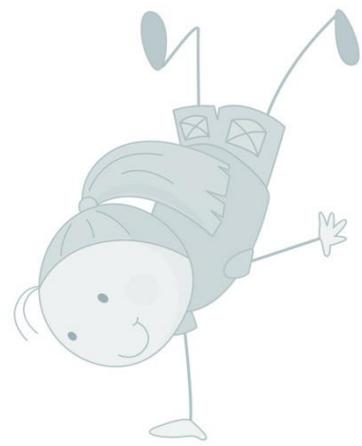


INTERCITY GROUP FOR EXTRACURRICULAR ACTIVITY (IGEA)

TERMS AND CONDITIONS 2020 - 2021



In Geneva, the only Swiss canton providing unconditional extracurricular reception to all pupils in public primary schools whose parents wish to benefit from this service, 42 cities¹ are included within the Intercity group for extracurricular activity (IGEA) to welcome pupils who go to school within mainstream education.

The IGEA's vocation is to help parents to reconcile family life and professional life thanks to a high-quality extracurricular reception. This community and activity-based group service is a time in the life of a child which falls between school and family. It is therefore not a time of supervision, but a time in life whose group aspect makes it unique to the family unit.

Activity is at the heart of the IGEA process. Through the activities offered, the child learns to live in society, to develop social skills and to become independent and responsible, with regards to both people and material goods. Discovery, among other things, is favoured as an educational approach, the goal being to allow children to enjoy these shared moments within a safe environment.

The following terms and conditions determine the collective framework for managing children within the IGEA.

¹ Aire-la-Ville, Anières, Avully, Avusy, Bardonnex, Bellevue, Bernex, Carouge, Céligny, Chancy, Chêne-Bougeries, Chêne-Bourg, Choulex, Collex-Bossy, Collonge-Bellerive, Cologny, 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

TABLE OF CONTENTS

1.	GENERAL PROVISIONS	4
1.1.	INTRODUCTION	4
1.2.	LEGAL BASIS	4
1.3.	PURPOSE AND COMMITMENTS OF PARTIES	4
1.4.	OPERATIONAL PRINCIPLES	5
2.	SERVICES	5
2.1	GENERAL	5
2.2	TYPES OF RECEPTIONS	5
3.	ENROLMENT	6
3.1	GENERAL	6
3.2	CONDITIONS	6
3.3	OUTSIDE OFFICIAL ENROLMENT PERIOD	6
4.	MEMBERSHIP	7
4.1	GENERAL	7
4.2	MODIFICATION	7
4.3	IRREGULAR MEMBERSHIP	7
4.4	NOTIFICATION OF EXCEPTIONAL ABSENCE OR ATTENDANCE	8
4.5	SUSPENSION	8
4.6	CANCELLATION	8
5.	SCHEDULE	9
5.1	GENERAL	9
5.2	SCHEDULES FOR TYPES OF RECEPTION	9
5.3	DEPARTURE AT THE END OF SUPERVISION AT 6:00 P.M.	9
5.4	EXEMPTION OF SUPERVISION TIMES	9
6.	MEMBERSHIP PRICING	10
6.1	GENERAL	10
6.2	MONTHLY EXTRACURRICULAR SUPERVISION PRICES	10
6.3	REDUCTION OR EXEMPTION	10
7.	BILLING AND PAYMENT	11
7.1	GENERAL	11
7.2	BILLING OF EXCEPTIONAL ATTENDANCE	12
7.3	BILLING WHEN ENROLLED DURING THE SCHOOL YEAR	12
7.4	DISCOUNT IN THE EVENT OF SICKNESS/ACCIDENT	12
7.5	BILLING OF MEALS	12
8.	HEALTH	12
8.1	GENERAL	12
8.2	MEDICAL EMERGENCIES	13
8.3	ALLERGIES	13
8.4	MEDICAL TREATMENT	13
8.5	PROTECTIVE MEASURES FOR THE CHILD	13
8.6	SICKNESS	14
8.7	TEETH BRUSHING	14
9.	MEALS	14
10.	BEHAVIOUR	14
11.	MISCELLANEOUS	15
11.1	VIDEOS AND PHOTOS	15
11.2	LOSS, THEFT AND DAMAGE	15
11.3	DATA PROTECTION	15
12.	CONCLUDING PROVISIONS	15

THE INTERCITY GROUP FOR EXTRACURRICULAR ACTIVITY

The Intercity group for extracurricular activity (IGEA) instituted by the Continuous day reception act (NDRA), is linked to the Genevan cities association (GCA). To date, 42 cities are members of the Group.

