



*Le Jardin  
des Particules*  
crèche et école

# General and Financial Conditions 2022-2023

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## Table of Contents

<b>A WORD FROM THE HEADMISTRESS AND THE STAFF ASSOCIATION.....</b>	<b>4</b>
<b>2022-2023 CALENDAR AND SCHOOL HOLIDAYS.....</b>	<b>5</b>
<b>ENROLMENT.....</b>	<b>6</b>
<b>GENERAL TERMS OF ADMISSION.....</b>	<b>6</b>
Admission priorities.....	6
<b>NURSERY (FROM 4 MONTHS TO 48 MONTHS (ON 31 JULY)).....</b>	<b>7</b>
Prices.....	8
Terms and conditions.....	8
Prices.....	8
<b>CANTEEN.....</b>	<b>9</b>
Terms and conditions Le Jardin des Particules.....	9
Canteen registration - School.....	9
Prices.....	9
Allergies.....	10
Meals.....	10
Security during the lunch hour.....	10
Penalties.....	10
<b>SCHOOL FEE REDUCTIONS.....</b>	<b>11</b>
Terms and conditions.....	11
Fee reductions for children enrolled in the crèche.....	12
<b>ADMINISTRATIVE OR MATERIAL COSTS.....</b>	<b>12</b>
<b>SCHOOL FEES.....</b>	<b>13</b>
Prices.....	13
School fees of September / month of arrival.....	13

School fees of other months.....	13
Penalties .....	13
<b>ABSENCE OR ILLNESS.....</b>	<b>14</b>
<b>WITHDRAWAL OF THE CHILD.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>CANCELLATION OF ENROLMENT .....</b>	<b>14</b>
<b>SUMMER SERVICE.....</b>	<b>15</b>
Nursery (children from 4 months to 48 months old).....	15
Summer day camp (children from 4 to 6 years old).....	15
<b>PRIVACY POLICY - DATA PROTECTION .....</b>	<b>16</b>
<b>PRIVACY POLICY - IMAGE PROTECTION.....</b>	<b>17</b>
<b>MISCELLANEOUS.....</b>	<b>18</b>
Force “majeure”.....	18
Emergencies and accidents.....	18
Responsibility .....	18
Security .....	18
Playground.....	19
Jardin des Particules holidays.....	19
Image rights.....	19
Organised trips.....	19
Code of conduct.....	19
Expulsion from Le Jardin des Particules .....	19
<b>WHO TO CONTACT FOR QUESTIONS?.....</b>	<b>20</b>
<b>CONTACT INFORMATION / DISCLAIMER.....</b>	<b>20</b>

*THE ENGLISH VERSION OF THIS DOCUMENT IS A TRANSLATION OF THE FRENCH ORIGINAL*

*AND MADE AVAILABLE FOR INFORMATION PURPOSES ONLY*

## A word from the Headmistress and the Staff Association

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*By enrolling your children in Le Jardin des Particules of the CERN Staff Association, you give them the opportunity to thrive in a privileged environment that offers a diversity of cultures and nationalities.*

*From 4 months to 48 months old your children attend the crèche and, at 4 years old, they join the School and begin their schooling by following the programme of the first and then the second primary class (equivalent to “moyenne section” and “grande section” in France).*

*In a warm and accommodating environment, our team of educators and teachers will care for your children, and allow them to develop their potential, skills and knowledge, while ensuring their welfare and safety.*

*The active educational programme of the crèche and school (cooperative pedagogy, positive discipline, Reggio Emilia approach and Montessori environment) place children at the heart of their learning process, just like little researchers. They can thus participate and support their autonomy and imagination and develop their learning, all under the watchful eye of professionals. Your child follows a different educational path according to his age, needs, interests, abilities and skills.*

*At crèche, your children will learn to cope with separation and acquire their first experiences of community life. Each child's individuality, learning peace and development are taken into consideration. They continue to grow and evolve in a creative and thriving environment conducive to discoveries, experiments, interaction and play. Your children will take pleasure in developing their capabilities and gain self-confidence. The educational team works together to create a climate and an environment that foster joy, pleasure of discovery, and free expression of children, without any value judgement. Individual activities are harmoniously interwoven with group activities.*

