

# Enfants Chablais childcare network

Regulations applicable from 1 January 2022

## PRESCHOOL AND WRAPAROUND CHILDCARE CENTRES & HOME CHILDCARE SERVICES

approved by the inter-municipal board of the Regional Social Services Association for the District of Aigle and Pays-d'Enhaut (ARASAPE) on 28/10/2021 (to be approved)

### Table of Contents

<b>1</b>	<b>NETWORK</b>	<b>2</b>
1.1	Services offered by the Enfants Chablais network	2
1.2	Geographical area of the network	2
1.3	Decision-making body	2
1.4	Administrative management	2
1.5	Funding	2
1.6	Priority criteria	3
1.7	Subsidies	3
<b>2</b>	<b>HOUSEHOLD &amp; INCOME</b>	<b>5</b>
2.1	Definition of household	5
2.2	Components of gross annual income	5
2.3	Calculation of fees	5
<b>3</b>	<b>NURSERY</b>	<b>6</b>
3.1	Entitlement to a subsidised childcare place	6
3.2	Services	6
3.3	Operation	7
3.4	Invoicing	7
3.5	Fees	9
<b>4</b>	<b>CHILDCARE CENTRE FOR PRIMARY SCHOOLCHILDREN (UAPE)</b>	<b>12</b>
4.1	Entitlement to a subsidised childcare place	12
4.2	Services	12
4.3	Operation	13
4.4	Invoicing	14
4.5	Fees	16
<b>5</b>	<b>HOME CHILDCARE SERVICES (AFJ)</b>	<b>18</b>
5.1	Entitlement to a subsidised childcare place	19
5.2	Services	19
5.3	Operation	19
5.4	Invoicing	20
5.5	Fees	22

**1. NETWORK**

**1.1 Services offered by the Enfants Chablais network**

The Enfants Chablais network (hereinafter the network) offers the following services:

- Preschool childcare centre (hereinafter nursery) page 6
- Wraparound childcare centre for primary schoolchildren (hereinafter UAPE) page 12
- Home childcare services (hereinafter AFJ) provided by childminders in a home environment (hereinafter AMF) page 19

These services are part of the political will to facilitate the balancing of work and family life in the Chablais Vaudois region. They, like the network, are subject to the Childcare Act (LAJE) of 20 June 2006.

The services offered by the network are for young children aged from three months to school starting age as well as schoolchildren up to the end of primary school.

**1.2 Geographical area of the network**

All municipalities in the district of Aigle (Aigle, Bex, Chessel, Corbeyrier, Gryon, Lavey-Morcles, Leysin, Noville, Ollon, Ormont-Dessous, Ormont-Dessus, Rennaz, Roche, Villeneuve and Yverne) are part of the Enfants Chablais childcare network.

Parents resident for tax purposes in one of these municipalities are entitled to a subsidised place in accordance with the conditions set out in these regulations.

Families not resident for tax purposes in one of the aforementioned municipalities may access childcare places in the network where there is an agreement with another childcare network (inter-network agreement) or where an exemption is granted by the ARASAPE Management Committee (hereinafter CoDir).

An employer may also join the network and thereby offer access to childcare places to the children of his or her employees, regardless of their place of residence. If necessary, he or she will sign an agreement with the network.

**1.3 Decision-making body**

The ARASAPE Management Committee (hereinafter CoDir) is the decision-making body of the Enfants Chablais childcare network.

**1.4 Administrative management**

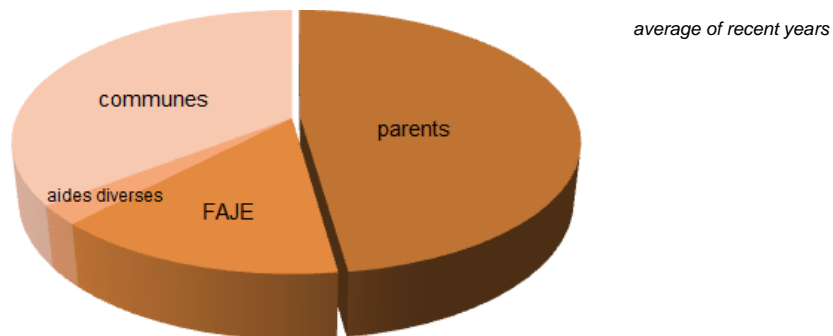
The network is managed by the ARASAPE Childcare department (AJE). For any administrative matters, parents can contact one of our employees at: [enfantschablais@aras.vd.ch](mailto:enfantschablais@aras.vd.ch).

**1.5 Funding**

1.5.1 Funding of the network

Childcare places are mainly subsidised by the municipalities in the network and by the Childcare Foundation (FAJE). Parent contributions are based on household income in accordance with the fee structures shown in articles 3.5.1, 3.5.2, 4.5.1, 4.5.2 and 5.5.1.