The IGEA is responsible for organising the extracurricular supervision of children. It welcomes 75% of children who are sent to school and, every day, over 1,700 collaborators supervise them in 140 locations across the canton. The initial training for supervision staff is handled by the Continuous training centre (CEFOC) of the Genevan HETS. Continuous training, individually or as a team, is regularly offered.

The extracurricular is thus carried out thanks to a network of socio-educational and administrative expertise.

Cities and/or school canteen associations are responsible for providing meals. Every day, diverse and balanced meals are served to the children. Most school canteens are “Fourchette Verte” certified.

1. GENERAL PROVISIONS

1.1. INTRODUCTION

The extracurricular service is incumbent upon the Genevan cities which finance it, the majority of which delegate organisation to the IGEA.

The Group offers collective and voluntary supervision of all children who follow their mandatory education within public primary schools in the canton of Geneva.

1.2. LEGAL BASIS

Continuous day reception act (NDRA) of 22 March 2019.

1.3. PURPOSE AND COMMITMENTS OF PARTIES

Within the framework of fulfilling its purpose, the IGEA commits to :

- Guaranteeing safety of the children who are entrusted to them
- Ensuring high-quality supervision and environment
- Offering activities which encourage the children’s personal development

By enrolling their child(ren), the parents commit to :

- Respecting the terms and conditions of the IGEA
- Respecting the regulations of the cities and of school canteen associations relating to organising meals

Any parent who does not respect the terms and conditions may be subject to consequences up to and including cancellation of the current school year subscription, by way of a prior warning.

1.4. OPERATIONAL PRINCIPLES

The extracurricular activities are organised in accordance with a membership system which specifically aims to allow daily attendance to be determined as precisely as possible by encouraging parents to define their children's membership in as close alignment as possible to their professional and family needs.

This organisation therefore allows increased safety when supervising the children and ensures proper use of public funds.

2. SERVICES

2.1 GENERAL

The extracurricular welcomes children during school terms, outside school holidays, in accordance with the times defined for each type of reception. There is no service on Wednesdays.

2.2 TYPES OF RECEPTIONS

During the different receptions times, children take part in playful, creative or sports activities, within premises available in the city.

By enrolling their child in the extracurricular club, parents duly note that it is likely their child will go to a swimming pool, skating rink, take public transport and/or a minibus, play in a playground and attend cultural shows.

- Morning reception (AM)

In a few schools in the canton, children from primary 1 to primary 4 are supervised on Mondays, Tuesdays, Thursdays and Fridays from 7:00 a.m. (last arrival time 7:30 a.m.) to 8:00 a.m.

This reception is a time for being calm and relaxing before school.

This reception is not systematically implemented, it changes in accordance with a collective need and responds to specific criteria determined by the IGEA.

- Midday reception (MR)

Children from primary 1 to primary 8 are supervised as soon as school finishes and until classes start again on Mondays, Tuesdays, Thursdays and Fridays from 11:30 a.m. to 1:30 p.m.

This reception is mainly focused around meals in the school canteen.

- Afternoon reception (PM)

Children from primary 1 to primary 8 are supervised as soon as school finishes on Mondays, Tuesdays, Thursdays and Fridays from 4:00 p.m. to 6 p.m.

This reception is mainly focused around activities and they are given a snack.

Children can also, if the layout of the space and local organisation allows, do their homework on their own initiative and completely independently.

3. ENROLMENT

3.1 GENERAL

Enrolment is compulsory. Supervision can only begin when the full enrolment process has been finalised and when membership is confirmed. This takes place via a contract between the IGEA and the parents.

The child who is enrolled in the extracurricular club is placed under the responsibility of the IGEA during the supervision times.

Enrolments as well as enrolment renewals are carried out through the internet portal my.giap.ch².

When renewing enrolment, parents must be in possession of their client number³.

