



Regulations of
“LES LIONCEAUX”
a daycare centre for the children of
Pictet employees

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PRESENTATION

Definitions

The **parent** refers to the parent(s) or the holder(s) of parental authority.

Single-parent family means a parent living alone with their child or children in their own home. In the case of shared or alternating custody, the family is not considered to be a single-parent family.

The **Committee** means the committee of the pop e poppa Association. It is made up of representatives of the aforementioned association only.

LES LIONCEAUX daycare centre is referred to as the daycare centre and/or childcare facility subject to the present regulations.

The **Management** designates the person (the director) who holds the authorisation to operate the facility.

The **Childcare Team** refers to the Employees of the pop e poppa association who work with the children.

Pictet refers to Banque Pictet & Cie SA, its subsidiaries and branches in Geneva.

Art. 1 Presentation

¹ LES LIONCEAUX daycare centre was set up at Pictet's initiative to offer its employees a childcare solution close to the Campus Pictet de Rochemont (CPdR). As Pictet has entrusted the operation of the daycare centre to the pop e poppa association, all services and relations relating to the operation of the daycare centre, in particular the implementation of the educational programme, administration, finance, management of human resources and premises, admissions and relations with the children, their legal representatives, service providers and suppliers, are the sole responsibility of the pop e poppa Association and any subcontractors. In particular, there is no relationship whatsoever between Pictet and the children, or their legal representatives, in connection with the attendance and management of the daycare centre.

²The pop e poppa association is a non-profit association of public utility with its registered office in Morges (VD). It is responsible for the childcare facilities. The pop e poppa association's main objective is to reconcile the needs of children and parents with the challenges faced by companies and local authorities.

³The pop e poppa association has defined missions to guarantee quality care for children and their families. In ***the pleasure of growing together***, we list with the following mission statements:

- Children and their families are at the centre of our thinking and our actions.
- We offer our Employees a person-centred working environment.
- We develop optimum solutions for our partners.
- We are committed to sustainable development and our teaching methods respect both children and the environment, so that everyone can become a responsible citizen.

⁴These mission statements are used as references to draw up the institutional project and provide a basis for the work of professionals.

Art. 2 Educational approach

¹The pop e poppa childcare facilities are places where play and multiple experiences lead children to a progressive degree of autonomy and help them to become aware of their potential. The teaching methods used aim to support the child's development while respecting his or her rhythm.

²The Childcare Team encourages progressive and secure integration. It ensures the harmonious development of each child through an approach centred on personality development from an emotional, physical, intellectual, creative and social point of view. To achieve this, the Childcare Team offers children a rhythm of life and activities that meet their needs. The educational project is available to parents from the Management.

³In accordance with the *Loi sur l'intégration des enfants et des jeunes à besoins éducatifs particuliers ou handicapés* (LIJBEP) (Law on the integration of children and young people with special educational needs or disabilities), facilities may also take in children with special educational needs and disabilities. This care may be total, partial or not recommended, depending on the assessment of the child's needs. This assessment also takes into account the needs of other children in the centre. This assessment is likely to evolve over time and may lead to adjustments in the child's reception time, which may, if necessary, result in the termination of the reception contract.

Art. 3 Operating licence

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¹The facility has an operating licence issued by the *Service d'autorisation et de surveillance de l'accueil de jour* (SASAJ) of the Canton of Geneva. The operation and organisation of the facility are governed by the Federal Council Ordinance of 19 October 1997 regulating the placement of children for the purposes of care and adoption (OPEE), the Law on pre-school care (LAPr J 6 28) and the Regulations on pre-school care (RAPr J 6 28.01).

²The authorisation defines the services offered, intake capacity and staffing levels.

Art. 4 Management and employees

¹The Management is responsible for pedagogical and organisational aspects. It is the main contact person for parents, particularly with regard to choosing and changing the child's attendance.

²Children are looked after by a team of early childhood professionals. Employees in the childcare centres are trained in accordance with the standards in force in the Canton of Geneva.

Art. 5 Administrative management

¹The administrative relationship within the framework of the childcare contract is carried out by *servicefamille management sàrl*. Parents can contact a representative for all administrative questions on 026 552 11 00 or by e-mail:

- LES LIONCEAUX daycare centre: adminleslionceaux@popepoppa.ch

Art. 6 General organisation and description of childcare facilities

¹The centre welcomes children from the end of maternity leave until they reach the age of compulsory school attendance in Geneva (Primary 1), which is 4 years on 31 July. Children and their families are welcomed regardless of origin, religion or social class. The centre has an authorised capacity of 96 places.