1.5.2 Allocation of costs



Translation French/English:	
Communes =	municipalities
Aides diverses=	various forms of assistance
FAJE =	FAJE
Parents =	parents

## 1.6 Priority criteria

Pursuant to article 31(1)(f) of the LAJE, municipalities have the power to set criteria for accessing childcare places. Consequently, the network offers childcare places to families, regardless of their income or wealth, in accordance with the following priority criteria, in order:

- 1) Families residing in the municipalities of the network, where the adults living in the same household as defined in article 2.1 of these regulations are professionally active (in employment, education or training).

Job seeking (if registered with the Regional Job Centre) is considered equivalent to employment. However, the centre manager or specialist education coordinator reserves the right to adjust attendance rates according to the number of places available.

Fees: Subsidised fee in accordance with the provisions of articles 1.7.1 and 1.7.2.

- 2) Families residing in the municipalities of the network, where at least one of the adults living in the same household as defined in article 2.1 of these regulations is not professionally active.

Families requiring childcare for reasons such as the integration of children, a request from social services, a parent in need of respite from childcare duties and having exceeded the entitlement to subsidies. This list is not exhaustive.

Fees: Maximum fee, except for the provisions of article 1.7.3.

- 3) Families residing outside the municipalities of the network, even if the adults living in the same household as defined in article 2.1 of these regulations are professionally active.

Fees: Maximum fee, except for the provisions of article 1.7.4.

After applying the above priority criteria, the centre manager or educational coordinator, in conjunction with the network, has the power to set additional conditions for the allocation of places.

A family whose child attends a centre may be required to free up the place for families with higher priority, subject to a notice period of one month from the end of a month.

## 1.7 Subsidies

A family is entitled to a subsidised place if necessary for work.

### 1.7.1 Placement percentage

The terms and conditions of the subsidies are set out in

- article 3.1 for nurseries page 6
- article 4.1 for UAPes page 12
- article 5.1 for AFJ page 19

The subsidised childcare rate permitted for a family is decided by the network based on documents submitted by the parents.

Placement beyond the subsidised percentage is possible, subject to the number of places available, priorities for access and payment of the maximum fee.

### 1.7.2 Specific details

Job seeking if registered with the Regional Job Centre (ORP), training/education or rehabilitation measures are considered equivalent to employment and allow access to subsidised childcare.

### 1.7.3 Exemption from the subsidy criteria

The CoDir may grant an exemption from the subsidy criteria provided that the parents have submitted a written request to the Enfants Chablais network. The order of priority as described in article 1.6 will still apply.

The CoDir reserves the right to withdraw the exemption at any time.

For centres in the mountains (Gryon, Leysin, Ormont-Dessous, Ormont-Dessus and Villars-sur Ollon), subsidised childcare may be granted according to the number of places vacant, provided that the above process is followed.

#### 1.7.4 Fees for families outside the network

Parents resident for tax purposes outside the municipalities in the network or with a second home in Chablais can also access childcare places, with the lowest priority and subject to payment of the maximum fee. An exception may be made in the following situations:

- Parents working for an approved employer
- Inter-network agreement
- Exemption granted by the CoDir

## 2 HOUSEHOLD & INCOME

Fees are charged according to gross annual household income, regardless of the start or end of the placement.

### 2.1 Definition of household

Adults living in the same household are included in the Economic Unit of Reference (UER) used to calculate the Relevant Income (RD).

**The following are included in the UER:** adults, including the child's mother and father, stepmother and stepfather, registered partners and cohabiting partners. Adults living together, whether married or unmarried, even if one of them is not the child's biological parent, and even if the partner does not legally recognise the child, are included in the UER.

**The following are not included in the UER:** minor or adult children, whether dependent or not, housemates, subtenants, other adults in the family (e.g. grandparents), au pairs. An exception is made if one of these household members is the child's legal guardian.

The parents authorise the network to contact the relevant authorities (local council, population office) for information on the address and composition of the household.

If custody is shared by parents living apart, this will be considered as two separate households with two childcare agreements.

### 2.2 Components of gross annual income

Fees vary according to the relevant income of the UER.

The relevant income taken into account in the calculation of fees for the services is based on gross annual income, including the 13 salary payments; bonuses; ancillary income; annuities; child benefit; grants; household allowances; additional family benefits; unemployment benefit; compensation for loss of earnings; insurance for loss of earnings in case of sickness; any other welfare benefits; old-age, survivors' and disability insurance scheme (AVS/AI), second and third pillars; sickness or accident benefit; life annuities; and pensions. Pensions paid by the UER to third parties may be deducted.

For self-employed workers, the equivalent of gross income is the net profit as shown in the accounts, plus 20%. In case of a financial loss, the income taken into account is zero for the self-employed parent.