When a child is enrolled outside the official enrolment period and when any nonpayment period is applied, extracurricular supervision will begin, at the earliest, 3 working days after validation of the enrolment.

3.2 CONDITIONS

Enrolment or renewal of enrolment must be done via the internet portal my.giap.ch⁴, during the official enrolment period and imperatively within the established time frames. Otherwise, a nonpayment period⁵ may be imposed for supervision.

The official enrolment period, as well as other important information, is communicated on the website www.giap.ch, on the internet portal my.giap.ch, via email and other media.

For initial enrolment with addition of a supervision specification (allergy, health, protection measure for the child) or for enrolment renewal with modification of the supervision specification indicated in the previous school year, it is compulsory to send all signed documents and appropriate supporting documents so that the enrolment can be validated.

When enrolling or renewing enrolment via the internet portal my.giap.ch, a confirmation email is automatically sent to the email address provided. The enrolment process steps described in this email must be followed to the letter so that the enrolment can be definitively validated.

3.3 OUTSIDE OFFICIAL ENROLMENT PERIOD

At the start of the school year, in some exceptional cases, enrolments may be carried out on the first day of school from 8:30 a.m. to 10:00 a.m. and from 6:00 p.m. to 7:00 p.m. within the extracurricular premises.

During the school year, outside the official enrolment period, enrolments may be carried out within the extracurricular premises with the Head of the relevant department.

If the child must be supervised immediately, proof of requirement must be provided. Otherwise, a nonpayment period is applied, enrolment is recorded but supervision of the child is postponed by two months in order to adapt the IGEA human resources and communal infrastructures to the children's environmental needs.

Every year, a table of nonpayment periods is published. It is available on the website www.giap.ch.

The contact details of Heads of department and extracurricular teams' service documents are available on the website www.giap.ch.

² For parents who cannot create a secured electronic account to access the internet portal my.giap.ch, a phone line dedicated to enrolments is open using the contact details and dates indicated on the website www.giap.ch

³ The client number can be found on the extracurricular services invoice and on the internet portal my.giap.ch

⁴ See footnote 2

⁵ See paragraph 3.3 "Outside official enrolment period"

Supporting documents accepted for justifying supervision of a child without a nonpayment payment are the following :

- change in professional situation: new hours, new job ;
- change in family situation: separation ;
- medical certificate: parents are unable to be present on the official enrolment days ;
- change in residence: arrival to the canton of Geneva and to Switzerland ;
- recommendation by social services ;

4. MEMBERSHIP

4.1 GENERAL

Membership is concluded between the IGEA and the parents. It includes enrolment for extracurricular supervision and meals⁶.

It is established for one school year and must be renewed every year. If it is not renewed, membership is automatically cancelled at the end of the current school year. It is determined according to the different types of reception: Morning reception (AM) / Midday reception (MR) / Afternoon reception (PM) for the 4 days it is open during the week, namely Monday, Tuesday, Thursday and Friday.

In order to be valid, the enrolment process must be completed on time and membership must contain at least one planned weekly supervision. If the child does not attend, the membership is considered to be suspended, the rules for membership suspension being applied at that time⁷

4.2 MODIFICATION

The days as well as the types of reception established in the membership are not interchangeable. In the event of absence, they cannot be compensated by another reception period and cannot be reimbursed.

Any modification to membership must be carried out online, on the internet portal my.giap.ch, or made known in writing to the Head of department before the 25th of the current month which is then taken into account from the start of the following month. **Membership remains due until the end of the current month including excused absences.** Management does not process membership modifications which must be sent directly to the Head of the department to be included.

An initial modification to the membership may be carried out within the 15 days preceding the start of the school year by means of the internet portal my.giap.ch. Only parents with access to the internet portal my.giap.ch may benefit from this additional unrecorded modification.

Then, during the school year, 3 membership modifications are permitted per child, without extra charge, which must be carried out in writing or via the internet portal my.giap.ch. Any additional modification will be charged at 50 Swiss Francs including families who benefit from total exemption.

A membership modification is not chargeable if it occurs due to a request from the IGEA.

4.3 IRREGULAR MEMBERSHIP

In principle, irregular attendance is not permitted. However, parents who require membership to be rearranged due to working time constraints can benefit from irregular membership by presenting a document which justifies their needs. This should be provided every year at the time of enrolment.