Art. 7 Reception times

¹The centre is open Monday to Friday from 7.30 am to 6.30 pm.

Art. 8 Annual closures

¹The centre will close on the official closing days of the Pictet Group in Geneva. Additional closing days may be established in accordance with the practice and agreements applicable in the early childhood sector. Closing days will be announced by the pope poppa Association each year when the centre re-opens after the summer closure.

²The daycare centre will also close:

- during the Christmas and New Year school holidays set by the *Département de l'Instruction Publique* (DIP); and
- for three weeks in summer (hereinafter referred to as the "summer closure");

³Parents are informed of the exact closing dates when their child enrolls, or at the latest when the centre re-opens after the summer closure.

Art. 9 Admission conditions and priorities

¹LES LIONCEAUX daycare centre is reserved for the children of Pictet employees. Subject to places being available, the Management of LES LIONCEAUX daycare centre will allocate a free on the basis of the following criteria:

- a) correspondence between availability and the parent's request (child's age, desired entry date, days of care requested, etc.)
- b) rate of attendance (cf. art. 14 paragraph 2): requests for attendance of 2 days or more;
- c) employment status: a child whose two parents are in employment or one of whom is looking for work or studying;
- d) work rate: child whose parents have the highest work rate (cumulative average between the parents)
- e) child from a single-parent family;
- f) how long a child has been on the waiting list, provided that the parents have reactivated their request in accordance with the conditions set out in the waiting list registration process;

g) couple working at Pictet;

h) siblings: children from the same family attending the daycare centre at the same time.

²Grouping siblings together takes priority over other priority criteria. Care will be taken to avoid separating brothers and sisters, if conditions allow.

Art. 10 Registration on the waiting list

¹Parents wishing to register their child must complete the online form available on <https://www.popepoppa.ch/fr/structures/>, a dedicated page on the pope poppa website for LES LIONCEAUX daycare centre. The password to access the dedicated page for LES LIONCEAUX daycare centre is available on request from the Management.

²The parent will receive an automatic e-mail confirming his request for a childcare place. In accordance with the admission conditions and priorities set out in these Regulations, the Management will contact the parent as soon as a place becomes available.

CHILDCARE CONTRACT

Art. 11 Contract

¹For each child registered to attend the centre, a written childcare contract is signed between pope poppa association and the parent. The contract specifies the child's attendance rate, the applicable daily rate and the monthly childcare fees. These Regulations and the Fee Schedule form part of the said contract.

²By signing the childcare contract, the parent accepts these Regulations and undertakes to comply with them.

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Art. 12 Registration process

New registration

¹On the basis of the information given on the waiting list and in compliance with the priority rules set out in these Regulations, the Management will contact the parent from the second term of the year, with a view to the child starting to attend the facility on the first day the centre re-opens after the summer closure, but in September at the latest.

Renewal of childcare contract

²Each year, the Management sends a communication to the parent to renew the contract for the following year at the same centre as the one at which the child is enrolled. If the parent does not reply within the period stipulated in the notice, the child's place will be released and offered to another parent.

Enrolment during the year (not in September)

³If a place is available, and in accordance with the priority rules set out in these Regulations, the Management may offer a place for a child to start attending during the year.

Art. 13 Arrangements for attendance

¹The frequency and days of attendance are agreed between the parent and the Management upon registration of the child at the centre.

²Children are registered for a full day.

³The attendance rate per child cannot exceed the employment rate of the parent who works at Pictet.

Art. 14 A few rules relating to attendance

¹In the interests of the child's well-being, a child should not attend the centre for more than ten hours a day.

²A minimum of two (2) days per week is required to ensure a child's emotional well-being.

³In order to debrief the day and prepare the child for leaving the centre, the parent or authorised person is invited to collect the child shortly before the centre closes.

⁴Children may only be admitted and released outside the agreed time with the agreement of the Management.

⁵Parents must respect opening and closing times. In the event of failure to comply, the Committee may take appropriate measures, up to excluding the child from the centre.

Art. 15 Signing the childcare contract

¹As soon as the childcare contract is signed, the amount of the childcare fees for the first month is due. In the event of subsequent cancellation, the amount paid will be retained by the centre.

