



Asilo Nido
Via delle Aie,1
6900 Lugano

Tel. 091 971 18 88 / 079 559 31 92

REGULATIONS

1.ADMISSION AND REGISTRATION

For the purposes of the admission, the family has to be available to a period of absence that his own child needs (as in point number 8).

The family has to know the regulations, sign the contract and deposit the **fr.200** admission tax. Thanks to this one, the school can reserve the place for the registered child, but in case of waiver of the place, the school doesn't pay back.

2.INSURANCE AND MEDICAL CERTIFICATE OF GOOD HEALTH

The child has to be announced to the insurance of civil liability and accident (binding in Swiss). Moreover, the family has to show a medical certificate of good health. Cases of allergies and intolerances must be reported.

3.TIMES

time slot of service: asylum is opened from Monday to Friday from 7:30 am to 18:30 pm.

Entrance times: in the morning from 7:30 am to 9:15 am, in the afternoon from 13 pm to 14:00 pm.

Leaving times: those who attend only the morning can use the leaving from 12:30 pm to 13:00 pm; those who attend only the afternoon or all day can use the following leaving times: from 16:15 pm to 16.30 pm; from 17.15 pm to 17.30 pm and from 18.00 pm to 18.30 pm.

Who attends the morning may also have an extension of time (which will be specified on the contract) and then use the output from 15.00 to 15.30.

For the welfare of children and for the proper functioning of the service it's important the respect of these times.

Delays will be counted and billed at the hourly rate of CHF 18. – (as in point number 5.)

4.MONTHLY RATES

5 full days per week: CHF 1300.-

4 full days a week: CHF 1100.-

5 half days: CHF 900.-

3 full days per week: CHF 900.-

4 half days: CHF 750.-

5 half days surcharge until 15.30: CHF 1050.-

4 half days (with surcharge) until 15.30 surcharge: CHF 900.-

Morning snack and/or afternoon snack are included but the rate doesn't comprehend the cost of diapers and any milk powder that must be unopened.

The rate doesn't include lunch. (CHF 4.-).

5.EXTRA CONTRACT SERVICES COSTS

Attendance hours not covered in the contract cost CHF 18.- an hour.

6.PAYMENT

The monthly invoice will be delivered by hand at the end of the month or eventually delivered at home. It must be paid by bank report within 30 days.

7.REDUCTION IN THE COST OF THE INSTALLMENT

Reductions are provided only in the following situations:

- Absences of at least 5 consecutive days due to illness, showing a medical certificate, will be charged at 25%.
- Long vacation for a whole month will be billed at 35%

All other absences are still counted and billed.

The days of absence and public holiday can't be retrieved.

Even the hours of absence can not be retrieved.

Families who entrust our structure 2 or more children at the same time have a 10% discount for the second registered child and 20% on the third.

8. AMBIANCE

Is the period of time during which people involved (child, parents and teacher) begin the mutual knowledge, extremely important for the welfare of the child.

During this period, is required the presence of one of the parents that the teacher will handle ensuring gradually in the time of distance between mother and child and also between father and child.

The period is about 3 weeks and the times are established by educator in agreement with the family.

9.PERSONAL EQUIPMENT

According to the teacher and depending on the age of the child, parents must bring the following nursery bedding:

- 2 complete changes (body or singlet , underwear, pants, shirt, socks)
- diapers;
- bib
- 1 toothpaste

Depending on the habits, pacifier, bottle, teddy (plush)

In order to avoid misunderstandings, each object must be provided with the name of the child.

10.FREQUENCY OF CHILDREN / ABSENCES

The frequency is established in the contract and must be respected, except for illness or injury or family problems.

In any case, it is appropriate that the family give notice of the absence of the child the day before or eventually no later than 9.15 am on the same day.

11.DISEASE

In order to ensure, as far as we can, the health of children and staff, in particular, we can't accept children that in the night or in the day immediately preceding, had episodes of vomiting and / or diarrhea, have a rectal temperature equal or higher to 38° C or finally have suspected conjunctivitis.

In any case of doubt, the family must contact the asylum before arrive in.

When these or other episodes of illness happen in the asylum, the teacher must contact the family as soon as possible so that parents can come and take their child.

Dr. Bernasconi is the pediatric reference of the asylum.

If necessary, the staff is authorized to call an ambulance.

The teachers can't administer antibiotics to children. Other medicine may be administered only with written permission from their parents, with precise dosage.

12.OUTPUT AT PLAYGROUND

Starting from 20 months of age of the child, the family authorizes teachers to bring their child to the municipal playground, situated in "Aie street" .

13.OUTPUT FROM THE ASYLUM WITH DIFFERENT PERSONS THAN PARENTS

Parents may delegate another person of legal age to take their child to the asylum. In this case, staff must have written and signed authorization from the parents. The teacher will require a photo ID of the mentioned person.

14.USERS COMPLAINT PROCEDURES

For any kind of complaint or found problems, the concerned person may ask the leader orally or in writing.

15.CANCELLATION

Both sides can terminate the contract giving notice three months before. The family must send the notice to the head of the establishment by hand delivery or by registered letter.

By signing the contract and regulations, parents confirm that they have read, understood and agree to the whole content.

This Regulation has been amended by the direction the 20.10.2017 and replaces the previous regulation. The regulation is part of the contract and will take effect from 01.01.2018.

Direction ABACO

Date: responsible:

Date: parents: