



Le Jardin
des Particules
crèche et école

Enrolment Forms

2022-2023

Constitution of the registration file

STEP 1 – REGISTRATION FILE - DOCUMENTS TO BE COMPLETED, DATED, SIGNED

- Privacy Policy – Data protection
- Privacy Policy – Image rights
- Canteen Information Sheet
- Medical questionnaire

REGISTRATION FORMS

CRECHE: Form A - 4 months to 48 months

or

SCHOOL – Form B - 4 to 6 years

STEP 2 - ADDITIONAL DOCUMENTS TO BE TRANSMITTED (at the latest on the 1st day of the new school year)

For reasons of confidentiality and data protection, all documents are to be sent as a single pdf file through the secure CERNbox area of the Jardin des Particules at the following address:

<https://cernbox.cern.ch/index.php/s/dUQDT2xOIbp26IY>

Please put the child's name, first name and school year in the name of your file.

- Copy of vaccination certificate
- Copy insurance attestation CR 2022/2023

STEP 3 – OPTIONAL DOCUMENTS – APPLICATION FOR REDUCTION OF SCHOOL FEES

Requests for reduction of school fees must be made at the time of registration. This is necessary for the establishment of the welcome contract. Any request made later will be refused and the maximum rate will be applied.

Reduction of school fees are based on the gross family income less than 200 kChf/year.

The calculation of the applicable fees is based on the income of the previous calendar year, from January to December.

In case of reimbursement of school fees the maximum rate is applied.

If you would you like to make a request for a reduction of school fees fill out the online form using the following link:

[Application form for a reduction of school fees](#)

- Completed Reduction Request Form
Soumettre le formulaire de demande de réduction en ligne
- Copy of salary slips, contracts, taxes for the calendar year n-1, from January to December via the link provided

Incomplete files will not be accepted and the maximum rate will be applied for the quarter of arrival.

**We thank you for your trust and look forward to welcoming
your child to the Jardin des Particules.**

Privacy policy - Data protection

You will find below the privacy and data protection policy to inform you how the private information you transmit is used and protected.

CONFIDENTIALITY

Le Jardin des Particules respects the privacy of all its users. We use your data to provide you with the best possible service. Le Jardin des Particules does not sell your personal data to third parties.

Your administrative data may be transferred to a third party in the case of outsourcing of management services.

DATA GATHERING

We collect a certain amount of sensitive personal information about you or your child(ren) to enable us to perform our services in the most efficient way. The information collected includes in particular Name, First Name, Nationality, Address, E-mail, Home/Mobile/Business telephone, Employer's Name, contract dates, Status, desired hours and daycare time.

USE OF DATA

With your consent, we use your data to inform you about the development of our services, promotions and special events.

If you are no longer interested, you can let us know by sending an email to: info.jdp@cern.ch.

Anyone can ask the Jardin des Particules if data relating to them are processed and ask for their modification/deletion (only if the data are no longer necessary for the performance of a current contract) by simple email to: info.jdp@cern.ch.

- I certify that I have read and been duly informed of the processing of personal data and so-called "sensitive" personal data that may be processed by the Garden of Particules.
 - I freely and explicitly consent to the use of my data in the context of the execution of the contract binding me to the Garden of Particules.
 - I authorize the Jardin des Particules to contact me by email to share with me any information related to the Jardin des Particules.
- Place and date

Done at _____, on _____

Mother's signature

Father's signature

Privacy policy - Image protection

We, the undersigned, _____

Parents or legal guardians of the child _____

- Allow
- Don't allow

Our child to be photographed and/or filmed for exclusive use within the reception structure in which he or she is being cared for.

- Allow
- Don't allow

The use of static and/or animated images of our child on the Jardin des Particules website. Given to the intrinsic specificities of the Internet, as any page may be consulted, downloaded and/or modified by any Internet user, we expressly acknowledge that the Jardin des Particules will not be responsible for any use of the images that may be made by third parties.

- Allow
- Don't allow

That the static and/or animated images of our child be used free of charge for the realization of photo and/or video supports (ex: booklet, calendar, etc....).

Any use as provided for herein may not infringe the privacy of our child or our family and is not likely to cause any prejudice to it. The images will not be accompanied by any information that could be used to identify our child and family, whose name will not be mentioned.