²Enrolment is considered definitive once the parent has paid the invoice for the first month of attendance (reservation invoice). The parent must also provide the Management with the following documents:

- a recent medical certificate confirming that the child is in good health and can attend a daycare centre (*Ordonnance sur la placement d'enfants*, hereinafter OPE, art 15, para c);
- a copy of the child's health and accident insurance card (OPE art. 15, para f);
- a copy of the parent's civil liability insurance (OPE art. 15, par. f);
- a copy of the child's vaccination record;
- a copy of the family record book and divorce decree, if applicable;
- the child's completed and signed dossier;
- the signed childcare contract;
- a copy of the parent's ID.

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³As a minimum, the parent must provide salary certificates, the last three salary statements and other proof of income for the parent and their spouse, registered partner or any other adult living in the same household as the child, in order to determine net income.

⁴The parent must provide any document proving the employment rate.

⁵The child will not be allowed access to the centre if the parent has not submitted all the documents listed. However, the Management may validate an enrolment without having all the documents requested. The parent has one month to rectify the situation.

⁶The Committee reserves the right to ask the parent for any supporting documents to provide proof of a situation announced. In the absence of such evidence, the Committee may refuse to register the child or decide not to consider the case.

Art. 16 Progressive adaptation of the child

¹In order to offer children a smooth transition from the family environment to the daycare centre, it is important to take the necessary time to adapt gradually. The terms and conditions of this adaptation period are defined between the parent and the Management.

²Adaptation is carefully prepared with the parent and takes place over an initial period of two weeks. At the end of the two-week period, depending on the child's needs, it may be decided to extend the adaptation period.

³A contribution of 50% of the child's usual childcare fees will be requested from the parent during the initial two-week adaptation period.

Art. 17 Changes to the attendance rate

¹The attendance rate cannot be reduced from the moment the enrolment is registered until the end of the current year or the termination of the childcare contract.

²An increase in the attendance rate may be granted if LES LIONCEAUX daycare centre can reasonably cope with the demand. Childcare fees will be adjusted accordingly.

Art. 18 Emergency childcare

¹Extra hours for children with a childcare contract may be granted if the conditions of supervision and the balance of the group of children are respected. The request must be made to the Management, who will make the decision. The parent fills in and signs the "Emergency childcare" document available at LES LIONCEAUX daycare centre.

²These are non-contractual services that are not included in the basic childcare contract. They will be invoiced in addition to the childcare fees on the basis of the usual fee mentioned in the childcare contract, at the end of each month.

³No compensation or exchange of days can be made.

Art. 19 Reservations

¹Reservations are only possible for unborn babies or during maternity leave, on a four (4) months basis (see Pictet Employees Regulations).

²The place can be reserved until the end of maternity leave, provided that the parent has paid the invoice for the first month of the child's attendance (reservation invoice).

³After the 4th month and until the child actually joins the daycare centre, the parent must pay the full Childcare fees corresponding to the period of care requested.

⁴ In the event of withdrawal, the sums paid will not be reimbursed and will not give rise to any compensation.

Art. 20 Termination of contract

¹The childcare contract ends at the latest on the date set by the DIP for the start of the school year for children aged 4 or over on 31 July (the age of entry into compulsory school in Geneva - first year of primary school).

²For children attending school outside the Canton of Geneva, and in particular for children aged 3 who are enrolled in nursery school in France, the childcare contract also ends at the latest on the date set by the DIP for the start of the school year.

³Parents wishing to terminate their child's attendance must notify the Management in writing giving two months' notice to the end of a month. If this notice period is not respected, the childcare fees will be invoiced on the basis of the usual attendance during the current month and the two following months.

⁴The Management, following a decision by the Committee, may terminate the childcare contract with immediate effect (exclusion) for just cause. In particular, the following are considered to be just cause: failure to comply with the Regulations, behaviour of the child or parent that is incompatible with the smooth running of LES LIONCEAUX daycare care, or failure to comply with the attendance arrangements set out in the childcare contract.

⁵The contract automatically terminates when the employment contract between the employed parent and Pictet expires.

PRICING POLICY

Art. 21 General Regulations

Definition of a family group

¹The family group comprises:

- parents who may or may not live at the same address as the child;
- and/or people living at the same address as the child, even if they are not related (unmarried partner, partner under a civil partnership, registered partner, etc.).