*In the 30 months – 48 months old nursery group, your child has access to playful and educational activities that will lead him or her very gradually on the path to pre-school. He will thus be prepared to continue his apprenticeship in our school at the beginning of the next school year. A consultation process between the crèche and school education team is in place to gently support your child's transition from crèche to school.*

*At School, your child will begin their schooling and have their first experiences as pupils. They become actors of their own learning thanks to various methods linked to the education plan of the French-speaking Switzerland (“Plan d'études romand”). This plan is comprised of five fields: Languages, French and English language awareness; Mathematics and Natural Sciences; Human and Social Sciences; Art; Body and Movement. Children will continue to gain self-confidence and develop their curiosity in a soothing and stimulating environment. As of 4 years old, they will be offered English language awareness teaching, every day of the week in the morning and afternoon workshops.. After the 2<sup>nd</sup> primary class, pupils who leave our care have acquired the necessary proficiency in French language and are ready to continue their education in a public or private school in both Switzerland and France.*

*The structure offers an outdoor space and a garden designed to support and encourage a time of experimentation and discovery in direct contact with nature and its little treasures. Running, jumping, pedalling, shovelling in the sand, climbing, sliding or even swinging, are all part of the joys and experiences that the children enjoy wholeheartedly on a daily basis and in all types of weather.*

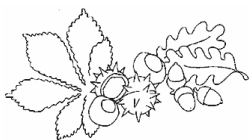
*"Each child is unique and the protagonist of his or her own growth. Children desire to acquire knowledge, have much capacity for curiosity and amazement, and yearn to create relationships with others and communicate" (Loris Malaguzzi)*

*Headmistress of Le Jardin des Particules, Crèche and School of Staff Association*

# 2022-2023 Calendar and School Holidays

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The school year will begin on **TUESDAY, 23 AUGUST 2022**



## **Autumn**

From Monday, 24 to Monday 31 October 2022,  
(pedagogical day)

Reopening Tuesday 01 November 2022 at 8 am

## **Christmas**

From Thursday, 22 December 2022 to Wednesday, 4  
January 2023.

Reopening Thursday, 5 January 2023 at 8 am



## **February**

From Monday, 20 to Friday 24 February 2023

Reopening Monday, 27 February 2023 at 8 am

## **Easter**

From Thursday 6 April (pedagogical day) to Friday 21 April  
2023.

Reopening Monday, 24 April 2023 at 8 am



## **Summer holiday**

Monday, 3 July 2023

## **Other holidays**

Thursday, 08 September 2022 (*Jeûne genevois*)

Monday 1<sup>st</sup> May (Labour day)

Thursday, 18 May 2023 and Friday 19 May 2023 (Ascension Days)

Monday, 29 May 2023 (Pentecost)

2 pedagogical days: 31 October 2022 and 6 April 2023

End of the School year: Friday, 30 June 2023

Summer day care: For more information, see the chapter - summer service

## Enrolment

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Enrolment and re-enrolment are subject to fees. These fees will not be refunded by Le Jardin des Particules of the CERN Staff Association and are to be paid in full with the school fees of the month the child starts attending the crèche or the school.

### Enrolment fees

The enrolment fee is **280 CHF** per child (440 CHF per family of siblings).

Fee covers the administrative costs of admission. It is therefore not reimbursed under any circumstances nor deducted from future invoices. Enrolment is also final the moment the child starts attending Le Jardin des Particules of the CERN Staff Association if the enrolment fee could not reasonably be paid beforehand due to short notice. This is only the case when the child integrates the structure shortly after the enrolment agreement has been signed.

## General terms of admission

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The crèche welcomes children from 4 months to 48 months old for full days, in accordance with the terms described hereafter.

The school welcomes children from 4 to 6 years old (1<sup>st</sup> and 2<sup>nd</sup> primary class) for full days.

Children from 4 months to 48 months old are assigned to different groups according to their age on 31 July.

As for children who are old enough to attend the School, the level will be determined according to the future choices of place of schooling (France or Switzerland), in agreement with the Management.

The Jardin des Particules prepares children to integrate the Swiss and French school system by following the specific objectives requested. They are placed in the age groups corresponding to the Swiss and French reception standards. The date taken into account for the Swiss system is 31 July whereas the date taken into account for the French system is 31 December.