This authorization is granted free of charge and exclusively for an initial term of 2 (two) years, which will then be tacitly renewed for successive periods of 1 (one) year.

You have the possibility to revoke this act by requesting the cessation of its use and distribution by sending a registered letter with acknowledgement of receipt at the latest 7 (seven) days before the end of the current period.

Done at _____, on _____

Signature of the legal guardian(s), preceded by the words "read and approved"

("Read and approved" + signature)

Registration 2022-2023 - Application for a reduction fees

School fee reductions are based on gross family income below 200 kChf/year (unless you are eligible for school fees reimbursement in which case no school fees reduction can be applied).

If your gross family income is higher than 200 kChf/year there is no school fees reduction applicable, You are not concern by this procedure. You are in category K.

1. Your gross family income is less than 200 kChf/year - Are you eligible for reimbursement of school fees ?

case 1: yes, we are eligible for education reimbursements from

NO education reduction applicable from the date your entitlement to reimbursement from your employer is effective - the procedure below does not apply to you. You are in category K.

Case 2: Yes, we are eligible for reimbursement of school fees but the right to reimbursement is not yet effective and our income is less than 200kChf/year.

Indicate the date from which your entitlement begins.....

You are entitled to a reduction fees if you follow the full procedure below. Your application for a reduction will be considered until the month before you are entitled to the refund. Category K will apply for the rest of the school year.

case 3: no, our gross family income is less than 200 KChf/year and we are not eligible for reimbursement of school fees.

You may be eligible for a reduction in school fees if you follow the full procedure below.

2. Cases 2 and 3: Reduction request form – registration to be completed - ONLINE

! Requests for reduced fees must be made at the time of registration. Any request made later will be refused and the maximum rate will be applied

Gross income (salary slips, contracts and parents' tax returns) will be requested and must be submitted at the time of enrolment for term 1 or before 31 January for terms 2 and 3, otherwise the reduction will not be validated and the maximum rate will be applied.

The calculation of the applicable fees is based on the income of the previous calendar year, from January to December.

Incomplete applications will not be accepted and the maximum rate will be applied for the new term.

SURNAME and First Name of the Child	Date of birth
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Please complete if you have followed the whole procedure :

Complete the online form using the following link: [Application form for a reduction of school fees](https://nurseryschool.web.cern.ch/fr/form/reduction)

(<https://nurseryschool.web.cern.ch/fr/form/reduction>)

Send a copy of ALL the documents requested for the calendar year n-1, from January to December. For reasons of confidentiality and data protection, all documents should be sent as a single pdf file to the secure CERNbox area of the Jardin des particules at the following address: <https://cernbox.cern.ch/index.php/s/h9e2lrQbZgDwCiT>

Please put the child's name, first name and year in the name of your pdf file.

You will receive an email confirming that your request has been processed.

Please note that the application for a reduction of the fees can only be considered if all documents have been submitted:

- Proof of salary or gross income for the previous calendar year (n-1), from January to December;

- Copies of contracts, for Swiss income, salary certificates or 12 salary slips, 12 unemployment statements, pension amounts, etc. for each of the legal representatives, from January to December;

- Support for school fees from another source than the Jardin des Particules : attestation of national organisation, attestation of employer, reimbursement of school fees, children's allowances

Done at _____, on _____

Mother's signature

Father's signature

2022-2023 Enrolment - Form A - Children from 4 months to 48 months old

Children from 4 months to 48 months old

Meals are included in the enrolment fee and are non-refundable.

* Parents who wish to enrol their child in the morning group of 24 months to 48 months-olds are kindly asked to note an alternative choice of attendance in the attached form A and fill the form A (bis), since the confirmation of this group is subject to a minimum number of participants.

Please note that returning this enrolment form does not guarantee your child a place in Le Jardin des Particules of the CERN Staff Association. Your child will be placed on a waiting list.

Confirmations of enrolment will be send at the end of April at the latest.

Only duly completed and signed forms will be processed.

! Requests for reductions in school fees must be made at the time of enrolment. Any late requests shall be rejected for the first quarter and the maximum fee will apply.

Commitment

Signing this enrolment agreement constitutes acceptance of these terms and conditions.

Please provide all information, documents and certificates at the time of enrolment. Any documents that are not provided during enrolment must be submitted no later than on the first day of attendance at Le Jardin des Particules of the CERN Staff Association.