Principle

¹Childcare fees are based on the family group's net contribution income.

²Childcare fees are calculated on the basis of 20 working days, i.e. 4 weeks per month, over 11 months. The monthly childcare fees are a minimum of CHF 1008.00 and a maximum of CHF 3200.00 for a full-time place.

³The childcare fees are set out in Annex 1 to these Regulations.

⁴The Management reserves the right to ask parents for any supporting documents to provide proof of a stated situation and may refuse to enrol a child if such documents are not provided. This information will remain strictly confidential.

Art. 22 Contribution income

¹The parent must provide the following documents for each person in the family group:

- a. salary certificates for the year preceding the start of the childcare contract;
- b. the last three pay slips;
- c. proof of other sources of income;

- d. the latest tax slips issued by the tax authorities;
- e. any other documents specifically requested.

Calculation of gross annual relevant income

²To define the gross relevant income for employed persons, all salary and remuneration elements shown on the family group's annual salary certificate(s) are taken into account, as well as other sources of income such as annuities, maintenance payments and family allowances.

³Salary includes basic salary, bonuses, allowances, benefits in kind considered by the tax authorities, employer's contribution to health insurance premiums, insurance benefits and subsidies.

⁴For people who have several employers at the same time, all income is taken into account.

Calculation of net annual relevant income

⁵To define the net relevant income, the following must be deducted from the gross relevant income: statutory social security contributions for AVS, AC, AI, APG and LMat, as well as LPP contributions, insofar as the latter are linked to the salary paid (excluding payments intended to buy back years of contributions, for example). For the parent required to pay maintenance (*pensions alimentaires*), the amount of the maintenance payments must also be deducted from their income, up to the amount of the payments made, as determined by the court.

Calculation of the relevant income for self-employed parents

⁶A parent who is self-employed must provide the following documents for the family group in order to determine his or her relevant income:

- a. the latest tax return showing income for the previous year;
- b. the latest tax slip issued by the tax authorities;
- c. any other documents specifically requested.

⁷To define the net relevant income of a self-employed parent, the amount of net income as shown on the last tax slip is taken into account.

Calculation of relevant income for other parents

⁸A parent who is neither employed nor self-employed must provide the following documents for the family group in order to determine his or her relevant income:

- a. all documents relating to sources of income (statement from the cantonal unemployment fund, pensions, supplementary benefits, cantonal minimum welfare income, pensions, etc.);
- b. the latest tax slip issued by the tax authorities;
- c. any other documents specifically requested.

⁹To determine the net relevant income of the other parents, all the information received or known to the daycare centre is taken into account and, failing that, the amount of net income as shown on the last tax return.

Art. 23 Period of validity of childcare fees

¹Childcare fees are valid for the entire school year. At the beginning of each school year, the parent must notify the Management of any significant increase or decrease in income, as well as any circumstances resulting in a change in income.

²The Committee reserves the right to set provisional childcare fees based on the financial situation. As soon as it is possible to assess the family group's financial situation, the definitive childcare fees will be calculated, the childcare fees for the period from September to December of the previous year will be adjusted retroactively and the childcare fees for the coming months of the current calendar year will be adjusted. The parent will be informed of any such decision.

Art. 24 Additional information

¹ The Committee reserves the right, at the time of enrolment or subsequently, even during the course of the year, to request any additional documents in order to determine the childcare fees and/or to have the parents complete a sworn statement. It may also carry out investigations and summon the parent in order to establish the credibility of the income stated.

Art. 25 Maximum income

¹Parents who do not, or do not wish to, submit the documents and information provided for in these Regulations and required to establish the childcare fees within the time limits laid down shall be presumed to have the maximum net relevant income defined in the applicable fee schedule and shall therefore be subject to the maximum fee.

Art. 26 Change in contribution income and/or situation

¹Parents are required to notify the Management without delay of any change in their personal or financial circumstances of more than 10%, and to provide supporting documents.

²In this case, the childcare fees will be recalculated and adjusted accordingly from the month following the change in financial circumstances.

Art. 27 Revision of childcare fees

¹If the childcare fees have been calculated on the basis of a tax assessment (e.g. 2023) prior to the year (e.g. 2024) preceding the year of registration (e.g. 2025), the tax assessment for the year (e.g. 2024) preceding the year of registration will be requested during the year of registration, or, failing this, the tax declaration for the year (e.g. 2024) preceding the year of registration or a new tax receipt.