Le Jardin des Particules of the CERN Staff Association is open to children of CERN members of the personnel. Depending on the availability of places, enrolment may be opened to children whose parents do not work at CERN.

### Admission priorities

Regarding admission, the order of priority is defined as follows:

1. Re-enrolments
2. Siblings
3. Children of one-parent families of a CERN member of the personnel (MP) or personnel of Le Jardin des Particules of the CERN Staff Association
4. Children of CERN members of the personnel (MP) and personnel of Le Jardin des Particules of the CERN Staff Association
5. Children of a parent working on the CERN site
6. Children of a parent working in another international organisation
7. Other cases

Le Jardin des Particules of the CERN Staff Association is open to children of CERN members of the personnel. Depending on the availability of places, enrolment may be opened to children whose parents do not work at CERN.

# Nursery (from 4 months to 48 months (on 31 July))

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## Terms and conditions

The nursery is open Monday through Friday, from 8 am to 6 pm.

Parents must pick up their child and leave the premises of the institution by 6 pm at the latest.

Different types of attendance are offered at the crèche:

- 2 full days from 8 am to 6.00 pm either Mondays and Tuesdays, or Thursdays and Fridays
- 3 full days from 8 am to 6.00 pm either Mondays, Tuesdays and Wednesdays, or Wednesdays, Thursdays and Fridays
- 5 full days from 8 am to 6.00 pm

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

As for babies, the arrival and departure times must be discussed with the teaching team.

The daily attendance time of the child must not exceed ten hours. Parents must make sure to respect the maximum attendance time of their child in the structure.

The crèche welcomes children from September until the end of June. For continuity, optional summer day care is proposed for the month of July.

The children are assigned into the following groups:

- Baby group (from 4 months to 12 months)
- Group of toddlers (from 12 to 24 months)
- “*Groupe des moyens*” (from 24 months to 36 months)
- “*Groupe des grands*” (from 36 months to 48 months)

Meals are included in the enrolment fee and are non-refundable. A reduction of 100 CHF/month is granted for children who are allergic (with a medical certificate).

Children who do not attend the structure in the afternoons can be picked up **before** or **after** the meal, or **after** nap time in agreement with the teaching staff.

Lunch time departures must be announced to the child’s teacher and the secretariat **at the latest in the morning before 9 am.**

**Children** cannot return to the facility after the meal or an early departure, unless they have a medical appointment.

An exception is made for the “*Groupe des grands*” for whom returning after the meal is possible.

Breakdown service:

It is possible to welcome a child into his or her group on an exceptional basis, subject to availability and validation.

In the event that parents wish to benefit from this breakdown service, it is requested to notify the director and the educators one week in advance in order to check the availability of places. These seats are not subject to refund. **Any absence must be communicated to [info.jdp@cern.ch](mailto:info.jdp@cern.ch).**

**!** *In order to ensure the proper functioning of the crèche on a daily basis, parents are obliged to respect the opening hours and must be on time when picking up their child.*

*The Steering Committee of Le Jardin des Particules of the CERN Staff Association reserves the right to impose a penalty in the event of non-compliance with the set opening hours.*

## Prices

! Please note that once the enrolment is confirmed, the school fees are due for the entire school year, i.e. for 10 months from September to June. After confirmation of registration, or re-registration at the Jardin des Particules, the parents will receive a welcome contract. This contract is to be returned signed and commits you for the whole school year.

No reimbursement of school fees will be granted due to absence (sickness, holidays taken outside official school holidays, etc.) or temporary or permanent expulsion of the child from the institution. In the event of withdrawal of the child, please refer to terms: *Withdrawal of the child*.

No reduction shall be made during the adjustment period. For arrivals during the month, the price will be prorated from the arrival date.

Any change of situation during the year (increase or decrease of salary, divorce decree, etc.) must be reported, without exceptions, within a maximum 30 days and will be taken into account in the readjustment of the price.

Any breach of these terms can be subject to a retroactive request for payment and a penalty equal to the latter.

