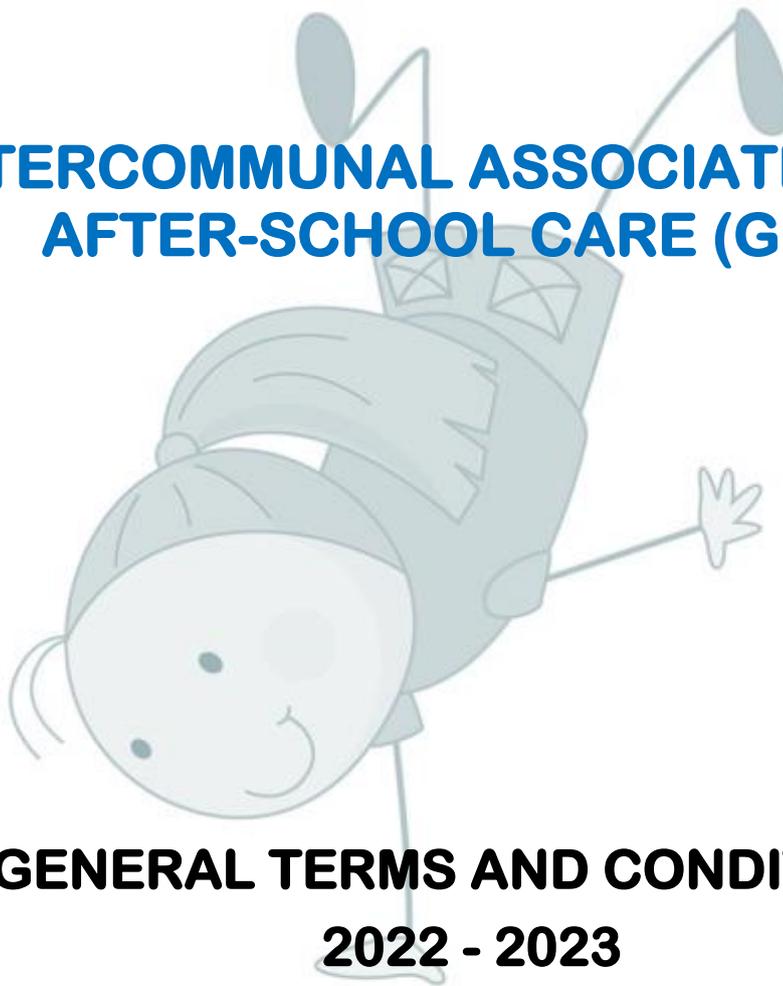




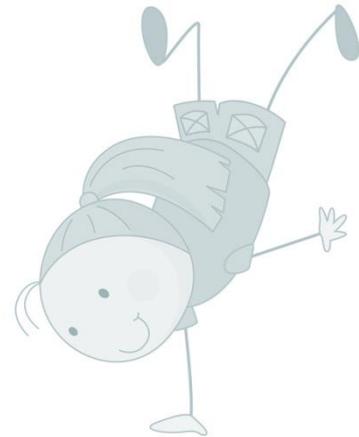
giap

Intercommunale
association
for after-school care

INTERCOMMUNAL ASSOCIATION FOR AFTER-SCHOOL CARE (GIAP)



GENERAL TERMS AND CONDITIONS 2022 - 2023



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, 42 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-Bougeries, Chêne-Bourg, Choulex, Collex-Bossy, Collonge-Bellerive, Coligny, 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 Continuous Day Care Act (Loi sur l'accueil à journée continue LAJC), is affiliated with the Association of Geneva Municipalities (ACG). To date, 42 municipalities are members of the Association.

The GIAP is responsible for the organization of collective after-school care for children. Every day, it welcomes 75% of schoolchildren to 143 locations in 26 sectors throughout the Cantons. The managers there are responsible for implementing the GIAP's mission in the community with over 1,800 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, both carried out individually and 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. The majority of school restaurants have the "Fourchette Verte" (green fork) label.

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

Continuous Day Care Act (Loi sur l'accueil à journée continue - LAJC) of March 22nd, 2019.

1.3 MISSION AND ENGAGEMENT 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), parents 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 parent 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 parents to organize their children's subscriptions as closely as possible to their professional and familial needs.

In this way, this organization makes it possible to reinforce the safety of the childcare and to assure that public funds are well used.

2 SERVICE

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 RECEPTION

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

By registering their child in the after-school program, parents 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 reception (AM)

In some schools in the Canton, children in grades 1P to 4P are taken care of on Mondays, Tuesdays, Thursdays and Fridays from 7:00 a.m. (last arrival at 7:30 a.m.) to 8:00 a.m.

