware of a suspected case of abuse, following the internal procedure.

## **9.6 ILLNESSES**

If a child is absent from school during the half-day<sup>47</sup> preceding an after-school care period due to illness, the child will not be admitted to after-school care.

With regard to measures to be taken concerning contagious diseases, GIAP follows the health guidelines issued by the Child and Youth Health Service (SSEJ).

## **9.7 TOOTH-BRUSHING**

Tooth-brushing for children is organised collectively only if the following conditions are met:

- suitable and sufficient sanitary facilities (washbasins) are available;
- cleaning of the facilities is organised in compliance with the applicable hygiene rules;
- local organisational conditions allow it.

If these conditions are not met, but the legal representatives wish their child to brush her/his teeth after lunch, they must provide the child with a toothbrush and toothpaste (to be taken home each day).

---

<sup>47</sup> For example: absence from school in the morning means no after-school care at midday, or absence from school in the afternoon means no after-school care in the afternoon.



## 10 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR WITH DISABILITIES

The arrangements for welcoming children with special educational needs or disabilities are determined firstly with regard to the well-being of the child and secondly taking into account the environment and organisation of full-day care.

When registering a child with special educational needs or a disability for after-school care, or in the event of an emerging situation during the school year, contact is made between the parents and the sector manager as soon as possible.

In accordance with the Regulations implementing the Law on Full-Day Care, GIAP may, if necessary, in collaboration with the department and the child's parents, carry out an assessment of the situation concerning the child's level of autonomy and support needs during collective after-school care, and revise the care arrangements if required.

## 11 MEAL SERVICE

Under the responsibility of the municipalities, varied and balanced meals are served to the children.

GIAP's mission of collective care does not allow for the individualisation of after-school care for each child. However, it undertakes to ensure, on an institutional basis, respect for individual practices that can be accommodated within a collective context, namely: the exclusion of all animal flesh, the exclusion of pork, and dietary restrictions related to the child's health.

Accordingly, the dietary practices indicated ("no pork" and "no animal flesh"<sup>48</sup>) on the registration form are respected, without any special menu or the possibility for legal representatives to bring additional food to complement the meal provided by the school canteen.

The provision of a packed lunch is permitted only in the case of a certified food allergy<sup>49</sup>.

## 12 BEHAVIOUR

The after-school teams make it their daily mission to act with kindness towards the children and to help them develop social skills that promote positive coexistence. In turn, children must follow the group rules in order to preserve everyone's physical and emotional well-being and show respect towards their peers, the supervisory staff, the premises, and the equipment.

However, any child who, in the context of after-school care, fails to follow the instructions of the supervisory staff, disrupts activities, or through inappropriate behaviour, violates the rules that underpin social life, shall be subject to sanctions proportional to the misconduct. These

---

<sup>48</sup> "No animal flesh" refers to a diet that excludes all animal meat (both meat and fish) but generally allows the consumption of foods of animal origin such as eggs, milk, and dairy products (cheese, yoghurt). All other dietary practices related to vegetarianism (lacto-vegetarianism, ovo-vegetarianism, veganism, pesco-vegetarianism and flexitarianism) are not taken into account, as they are individual practices incompatible with collective after-school care for children.

<sup>49</sup>See section 9.3 "Allergies"



may be educational and/or disciplinary in nature: a warning or temporary exclusion for up to three months.

Depending on the seriousness of the situation or the recurrence of inappropriate behaviour, a temporary exclusion from care for more than three months, but not beyond the end of the school year, may also be imposed.

In the event of temporary exclusion during the school year, the subscription for after-school care remains payable during that period and will be invoiced. In the case of temporary exclusion until the end of the school year, the subscription ends on the last actual day of after-school care.

## 13 MISCELLANEOUS

### 13.1 VIDEOS AND PHOTOS

The taking of photographs and/or video recordings of children in after-school care must be duly authorised by the legal representatives in the appropriate designated document.

Except in exceptional situations, the use of personal electronic devices of any kind is not permitted in after-school care.

### 13.2 LOSS, THEFT AND DAMAGE

GIAP accepts no responsibility in the event of loss, theft, or damage to children's personal belongings.

Costs related to damage caused between children fall under each family's liability insurance.

Children must take care of the premises, furniture, and equipment.

Costs related to damage caused to the premises, furniture, or equipment by a child will be charged to the respective legal representatives.

### 13.3 DATA PROTECTION

The personal data collected by GIAP are processed in accordance with the provisions of the Law on Public Information, Access to Documents and the Protection of Personal Data (LIPAD) of 5 October 2001 and the Implementing Regulation of the Law on Public Information, Access to Documents and the Protection of Personal Data (RIPAD) of 21 December 2011.