It is sufficient if just one parent is affected by irregular working hours.

⁶ See paragraph 75 "Invoicing of meals"

⁷ See paragraph 4.5 "Suspension"

The following conditions must be met :

- to have recurrently irregular and/or unusual working hours ;
- to provide a detailed supporting document summarising the professional constraints ;
- to have a validated account on the internet portal my.qiap.ch and use it to enter your timetable.

In no case may the extracurricular teams replace the parents for entering into irregular membership

Entering into irregular membership 1 month in advance remains the basic rule. However, it can be entered into on at least a weekly basis.

The working method is defined in a specific directive which is sent to the parents as soon as the irregular membership has been validated.

No other family or professional situation may justify irregular membership.

In any case, the final decision is up to the Head of department.

4.4 NOTIFICATION OF EXCEPTIONAL ABSENCE OR ATTENDANCE

Notification of exceptional absence or attendance (occasionally added to membership) ensures the safety of the children being looked after.

Parents are obliged to notify all exceptional absences or attendances of their child. They can do this through the internet portal my.qiap.ch **or** through the answering machine of the relative extracurricular team (contact details at www.qiap.ch).

The Management and Head of department do not deal with notifications of exceptional absence or attendance.

Payment of all attendance that are planned as part of the membership is due even if the child is absent (excused and/or unexcused).

Exceptional attendance is charged at the usual rate with an increase of 50%.

Notification of exceptional absence and/or attendance is not a solution to regular reception. When these become repetitive, parents will be asked to modify their membership.

In event of unexcused absence of a child, the IGEA systematically triggers an emergency search procedure. As part of this, only the emergency telephone numbers recorded on the enrolment report will be contacted. If they do not answer, this procedure may lead to police intervention.

4.5 SUSPENSION

Suspension of membership must be requested in writing to the Head of department before the 25th of the current month so that it can be taken into account from the start of the following month. It cannot be carried out through the internet portal my.qiap.ch.

This is authorised for a minimum period of one calendar month. For any longer than this, the rules for modifying membership will apply.

When membership is suspended, the child is not authorised to attend the extracurricular club even through exceptional attendance.

To end membership suspension, a request must be made in writing to the Head of department before the 25th of the current month so that it can be taken into account from the start of the following month.

4.6 CANCELLATION

Cancellation of membership must be notified in writing to the Head of department before the 25th of the current month so that it can be taken into account from the start of the following month. This cannot be carried out through the internet portal my.qiap.ch. Membership remains due until the end of the current month including excused absences.

Cancellation of membership without billing is only possible when the child has not already attended the extracurricular club since the start of the school year.

5. SCHEDULE

5.1 GENERAL

A child enrolled in the IGEA is under the responsibility of this organisation during supervision, from their arrival until they leave. The exceptions mentioned below are booked which include departure before the official end of the supervision or late arrival.

In the event of a late or postponed arrival (after 11:30 a.m. or 4:00 p.m.), the IGEA do not become responsible until the child is welcomed at the extracurricular club. In the event of an early departure, children from primary 1 to primary 4 may only leave the extracurricular club when accompanied by an adult who is designated by the legal guardian in the document "additional information". For children from primary 5 to primary 8, a discharge document signed by the parents is sufficient.

When a child is enrolled in two extracurricular locations and needs to move between them, the IGEA does not become responsible until the extracurricular team validates their arrival.

The child who is enrolled in an extracurricular reception must be present throughout the full duration of the service. Part time reception is not permitted.

No child is authorised to leave the extracurricular premises without notifying the extracurricular team of their departure.

5.2 SCHEDULES FOR TYPES OF RECEPTION

The schedules for different types of reception must be respected.

- Morning reception (AM) from 7:00 a.m. to 8:00 a.m.
- Midday reception (MR) from 11:30 a.m. to 1:30 p.m.
- Afternoon reception (PM) from 4:00 p.m. to 6:00 p.m.

However, easy departure from the afternoon reception is possible under the following conditions :

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

These departures are only accepted on the condition that the child is accompanied **by one of their parents or an adult** previously designated in the "additional information" document in the section "authorisation for departure of a child at the end of extracurricular activities with someone other than their legal guardian".