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

The establishment of this service isn't systematic; it's based on a proven collective need and meets specific criteria determined by the GIAP.

- Midday reception (AM/PM)

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 reception 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 extracurricular location. It's also open to other children.

The midday reception (AM/PM) includes lunch and supervision of the children.

- Afternoon reception (PM)

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

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

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

3 REGISTERING

3.1 GENERALITIES

Registration is mandatory. The childcare services can only begin once the entire registration process has been finalized and a subscription has been established. This subscription serves as a contract between the GIAP and the child's parents.

Only the child's or children's legal guardians can register, except in exceptional cases validated by GIAP.

The child enrolled in the extracurricular programme is under the responsibility of the GIAP from the time of enrolment to the time of departure.

3.2 TERMS

Registration or registration renewal must be made through the internet portal my.giap.ch² during the official registration period and within the specified deadlines. If not, a waiting period may be imposed for processing³.

The official registration period, as well as other important information, will be 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 first-time registrations with the addition of a specific type of care (allergies, other medical treatment, legal measure for the protection of the child) or for registration renewals with a change in the specific type of care indicated in the previous school year, it's mandatory to send all signed documents and ad hoc supporting documents in order to allow the registration process.

Upon registration or renewal of a registration via the internet portal my.giap.ch, a confirmation e-mail⁴ is automatically sent to the e-mail address provided by the parents. The

² For parents who are unable to obtain a secure e-account to access the my.giap.ch web portal, a dedicated enrolment phone line (central enrolment) is available at the contact details and dates indicated on the website www.giap.ch.

³ See paragraph 3.3 "Outside the official registration period".

⁴ The e-mail provided by the parents serves as a communication channel. It should be consulted regularly



registration process steps described in this e-mail have to be followed carefully in order to complete the registration process.

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.ch⁵. They are subject to a waiting period. The registration is registered but the child's enrolment is deferred, according to the annual table of waiting periods⁶, 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 provided 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;
- change of family situation: divorce, death, custody;
- medical certificate: parents 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

4.1 GENERALITIES

The subscription is made between the GIAP and the parents. It includes registration for after-school care and lunch⁷.

The subscription is established for one school year and it can be renewed from time to time. It must be renewed yearly. Without a renewal, the subscription is automatically terminated at the end of the current school year. It 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 days of the week, i.e. Monday, Tuesday, Thursday, Friday, excluding school holidays.

⁵ For parents who are unable to obtain a secure e-account to access the my.giap.ch web portal, a dedicated enrolment phone line (central enrolment) is available at the contact details and dates indicated on the website www.giap.ch.

⁶ Available on the website www.giap.ch

⁷ See paragraph 7.5 "Billing for meals".



In all cases, the subscription, as defined by the parent, remains due until the end of the current month and is invoiced even if the child is absent.

4.2 MODIFYING THE SUBSCRIPTION

The days and types of childcare set out in the subscription are not interchangeable. In case of absence, they can't be compensated by another period of reception and aren't refundable.

Any modification of the subscription has to be carried out online on the internet portal my.giap.ch⁸, **before the 25th of the current month**⁹ 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**¹⁰.

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

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

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

4.3 IRREGULAR SUBSCRIPTION

In principle, irregular attendance is not allowed. However, parents whose professional schedule requires them to adjust their subscription can benefit from an irregular subscription upon presentation of a document justifying their needs. This document has to be provided every year at the time of registration.

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

The following conditions are mandatory:

- having irregular and/or recurrently unusual work schedules;
- providing a detailed justification 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 parents 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.

⁸ For parents without access to the internet portal my.giap.ch, changes must be notified in writing to the central enrolment office at the following e-mail address: inscriptions@giap.ch or by post: see contact details on the website www.giap.ch

⁹ Deadline is the 24th of the current month at 23:59 on the internet portal my.giap.ch, by writing to the central registration office at the following e-mail address: inscriptions@giap.ch or by post: see contact details on the website www.giap.ch

¹⁰ For after-school care only. For the meal, please refer to the communal regulations or the school restaurant associations



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

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.

Parents 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 team¹¹ 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 even if the child is absent¹². Exceptional absences are charged at the normal rate plus 50%. 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 parents.

In the event of a child's unexcused absence, the GIAP will systematically initiate an emergency search procedure. Only the two emergency telephone numbers¹³ listed on the registration form will be used. 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 period¹⁴.

The cancellation of the subscription must be made online on the internet portal my.giap.ch¹⁵ **before the 25th of the current month**¹⁶ 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 absent¹⁷.