The maximum monthly prices (i. e. no reduction) including meals in CHF are the following:

Babies, toddlers			"Moyens" and "Grands"		
5 days	3 days	2 days	5 days	3 days	2 days
2950	1770	1180	2500	1500	1000

\* If Wednesdays are already full, exceptionally 2 contracts of 2 days a week can be granted. In this case the registration and material costs for non-members of the Association are only due for one contract.

Breakdown service: the rate will be proportional to the weekly rate per day.

## School

### Terms and conditions

The School is open Monday through Friday from 8 am to 6 pm.

The School welcomes children over 4 years old (on 31 July) for 5 full days a week from 8 am to 6.00 pm.

The groups are organized in double level P1-P2 classes. The number of classes is determined according to enrolments.

Pupils must be in their classrooms **by 8.30 am at the latest**.

The lunch hour is from 12.15 to 1.30 pm.

Children who are not registered for canteen must be picked up at 12.15 pm and leave the premises of the institution by 12.30 pm at the latest.

In the afternoon, the School is open from 1.30 to 6.00 pm. Children must join their groups at 1.30 pm.

Parents must pick up their child and leave the premises of the institution by 6 pm at the latest.

! *In order to ensure the proper functioning of the School on a daily basis, parents are obliged to respect the opening hours and must be on time on the morning or/and when picking up their child.*

*After 3 reminders, the Steering Committee of Le Jardin des Particules of the CERN Staff Association will apply financial sanctions, including, of non-compliance with the legal opening hours.*

The School welcomes children from September until the end of June. A summer day camp is proposed for the 4 weeks of July.

## Prices

The basic service is proposed for 5 full days a week, canteen included, at a monthly cost of **2170 CHF**. For information purposes, the school fee without canteen service costs of 1820 CHF per month.

For arrivals during the month, the price will be prorated from the arrival date.



**!** Please note that once the enrolment is confirmed, the school fees are due for the entire school year, i.e. for 10 months from September to June. **After confirmation of registration, or re-registration at the Jardin des Particules, the parents will receive a welcome contract. This contract is to be returned signed and commits you for the whole school year.**

No reimbursement of school fees will be granted due to absence (sickness, holidays taken outside official school holidays, etc.) or temporary or permanent expulsion of the child from the institution. In the event of withdrawal of the child, please refer to terms of Chapter: *Withdrawal of the child*.

Any change of situation during the year (increase or decrease of salary, divorce decree, etc.) must be reported, without exceptions, within a maximum 30 days and will be taken into account in the readjustment of the price.

Any breach of these terms can be subject to a retroactive request for payment and a penalty equal to the latter.

## Canteen

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### Terms and conditions Le Jardin des Particules

The canteen service welcomes children of Le Jardin des Particules of the CERN Staff Association on all weekdays.

Meals are included in the school fees and are non-refundable.

During the canteen service, the children are looked after by the personnel of Le Jardin des Particules of the CERN Staff Association. Meals served in the canteen are balanced and controlled by a dietician.

### Canteen registration - School

The basic service is proposed for 5 days a week. However, for children attending the School, a different registration option for the canteen service is possible with a choice of 0 to 5 fixed days per week. This choice should preferably be made for the whole year, but at least on a quarterly basis, and cannot be changed during the ongoing quarter.

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

These requests are subject to validation and will not be given priority. All requests must reach the canteen service before the 15<sup>th</sup> day of the month in order to be processed for the following calendar month.

Days of attendance at the canteen must be indicated in the enrolment form for the start of the school year.

Parents must fill out an information sheet included in the enrolment form and return it no later than at the start of the school year.

## Prices

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

Canteen service	5 days/week	4 days/week	3 days/week	2 days/week	1 day/week
Monthly cost: canteen	350	280	210	140	70

In the exceptional case where the child must stay in the canteen although it has not been planned, it will be possible, max. 3 times a year, to receive the child at the canteen on an exceptional basis (subject to availability of places and only upon validation).

Since this service is offered on an urgent basis, it is subject to an invoice of 30 CHF, and the Secretariat of the school must be informed no later than the morning of the event.

In case the Secretariat is not notified, a penalty of 100 CHF described below will apply.

## Allergies

If your child has any food allergies, a medical certificate must be provided. This certificate must state the type of allergy and describe the protocol to be followed in case the child has of an allergic reaction. The medicine stated in the medical certificate must also be provided. Provided these conditions are met, your child can be welcomed into the canteen if you provide their meals. All meals must be packed in an airtight box clearly identified with the child's name.

