Extracurricular Activities

The organisation for extracurricular activities provides children with a safe environment, a place to socialise as well as learning activities. It offers an educational outlet, in the form of games and play, complementary to that provided at home. It should be specified that safety forms an integral part of the extracurricular component, but is not the sole objective.

GIAP in Brief

The Inter-municipal extracurricular activities organisation (GIAP), established by the Law on Public Education, is a member of the Geneva Municipalities Association (ACG). To date, 42 municipalities have joined this Association.

Meals are provided by catering associations and school canteens or by the municipalities.

Some 1,300 professionals work for GIAP. Their initial training is provided by the Social Work Continuing Education Centre (CEFOC). Throughout the year, they are also offered further training, either individually or as a team.

The extracurricular activities service is run by a network of field-trained professionals with socio-educational and administrative skills. It is divided into 138 teams distributed throughout the canton. The 20 area managers, working locally under the authority of the deputy managers from the "Services" and "HR field" departments, can respond quickly to the specific needs of the municipalities and partners.

GIAP’s Childcare Objectives

- To offer children quality supervision by professionals in extracurricular activities.
- To contribute to the development and harmonious social integration of elementary and middle school children.
- To promote further educational activities, complementary to that provided at home and at school.
- To act as preventive care service.
- To ensure that the service is available to every child: no child may be excluded due to the limited financial resources of the parents.

Financial Contribution by the Parents

- CHF 5.00 per lunchtime activity session (school canteen).
- CHF 7.00 per late afternoon activity session (AS).
- The bills for extracurricular activities are sent quarterly by GIAP.
- The GIAP is unable to charge the supported of the same children on separately different bills.
- Discounts or exemptions are possible. See “Application for Reduction or Exemption” on page 5 of the registration form.

Morning Childcare

In some cantonal schools, children attending elementary school (1P to 4P) are admitted under certain conditions from 07:00 until school starts.

The children are offered breakfast and a moment of relaxation. This type of childcare costs CHF 3.00 per morning care.
**Lunch Break and Meal (School Canteen)**
Children from 1P to 8P are provided care and supervision during lunch breaks. The meals, offered and ensured by the municipalities or private catering associations and school canteens, are billed directly to the parents, Mondays, Tuesdays, Thursdays, and Fridays.

**After School, until 18:00 (AS)**
Late afternoon, children from 1P to 8P are provided care and supervision, Mondays, Tuesdays, Thursdays, and Fridays. They take a snack and participate in recreational, creative or sporting activities in premises set up and maintained by the municipalities. Homework is not supervised during the extracurricular activities.

### Registration Rules for School Canteen and/or AS

**Registration**
The two days in May are the **only official registration days**. The dates are communicated on the invoices of April, they will be posted in all the after school’s areas and through an information document that all the children who attend to the extracurricular will received.

**You may no longer register at the beginning of the school year.** However, registration is possible at the extracurricular premises on the first school day from 08:30 to 10:00 and from 18:00 to 19:00. These registrations will be submitted upon presentation of proof of necessity based on the list below:

- Change of employment status (new schedules, new job)
- Change of family status (separation)
- Medical certificate
- Change of residence (relocation, arrival in Switzerland)
- Recommendation by the Social Services

Registration will be acknowledged even without submission of proof. However, provision of childcare will be deferred by two months in order to adapt, if necessary, our human resources to the childcare and infrastructural requirements. Registrations made during the year are subject to the same rule.

**Lunchtime Care (School Canteen)**
If you register your child for the school canteen and lunchtime care, he/she must be present from 11:30 to 13:30 under the responsibility of the GIAP staff.
Registration is valid for the school canteen and for childcare provided by GIAP. Part-time childcare is not permitted.

**Afternoon Care for Supervised Activities (AS)**
If you register your child for supervised activities he/she must be present from 16:00 to 18:00 under the responsibility of the GIAP staff.
Part-time childcare is not permitted.

**Irregular Registration**
Irregular registrations are not permitted.
Only the following three duly substantiated exceptions are taken into consideration:

- Irregular professional schedules of the parents (schedule submitted one week in advance)
- Parents who volunteer in the school canteen
- Special request made by a Social Service

**General Release Practices from Extracurricular Activities**
In order to leave the extracurricular activities, all children of the elementary school level (1P-4P) must be systematically accompanied by a responsible person officially designated by the parents.
Mention on the registration form should be made if children of the middle-school level (5P-8P) leave the extracurricular activities alone at 18:00, and a disclaimer signed by the legal guardian.