5.3 DEPARTURE AT THE END OF SUPERVISION AT 6:00 P.M.

- Children in early primary school (P1 - P4) must systematically be accompanied by one of their parents or a person designated in the "additional information" document.
- Children in late primary school (P5 - P8) may only leave the extracurricular club if authorisation has been given in the enrolment report.

5.4 EXEMPTION OF SUPERVISION TIMES

An exemption to supervision times may only be agreed if the child is enrolled in the extracurricular club for a minimum of two days per week. One weekly exemption is authorised in the following cases :

- to attend a class that is integrated into delegated teaching (language or music class)
- to attend a class, sporting, artistic or cultural activity.
- to attend a one-off appointment (medical examination, official summons, etc.) upon presentation of supporting documents.

The cost of extracurricular supervision remains due in full in the event of early departure.

Children are not permitted to return to the extracurricular club. However, the child may return to the extracurricular club following supervised studies and specific educational measures initiated by the DIP. For educational support outside teaching hours, the conditions for attendance are determined jointly by the relevant extracurricular club and school.

In any case, the final decision is up to the Head of department.

6. MEMBERSHIP PRICING

6.1 GENERAL

The rules for membership pricing relate only to extracurricular supervision (including snack). The midday meal is charged in addition by the cities and/or school canteen associations. With regards to the rules for meal pricing, please refer to the regulations of the cities and/or school canteen associations.

The membership pricing is calculated based on average yearly attendance of 37 weeks over 40 school weeks.

One-off absences, short-term sickness and absences for group school trips are taken into account for calculating the average membership price. These do not give rise to reimbursement or discount of any kind.

6.2 MONTHLY EXTRACURRICULAR SUPERVISION PRICES

No days/week	AM	MR	PM
1 day	CHF 15.-	CHF 22.-	CHF 29.-
2 days	CHF 29.-	CHF 44.-	CHF 59.-
3 days	CHF 44.-	CHF 66.-	CHF 88.-
4 days	CHF 59.-	CHF 88.-	CHF 117.-

6.3 REDUCTION OR EXEMPTION

Reductions or exemptions are calculated in accordance with the taxable net income of the family or legal guardian who is listed in the information held by the Administration on the notice of the most recent Canton and City taxes and also based on the number of children living in the same household (linked to the same customer number) and enrolled in the extracurricular club.

According to income

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

A discount for siblings is automatically applied in accordance with the number of children who live in the same household (linked to the same customer number) and enrolled for extracurricular club.

2 children enrolled in extracurricular club	Discount of 12.5% for each child
3 children enrolled in extracurricular club	Discount of 25% for each child
4 children or more enrolled in extracurricular club	Discount of 40% for each child

Access to further reductions or exemptions require presentation of the requested documents⁸ before 20th November 2020 to the IGEA. For any enrolment in progress throughout the school year, these must be sent within the 15 days following enrolment.

The document "Request for reduction or exemption only for extracurricular supervision" must be returned duly completed, signed and accompanied by the most recent Canton and City Tax notice.

One single request per family is required. This must be renewed every year within the permitted time period.

No exemption may be agreed if the file is incomplete or returned outside the time period, the reduction will then be applied from the start of the next billing period.

The reduction does not affect the price of meals but only extracurricular supervision.

Adjustment in pricing following a separation and/or divorce is only carried out upon presentation of supporting documents.

7. BILLING AND PAYMENT

7.1 GENERAL

Membership is finalised between the IGEA and the parents according to the terms discussed.

Invoices for extracurricular supervision services and meals are drawn up separately. Parents must then pay 2 different invoices: one for extracurricular supervision provided by the IGEA and one for meals provided by the city and/or school canteen association.

Extracurricular supervision is billed in January, April and July for the current school year.

Billing for a child's attendance may not be shared between several different customers (debtors).

Any possible challenging of the invoice must be made in writing within 30 days following issuance of the invoice. After this time period, it is considered to be accepted.

⁸ See enrolment report page 6 document "Request for reduction or exemption only for extracurricular supervision"

In the event that the due invoice is not paid, the IGEA initiates a procedure for collecting the money owed. Fees for this procedure are chargeable to the customer (debtor).

