



Le Monde Magique – Our Guidelines

1 Organization

Le Monde Magique has been created by an association. It's a childcare service which welcomes children from birth up to age four. It's headed by two seasoned co-directors trained in the field.

Children are supervised by a team of early childhood professionals.

2 Mission

The concept of Le Monde Magique is to provide children with a structure that fits their needs, whether they are intellectual, social, affective, psychomotor, didactic, creative, filled with discoveries while leaving room for the child's fantasy.

As the children's imagination is paramount, our different spaces have been designed so that each child can evolve according to his or her development.

3 Accommodation

Our childcare offers 38 places every day. Le Monde Magique does not welcome children who are old enough to go to school.

It has a vertical organization, which means that children of all ages interact with each other. That being said, we have a dedicated space for younger children.

4 Schedule

Le Monde Magique opens:

- From Monday to Friday, from 7.30 AM to 6.30 PM

We are open every day of the year, except for a week between Christmas and New Year and for public holidays. A list of days off will be handed to you as soon as you register your child.

Three types of daily schedules are possible:

Full day (100%)

Morning with lunch until 12:30 (75%)

Lunch with afternoon from 11:00 (75%)

5 Rates

Our daily rates are set by Canton Neuchâtel's Childcare Services (*Accueil extrafamilial*). It corresponds to the cost of the childcare, which must be paid by the legal guardians and the municipalities after deduction of the cantonal subsidy.

An online calculator can help you determine what you'll have to pay:

www.ne.ch/accueilextrafamilial

The management has no influence on the price charged. Rates may change from month to month without warning, so it is strongly advised not to make a standing order and to check the bill each month before paying it.

Invoices are for twelve 20-day months, according to the contract. They are sent at the beginning of the month and are payable within 10 days. No deductions are made in the event of a child's absence.

Extra days, in addition to the usual attendance, are possible upon request to the management and can only be accepted if the number of children in the program allows it. They will be billed the following month.

The daily price includes everything your child needs (Diapers, various lotions including sunscreen, toothbrushes...)

In the baby group we also provide follow-on milk or second age milk. If you use another type of milk, please inform the management and the educational team. It will be brought by you. No deduction from the daily fee can be made.

In case of late payment, a reminder fee of 20 to 60 francs will be charged. In case of non-payment, the management reserves the right to terminate the contract immediately. Please refer to point 6 "Termination". This will be followed by a prosecution procedure.

Any change of situation such as separation, divorce, change of address... must be announced spontaneously. Any increase or decrease in your taxable income must be reported to your municipality of residence as soon as possible.

6 Termination

6.1 Once the contract is signed, no termination of contract is possible before 6 months. The date of the beginning of the contract is decisive.

6.2 After these 6 months, the termination of a day of attendance or of the entire contract must be made in writing at least three months in advance at the end of the month.

6.3 The termination or reduction of a day of attendance for a child who is soon going to be enrolled in school (4 years old on July 31) can be done until December 31 of the year preceding the beginning of the school year, in writing, at least three months in advance at the end of the month, or at least on December 31.

After that, the contract will end as is on July 31. However, parents are required to inform the management, in writing, no later than May 31, of the exact date of their child's last day. For those families who need it, a deduction is possible on August 15, equivalent to the beginning of the school year.

6.4 In case of inappropriate behavior of the child or parents, or non-payment of bills, the management reserves the right to terminate the contract immediately, observing a deadline of 7 days until the end of the week.
A written or oral warning will have been sent to the parents beforehand.

7 Health

In any community of children, minor illnesses are almost inevitable, despite all the precautions taken.

Children are not allowed to attend the daycare center if they are sick or in poor general condition: listless, feverish, in pain...

When you register your child at le Monde Magique, you will receive a booklet called "Guide to Non-magical Illnesses" which lists the possible illnesses and the steps you should take.

7.1 If your child is being treated with an antibiotic, he/she will have to stay home for 24 to 48 hours until he/she is no longer contagious. Afterwards, a treatment form will have to be filled out by the parents until the end of the treatment and at each arrival at the daycare.

7.2 Because of the periodicity required for homeopathic treatments, they will be evaluated and accepted or refused on a case-by-case basis.

7.3 If your child becomes ill during the day in the daycare, depending on the degree of seriousness, we will ask you to come and pick up your children as soon as possible. Parents will be notified of their child's weakened state of health as a matter of course. If we are unable to reach you and the child's condition requires it, the educational team reserves the right to administer paracetamol.

7.4 In case of an emergency or serious accident, the team will take appropriate measures and notify the parents as soon as possible.

We advise you to provide a childcare solution in case of illness such as the one offered by the Red Cross - 032 725 11 44

7.5 Children with special dietary requirements due to illness or allergies must provide a medical certificate from a recognized physician in order to receive a special meal. Without this certificate, the child will eat the normal menus provided to the rest of the community.

7.6 In case of severe allergy with risk of anaphylactic shock, the management and the caterer will not undertake to serve meals. You are responsible for providing them.

7.7 In the case of a religious diet, no certificate will be required, and the child will not receive any prohibited food.

7.8 To avoid leaving your child twice in one day, please make appointments (e.g. pediatrician) so that you do not have to bring your child back afterwards. We reserve the right to refuse a late arrival if it would be detrimental to the child's care and/or if it would have implications on our daily organization.

8 Practical issues

8.1 In Le Monde des Minis, children must eat the first meal of the day at home.

8.2 Le Monde Magiques is not responsible for the loss or damage of personal belongings.

8.3 Your child's first name must be written on all personal belongings.

8.4 In case of an accident, the child's private insurance will be responsible. Each child must be covered for illness and accidents by his/her basic health insurance (LAMAL).

8.5 Please make sure that your children are dressed comfortably and appropriately for the season.

8.6 Two parking spaces are available in front of the nursery. Le Monde Magique declines all responsibility if a parent parks on the side of the road!
IT IS IMPERATIVE THAT YOU DO NOT OBSTRUCT TRAFFIC AND DO NOT BLOCK THE EXIT OF PRIVATE PARKING SPACES IN THE NEIGHBORHOOD!

8.7 By registering your child at Le Monde Magique, you agree:

- That your child will be transported by us, for special activities or for medical reasons.
- That the image of your child (photos or films) will be used within Le Monde Magique itself.

8.8 Please make an appointment to meet with the management.

For all administrative questions, please contact the management. Office days are Mondays and Fridays.

Address:

Espace de vie enfantine

Le Monde Magique

Albert Zutter 4

2022 Bevaix

Tél :032 544 22 65

email : creche@lemondemagique.com

9 Miscellaneous

As soon as you have signed the contract for your child, the daycare center and you are committed, and the registration is final. In case of withdrawal after signing, you will be charged a fee of 600 francs.

In the event of a downward change in the number of places requested after the contract has been signed, the management reserves the right to break the contract in order to grant the places initially requested to a family that needs them.

By signing the contract, you agree to the rules and regulations, which may be modified at any time by the management.

By signing the contract, you acknowledge having received and read the following documents:

- Rules and regulations
- Pedagogical project
- Guide to illnesses
- Holidays and vacations
- Available parking opportunities
- Protocol discharges

Le Monde Magique, Espace de vie enfantine · Rue Albert-Zutter 4 · 2022 Bevaix
Tél: +41 32 544 22 65 · E-mail: creche@lemondemagique.com · www.lemondemagique.com