In this case, a reduction of 100 CHF/month for services on 5 days a week, is granted for allergic children upon presentation of a medical certificate.

## Meals

The meals are comprised of a starter, a main course, and cheese or dessert.

One vegetarian meal per week is proposed every Thursday

The beverage offered to children is still water.

Children are encouraged to taste each dish but are not obliged to finish the meal.

We regard lunch as an opportunity to learn, to gain a certain autonomy and to learn about different aspects of social life, e.g.:

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

## Security during the lunch hour

The entrance gate of the Le Jardin des Particules of the CERN Staff Association is closed during the lunch hour, from 12.30 to 1.30 pm.

## Penalties

In the event that a child, who is not registered for the canteen, is not picked up by 12.15, the parents will be called and, if they are not responding or cannot come pick up their child, the child will stay at the canteen and a penalty of 100 CHF will be charged.

# School fee reductions

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## Terms and conditions

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

Reductions are based on income, including any financial aid for education costs that may be received from elsewhere.

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

To this end, supporting documents (parents' payslips and income tax notice) will be requested and must be submitted at the time of enrolment for the first quarter or before 31 January 2022 for the second and third quarter. If all requested documents are not provided in time, the application will not be taken into account and the maximum fee will apply.

### Enrolment and first quarter in 2022:

For the first quarter, the applicable fees are calculated on the basis of the income from the previous calendar year.

For the 2022 school fees, all of the following documents must be provided together with the enrolment form:

- 2021 Gross annual family income  
Proof of gross salary or income in 2021 (12 payslips, 12 unemployment records, pension income...) of both parents as well as proof of any financial aid received for education costs
- The contract of employment for each parent
- 2021 Annual tax notice  
2021 Annual income tax notice (NB not the internal taxation of CERN)

### Enrolment in 2023 (2<sup>nd</sup> and 3<sup>rd</sup> quarter):

For the 2023 school fees, all of the following documents must be provided for the revision of applicable fees for the 2<sup>nd</sup> and 3<sup>rd</sup> quarter:

- 2022 Gross annual family income
- Proof of gross salary or income in 2022 (12 payslips, 12 unemployment records, pension income...) of both parents as well as proof of any financial aid received for education costs
- The contract of employment for each parent
- 2022 Annual tax notice  
2022 Annual income tax notice (NB not the internal taxation of CERN)

The fees of the 2<sup>nd</sup> and 3<sup>rd</sup> quarter will be adjusted, if necessary, upon payment of the 3<sup>rd</sup> quarter.

! On the basis of the 2021 tax notice, if the income exceeds the estimation and the actual sum would have led to a higher school fee, parents will be required to pay the amount due, plus a penalty of 300CHF.

! Any change of situation during the year must be reported within a maximum 30 days and will be taken into account in the readjustment of the price. Any breach of the obligation to inform will be the subject of a request for retroactive payment and a penalty equal to the applied surcharge.

## Fee reductions for children enrolled in the crèche

At the crèche, the price to be paid is not calculated according to the child's age but based on the group to which they are assigned.

Please refer to the table below for the prices according to group, weekly attendance and annual income.

Catégorie	Gross Annual family income (CHF)	Babies - Toddlers			"Group moyens et des grands"		
		5 days	3 days	2 days	5 days	3 days	2 days
A	Up to 60'000	1700	1020	680	1700	1020	680
B	Up to 70'000	1850	1110	740	1800	1080	720
C	Up to 80'000	2000	1200	800	1850	1110	740
D	Up to 90'000	2100	1260	840	1950	1170	780
E	Up to 100'000	2200	1320	880	2100	1260	840
F	Up to 120'000	2300	1380	920	2250	1350	900
G	Up to 140'000	2400	1440	960	2300	1380	920
H	Up to 160'000	2500	1500	1000	2350	1410	940
I	Up to 180'000	2700	1620	1080	2400	1440	960
J	Up to 200'000	2800	1680	1120	2450	1470	980
K	More than 200'000	2950	1770	1180	2500	1500	1000

*(All prices are monthly and indicated in CHF)*

## Fee reductions for children enrolled in the School

As for the School, the reduction only applies to school fees, excluding canteen fees.