²The amount of the childcare fees will be reviewed on the basis of the document received during the year. The new childcare fees will be applied from the month following the expiry of the deadline for providing the said document.

Art. 28 Services included in the childcare fees

General Regulations

¹The following services are included in the childcare fees:

- lunch;
- morning and afternoon snacks;

- infant milk.

²If the parent cannot or does not wish to benefit from one or more of the above services, no deduction will be made from the childcare fees, with the exception of those proposed in the section below entitled "Lunch and snacks".

Lunch and snacks

³A catering service delivers meals to LES LIONCEAUX daycare centre. Special dietary requirements, on presentation of a medical certificate, will be taken into consideration as far as possible. However, LES LIONCEAUX daycare centre cannot be responsible for food in the event of complex allergies. On presentation of a medical certificate attesting to a severe allergy, LES LIONCEAUX daycare centre can offer the following options:

- The parent provides the meal, the morning snack and the afternoon snack. In this case, a reduction in the monthly childcare fees will be applied, calculated on the basis of the price of the meal invoiced by the service provider who delivers the meals.
- A service provider specialising in allergies is able to deliver adapted meals. In this case, the additional cost between the price of the meal from the specialist provider and the usual provider will be billed to the parent.

Infant milk

⁴For infants, LES LIONCEAUX daycare centre offers two brands of milk available in Switzerland, including an organic milk. For children who are unable to consume this milk, or for other reasons, the parent must provide the daycare centre with the milk.

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Nappies

⁵The parent must provide the nappies.

Art. 29 Discounts for siblings

Discount based on the number of children registered at the daycare centre

¹ For children from the same family enrolled at the daycare centre, a discount on childcare fees will apply:

- 30% for the second child;
- 50% for the third and subsequent children.

²Discounts for the number of children enrolled in the daycare centre apply to the lowest childcare fees.

Art. 30 Reduction for child absences

¹From the 31st consecutive day of absence due to illness or accident and on presentation of a medical certificate, a booking fee equivalent to 50% of the monthly childcare fees will be applied until the child's return.

²No other deductions or compensation will be made, in particular for short-term absences or illness of the child.

Art. 31 Payment terms and deadlines

¹The childcare fees will be invoiced to the parent from the first day of the child's presence at the centre and, at the latest, from the first day of childcare mentioned in the childcare contract.

²In the event of part-time attendance, a *pro rata* calculation is made of the rate agreed in advance, specifying the days the child is present.

³Childcare fees are paid in 11 monthly instalments. Official public holidays and days on which the school is closed, as communicated upon the start of the school year, have been taken into account in the price scale. They do not entitle the childcare fees to any reduction. If the contract is terminated during the year, these days remain payable to the centre and will not be subject to any deduction or compensation.

⁴From September to July, the childcare fees must be paid at the beginning of each month and no later than the 10th of the month, for the following month.

⁵The Committee reserves the right to refuse or to exclude a child or children who's parents are significantly in arrears with the payment of the childcare fees (at least 2 months).

⁶The Committee reserves the right to charge a lump sum when sending reminders for late payments.

LIFE AT “LES LIONCEAUX”

Art. 32 Absences

¹Children's absences must be announced as soon as possible, but no later than 9.00 am on the day of the absence.

²The parent must inform the Childcare Team as soon as possible of the child's foreseeable absences, particularly during the holidays.

Art. 33 Parents' contact details

¹The parent must be contactable during the day. Consequently, they must inform the Management of any change of address or place of work (including mobile phone numbers).

²The purpose of the PepApp application is to inform parents of the activities taking place in the childcare facility and to enable the Management to communicate information relating to the life of the childcare facility. This application will also be used as a priority in the event of an emergency to notify parents. Parents are therefore strongly encouraged to download this application. The pop e poppa Association cannot guarantee communication within a reasonable timeframe outside the PepApp application.

Art. 34 Arrival and departure of the child

¹To ensure that the child is properly cared for, the person accompanying or collecting the child must respect the following points:

- On arrival, the child must be changed and/or dressed and have had breakfast
- The parent or authorised person must personally inform a member of the Childcare Team of the child's arrival, to ensure that the child is properly looked after by the centre.
- When the child leaves, the parent or authorised person must clearly announce the child's departure to a member of the Childcare Team, whether the child is indoors in or outdoors.

