



GENERAL CONDITIONS

2023-2024

Translated from French original version

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INDEX

Welcome to Le Jardin des Particules	5
By enrolling your child at Le Jardin des Particules, you are giving him/her the opportunity to develop in a privileged environment, at the heart of science and close to nature.....	6
A new and secure building, easy to access, designed to meet the needs of a growing young public.	6
The structure offers an outdoor space and a landscaped garden, as well as a psychomotricity room (a place for motor and multi-sensory stimulation), a large library and multidisciplinary workshop areas..	6
Internal organization chart	7
CRECHE – from 4 months to 36 months.....	8
SCHOOL - from 36 months.....	9
The school is open from Monday to Friday from 8:00 am to 6:00 pm for a full day of classes with a canteen service.	9
The school welcomes children from the end of August to June inclusive according to the official dates of the Canton of Geneva*. A day care center is offered during the 3 weeks of July (subject to a minimum enrollment).....	9
Parents must leave the institution at 6:00 pm at the latest.....	9
The basic service offered is 5 days per week, including canteen service.	9
For children over 3 years of age on July 31, the school welcomes children 5 full days per week from 8:00 am to 6:00 pm.	9
The groups are organized in double level classes (1P-2P/ 2P-3P) or triple level (0P-1P-2P). The number of classes is determined according to enrollment.....	9
Students must be in their classrooms by 8:45 am at the latest. Lunch break is from 12:15 to 1:30. Parents of children not enrolled in the canteen must pick up their child at 12:15 pm and be out of the school by 12:30 pm at the latest. In the afternoon, the school is open from 1:30 pm to 6:00 pm. Children must be in their group by 1:30 pm.....	9
Discovery Wednesdays - from 36 months	9
Canteen service	10
Modularity of the school canteen	10
Fees.....	10
Allergies	11
Meals	11
Penalty(s)	11

Calendar 2023-2024	12
General Admission Requirements.....	13
Note	13
Admission	13
Admission Priorities	13
Nursery and school fees.....	13
Nursery and school material fees.....	13
Discovery Wednesdays	13
Emergency service - crèche	14
Occasional care	14
Inclusive care	14
Child's absence.....	14
Respect of the schedule	14
Reception Contract	15
Contract of reception.....	15
Fraties.....	15
Voluntary contribution	15
Definition of the family group.....	15
Composition of income	15
Modifications	16
Cancellation of the registration – termination of the contract	16
FEES	17
School fees.....	17
School fees for the term of arrival	17
Terms of payment.....	17
Payment schedule.....	18
Penalty(s)	18
Crèche schooling	18
School and Discovery Wednesdays.....	19
Reservations for an arrival during the year (arrival in the region, unborn child)	19
Cases of force majeure.....	19

Special situation.....	19
Conditions for opening groups / classes	19
Practical life in Le Jardin des Particules	20
Absences and illness	20
Contact with the parent.....	20
Emergencies or accidents.....	20
Responsability	20
Sécurité	21
playground.....	21
Organized outings	21
Image rights : vidéos, photos, data protection	21
Training.....	22
Civil liability.....	22
External services	22
Children's personal belongings	22
Accompaniment	22
Code of conduct	22
Exclusion from Le Jardin des Particules.....	22
Modification of the general conditions.....	23

Welcome to Le Jardin des Particules

"Each child is unique and actively participates in their own development, children are naturally curious, want to communicate and create relationships with others."

Loris Malaguzzi

A word of welcome

" The child at the heart of his or her learning process like a little researcher "

The mission of Le Jardin des Particules is to participate, in partnership with the family, in the global development of the child.

In a warm atmosphere and an adapted environment, the educational and teaching team welcomes your child to allow him/her to develop his potential and his skills, his artistic aptitudes, his relational sensitivity and his emotional richness while taking care of his well-being and his safety.

At the nursery, your child is welcomed in the respect of his/her individuality and his/her rhythm of development. He/she evolves in a space of creativity and blossoming that is conducive to discovery, free experimentation, exchange and games, where individual actions alternate harmoniously with collective proposals.

At school, your child is placed at the heart of his or her learning, in an organized and thoughtful environment that is rich, stimulating and soothing.

The educational program is structured according to the five domains of the Swiss Roman Curriculum: Languages (French and English), Mathematics and Natural Sciences; Humanities and Social Sciences; Arts; Body and Movement.

English is taught from the age of 3, every day of the week, in morning and afternoon workshops.

Presentation of the crèche and school

Le Jardin des Particules is a pre-school and school structure.

We offer a crèche service for children from the end of their maternity leave until they are 3 years old, and a school service for children between 3 years old (completed on July 31) and 7 years old.