If the person picking up a child is not among those officially designated for this purpose or if the person obviously does not have the skills to take care of the child, he/she will not be released and the area manager will be notified at once in order to deal with the situation.

Early Release
In any case, extracurricular care remains payable in full.
A child, attending supervised homework on a day fixed by the school, may subsequently rejoin the extracurricular activities.
In all other cases of early release, the child may not rejoin the extracurricular group after his/her activity.
Moreover, the child is permitted to leave early the extracurricular group for a course, sports, artistic or cultural activity once a week. Transport to the course is arranged according to the conditions laid down below.

The situations listed below require a disclaimer signed by the legal guardian. Only the area manager is empowered to authorise such exceptions.
1. Leaving lunchtime care (school canteen) to attend an accredited course (language or music). This exception is only possible if the course is held on the school premises.
2. Change of school during lunchtime care (school canteen) for children in childcare classes.
3. On presentation of proof, early release or late arrival for lunch or supervised activities to meet an appointment (medical visit, official summons, etc.).
4. Early release from supervised activities (AS) to attend a course, sports, artistic or cultural activity (once a week).

Early Release from AS Depending on the Child’s Age
- Child from 1P: the parents or the adult assigned by these may pick him/her up by 17:00, unless informed otherwise by the extracurricular activities team (outings, specific activity).
- Child from 2P: the parents or the adult assigned by these may pick him/her up by 17:30, unless informed otherwise by the extracurricular activities team (outings, specific activity).

Change of Attendance Day
Any modification of the attendance days and/or cancellation of a child’s registration must be notified one week in advance in writing to the relevant extracurricular team.

Absence of the Child
During registration, parents receive a document describing the procedures to be followed in handling absences, as well as the phone numbers to be used in case of absence or exceptional presence of their child.
Parents should systematically report absences according to the aforementioned procedural steps.

Code of Conduct
The supervisory staff is obliged to intervene if any child, by his/her lack of discipline, breaks the rules that are basic to social life.
In this kind of situation and after a warning written of the management, the direction can pronounce a suspension towards a child.
According to the gravity of the situation or the recurrence of the bad behaviour, the head office (executive management) can pronounce exclusion.
In the event of recurrent insults, with racist character or of physical assault by a child towards the supervisory staff, the direction (management) is systematically warned. It pronounces a minimum suspension of two weeks against the accused child.

Mealtime Practices

In the rule, vegetarian practices part of family values as well as the food practices bound to religious beliefs, announced on the registration form, are respected, without particular menu nor possibility for the parents to bring complements to the meal supplied to the school restaurant.

In any case, a dietary restriction requires a medical certificate. A food product will not be excluded from a child’s meal without official justification.

Food Allergy

If the food allergy requires a simple diet (foods visually identifiable and generally consumed in their natural form, such as kiwi), the staff in charge shall ensure that the child does not eat the food in question.

If the food allergy requires a more complex diet (food ingredients hidden in current industrial preparations, e.g. eggs, nuts such as peanuts, walnuts, pistachios...) or if the child has an intolerance (gluten, lactose...), parents are asked to provide their children with a packed lunch and/or a snack.

The supervisory staff, in collaboration with the canteen staff, ensures that the child can take his/her meals under the best conditions.

In any case, parents must provide a medical certificate to the extracurricular staff when reporting a health problem related to food, upon registration of the child or during the course of the year, which is transmitted to the designated nurse of the Youth Health Service (SSEJ).

Medication

If the child has to take medicines during extracurricular activities, parents must provide the extracurricular staff with a medical prescription, specifying the child's name, dates of start and end of treatment, dose to be taken, as well as the time at which and conditions under which the medicine has to be administered. This information should also appear on the packaging of the medication to be provided by the parents. The administration of the treatment (processing) can be made only in the organizational limits and the skills of the supervisory staff.

Toothbrushing

Children’s toothbrushing is organised collectively only if the following conditions are fulfilled:

- Sanitary facilities are adapted (sinks)
- Cleaning of facilities is ensured

The supervisory staff is by no means responsible for cleaning the sanitary facilities after toothbrushing.

In cases where these two essential conditions are not met, but if parents still want their child to brush his/her teeth after a meal, they can provide a toothbrush and toothpaste (to be taken back home) and the supervisory staff shall provide the child with a toothbrushing opportunity.