²When a parent is present at the centre, the child is under their responsibility.

Art. 35 Persons authorised to collect children

¹Parents who do not regularly collect their child in person must indicate on the registration form the names and telephone numbers of the persons authorised to take charge of the child. Parents who are unable to collect their child on an exceptional basis must inform the centre. They must give the full name of the person authorised to collect the child, and proof of identity may be required. These persons must be over 18 and able to show proof of identity.

²Under no circumstances may the child be entrusted to a person other than the parent if the centre has not been notified.

³The parent must inform the Management if a family situation requires special precautions.

Art. 36 Health

General Regulations

¹When the child first joins the centre, the parent fills in the centre's health questionnaire.

²The parent must inform the Management of any known health issues (allergy, special dietary requirements, chronic illness, etc.) or developmental problem (delay, disorders, syndrome, etc.) the child may suffer from.

³A medical certificate is required for children who need to wear glasses for medical reasons.

⁴In addition, if a child has been given medication before coming to the centre, the parent must inform the Childcare Team.

⁵After a serious illness, accident or operation, the child may only return to the daycare centre with a medical certificate stating that the child is fit to attend, and with the agreement of the Management.

Illness

⁶In accordance with the rules laid down by the *Service de Santé de la Jeunesse* (SSEJ), the Management or the Childcare Team may turn a child away on arrival at the centre if he or she is showing symptoms of a contagious disease or if his or her state of health does not allow him or her to follow the rhythm of life in a group (fever, severe fatigue, etc.).

⁷Any contagious illness of a child or a member of his/her family must be reported to the Childcare Team so that the necessary measures can be taken.

⁸In the event of an emergency, the parent authorises the Childcare Team to call on a medical service or the daycare centre's consultant doctor.

⁹If the child shows signs of illness (in particular a fever of more than 38.5°C) or if his or her state of health prevents him or her from following the rhythm of the group, the Management or the Childcare Team may ask the parent to come and collect the child as soon as possible.

Medication

¹⁰The parent cannot oblige the Childcare Team to give medicines or homeopathic products to the child, including in the context of medical treatment.

¹¹Where necessary, medication may only be taken on medical prescription. The parent and/or doctor must complete and sign a standard form giving the child's name, the dosage (dose,

time and method of administration) and the duration of treatment (start and end). Medication must be brought in its original packaging.

¹²In the absence of a medical prescription and in compliance with the above-mentioned conditions, the rules laid down by the cantonal authorities shall apply, in particular those of the SSEJ.

Art. 37 Sleep

¹A child who needs a cuddly toy, soft toy or other personal object may bring it to make the transition to the family environment. The parent's advice on the child's habits in this respect is welcome.

Art. 38 Relationship with the parent

¹Good collaboration between the parent, the Childcare Team and the Management is essential to ensure a partnership that enables good monitoring of the child and fosters his or her cognitive, physical, relational and emotional development, creating a feeling of security and trust. At least one meeting between the parent and the Childcare Team takes place during the year. The presence of both parents, where appropriate, is requested. Additional meetings may be organised at the request of the parents, the Childcare Team or the Management.

²Parents are strongly encouraged to attend parents' events and meetings organised by the Childcare Team.

Art. 39 Clothing and personal belongings

¹Children must be dressed in such a way that they can participate in outdoor activities at all times. Parents must therefore dress their children according to the weather conditions.

²Parents should bring a change of underwear and clothes appropriate to the season, as well as a pair of slippers (a list will be provided by the centre). Parents are asked to mark all their child's clothes, shoes and slippers to avoid any possible exchange or loss.

³The Childcare Team is unable to carry out permanent checks on clothing and personal items (glasses, jewellery, toys, etc.). The Management therefore declines all responsibility in the event of damage, loss or theft of personal items.

⁴Children's belongings not collected will be made available to the centre for internal use or donated to a charity.

Art. 40 Leaving the premises

¹In addition to the activities organised at the centre, outings are also organised. Parents should be aware that these outings may be on foot or by public transport.

²Under no circumstances does the daycare centre use private means of transport, with the exception of a taxi or ambulance in the event of an emergency.

Art. 41 Videos, photos and the PepApp application

¹The Childcare Team is authorised to make audio/video recordings and take photographs of the children for internal purposes or to provide information to parents.