We are a human-sized structure, in a multicultural, rich and varied context. The child and the family are our privileged interlocutors, we take care of the child's well-being in constant consultation and collaboration with the parents. Our multidisciplinary and experienced team offers a stimulating and creative environment, with an active and caring approach, based on the reflection of professional practices, observation and constructive dialogue.

A quality environment

By enrolling your child at Le Jardin des Particules, you are giving him/her the opportunity to develop in a privileged environment, at the heart of science and close to nature.

A new and secure building, easy to access, designed to meet the needs of a growing young public.

The structure offers an outdoor space and a landscaped garden, as well as a psychomotricity room (a place for motor and multi-sensory stimulation), a large library and multidisciplinary workshop areas.

Educational team

The CERN Staff Association's Jardin des Particules is managed by the CERN Staff Association and subsidized by the Organization.

The children are supervised by a team of professionals who have been trained in accordance with the standards in force in the canton of Geneva.

Management and pedagogical information

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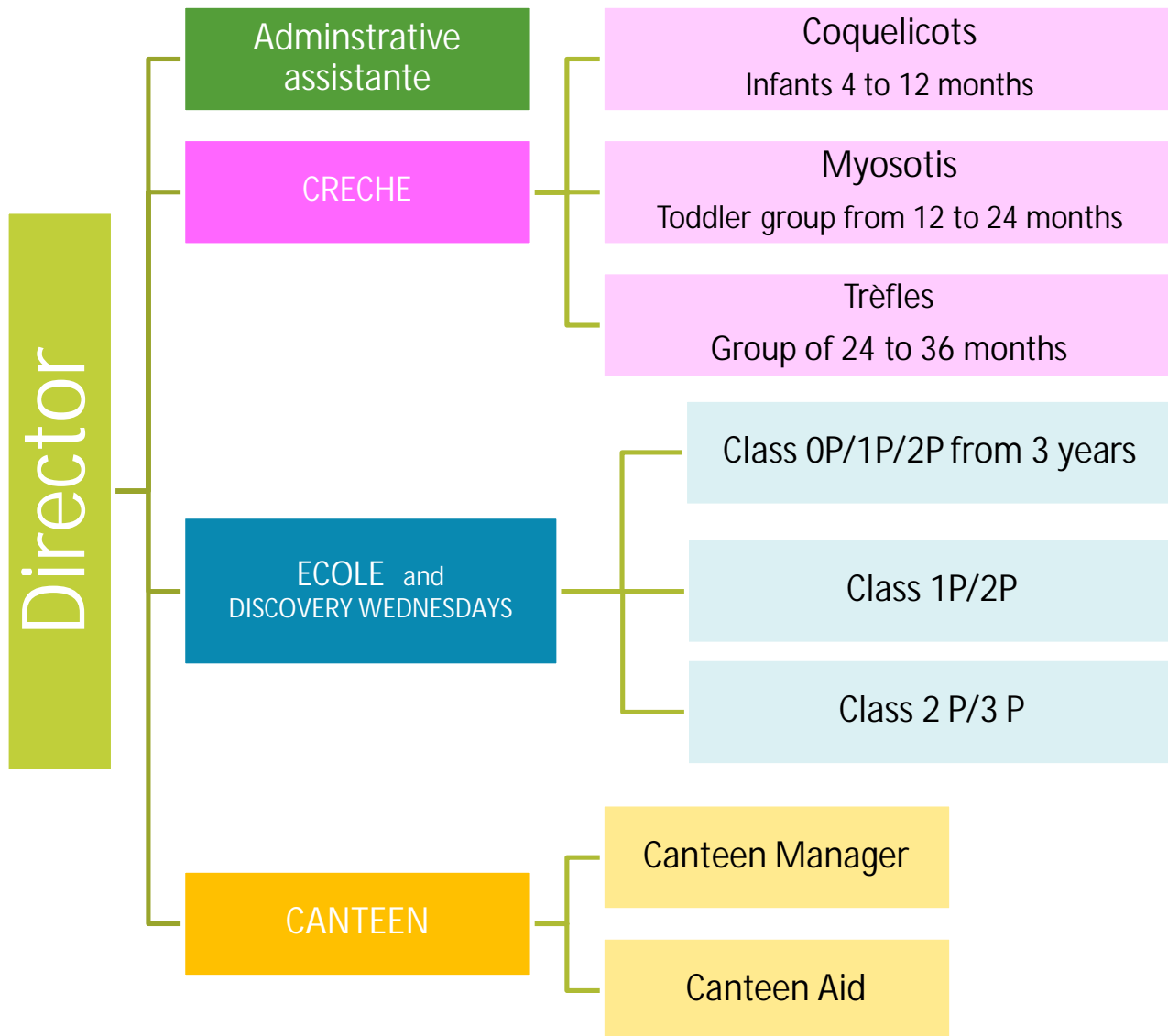
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Internal organization chart



CRECHE – from 4 months to 36 months

Progressive adaptation for the crèche

In order to offer a qualitative welcome that respects the child's rhythm, a period of adaptation and/or familiarization will be planned between the educational team and the parents.