¹¹ Registration by telephone is only possible for parents without access to the internet portal my.giap.ch, see the contact details of the after-school teams on the website www.giap.ch

¹² For after-school care only. For the meal, please refer to the communal regulations or the school restaurant associations

¹³ At least one emergency telephone number must be a Swiss number

¹⁴ See paragraph 3.3 "Outside the official registration period".

¹⁵ For parents who do not have access to the internet portal my.giap.ch, cancellation must be notified in writing to the central enrolment office at the following e-mail address: inscriptions@giap.ch or by post: see contact details on the website www.giap.ch

¹⁶ Deadline is the 24th of the current month at 23:59 on the internet portal my.giap.ch, by writing to the central registration office at the following e-mail address: inscriptions@giap.ch or by post: see contact details on the website www.giap.ch



Cancellation of the subscription at the end of August and June of the current year is not permitted.

Cancellation of the subscription without billing is possible if the child has not yet attended the after-school programme since the beginning of the school year.

5 SCHEDULE

5.1 GENERALITIES

The child enrolled in the after-school programme is under the responsibility of the GIAP from the time of enrolment until the time of departure.

They 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, late arrival 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 centre.

If a child is absent from school during the half-day prior to an extracurricular activity, the child will not be taken into the extracurricular activity¹⁸.

When a child is enrolled in two extracurricular activities (reception class, specialised class, sport-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 extracurricular 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 facility without notifying the after-school staff.

5.2 SCHEDULE OF TYPES OF CARE

The schedules of the different types of care have to be respected.

- Morning care (AM) from 7 AM to 8 AM
- Midday care (AM/PM) from 11:30 AM to 1:30 PM
- Afternoon care (PM) from 4:00 PM 6:00 PM

However, early departure from the afternoon care is possible:

- from 5:00 PM for children from grade 1P
- from 5:30 PM for children from grade 2P to grade 8P

5.3 END OF CARE PERIOD

At the end of the daycare at 6.00 pm, the child can leave the after-school centre under the following conditions:

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

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

¹⁸ 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



- Children from 5P to 8P may leave the extracurricular centre with one of their parents or a responsible person designated in the "additional information" document, or they may return alone if this authorisation is mentioned on the enrolment form, which is equivalent to a discharge of responsibility validated by the parents.

In the "additional information" document, a **maximum of 3 persons** authorised to pick up the child can be registered.

5.4 CHANGES TO THE SCHEDULES OF THE TYPES OF CARE

A waiver of the hours of the types of care can only be granted **if the child is registered for a minimum of two pick-ups in the same type of care per week.**¹⁹ Only **one** weekly deviation is allowed in the following cases:

- for a course that's considered as delegated education (language or music courses)
- for a course that's a sporting activity or an artistic or cultural activity
- for routine medical treatment

Any specific appointment (medical consultation, official meeting, appointment with the teacher) must be requested **in advance** in writing to the Sector Manager.

The after-school team does not provide transportation for children to and from classes inside or outside the building.

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

The organisation of the extracurricular activities, the quality of the reception 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 timetable of the types of reception, the return of the child to the after-school centre 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

¹⁹ A minimum of two attendances at the midday reception or two attendances at the afternoon reception to obtain an exemption for one of the two days



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.

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

One-time absences, short-term illnesses 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.

6.2 MONTHLY FEES FOR AFTER-SCHOOL CARE

Nb. Days/weeks	AM	AM/PM	PM
1 day	CHF 14.-	CHF 22.-	CHF 29.-
2 days	CHF 28.-	CHF 44.-	CHF 58.-
3 days	CHF 42.-	CHF 66.-	CHF 87.-
4 days	CHF 56.-	CHF 88.-	CHF 116.-

6.3 PRICE REDUCTION OR EXEMPTION

The reduction or exemption is calculated on the basis of the family's net annual taxable income as shown in the items retained by the Administration on the most recent cantonal and municipal tax notice and on the basis of the number of dependent children.

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



In order to access the benefits of the price reduction or exemption, the requested documents must be submitted to the GIAP²⁰ billing department **by November 21th, 2022 last deadline**. The form “application for reduction or exemption for after-school care only” must be returned properly signed and accompanied by the required attachments.²¹

For any registration during the school year, these documents have to be sent within 15 days of the registration.

Only one application per family is required. It must be renewed each year within the allotted time.

In principle, no exemption can be granted if the application is incomplete or submitted late, in which case the reduction will be applied as of the next billing period. However, complete applications submitted late but within the deadline for payment of the invoice may exceptionally be taken into account. A fee of CHF 50 will be charged to cover administrative costs.

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

In the case of separation or divorce, the adjustment of income is made only on presentation of supporting documents

7 BILLING AND PAYMENT

7.1 GENERALITIES

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

Invoicing is based on the subscription defined by the parents, which remains due and is invoiced even if the child is absent.