In the event of non-compliance with these terms and conditions, the Steering Committee of the Crèche and School of the CERN Staff Association reserves the right to impose penalties, and to use all means of internal appeal within the Organization, including mediation.

All means exhausted, in the event of legal recourse, any dispute relating to the aforementioned terms and conditions is subject to Swiss law and the jurisdiction of courts of the Canton of Geneva.

Signature

By my signature, I declare that I have read the General Terms and Conditions for the Reception of Children at Jardin des Particules, which I have been given, that I accept them and that I undertake to respect them.

Done at _____, on _____

Mother's signature

Father's signature

2022-2023 Enrolment - Form A - Children from 4 months to 48 months old

Information – reserved for administration			
<input type="checkbox"/>	Certificate of vaccination	<input type="checkbox"/>	Certificate of civil liability insurance
<input type="checkbox"/>	Administrative costs	<input type="checkbox"/>	Payer (M – Mother, P – Father)
Fees			
<input type="checkbox"/>	Enrolment fee	<input type="checkbox"/>	Enrolment fee for siblings
<input type="checkbox"/>	No fees (siblings)	<input type="checkbox"/>	Request for reduction
Attendance			
<input type="checkbox"/>	School year	<input type="checkbox"/>	Period from _____ to _____
<input type="checkbox"/>	Full weeks – Monday through Friday or	<input type="checkbox"/>	
<input type="checkbox"/>	3 days – Monday, Tuesday, Wednesday or	<input type="checkbox"/>	3 days – Wednesday, Thursday, Friday or
<input type="checkbox"/>	2 days – Monday, Tuesday or	<input type="checkbox"/>	2 days – Thursday, Friday
Summer service – pre-registration (confirmation in March 2023)			
<input type="checkbox"/>	Week 1 of July	<input type="checkbox"/>	Week 2 of July
<input type="checkbox"/>		<input type="checkbox"/>	Week 3 of July
<input type="checkbox"/>		<input type="checkbox"/>	Week 4 of July
Insurances*			
<input type="checkbox"/>	Health insurance	<input type="checkbox"/>	Policy no.
<input type="checkbox"/>	Civil liability insurance	<input type="checkbox"/>	Policy no.
Contact information of the child			
Surname		First name	
Sex	<input type="checkbox"/> M <input type="checkbox"/> F	Nationality	
Date of birth		Language	
Brothers and sisters (First name – age) :			
Address:			
Country of future schooling:			
	Father	Mother	
Surname			
First name			
Nationality			
Address			
Postal code – city			
Primary e-mail			
E-mail			
Fixed line phone number			
Mobile phone number			
Work phone number			
Employer (if CERN, please note Department and mailbox)			
End date of contracts			
Status (Staff Association member)			
Persons authorised to pick up your child			
Surname	First name	Phone number	

2022-2023 Enrolment - Form B - Children from 4 to 6 years old

Children from 4 to 6 years old

Registration for the canteen can be done on an annual or a quarterly basis.

Please note that returning this enrolment form does not guarantee your child a place in Le Jardin des Particules of the CERN Staff Association. Your child will be placed on a waiting list.

Confirmations of enrolment will be send at the end of April at the latest.

Only duly completed and signed forms will be processed.

! Requests for reductions in school fees must be made at the time of enrolment. Any late requests shall be rejected for the first quarter and the maximum fee will apply.

Commitment

Signing this enrolment agreement constitutes acceptance of these terms and conditions.

Please provide all information, documents and certificates at the time of enrolment. Any documents that are not provided during enrolment must be submitted no later than on the first day of attendance at Le Jardin des Particules of the CERN Staff Association.

In the event of non-compliance with these terms and conditions, the Steering Committee of Le Jardin des Particules of the CERN Staff Association reserves the right to impose penalties, and to use all means of internal appeal within the Organization, including mediation.

All means exhausted, in the event of legal recourse, any dispute relating to the aforementioned terms and conditions is subject to Swiss law and the jurisdiction of courts of the Canton of Geneva.

Signature

By my signature, I declare that I have read the General Terms and Conditions for the Reception of Children at Jardin des Particules, which I have been given, that I accept them and that I undertake to respect them.