For the youngest children, the Coqueliquots and Myosotis group will spend two and a half hours with the parent and child living in the institution for three days. Thus, the link between the child and the professional is created in the presence of the parent before a real separation takes place. This "child-parent-team" relationship allows the child to feel accompanied in his or her discovery of the crèche, and then supported in the separation. The parent also creates a bond of trust with the professionals who will take care of his child.

This period is compulsory and is part of the reception contract, so no reduction will be made. For arrivals during the month, the fees will be prorated from the day of arrival.

Reception modalities at the crèche

The crèche is open from Monday to Friday from 8:00 am to 6:00 pm, for a full day care for children from 4 to 36 months with a canteen service.

The crèche welcomes children from the end of August to June inclusive, based on the school calendar established by the DIP of the canton of Geneva*. A day-care center is offered during the 3 weeks of July (subject to a minimum number of registrations).

Parents must leave the institution by 6:00 pm at the latest.

The crèche offers several day care options:

- 2 full days from 8:00 a.m. to 6:00 p.m. on Mondays and Tuesdays or Thursdays and Fridays
- 3 full days from 8:00 am to 6:00 pm on Mondays, Tuesdays and Wednesdays or on Wednesdays, Thursdays and Fridays
- 5 full days* from 8:00 am to 6:00 pm

*If the Wednesdays are already full, exceptionally 2 contracts of 2 days per week can be granted, i.e. 4 days.

The arrival and departure times of the babies are to be discussed with the educational team.

The maximum daily attendance time for a child must not exceed ten hours. Parents must ensure that their child's presence in the center is respected.

The reception groups are organized as follows:

- Infant group, (4 months to 12 months)
- Trotter group (from 12 months to 24 months)
- Middle group (24 months to 36 months)

Meals are included in the registration fee and are non-refundable. A reduction of 100CHF/month is granted for children with allergies (with a doctor's certificate).

Parents wishing to keep their child in the afternoon may pick up their child either before or after lunch, or after the nap in agreement with the educator.

Departures before lunch must be announced to the child's educator and to the secretary's office before 9:00 a.m. at the latest. Children will not be allowed to return to the facility after lunch or early departure except for medical appointments. The meal will not be provided upon the child's return.

*Exception made for the Christmas vacation period which is based on the CERN calendar

SCHOOL - from 36 months

Reception modalities at school

The school is open from Monday to Friday from 8:00 am to 6:00 pm for a full day of classes with a canteen service.

The school welcomes children from the end of August to June inclusive according to the official dates of the Canton of Geneva*. A day care center is offered during the 3 weeks of July (subject to a minimum enrollment).

Parents must leave the institution at 6:00 pm at the latest.

The basic service offered is 5 days per week, including canteen service.

For children over 3 years of age on July 31, the school welcomes children 5 full days per week from 8:00 am to 6:00 pm.

The groups are organized in double level classes (1P-2P/ 2P-3P) or triple level (0P-1P-2P). The number of classes is determined according to enrollment.

Students must be in their classrooms by 8:45 am at the latest. Lunch break is from 12:15 to 1:30. Parents of children not enrolled in the canteen must pick up their child at 12:15 pm and be out of the school by 12:30 pm at the latest. In the afternoon, the school is open from 1:30 pm to 6:00 pm. Children must be in their group by 1:30 pm.

Discovery Wednesdays - from 36 months

We offer a Wednesday care service.

This service is for children between 3 years old and 8 years old, for a full day (between 8am and 6pm) or half day (between 8am and 1:30pm / 12:30pm and 6pm), including the canteen service.

This program responds positively to the needs of families and offers children a day out of school with an educational approach, focusing on different areas of activity that provide learning
learning "differently".

According to the pedagogical reflection of Loris Malaguzzi and the Reggio Emilia Approach, an active philosophy present in our structure, "the child is made of 100 languages", and uses them to express himself, observe and "discover the environment around him".

In order to support this process of research, and the pluralism of the child's own language, our Discovery Wednesdays offer a rich range of activities and experiences of curiosity, such as scientific awareness, English, photography, musical awareness, art, nature and sports.