Anonymised personal data may be used for internal statistical purposes, planning, or assessment of public policy.

## 14 FINAL PROVISIONS

These general terms and conditions, together with the pricing regulations of 28 September 2024 attached, apply from the start of the 2026–2027 school year and for the 2026–2027 school year. They are available on the website: [www.giap.ch](http://www.giap.ch).

If necessary, GIAP nevertheless reserves the right to unilaterally amend these general terms and conditions.

GIAP is responsible for decisions on any matters not covered by these general terms and conditions.



# PRICING REGULATIONS OF THE INTERCOMMUNAL ASSOCIATION FOR AFTER-SCHOOL CARE (GIAP)

of 28 September 2024

(Effective date: 18 August 2025)

---

## Chapter I General Provisions

### Art. 1 Purpose

The purpose of these regulations is to set the rates and specify the pricing arrangements for the subscription relating to after-school care provided by GIAP.

### Art. 2 Basic principles

The rates payable by the legal representatives are determined so as to correspond to a maximum of 50% of the cost of the service (basic rate) and a minimum of 1.25% of the cost of the service. The municipalities' contribution covers the balance after deduction of other miscellaneous income.

## Chapter II Determination of rates

### Art. 3 Average attendance over the school year

<sup>1</sup> The pricing of the subscription is calculated on an average annual attendance of 36 weeks out of the 45 weeks of the school year.

<sup>2</sup> Deducted from the 45 weeks are:

- school holidays and public holidays;
- absences for school trips;
- occasional absences and short-term illnesses.

<sup>3</sup> As these absences are taken into account in the calculation of the subscription price, they do not entitle the subscriber to any deduction or refund.

### Art. 4 Subscription

<sup>1</sup> The subscription for a school year, covering all school days from the start of the school year in August until the summer holidays, is divided into 10 monthly payments (from September to June).

<sup>2</sup> In the event of termination of the subscription at the end of August, it will be invoiced at the rates applicable to exceptional attendance, in accordance with Art. 9 of these regulations.

### Art. 5 Application of the basic rate

<sup>1</sup> The basic rate applies by default. It will also apply to legal representatives who choose not to disclose their income.



## Art. 6 Basic monthly rate

Monthly subscription:	morning (AM)	midday (RS)	afternoon (AS)
1 day per week	20	30	40
2 days per week	40	60	80
3 days per week	60	90	120
4 days per week	80	120	160

## Art. 7 Minimum monthly rate

Monthly subscription:	morning (AM)	midday (RS)	afternoon (AS)
1 day per week	0.5	0.75	1
2 days per week	1	1.50	2
3 days per week	1.5	2.25	3
4 days per week	2	3	4

## Art. 8 Daily rate for pre-subscription

morning (AM)	midday (RS)	afternoon (AS)
5.60	8.30	11.10

When the child is admitted without a waiting period during the month, a “pre-subscription” rate is debited from the client account from the first day of after-school care until the end of the month. The subscription begins on the 1<sup>st</sup> day of the following month.

## Art. 9 Rate for exceptional attendance

<sup>1</sup> Exceptional attendance is invoiced at this rate:

morning (AM)	midday (RS)	afternoon (AS)
8.40	12.45	16.65

<sup>2</sup> When an exceptional attendance is planned and the child is not present, it will be debited from the client account if it has not been cancelled in accordance with the schedules and specific arrangements of the after-school locations.



## Chapter III Discount based on income

### Art. 10 Discount based on income

<sup>1</sup> Legal representatives may request a discount if their determining income is below 120,000 francs, upon presentation of supporting documents.

<sup>2</sup> The amount of the discount corresponds to a linear reduction between the basic rate and the minimum rate, in proportion to income between 50,000 francs and 120,000 francs.

### Art. 11 Determining income

<sup>1</sup> The discount is calculated on the basis of the determining income of the legal representatives whose child is dependent on them.

<sup>2</sup> The determining income is the annual net income of the legal representatives, calculated based on the documents submitted according to their most recent personal situation.

## Chapter IV Discount based on the number of children enrolled

### Art. 12 Sibling discount

A sibling discount is automatically applied according to the number of children registered for after-school care (linked to the same client number).

2 children registered for after-school care	12.5% reduction for each child
3 children registered for after-school care	35% reduction for each child
4 children or more registered for after-school care	50% reduction for each child

## Chapter V Final provisions

### Art. 13 Entry into force

These regulations, adopted by the Intercommunal Council on 28 September 2024, enter into force on 18 August 2025.