Invoices for extracurricular supervision are used for confirming supervision fees with the tax administration.

7.2 BILLING OF EXCEPTIONAL ATTENDANCE

Exceptional attendance is billed at the standard rate plus an increase of 50%.

AM	MR	PM
CHF 6.00	CHF 9.00	CHF 12.00

When exceptional attendance is planned and the child does not attend, this will be billed if the child has not been excused within the given time frames.

7.3 BILLING WHEN ENROLLED DURING THE SCHOOL YEAR

AM	MR	PM
CHF 4.00	CHF 6.00	CHF 8.00

In the event of enrolment during the school year, when the child is welcomed without a waiting period, a so-called pre-membership reception price is charged until the end of the month. Membership begins at the start of the following month.

7.4 DISCOUNT IN THE EVENT OF SICKNESS/ACCIDENT

In the event that the child is sick or involved in an accident for a minimum of 2 consecutive school weeks, a discount is agreed upon presentation of a medical certificate. This must be sent to the Head of department via email or post within 5 working days at the latest following the child's return to extracurricular club.

Absences due to short-term sickness (of at least 2 consecutive weeks) are included in the calculation of the average membership price. These therefore do not give rise to any reimbursement or discount.

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

7.5 BILLING OF MEALS

Meals are provided by the cities and/or school canteen associations which directly bill the parents. For this purpose, parents' contact details are given to them in accordance with the Public information, access to documents and personal data protection act (PIADA).

For any issues relating to billing of meals, please directly contact the city and/or school canteen association.

In the event of financial difficulties when paying for meals, please directly contact social services in your city of residence.

8. HEALTH

8.1 GENERAL

During enrolment of the child, supervision specifications (allergies, medical treatment and protective measures for the child) must imperatively be stated in the document planned for this purpose. An official supporting document must also be provided to the Head of department so that enrolment can be definitively validated.

In the event of a change in situation, it is essential to immediately contact the Head of department in order to inform them.

8.2 MEDICAL EMERGENCIES

In the event of a medical emergency, the extracurricular team takes necessary measures and informs the parents as quickly as possible.

When the situation requires, the extracurricular team will contact the emergency services and follow their instructions. In accordance with the decisions of the medical team, the child may be evacuated in an ambulance. Fees connected to emergency transport are chargeable to the parents.

8.3 ALLERGIES

When a personalised reception plan (PRP) and/or packed lunch are required due to medical reasons, the child can only be supervised once official documents have been provided and validated by the IGEA.

In the event of administering medication, a medical certificate is sent to the school nurse from the Child and young people health service (CYHS) so that a personalised reception plan (PRP) can be created.

If the food allergy requires a simple diet (food recognisable with the naked eye, eaten in a non-processed form and can be easily removed from preparation), the extracurricular team will ensure that the food in question is removed, without a specific menu or the possibility for parents to bring additions to the meal provided by the school canteen.

If the food allergy requires a more complex diet (foods may be hidden in ongoing industrial preparations, e.g. eggs, nuts, etc.) and is associated with the use of an EpiPen or other similar treatment if symptoms arise or when the child has a medically identified intolerance (gluten, lactose, etc.), the parents must provide a packed lunch for midday and/or snack.

The extracurricular team ensures, in collaboration with the school canteen staff, that the child can eat their meal under suitable conditions.

In any case, the final decision regarding the requirement of a packed lunch for midday and/or a snack is up to the Head of department.

8.4 MEDICAL TREATMENT

When a personalised reception plan (PRP) and/or packed lunch are required due to medical reasons, the child can only be supervised once official documents have been provided and validated by the IGEA.

In the event of administering medication, a medical certificate is sent to the school nurse from the Child and young people health service (CYHS) so that a personalised reception plan (PRP) can be created.

In the event that a child must take medication at certain times during their supervision, the parents must provide the extracurricular team with: the name and surname of the child, the start and end dates of their treatment, the dose, the time and conditions for administering the medication. These conditions must come from an official body (doctor or pharmacy) and appear on the medication packaging.

Administration of a medical treatment may only be carried out within the skill limits of the extracurricular team and organisational constraints.

8.5 PROTECTIVE MEASURES FOR THE CHILD

The IGEA respects and applies protective measures for the child that are issued by the competent authorities.