*Exception made for the Christmas vacations which are based on the CERN calendar

Canteen

Canteen service

The canteen service welcomes children from the crèche and the school every day of the week.

The meals are included in the school fees and are non-refundable.

During the canteen service, the children are supervised by Le Jardin des Particules staff.

The meals served in the canteen are balanced and controlled by a dietician.

Modularity of the school canteen

The basic service offered is 5 days per week. For children enrolled in OP, the structure recommends maintaining the basic service including the 5 days of canteen.

For children attending school, a modular registration for the canteen for less than 5 days per week is possible: 0, 1, 2, 3, 4 (fixed day(s)) and is possible for the year (preferably) or for the trimester and cannot be changed during the trimester.

Outside of the quarterly registration periods, all requests for changes will be sent to the canteen service and must remain exceptional.

They will be subject to validation and will not be given priority. Requests must reach the canteen service before the 15th of the month in order to be implemented for the following calendar month.

The days of registration for the canteen must be indicated in the registration form for the beginning of the school year. Parents must fill out an information form in the registration form to be returned at the latest at the beginning of the school year.

Fees

The rates* in CHF, based on the rates of the catering provider chosen by the Management Committee, are as follows:

Canteen registration	5 days/week	4 days/week	3 days/week	2 days/week	1 day/week
Monthly cost : canteen	375	300	225	150	75

In the exceptional case where the child must stay at the canteen when this is not foreseen, it will be possible, at the most 3 times a year, to welcome him/her on an exceptional basis (subject to available space and validation). This emergency service is a specific type of reception and will be invoiced at a cost of 30CHF. The school secretariat must be notified at the latest the same morning.

In the event that the school secretary is not notified, the penalty of 100.00CHF described below will be applied.

Allergies

If your child has a food allergy, a medical certificate must be provided. This certificate must mention the type of allergy and must describe the protocol to follow in case of an allergic reaction of the child. The medication mentioned on the medical certificate must also be provided.

If these conditions are met, your child can be welcomed at the canteen as long as you provide the meal. The meal must be packaged in an airtight box clearly identified with the child's name.

In this case, a reduction of 100.00CHF/month, for 5 days a week, is granted for allergic children, upon presentation of a medical certificate.

Meals

The meal consists of a starter, a main course, cheese or dessert. A vegetarian meal is offered every Thursday.

The drink offered to the children is still water. The child is invited to taste each dish but does not have to finish his or her plate.

The mealtime is a source of awakening, it allows the acquisition of a certain autonomy and the learning of social life, for example:

- table manners,
- respect for others,
- politeness.

Safety during lunch time

The entrance gate of Le Jardin des Particules is closed during lunch time from 12:30 to 1:30 pm.

Penalty(s)

If a child who is not registered at the canteen is not picked up by 12:15 pm, the parents will be called and if they cannot be reached or cannot pick up the child, the child will remain at the canteen and a penalty of 100.00CHF will be charged.

Calendar 2023-2024

School start for Staff
Monday, August 21, 2023

Children start school
Tuesday, August 22, 2023

AOUT							SEPTEMBRE							OCTOBRE						
LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
NOVEMBRE							DÉCEMBRE							JANVIER						
LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
FEVRIER							MARS							AVRIL						
LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29				25	26	27	28	29	30	31	29	30					
MAI							JUIN							JUILLET						
LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI	LU	MA	ME	JE	VE	SA	DI
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

	Rentrée scolaire crèche et école		Rentrée du personnel		Jours fériés
	Vacances Crèche et Ecole		Journées pédagogiques		

Vacances scolaires

Fall Break
Monday, Octobre23, 2023 to Monday, Octobre 30, 2023
Monday, October 30 – Staff Education Day
Christmas and New Year's vacations
Monday, December 25, 2023 trough Friday, January 5, 2024
February Break
Monday, February 19, 2024 trough Friday, February 23, 2024
Easter Vacation
From Friday, March 29, 2024 to Monday, April 15, 2024
Monday, April 15 – Staff Education Day

Jours fériés

Jeûne genevois
Thursday, September 7, 2023

Labour Day
Wednesday, May 1, 2024
Pentecost
Monday, May 20, 2024
Ascension Day, long week-end
Thursday, May 9, and Friday 10, 2024

Summer vacation : Starting Monday, July 1, 2024

General Admission Requirements

Note

Parent refers to the parent(s) or person(s) having parental authority and/or living with the child.

Admission

The registration is done by means of the registration form filled by the designated parent to be sent to Le Jardin des Particules.

The contract is then established by the structure and must be returned signed within 15 days by the designated parent accompanied by a fee of 1300CHF per child.