Billing for after-school care and meals is done separately. Parents **have to pay two separate invoices**: one for after-school care from the GIAP and one for the meal from the municipality and/or the school restaurant association.

After-school care is invoiced in January (for the period from August to December), April (for the period from January to March) and July (for the period from April to July) on the basis of the subscription defined by the parents during the period concerned. It is not possible to issue monthly invoices

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

Any objections to the invoice must be made in writing within 30 days of the date of issue of the invoice. After this period, the invoice is deemed to be accepted.

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

Invoices for after-school care are used as proof of childcare costs by the tax authorities.

²⁰ See contact details on the website www.giap.ch

²¹ The form and the list of annexes are available on the website www.giap.ch/rabais



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 facilities²².

7.3 BILLING WHEN REGISTERING DURING THE YEAR

AM	AM/PM	PM
CHF 4.00	CHF 6.00	CHF 8.00

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

7.4 DEDUCTION

In the case of absences due to illness or 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 central registration²³ office **no later than 5 working days** after the child's return to the after-school centre.

Absences due to illness or 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.

7.5 BILLING OF MEALS

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

Any questions regarding the billing of meals should be addressed directly to the commune and/or the school restaurant association, in accordance with the regulations in force.

In the event of financial difficulties in paying for meals, the commune of residence should be contacted directly.

8 HEALTH

²² See the website www.giap.ch

²³ By e-mail to the central registration office at: inscriptions@giap.ch or by post: see contact details on the website www.giap.ch



8.1 GENERALITIES

When registering the child, it is imperative that the care particularities (allergies, other medical treatment and legal protection measures for the child) are recorded in the appropriate document and that official proof is provided to the registration centre²⁴. 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 registration centre 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 team or the Area Manager will make the necessary arrangements and inform the parents as soon as possible.

If the situation arises, the after-school team will contact the emergency number 144 and follow the 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 parents.

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

8.3 ALLERGIES

In the case of an allergy requiring the administration of medication, the medical certificate is sent to the school nurse of the Child and Youth Health Service (Service de santé de l'enfance et de la jeunesse SSEJ) so that an individualised reception project (PAI) can be established.

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 team will ensure that the food in question is avoided, without any special menu items or the possibility of parents bringing 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, etc.) and is associated with the use of an Epi-Pen or other similar treatment in case of symptoms or when the child has a medically identified intolerance (gluten, lactose, etc.), the parents 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 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 facility manager.

²⁴ By e-mail to the central registration office at: inscriptions@giap.ch or by post: see contact details on the website www.giap.ch



8.4 OTHER MEDICAL TREATMENT

In the case of other medical treatment requiring the administration of medication, the medical certificate is sent to the school nurse of the Child and Youth Health Service (Service de santé de l'enfance et de la jeunesse SSEJ) so that an individualised reception project (PAI) can be established.

In the event that a child must take medication on an ad hoc basis during his or her care, parents must provide the after-school 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 was/is 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 team and their organizational limitations.

8.5 LEGAL MEASURES FOR THE PROTECTION OF THE CHILD

The GIAP follows and implements the child protection measures issued by the competent authorities.

When necessary, the GIAP collaborates with child protective services.

After-school 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 pick-up²⁵ due to illness, the child will not be admitted to the after-school 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 the facilities is organized in accordance with the rules in this matter;
- the regulations of the local facility allow it.

If these conditions are not met, but the parents 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

²⁵ 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 reception



Under the responsibility of the municipalities and/or school restaurant associations, children are served a variety of balanced meals. The majority of school restaurants have the "Fourchette Verte" (Green fork) label.

The GIAP's mission of collective care does not allow it to individualize the care of each child. On the other hand, the GIAP is committed to ensuring that individual policies are respected in an institutional setting, such as 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 meat²⁶") on the registration form are respected, without any particular menu options or possibility for parents to bring supplements to the meal provided by the school restaurant.

The provision of a packed lunch is only authorized in the case of a certified food allergy²⁷.

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 parents by the facility 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 of up to 2 weeks, the after-school care program will remain in effect for this time period. In the case of a longer suspension, the subscription will end on the last effective day of after-school care.

11 OTHER

²⁶ 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 reception

²⁷ See paragraph 8.3 "Allergy".



11.1 VIDEOS AND PHOTOS

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

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.

Costs related to damage caused by a child will be billed to the parents 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.

12 FINAL PROVISIONS

These Terms and Conditions apply upon registration and for the start of the 2022-2023 school year and for the school year 2022-2023. They are available on the website: www.giap.ch.

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

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