For CERN members of the personnel (MP) whose gross annual family income is less than 100000 CHF/year, the rounded amount is set at 3/4 of full school fees, provided that no financial aid for education costs is received.

For CERN members of the personnel (MP) whose gross annual family income is less than 120 000 CHF/year, the rounded amount is set at 90 % of full school fees, provided that no financial aid for education costs is received.

In other cases the standard fee will apply.

## Administrative or material costs

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Parents who are not members of the CERN Staff Association must pay a lump sum of 310 CHF per school year and per child to cover administrative or material costs.

This lump sum is to be paid in full with the school fees of the month the child starts at Le Jardin des Particules of the CERN Staff Association.

# School fees

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## Prices

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

## School fees of September / month of arrival

After confirmation of enrolment, or re-enrolment, at Le Jardin des Particules of the CERN Staff Association, the parents will receive a welcome contract.

**!** This contract is to be returned signed and commits you for the whole school year.

Parents will then receive an invoice to be paid by bank transfer using the QR Code which appears on the invoice (the QR Code replaces the BVR). This method of payment is the only one authorized.

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

After return of signed contract, parents must pay, for each child, the 1st invoice which will be sent, within 10 days, as a non-refundable deposit. (*Except if the child could not be accepted to Le Jardin des Particules of the CERN Staff Association*).

The first invoice will include:

- Tuition fees for the month of arrival,
- the enrolment fees, and
- where applicable, the administrative or material costs

No reimbursement of school fees will be granted due to absence (sickness, holidays taken outside official school holidays, etc.) or temporary or permanent expulsion of the child from the institution.

## School fees - payment schedule

Parents will then receive an invoice to be paid by bank transfer using the QR Code which appears on the invoice (the QR Code replaces the BVR). This method of payment is the only one authorized.

Payments are due by the following dates at the latest:

- one payment within 10 days of receipt of the first invoice for the month of September
- one payment by 25 September for the months of October, November and December;
- one payment by 18 December for the months of January, February and March;
- one payment by 25 March for the months of April, May, June.

*(Should any of these dates fall on an official holiday, the due date of the payment shall be the last preceding business day.)*

## Penalties

In the event of late payment or payment of an incorrect amount, a reminder will be issued once by the accounting service and, should these events recur, a penalty of **100 CHF** shall be added to the amount of school fees due.

In the event of a severe delay in payment, the Steering Committee of Le Jardin des Particules of the CERN Staff Association reserves the right to impose penalties such as temporary or permanent expulsion of the child from the institution and to use all means of recourse to recover the amount due (by internal or legal means).

If payment is made by means other than the bank transfer with reference number using the payment slip attached to the invoice, the bank charges will be re-invoiced and automatic additional charges of **20 CHF** per instalment will be applied on the next invoice.

## Absence or illness

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In the event of an unexpected absence of the child (illness, travel, etc.), the parents must notify the Secretariat in the morning of the first day of absence before 8.30 am by phone at 0041 75 411 34 16 or by email at [Info.jdp@cern.ch](mailto:Info.jdp@cern.ch).

In case the child falls ill or has been in contact with any infectious diseases such as herpes, measles, rubella, scarlet fever or chicken pox, parents must inform the teaching personnel as soon as possible (in accordance with the guidelines of *Service de santé de la jeunesse*.)

Children who are ill and/or contagious are not allowed into Le Jardin des Particules of the CERN Staff Association. However, when the child has recovered but must continue taking medication, the parents are requested to fill out a medical treatment form and sign it.

Once the child returns to the institution, the teaching personnel will continue the medical treatment, provided that the following conditions are met:

- Parents provide a medical prescription
- Medications are prescribed in the child's name
- The dosage is prescribed by a doctor.

The teaching personnel will not administer any treatment not prescribed by a doctor, in order to avoid any mistakes that can be detrimental to the child's health.

In the event the child shows signs of illness during the day, the parents are notified by phone so that they can pick up their child as soon as possible.

No deductions will be allowed in the event of the child's absence (principle of occupancy) nor for absences outside the official closure dates of the institution (school holidays).