The contract commits the signatories for the entire school year and the notice period starts as soon as the contract has been returned signed or the fees have been collected.

Admission Priorities

Children are accepted subject to availability of space. Priorities are defined as follows:

1. Re-enrollment
2. Siblings
3. Children of single parents, of a CERN staff member (PM) and of Le Jardin des Particules staff
4. Children of CERN staff members (PM) and Le Jardin des Particules staff
5. Children of a parent working on the CERN site
6. Children with a parent working in another international organization and children of parents of partner companies
7. Other cases

Le Jardin des Particules is open to children of CERN staff members. Subject to availability, children whose parents do not work at CERN may also be enrolled.

Nursery and school fees

An admission fee of CHF 1,000 and a registration fee of CHF 300 are the non-refundable fees (in case of cancellation of the registration) requested when submitting the registration file for each school year.

The admission fee of CHF 1000.00 will be deducted from the first invoice issued.

Nursery and school material fees

Parents who are not members of the Staff Association are asked to pay a flat fee of CHF 400.00 per school year and per child.

This fee must be paid in full with the school fees for the term of arrival. If a child arrives during the year, the fee will be calculated on a pro rata basis at the rate of 40.00 CHF/month.

Discovery Wednesdays

For regular participation in Discovery Wednesdays, the admission fee is 90.00 CHF per day.

For occasional participation in Discovery Wednesdays, the admission fee is CHF 100.00 per day.

For half-day Discovery Wednesdays, the admission fee is CHF 50.00.

These fees include the cost of the canteen.

Emergency service - crèche

It is possible to welcome a child in the group on an exceptional basis, subject to available space and validation. In the event that parents wish to take advantage of this service, they are asked to inform the director and the educators one week in advance in order to verify the available places. These places are not subject to reimbursement. This service is charged in addition to the school fees.

The fee will be calculated on the basis of the contractual weekly rate, prorated according to the number of days requested by the parent. Each request for change will be evaluated by the facility.

Occasional care

During the school year, once the groups have been formed, it is possible to welcome a child in his or her age group on an exceptional basis, subject to availability of space and validation.

Occasional care is provided on a weekly basis for children from the age of 1 and on a daily basis for children from the age of 2.

The fees for this service are different from those for regular care.

Inclusive care

Le Jardin des Particules welcomes children with special educational needs.

The terms of reception will be defined jointly by the parents, the structure and possible external specialists.

If individualized educational support for the child must be put in place by the structure, it will give rise to an additional annual fee that will be determined by Le Jardin des Particules.

Child's absence

No reimbursement of the school fees will be granted for absences (illness, vacations taken outside the school vacation periods, etc.) or for the temporary or permanent exclusion of the child from the institution. In case of departure of a child, please refer to the conditions of the chapter: Permanent departure of a child.

Respect of the schedule

In order to ensure the smooth running of the daycare center, parents are required to respect the schedule and not to arrive late to pick up their child.

The additional time in case of repeated non-respect of the official hours of the structure may be invoiced.

Reception Contract

Contract of reception

For each child, except in case of emergency, a written contract is concluded between Le Jardin des particules and the parent. The contract indicates in particular the rate of frequentation of the child, the applicable fee and the amount of the monthly schooling. The general conditions and the price list are part of this contract.

The contract is binding on the signatories for the entire school year and the notice period starts as soon as the contract has been returned signed or the fees have been collected.

The fee mentioned in the contract is valid for the entire school year.

Fratreries

For children of the same family enrolled in Le Jardin des Particules, a deduction of CHF 1000.00 for full time attendance will be granted on the annual school fees of the eldest child from the second child enrolled. The discount granted will be proportional to the time of presence of the elder child.

Voluntary contribution

Le Jardin des Particules charges a voluntary contribution of 100 CHF per child at the beginning of the school year.

This contribution will be used to develop the activities and to finance the purchase of games.

The parent who does not wish to pay this contribution must inform the structure when returning the signed contract.

Definition of the family group

The family group is composed of :

- Parents living or not at the same address as the child;
- And/or persons living at the same address as the child, even if they are not related (cohabitant, PACS, registered partner, etc.)

Composition of income

The total income of the family group is taken into consideration. This includes income from dependent or independent gainful employment.

The income is composed of the following elements, but not limited to :

- The basic salary
- Allowances paid by the employer
- Additional or overtime hours
- Bonuses
- Housing or travel allowances
- Family allowances
- Employer's contribution to health insurance premiums
- Insurance benefits
- Any fixed or regular benefits received by the employee

- Alimony, insurance benefits, family allowances and pensions.

In the absence of proof of the family group's income, the price of the highest bracket of the rate schedule will be applied.