When necessary, the IGEA works with the child protection services.

Extracurricular activity leaders are required to take action as soon as they have knowledge of a suspected case of maltreatment by following internal procedures.

8.6 SICKNESS

In the event of absence from school during the half-day preceding extracurricular supervision⁹ due to sickness, the child may not attend extracurricular club.

With regards to the measures to be taken for contagious illnesses, the IGEA refers to the health advice given by the Child and young people health service (CYHS).

8.7 TEETH BRUSHING

Brushing children's teeth is only organised as a group if the following conditions are met:

- adapted and sufficient sanitary facilities (toilets) are available;
- cleaning is organised for the facilities in accordance with relevant regulations;
- the specifications of the local organisation allow it.

If the conditions are not met but the parents want their child to brush their teeth after meals, they must provide them with a toothbrush and toothpaste (to be brought every day).

9. MEALS

Under the responsibility of the cities and/or school canteen associations, diverse and balanced meals are served to the children. Most school canteens are "Fourchette Verte" certified.

The IGEA's collective reception mission does not allow supervision of each child to be personalised. However, it commits to ensuring, in an institutional manner, that individual practices are respected, which may be part of a collective idea, namely: removal of all meat, removal of pork and food restrictions linked to the child's health.

In this way, the food practices listed ("no pork" and "no meat"¹⁰) on the enrolment report are respected, without a specific menu or the possibility for the parents to bring additions to the meals supplied by the school canteen. Provision of a packed lunch is only authorised in cases of certified food allergies¹¹.

10. BEHAVIOUR

The extracurricular teams will make an effort on a daily basis to act in a kind manner with the children and to teach them to develop social skills to encourage their wellbeing as a group. As for the children, they must comply with the group rules in order to preserve the physical and emotional integrity of each person and act respectfully with the other children and the supervisory staff, premises and equipment.

However, any child who, within the extracurricular reception setting, does not comply with the supervisory staff's instructions, who disrupts the activities or who, through unsuitable behaviour, breaks the rules that are the basis of social life, will be subject to disciplinary action proportionate to the mistake made.

In this way, following an initial warning to the parents by the Head of department, a provisional exclusion from the reception for a duration of more than 3 months, but for a maximum of until the end of the school year, may also be implemented.

⁹ *E.g. absent from school in the morning so no midday reception supervision or absence from school in the afternoon so no afternoon reception supervision*

¹⁰ *For those without meat, this is understood as a food diet which excludes all meat (beef, fish) but which generally allows consumption of animal products such as eggs, milk and dairy products (cheese, yoghurt). All other food practices related to vegetarianism (lacto-vegetarianism, ovo-vegetarianism, veganism, pesto-vegetarianism and flexitarianism) are not taken into account as these are personalised practices and are not compatible with a collective supervision of children.*

¹¹ *See paragraph 8.3 "Allergies"*

In the event of repeated insults, particularly discriminative ones, or physical aggression from a child towards the supervisory staff, a provisional exclusion of at least two weeks will be implemented for the offending child.

In the event of temporary exclusion of up to 2 weeks, extracurricular supervision remains due during this period. In the event of longer exclusion, membership will end on the last day of extracurricular supervision.

11. MISCELLANEOUS

11.1 VIDEOS AND PHOTOS

Using photos and/or films of children at extracurricular club must be duly authorised by the parents in the document planned for this purpose.

11.2 LOSS, THEFT AND DAMAGE

The IGEA rejects all responsibility in the event of loss, theft and damage of children's personal objects.

Children take care of the premises, furniture and equipment.

Fees related to damage caused by the children are covered by third-party insurance of each family.

Fees related to damage caused by a child will be chargeable to the parents concerned.

11.3 DATA PROTECTION

Personal data collected by the IGEA is processed in accordance with the provisions of the Public information, access to documents and personal data protection act (PIADA) of 5th October 2001.

12. CONCLUDING PROVISIONS

These terms and conditions are applicable from the start of enrolment and throughout the school year 2020-2021. They are accessible on the website: www.qiap.ch.

If necessary, the IGEA still reserves the right to unilaterally modify these terms and conditions.

The IGEA will make decisions for all cases which are not covered by these terms and conditions.