²No material or photos will be communicated or published outside the centre without the prior

agreement of the parent.

³Information provided by the person(s) responsible for the child and observations made by the institution about the child are subject to data protection legislation. It may only be passed on outside the institution with their prior consent. Cases of emergency, particularly health emergencies, remain reserved. The person(s) responsible for the child are informed that anonymised data concerning them may be used for statistical purposes by the Committee or by a body duly mandated by it.

⁴The purpose of the PepApp application is to inform parents about activities taking place in the centre and to enable the Management to communicate information about life in the daycare centre. We would like to draw parents' attention to the fact that this application will also be used as a priority in the event of an emergency to notify families. We therefore urge you to download this application.

Art. 42 Training company

¹The parent recognises that as well as being a childcare facility, the centre is also a training centre for adults and trainees.

²Trainers and students benefit from the presence of the children in the group in order to carry out non-profit training programmes.

³The parent authorises the trainer and students to use the data collected in the centre for teaching purposes or written presentations, subject to the guarantee of the child's anonymity.

⁴The parent delegates to the Management the responsibility of guaranteeing the above.

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Art. 43 Insurance

¹The pop e poppa association is covered by the usual early childhood insurance policies. However, it is compulsory for the child to be insured for any accidents or damage that may occur within the daycare centre or in the context of activities with the daycare centre. If the child causes damage or injury to others, his/her civil liability insurance must be taken out.

²By signing the childcare contract, parents certify that their child is insured for civil liability.

³In the event of an accident or illness occurring during the child's stay at the centre, the child's private insurance will cover the costs incurred.

Art. 44 Collaboration with external services

¹Parents and children experiencing temporary difficulties will receive support from the Childcare Team and the Management. In particularly difficult situations, the Management may call on external partners, such as psychologists, child psychiatrists or paediatricians. Any such approach will be made with the prior agreement of the parent. In the event of suspected abuse, the Management will report the case to the competent authorities in accordance with the procedure required by law and/or the cantonal authorities.

Art. 45 Social networks

¹The pop e poppa Association invites its employees not to accept invitations from parents on social networks, out of concern for the protection of the private sphere and the delimitation between private life and professional activity in a profession requiring extreme discretion.

²Parents who are aware of this information are asked not to send out invitations to employees of the pop e poppa Association.

Art. 46 Data protection

¹Information provided by the parent and observations made by the daycare centre about the child are subject to data protection legislation.

² They may only be passed on outside the centre with the prior consent of the parent. Emergency cases, particularly health emergencies, remain reserved.

³The parent is informed that anonymised data concerning the child may be used for statistical purposes by the Committee or by a body duly mandated by it.

Art. 47 Disputes

¹ In the event of a dispute between a parent and one or more employees of the daycare centre, it shall be the responsibility of the Management, and subsequently the Committee, to act as a conciliation body.

Art. 48 Amendments

¹These Regulations were adopted by the Committee on 15 April 2025.

²It comes into force as soon as registrations open for the opening of LES LIONCEAUX daycare centre on 1 December 2025.

³ The Committee may amend these Regulations at any time. Any changes will be brought to the attention of parents.

Annex 1: Fee Schedule

| DAYCARE CENTRE FEE SCHEDULE | |
|---|-------------------------------------|
| FAMILY GROUP CONTRIBUTION INCOME | PRICE PER MONTH (full time*) |
| From ... to IN CHF | CHF |
| Up to 80,000 | 1008 |
| 80 001 - 90 000 | 1163 |
| 90 001 - 100 000 | 1323 |
| 100 001 - 110 000 | 1490 |
| 110 001 - 120 000 | 1663 |
| 120 001 - 130 000 | 1842 |
| 130 001 - 140 000 | 2027 |
| 140 001 - 150 000 | 2219 |
| 150 001 - 160 000 | 2356 |
| 160 001 - 170 000 | 2490 |
| 170 001 - 180 000 | 2623 |
| 180 001 - 190 000 | 2755 |
| 190 001 - 200 000 | 2881 |
| 200 001 - 210 000 | 3000 |
| 210 001 - 220 000 | 3040 |
| 220 001 - 230 000 | 3080 |
| 230 001 - 240 000 | 3120 |
| 240 001 - 250 000 | 3160 |
| over 250,000 | 3200 |

*The monthly fee will be calculated on a pro rata basis according to the number of days attended.