Modifications

It is not possible to modify the care times between the moment when the registration is recorded and the first day of presence of the child in the structure. Subsequently, and with the agreement of the management, modifications of the care times can be accepted upon presentation of a justified request.

In the case of a decrease in the rate of attendance, the request must be made in writing to the management, at the latest on October 31st for the month of January, at the latest on January 31st for the last term. The management will decide on the request made by the parent, which will become effective upon receipt of a written letter from the Management Committee. If the request is accepted, the school fees will be invoiced on the basis of the usual attendance during the current term.

After the above-mentioned deadlines, the current and the following school term will be invoiced on the basis of the signed reception contract.

The increase of the attendance rate can be immediate if Le Jardin des Particules can reasonably meet the demand. The school fees will be adjusted immediately.

Cancellation of the registration – termination of the contract

The enrollment in Le Jardin des Particules is valid for the whole school year. The request for cancellation must be sent in writing to the Director. In the event of a written cancellation (an email is proof of this) to the Director before the beginning of the school year when the enrollment has been confirmed, the equivalent fees of the first school term (September, October, November and December) including enrollment fees and materials remain due.

Departure during the year must be announced to the Direction by written letter:

- at the latest on October 31 for a departure at the end of the first accounting term (December 31)
- at the latest on January 31 for a departure at the end of the 2nd accounting quarter (March 31)

Beyond the above-mentioned deadlines, the current and the following accounting quarter will be invoiced

Special case: permanent departure of a child during the year

In case of withdrawal of a child before the end of the year, the notice and the reason must be given in writing to the Director and the President of the Management Committee.

No refunds will be given in case of withdrawal of a child, except and only when the parents have to withdraw their child permanently because of the end of a contract or because they are leaving the region (proof to be provided), and this with a minimum of one month's notice for the end of a month.

The school fees remain due for the month following the communication of the withdrawal of the child.

FEES

School fees

Due to the increase in the cost of living and therefore the cost of operation, the prices will be adjusted automatically each school year.

No refunds will be made for absences (illness, vacations taken outside the school vacation periods, etc.) or for the temporary or permanent exclusion of the child from the institution.

Fees are due for the 10 months of the school year from September to June, even if the school year starts in August.

School fees for the term of arrival

The first invoice includes :

- the tuition for the term of arrival (for the 1st term: September, October, November and December, for the 2nd term: January, February, March and the 3rd term: April, May and June).
- the registration fee,
- as well as, if applicable, the administrative or material fees, the voluntary contribution and the sibling deduction
- deduction of admission fees

Reduction of school fees - terms and conditions

! Applications for a reduction in tuition fees must be made at the time of registration. Any request made later will be refused and the maximum rate will be applied.

The calculation of the applicable fees is based on the income of the previous calendar year and is valid for the school year.

Discounts will be based on income, including any educational assistance that may be received.

In the case of tuition reimbursement, the maximum rate is applied.

For 2023 school fees, the following set of documents must be provided with the application:

- Family income 2022 gross
Proof of salary or gross income 2022 (12 pay slips, 12 unemployment statements, pension amounts...) for each parent as well as any educational assistance received:
- Employment contract for each parent.
- Tax notice 2022
- The 2022 allowances

The 2022 income tax form for persons residing in France (attention: not the internal CERN tax).

For an arrival in 2024, the 2024 fees will be calculated on the basis of the 2023 income.

If income has been underestimated and this would have led to a higher tuition fee, parents will be asked to pay the amount due plus a penalty of CHF 300.

Any failure to provide information will be subject to a request for retroactive payment and a penalty equal to the increase applied.

Terms of payment

Parents will receive the invoices to be paid by bank transfer using the QR code that appears on the invoice. This is the only payment method allowed.

In case of payment by any other means than bank transfer with reference number using the payment slip attached to the invoice, the bank charges will be recharged and an automatic surcharge of 20.00CHF per payment will be applied to the next invoice.

Payment schedule

Parents will then receive an invoice to be paid by bank transfer using the QR Code that appears on the quarterly invoice. This is the only payment method allowed.

Billing is done quarterly according to the following schedule:

- The invoice for the 1st quarter (September, October, November, December) will be sent before the beginning of the school year
- The 2nd and 3rd quarter invoices will be sent during the previous quarter.

Penalty(s)

In case of late payment of an erroneous amount, a reminder will be sent once by the accounting department. If these facts are repeated, a penalty of 100CHF will be added to the amount of the school fees due.

In case of serious delay of payment, the Management Committee of Le Jardin des Particules reserves the right to apply sanctions such as the temporary or definitive exclusion of the child from the institution as well as to use all means of recourse to recover the amount due (by internal or legal means).