## Cancellation of enrolment and suspension of the contract

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In the event of a cancellation announced by registered letter (date of postmark prevails) addressed to the Management before the start of the school year when the enrolment has been confirmed, a fee equal to the school fee of the 1<sup>st</sup> quarter (September; October; November and December) including registration fee and materials shall be invoiced.

- Any permanent departure during the course of the school year must be notified to the Management by written letter: -
- no later than 31 October for a departure at the end of the first accounting quarter (31 December),
  - no later than 31 January for a departure at the end of the second accounting quarter (31 March).

Beyond the above-mentioned dates, fees of both the ongoing and the subsequent accounting quarter shall be invoiced.

## Special case - Withdrawal of the child

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In the event of the 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.

No refunds will be given for the withdrawal of a child, except and only when parents have to withdraw their child permanently due to the end of a contract or departure from the region, and this with at least one month's notice to the end of a month.

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

## Summer service

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The structure may offer an optional childcare solution for the month of July (depending on a minimum number of registrations).

### Nursery (children from 4 months to 48 months old)

#### Terms and conditions

The nursery is open i.e. Monday through Friday from 8:30 am to 5:30 pm.  
Parents must pick up their child and leave the structure at 5:30 pm at the latest.

The nursery could offer a weekly welcome including canteen service.

The children will be welcomed during the 4 weeks of July and will be reserved for children already enrolled during the year.

Further details (prices, enrolment, etc...) will be communicated later on.

### Summer day camp (children from 4 to 6 years old)

#### Terms and conditions

The school could offer summer childcare in the form of a day camp with weekly enrolment, canteen service included.

Children will be welcomed through the four weeks of July.

Priority will be given to children, who have attended the structure during the year, then to children of CERN members of the personnel, and may be opened to children, whose parents do not work at CERN (subject to availability of places).

Further details (prices, enrolment, etc...) will be communicated later on.

## Privacy policy - Data protection

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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 day-care 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](mailto: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](mailto: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 maybe 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 Jardin des Particules.

I authorize the Jardin des Particules to contact me by email (main mail of the form) for all communications with the Jardin des Particules as well as between the parents of my child's class-group.

Place and date

Mother's signature

Father's signature



## Privacy policy - Image protection

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We, the undersigned, \_\_\_\_\_

Parents or legal guardians of the child \_\_\_\_\_

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

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

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)

## Miscellaneous

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### Force “majeure”

Consequences in case of force “majeure”:

- In the event of the closure of the structure due to force “majeure” (such as natural disaster, pandemic or health crisis), following the decision of the CERN authorities or Host States or for any other cause that has led to the closure of the structure, the tuition fees remain due for the entire current month.
- In the event of prolonged closure of the structure, the tuition fees will be reimbursed up to the amount of the additional financial aid that will be granted to the structure by the state authorities or other Organisations likely to provide assistance. The difference will be used to guarantee the costs and fixed charges of the structure. The amount of non-reimbursed tuition will not exceed 20% of the monthly tuition.
- The management committee may exceptionally and depending on the case, take into consideration the difficulties encountered by the parents.

### Emergencies and accidents

In case of an emergency or accident, the parents authorize the Management of the structure or the person in charge of the group to consult a doctor or emergency medical services (144 / CERN Fire Brigade), who shall decide on all necessary measures, including hospitalization or transportation of the child by ambulance. The parents will be notified immediately. All expenses will be borne by the parents.

Children must be insured for illness and accident, as well as for civil liability. An insurance certificate, as well as a certificate of vaccination mandatory will be required at the time of enrolment and must be provided at the latest at the beginning of the school year. The structure has a protocol issued by the doctor in charge of the Jardin des Particules.

### Responsibility

Children are under the responsibility of their parents, or the person who assumes responsibility for them, as soon as they are picked up.

At the time of enrolment, the parents must fill in a form clearly stating the persons authorised to pick up the child.

Any changes to this information must be submitted to the Secretariat in order to update the child’s file.

Upon arrival, the child must be entrusted to the teacher by the parents or by the person in charge, in order to transfer responsibility. In the event the child has to leave the structure during the day, the parents must notify the relevant teaching personnel.

Upon picking up the child, the parents, or the person who assumes the responsibility, are asked to clearly report the departure of their child to the teaching personnel.

