

Rules of procedure:

Holiday nursery and

Vacation Centre

Winter 2022/2023

Introduction :

The "Chat Botté" welcomes you.

The nursery is open during the winter season (from December to April), managed by the commune of Peisey-Nancroix, in accordance with the operating authorisations issued by the Maternal and Infant Protection Service (PMI) of the Savoie General Council, the Departmental Directorate of Youth and Sports and the rules established by the Caisse d'Allocation Familiales de la Savoie in return for its financial support.

To meet the needs of the valley's families and the dynamism brought by winter sports, we welcome:

- Children of local residents and seasonal workers in the resort
- Children of holidaymakers.

The establishment is divided into two parts:

- Accommodation for 23 children: 12 places for holidaymakers' children aged 18 months to 4 years.
- Reception of 23 children from 4 years to their 11th birthday: 12 places for holidaymakers' children. For information, 10 places for local or seasonal children.

1. The team:

The under-4s team is made up of multidisciplinary early childhood professionals.

At least 40% of the team is made up of people who hold one of the following diplomas: State diploma in nursery nursing, State diploma in early childhood education, State diploma in nursing, professional diploma in childcare assistant. The staff complement is completed by people with the following qualifications: CAP Petite Enfance, BEP Carrière Sanitaires et Sociales, etc.

The number of staff involved in the supervision of children is:

- 1 person for every 5 children who do not walk,
- 1 person for every 8 children who walk.

For safety reasons, the presence of two people is mandatory, regardless of the number of children being cared for.

All staff are subject to an obligation of confidentiality and discretion.

The establishment will be overseen by the Director, a young child educator, who will be assisted by a nursery nurse.

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The Directors duties are:

- To guarantee the reception and individualised follow-up of each family, as well as the adaptation, overall care and safety of each child.
- To be responsible for the implementation of the educational and pedagogical projects by the team.
- Participate in the life of the nursery in collaboration with the team.
- Supervising and leading the team.
- Ensure the administrative and financial management of the structure as well as a regulatory watch.

In the absence of the director, during morning and evening hours, the openings and closings will be ensured by at least one of the qualified professionals.

The team for the over-4s will be made up of 3 people with a Bafa diploma or equivalent and one person with a Bafa diploma as a back-up for the school holidays.

2. Reception and departure times:

Reception:

We welcome your child from Sunday to Friday, from 9am to 5pm during the whole winter period.

In order not to disrupt the activities, outings and meal times, it is preferable to drop your child(ren) off

- Before 9.30 am for morning arrivals.
- Between 11:45 and 12:00 for lunch and afternoon arrivals.
- Between 1.30 pm and 1.45 pm for afternoon arrivals.

In order to ensure that the day goes smoothly for the children, it is advisable to inform the management in case of a possible delay.

Children must be collected before lunchtime, i.e. 11.50am and before closing time, i.e. 4.50pm.

Consequently, the reception and departure cannot be considered between 12.00 and 13.30 (except in exceptional cases in agreement with the management staff).

Departures:

The children will be handed over in the evening to their parents or to persons authorised by their legal guardian(s).

Any person not known to the team who comes to collect a child from Le Chat Botté will be asked for identification.

Minors are not allowed to pick up children.

3. Rules for the admission of families:

Admissions:

Parents must return the completed registration form, which can be downloaded from the website, before the child arrives at the centre.

Reservations can only be made with all the documents and the payment of the deposit.

Any additional days or half days must be discussed with the director or the assistant of the establishment.

Any false declaration of the child's age will be considered as an incomplete file and will systematically cancel the child's registration.

For children enrolled in the Leisure Centre and benefiting from the ski course accompaniment service, a deposit of 10 euros per bib will be requested by cheque or cash. This deposit will be returned to you at the end of the stay or cashed if the bibs have been lost.

Documents to be provided:

A photocopy of the health booklet with the compulsory vaccinations up to date, with the child's name written before the copy, as well as the MMR for information purposes for children born before 2018.

Absences:

In the case of contagious diseases, for reasons of prevention and protection of other children, the Minister of Health advises you to keep your child at home for the recommended period of absence.

In case of a contagious disease listed below, the child will not be welcomed. On presentation of a medical certificate stating that the child is not fit to attend the drop-in centre or the leisure club, the deduction or reimbursement of the services booked and not used may be considered (division of the fixed price in the context of a fixed price).

- **Conjunctivitis: 48 hours after treatment**
- **Gastroenteritis: 48 hours with absence of diarrhoeal stools**
- **White or red angina: 48 hours from the start of the antibiotic treatment**
- **Otitis: 48 hours**
- **Bronchiolitis: 3/5 days**
- **Flu syndrome: 3 days**
- **Chickenpox: until the scabs have fallen off**
- **Hand-to-mouth: 3 days**
- **Impetigo: 3 days with occlusive dressing**
- **Scarlet fever: 1 week**
- **Whooping cough, measles, mumps: 1 week**
- **Rubella: 5 days**

The return of the child to the school may be subject to the presentation of a medical certificate.