In the event of payment by any means other than bank transfer with reference number using the payment slip attached to the invoice, the bank charges will be re-invoiced and automatic additional charges will be applied in the amount of 20CHF per payment on the next invoice.

Crèche schooling

The table below shows the crèche fee according to the number of days of attendance and the annual family income.

Catégorie	Gross annual family income (CHF)	Crèche		
		5 days	3 days	2 days
A	Up to 60'000	1800	1080	720
B	Up to 70'000	1950	1170	780
C	Up to 80'000	2100	1260	840
D	Up to 90'000	2250	1350	900
E	Up to 100'000	2350	1410	940
F	Up to 120'000	2450	1470	980
G	Up to 140'000	2550	1530	1020
H	Up to 160'000	2650	1590	1060
I	Up to 180'000	2850	1710	1140
J	Up to 200'000	2950	1770	1180
K	More than 200'000	3100	1860	1240

School and Discovery Wednesdays

School

The basic service offered is 5 days per week, including canteen service.

The table below shows the school fee including the canteen fee according to the annual income.

Category	SCHOOL – From 3 yo	Reduction	5 days – Monthly fee
1	Up to 100'000	20%	2000
2	Up to 150'000	10%	2250
3	More than 150'000	Full price	2500

Discovery Wednesdays

The fee for Discovery Wednesdays is fixed, with no income requirements.

For regular participation in Discovery Wednesdays, the admission fee is 90 CHF per day.

For occasional participation in Discovery Wednesdays, the admission fee is 100 CHF per day.

For half-day Discovery Wednesdays, the admission fee is 50 CHF.

These fees include the cost of the canteen.

Reservations for an arrival during the year (arrival in the region, unborn child)

Reservations are possible depending on the availability of places and will be invoiced. A quarterly deposit will be requested as an advance payment. Invoicing will be done according to the contract established considering the time of reception desired. This advance payment is non-refundable (in case of cancellation of the registration) except in case of force majeure left to the discretion of the structure.

Cases of force majeure

Consequences in case of force majeure

- In the event of closure of the center for reasons of force majeure (such as natural disasters, pandemics or health crises), following the decision of the CERN authorities or the host country, or for any other reason leading to the closure of the center, the fees remain due for the entire month in progress.
- In the event of prolonged closure of the facility, a partial reimbursement of fees will be made according to the aid received by CERN and the State of Geneva.

Special situation

The Management Committee may exceptionally and on a case by case basis, consider the financial difficulties encountered by parents.

Conditions for opening groups / classes

Groups and classes can be adjusted according to the number of students. The opening of a group or class is subject to a minimum occupancy rate of 80%

Practical life in Le Jardin des Particules

Absences and illness

In case of unexpected absence of the child (illness, travel, etc.), parents must inform the secretariat on the morning of the first day of absence before 8:30 am by phone at 0041 75 411 34 16 only or by e-mail : Info.jdp@cern.ch.

When a child has contracted an illness or has come into contact with an infectious disease such as herpes, measles, rubella, scarlet fever or chicken pox, the parents must inform the educator as soon as possible (in accordance with the guidelines of the "Service de santé" de la jeunesse).

Children who are ill and/or contagious will not be accepted at Le Jardin des Particules. However, when the child is well but needs to continue his medication, parents are asked to fill out a medical treatment form and sign it.

Upon the child's return, the educational team will continue the child's medical treatment in the institution as long as the following conditions are respected:

- The parents provide the medical prescription
- The medication is noted in the child's name
- The dosage is prescribed by the doctor

The educational team does not administer any treatment not prescribed by a physician; this is to avoid any error that could be detrimental to the child's health.

If the child shows signs of illness during the day, the parents will be informed by phone so that they can come and pick up their child as soon as possible.

No deductions are made for absences of the child (occupancy principle) as well as for absences outside the days when the center is closed (vacations).

Contact with the parent

The parent must be reachable during the day. Consequently, he/she must inform the management of any possible change of residence or place of work (including cell phone numbers).

Emergencies or accidents

In the event of an emergency or accident, parents authorize the management or the person in charge of the group to call a doctor or a medical emergency service (144/the CERN fire department) who will decide on all necessary measures, including hospitalization or transport of a child by ambulance. Parents will be notified immediately. Any costs incurred will be charged to the parents.

Children must be insured for illness and accident, as well as for civil liability. A certificate of insurance, as well as a certificate of vaccinations will be requested at registration and must be provided at the latest at the beginning of the school year.

The structure has a protocol delivered by the referent doctor of Le Jardin des Particules.