The children are henceforth under the sole responsibility of their parents, or the person who assumes responsibility for their care.

Each family shall determine in writing, by means of a form, the persons authorised to pick up their child from Le Jardin des Particules of the CERN Staff Association. These persons must be adult.

An identification card must be provided if requested. The child shall never leave Le Jardin des Particules of the CERN Staff Association with someone who is not formally authorised to pick them up.

### Security

At the parking lot, parents are asked to adapt their speed when approaching Le Jardin des Particules of the CERN Staff Association. The entrance gate of the Le Jardin des Particules of the CERN Staff Association must be carefully closed at all times.

The entrance gate is accessible from 8 am to 12.30 pm and from 1.30 to 6.00 pm.

**SECURITY IS AN ISSUE THAT CONCERNS US ALL, PLEASE DO YOUR PART!**

Persons who drop off and pick up children must be in possession of a valid CERN access card and duly registered in the database of Le Jardin des Particules of the CERN Staff Association.

The names of the persons authorised to pick up the child must be clearly stated in the enrolment form for the beginning of the school year.

## Playground

The playground of Le Jardin des Particules of the CERN Staff Association is exclusively reserved for children enrolled in the institution between 8 am to 12.15 pm and 1.30 to 6.15 pm.

## Jardin des Particules holidays

Le Jardin des Particules of the CERN Staff Association is closed following the school year calendar provided on page 5 of this document.

## Image rights

Le Jardin des Particules of the CERN Staff Association reserves the right to photograph or film the children during activities for publication and/or promotion purposes concerning the structure. Prior to using the image of a minor, the consent of the parents (or the legal guardian) must be obtained in writing.

Agreements for the use of image of the child must be indicated in the enrolment form for the beginning of the school year.

## Personal effects of children

All personal belongings of the child must be clearly identifiable and marked with their name or initials.

The Steering Committee of Le Jardin des Particules of the CERN Staff Association cannot be held liable for the loss, theft or deterioration of personal effects, objects or jewellery.

## Organised trips

By signing the enrolment form, the parents authorise the teachers and/or educators to leave the premises of Le Jardin des Particules of the CERN Staff Association with their child for any activities organised outside the institution.

## Code of conduct

In the event the behaviour of a parent or an accompanying person is deemed inappropriate, as defined in the Code of Conduct of CERN, it may be subject to preventive measures determined by the Management of the Le Jardin des Particules of the CERN Staff Association and the President of the Steering Committee.

## Expulsion from Le Jardin des Particules

The Steering Committee of Le Jardin des Particules of the CERN Staff Association can proceed to remove a child from the institution if:

- The school fees have not been paid despite the reminder;
- The parents do not comply with the general conditions of Le Jardin des Particules of the CERN Staff Association despite reminders;
- The child severely compromises the proper functioning of the class.

## Who to contact for questions?

Specific questions parents may have regarding their child:

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- Questions related to the pedagogy or the functioning of the child's class should be addressed to the child's teacher, who shall provide an answer or, where necessary, submit the question to the Headmistress. If the answer provided is not sufficient or satisfactory for the parents, they may address their question to the Headmistress.
- Questions related to any other issues should be addressed to the President of the Steering Committee and the Headmistress, who may, should they deem it necessary, submit them for the consideration of the Steering Committee.

General questions of parents related to the overall functioning of Le Jardin des Particules of the CERN Staff Association should be addressed to the Headmistress. If the answer provided by the Headmistress is not satisfactory to the parents, they may submit their question to the Steering Committee via their representative.

## Contact information / Disclaimer

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Le Jardin des Particules of the CERN Staff Association is managed by the CERN Staff Association and subsidised by CERN.

Educators, teachers and teaching assistants care for and supervise the children attending the structure. The headcount of the personnel is determined in accordance with the childcare service standards of the *Office de l'enfance et de la jeunesse*.

### Contact

Le Jardin des Particules of the CERN Staff Association  
1211 Genève 23  
0041 22 767 36 04

Email: [info.jdp@cern.ch](mailto:info.jdp@cern.ch)

Headmistress:  
Mrs.RobertaCAVIGLIASSO

Phone: 0041 22 766 7383

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