Special health crisis protocol Covid 19: For the safety of all, the respect of barrier gestures and hand washing for all on arrival and departure of the structure are mandatory. Any child with a fever equal to or higher than 38°C, coughing, or any other symptom suggesting Covid 19 will not be accepted. Furthermore, if the child is a contact of a person suspected of having Covid 19, he/she will only be welcomed if they are both asymptomatic. Parents undertake to monitor their child's temperature before arrival at the centre and to report any symptoms suggestive of illness. If a child has a fever, he/she will not be allowed to return to the centre until 48 hours after the symptoms have disappeared. For its part, the team undertakes to respect the barrier gestures and to clean the centre daily following a disinfection protocol.

Final departure of the child:

The management, after consultation and advice from the team, may decide to withdraw a child in the event of:

- The child's lasting unsuitability for life in a group
- Disruptive behaviour of the child or his/her family which seriously disrupts the functioning of the centre.
- False declaration concerning the child's age.

4. Organisation of the child's daily life:

Materials:

Parents should provide a bag with the child's name on it with:

- Bottles and teats, nappies, comforter, indoor trousers, a complete change of clothes (bodysuit, knickers, socks, etc.), sleeping bag.
- Outdoor equipment: wetsuit and waterproof shoes, gloves, scarf, hat, sunglasses and sun cream. It is not possible to lend sun cream because of possible allergies.

Before the stay, do not forget to write down the items with the name and surname of the child

Food:

Meals and snacks are provided by the structure except for:

- Children with one or more food allergies: any diet, allergy or food intolerance must be reported to the director and be the subject of an individualised reception plan (PAI). The director may ask the family to provide the child's meal.

5. Health and behaviour:

The children must be entrusted in good health and have a correct body hygiene. The management reserves the right not to accept a child in case of fever (temperature higher than 38°C) or any other digestive symptom that could suggest a contagious disease (diarrhoea, vomiting).

In the event of a fever or any other incident occurring during the day, parents will be informed immediately and must collect their child as soon as possible.

Acceptance will be assessed by the management staff, depending on the child's state of health and the supervision and care required.

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If a child is ill, even if he/she does not come to the centre, the management must be informed as soon as possible, in order to quickly implement the necessary preventive measures. When a child returns to Le Chat Botté after illness, a certificate of non-contagion may be requested in certain cases.

Medication - specific care - emergency - vaccines

Administration of medication: Assistance in taking medication can only be given on presentation of the prescription which will mention the name and surname of the child, the date of issue and the child's weight. This prescription and the medicines will be entrusted to the manager or her assistant. Each box must be marked with the child's name. The parents must complete and sign a certificate authorising the staff to give the treatment. The first dose of the treatment must be taken at home.

In the event of a fever, if the parents are unable to collect the child quickly, the staff will apply the medical protocols, after telephone contact with the parents, or will notify the referring doctor to relieve the child.

Provision in case of emergency:

In the event of an accident, the competent emergency services will be called (SAMU, Fire brigade). The parents and the referring doctor will be informed immediately. If the child needs to be hospitalised, transport will be provided by the emergency services.

Vaccines:

"In view of the insufficient vaccination coverage in France and the reappearance of epidemics, the Ministry of Health recommended in July 2017 to extend the vaccination obligation to eight additional vaccines for babies under two years of age (Pertussis, Haemophilus influenzae b, Hepatitis B, Meningococcus C, Pneumococcus, Measles, Mumps and Rubella).

Children born from 2018 onwards will be accepted on condition that they are up to date with the 11 compulsory vaccinations. For children born before 2018, only the Diphtheria, Tetanus, Poliomyelitis vaccine will be required. However, the MMR vaccination is still strongly recommended.

For children living in another country, the regulations of the country of origin will apply

Period of adaptation of the child to the structure:

On the first day, we advise you to:

- Visit the centre with the child.
- Introduce yourself to the team and explain to the child how the day will go.
- Undertake the separation process gently with the help of a professional.

It is after these steps that the parent(s) will be able to consider their departure with the consultation of the professional.

If the separation is complicated, a decision will be taken with the director of the establishment to arrange a time of reception better corresponding to the child.

The team is committed to doing everything possible to ensure that your children have a good holiday. Successful care is the result of close collaboration with the parents.

5. Responsibility of the institution:

Safety of children:

Parents must ensure that their child does not bring to Le Chat Botté any object that could be dangerous for young children (coins, sweets, small toys...)

Insurance:

Le Chat Botté is insured for civil liability for risks incurred during its placement.

Parents must take out family liability insurance, proof of which can be requested.

The commune declines all responsibility for theft or damage to equipment stored in the vicinity of the day nursery, the leisure centre or in the ski room located on the terrace.

6. Application of the rules :

The Accueil de Loisirs Sans Hébergement (Leisure Centre without Accommodation) and the drop-in centre are under the responsibility of a qualified director, Mrs Caroline ROGER, a young children's educator, and her assistant Mrs Romane GAUTHIER, a nursery nurse. Mrs GAUTHIER takes over the management duties in the event of Mrs ROGER's absence.

In order for your child to be welcomed in the best conditions, it is necessary that parents take the time to know the rules and regulations in order to apply them. For any misunderstanding or questions, the management is available and will do its best to answer the expectations and needs of the families.

Therefore, parents commit themselves in writing at the time of admission to respect the rules and regulations and the team ensures that they are applied.

In return, the staff of the establishment is committed to welcoming your child in the best possible conditions.

We look forward to welcoming you and your child(ren).

Peisey-Nancroix, 15/11/2022

The Mayor,
Guillaume VILLIBORD