Responsability

The children are under the responsibility of their parents, or the person who takes charge of them, as soon as they come to take them.

A form is to be filled in at the time of registration indicating the persons in charge of the child(ren). Any changes must be submitted to the school secretary who will be responsible for updating the child file.

Upon arrival, the child must be handed over to the educator by his/her parents or guardian in order to transfer responsibility. In the event that the child must leave the school during the day, the parents must notify the educational staff concerned. At the time of reunion, parents or guardians are asked to clearly indicate the departure of their child to the staff.

The children are then the responsibility of the parents or guardian.

Each family will determine in writing, by means of a form, the persons authorized to pick up the child. These persons cannot be minors. Identification may be requested. The child will never leave with someone who is not authorized to pick him/her up.

Sécurité

The entrance gate to Le Jardin des Particules is closed from 12:30 to 1:30 pm.

In the parking lot, parents are asked to adapt their speed when approaching the structure.

The entrance gate to Le Jardin des Particules must be carefully closed after each visit.

The entrance gate is open from 8:00 a.m. to 12:30 p.m. and from 1:30 p.m. to 6:00 p.m.

SAFETY IS EVERYONES'S BUSINESS, PLEASE HELP !

Persons bringing and picking up children must have a CERN access card and be duly registered in Le Jardin des Particules database.

The names of the persons authorized to pick up the child must be indicated in the registration form for the start of the school year.

playground

Le Particule Garden playground is exclusively reserved for children registered at the institution between 8:00-12:15 and 13:30-18:00.

Organized outings

In addition to the activities organized in Le Jardin des Particules, outings are organized. The parent is made aware that these outings can be done on foot, or by taking public transport.

In no case, Le Jardin des Particules does not use private transportation, except for cab, ambulance or fire truck in case of emergency.

By signing the registration form, parents authorize the educators/teachers to leave Le Jardin des Particules for any activities organized outside of it.

Image rights : vidéos, photos, data protection

The educational team is authorized to make audio/video recordings and photos of the children for internal or informational purposes for the parents.

No media/photos will be communicated/published outside of the facility, except with prior consent of the parent.

The information communicated by the person(s) responsible for the child as well as the observations made by Le Jardin des Particules about their child(ren) are subject to the legislation on data protection. They can be transmitted outside Le

Jardin des Particules only with their prior consent. Cases of emergency, in particular health, are excluded. The person(s) responsible for the child(ren) are informed that the anonymized data concerning their child(ren) may be used for statistical purposes by the committee or by an organization duly mandated by it.

Training

The parent recognizes that in addition to being a space for children, the facility is also a place for training. The trainers and students benefit from the presence of the children in the group in order to carry out training programs, this without profit. The parent authorizes the trainer and students to use the data collected in the facility for teaching purposes or written presentations, provided the child's anonymity is guaranteed. The parent delegates to the management the responsibility of being guarantor of the above.

Civil liability

Le Jardin des Particules is covered by the usual insurance policies in the field of early childhood. However, the child must be insured for possible accidents or damages that could occur within the structure or in the framework of activities with the structure. If the child causes damage or harm to others, his/her civil liability insurance will have to work. By signing the contract, the parent certifies that his/her child is insured for civil liability.

External services

Parents and children who encounter temporary difficulties will find support from the educational team and the management. In particularly difficult situations, the management may call upon external partners, such as psychologists, child psychiatrists and pediatricians. Any approach will be made with the prior agreement of the parent. In case of suspected abuse, the management will report the case to the competent authorities according to the procedure required by law and/or the cantonal authorities.

Children's personal belongings

Children's personal belongings must be marked with their name or initials. The Management Committee of Le Jardin des Particules declines any responsibility for the loss, theft or deterioration of these effects, objects or jewels.

Accompaniment

The parent accompanies his child (children) to the structure and/or indicates the name of the persons authorized to come to seek their child (children), who must be major and present an identity paper if they are not known of the structure.

The facility provides accompaniment for any institutional movement of children.

Code of conduct

Any behavior deemed inappropriate by a parent or accompanying person, in the sense of the CERN code of conduct, may be the subject of preventive measures that will be decided by the Presidency (management of Le Jardin des Particules as well as the president of the management committee).

Exclusion from Le Jardin des Particules

The Management Committee of the crèche and school can proceed to the expulsion of a child from the institution if :

- the school fees are not paid despite the reminder ;

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- the general conditions of Le Jardin des Particules are not respected by the parents in spite of the reminders;
 - a child seriously compromises the good functioning of the group or the class.

Modification of the general conditions

The General Conditions are approved by the Management Committee, which may make changes at any time as required.