Done at _____, on _____

Mother's signature

Father's signature

2022-2023 Enrolment - Form B - Children from 4 to 6 years old

Information – reserved to administration				
<input type="checkbox"/>	Certificate of vaccination	<input type="checkbox"/>	Certificate of civil liability insurance	
<input type="checkbox"/>	Administrative costs	<input type="checkbox"/>	Payer (M – Mother, P – Father)	
Fees				
<input type="checkbox"/>	Enrolment fee	<input type="checkbox"/>	Enrolment fee for siblings	
<input type="checkbox"/>	No fees (siblings)	<input type="checkbox"/>	Request for reduction	
Attendance				
<input type="checkbox"/>	School year	<input type="checkbox"/>	Period from _____ to _____	
<input type="checkbox"/>	Continuation of schooling in Switzerland	<input type="checkbox"/>	Continuation of schooling in France	
Summer service – pre-registration (confirmation in March 2023)				
<input type="checkbox"/>	Week 1 of July	<input type="checkbox"/>	Week 2 of July	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Week 3 of July	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>		Week 4 of July
Canteen				
<input type="checkbox"/>	Registration by school year	<input type="checkbox"/>	Registration by quarter	
Basic service - 5 days a week, including canteen service				
For a registration for less than 5 days/week, indicate the days of attendance at the canteen:				
<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Wednesday	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Thursday	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>		Friday
Insurances*				
<input type="checkbox"/>	Health insurance	<input type="checkbox"/>	Policy no.	
<input type="checkbox"/>	Civil liability insurance	<input type="checkbox"/>	Policy no.	
Contact details of the pupil				
Surname		First name		
Sex		<input type="checkbox"/>	M	<input type="checkbox"/>
		<input type="checkbox"/>	F	
Date of birth		Nationality		
Brothers and sisters		Language		
First name - age		First name - age		
		First name - age		
		Father	Mother	
Surname				
First name				
Nationality				
Address				
Postal code – city				
Primary e-mail				
E-mail				
Fixed line phone number				
Mobile phone number				
Work phone number				
Employer (if CERN, please note Department and mailbox)				
Date of contracts				
Status (Staff Association member)				
Persons authorised to pick up your child				
Surname		First name		Phone number

Canteen Information Sheet

Surname		First name	
Sex	<input type="checkbox"/> M <input type="checkbox"/> F	Nationality	
Date of birth		Group/Class	

Parents' phone number (reachable during lunch hour):

-
-
-

Allergies or food intolerance: yes no

Allergy symptoms:

Emergency treatment:

Special diet: yes no

In the event of an emergency, the personnel of the Le Jardin des Particules of the CERN Staff Association is authorised to decide on all necessary measures, in particular hospitalisation or transportation of the child by ambulance. Parents are notified immediately.

Place and date

Signature of the mother

Signature of the father

Medical Questionnaire

Surname		First name	
Sex	• M • F	Nationality	
Date of birth		Group/Class	

Please inform the Management of the Crèche and School of the CERN Staff Association of any serious health issues, which may have an effect on your child's wellbeing.

Allergies → If yes, please provide a medical certificate describing the relevant emergency procedure

Asthma

Diabetes Other:

Epilepsy

Heart condition

Dermatological condition

Tuberculosis

Medications: For a child who has to follow a particular medical treatment, the parents must fill in and sign the relevant document of the *Service de Santé de la Jeunesse*, which can be obtained directly from their teacher.

Is your child currently receiving a medical treatment? yes no

Please provide a copy of the certificate of vaccination.

Obligatory Vaccinations:

- diphtheria
- tetanus
- whooping cough
- poliomyelitis
- measles
- mumps
- rubella
- Haemophilus Influenzae infections
- meningochial meningitis
- pneumococcal infections
- hepatitis B

Protocol for the administration of paracetamol to nursery and school children

Dafalgan syrup 30mg/ml - A dose-weight every 6 hours if temperature greater than or equal to 38.5°. Notify parents prior to administration, if possible. Dafalgan syrup can be stored at room temperature.

When using it for the first time, note the opening date on the bottle/box. The syrup will keep for 3 months after the opening date.

You accept the protocol for the prescription of paracetamol by the teaching team as indicated in the general conditions:

yes no

Is there anything else you would like to tell us about your child?

Place and date

Signature of the mother

Signature of the father