### 2.3 Calculation of fees

#### 2.3.1 Provisional fee structure

Every year, on the basis of supporting documents for the current year, a provisional fee is charged until the annual review of income as described in article 2.3.3.

#### 2.3.2 Fee adjustment for the current year

In exceptional cases (loss of employment, increase in hours worked by one parent, change in family circumstances, etc.), the change in circumstances may result in a fee adjustment for the current year. An increase in the placement rate will automatically result in a review of income.

#### 2.3.3 Retroactive review of fees

At the end of the year, a check is carried out on the provisional fee charged (gross income actually received by the household for the period reviewed, household composition, address, etc.). Depending on the result, the difference in favour of the network or the family will be included in an additional invoice or a credit note against the next invoice.

The retroactive review of fees applies only to the previous calendar year.

#### 2.3.4 Supporting documents

In order to determine eligibility for a subsidised place and the associated fee, the network requires supporting documents that can be used to establish the employment status of the household (proof of hours worked, payslip, salary statement, tax return, accounts for self-employed workers, AVS contribution, unemployment registration, proof of minimum welfare benefit (RI), allowances). This list is not exhaustive.

It is the parents' responsibility to provide their financial information to the network within the required time frame, otherwise the maximum fee will be charged without retroactive effect.

### 3 NURSERY

Nurseries offer childcare at a centre for children aged from three months to school starting age.

#### 3.1 Entitlement to a subsidised childcare place

##### 3.1.1 Single-parent families

The maximum subsidised placement rate is the percentage of professional activity of the parent plus 10% to take into account travel and irregular hours. The maximum activity rate is 100%.

*Example: a single-parent family where the parent works at 50% is entitled to a place at 60% for each child at the subsidised fee. The placement rate for each service is set out in article 3.2.1.*

##### 3.1.2 Families with adults living in the same household<sup>1</sup>

The maximum subsidised placement rate is the percentage of professional activity of both adults added together minus 100%. 10% is added to this figure to take into account travel and irregular hours. The maximum activity rate per adult is 100%.

*Example: a family of two adults each working at 70% is entitled to a place at 50% (70% + 70% - 100% + 10%) for each child at the subsidised fee. The placement rate for each service is set out in article 3.2.1.*

#### 3.2 Services

##### 3.2.1 Time slots

In the nursery, the following services are offered:

Service	Time slot	Placement rate
Morning with meal	6.45am - 1pm	10%
Afternoon without meal	1.30pm - 6.30pm	10%
Full day	6.45am - 6.30pm	20%
Short day**	8am - 4pm	20%

The following centres open at 6.30am - Les Renardeaux in Rennaz and L'Espace 1000 Pattes in Villeneuve.

\*\*Only for centres in the mountains. Municipalities: Gryon, Leysin, Ormont-Dessous, Ormont-Dessus & Villars

##### 3.2.2 Regular childcare

Enrolment requires membership according to the time slots referred to in article 3.2.1.

##### 3.2.3 Irregular childcare

Subject to availability and acceptance by the centre manager, irregular childcare may be provided if one of the parents works irregular hours. The hours offered fall within the time slots referred to in article 3.2.1.

Parents are asked to decide on a minimum occupancy rate, as follows:

Attendance rate	Annual quota	Weekly equivalent
20% is equivalent to	46 days	1 day
40% is equivalent to	92 days	2 days
60% is equivalent to	138 days	3 days
80% is equivalent to	184 days	4 days

##### 3.2.4 Emergency childcare

Emergency childcare is possible subject to agreement by the centre manager and is offered per time slot as set out in article 3.2.1.

<sup>1</sup> according to the definition of the Economic Unit of Reference (UER) set out in article 2.1

### 3.3 Operation

#### 3.3.1 Registration on a waiting list

Registration is through the centre or the customer portal: [www.enfantschablais.ch](http://www.enfantschablais.ch). There is no application fee for registration on a waiting list.

#### 3.3.2 Confirmation of enrolment

When enrolment is confirmed by the centre manager, an application fee of CHF 50.00 is charged for each new child.

Following confirmation of enrolment, a childcare agreement is signed between the parents and the network. The placement cannot start until the agreement has been signed and returned to the network.

Any change to the services made less than 30 days before the start of a placement gives rise to an invoice for amendment fees of CHF 30.00.

In case of withdrawal after confirmation of enrolment, the application fee will be retained.

#### 3.3.3 Induction

Children joining the nursery must complete an induction period. The induction schedule is drawn up with the centre manager. Fees for the induction period are charged on the basis of actual attendance for the first two weeks. In case of absence, an invoice will be issued for the services set out in the induction schedule.

In exceptional cases where a child has trouble settling in, the centre manager, in conjunction with the network, may decide to extend the induction period by a maximum of one or two weeks.

#### 3.3.4 Changes

A fee of CHF 30.00 per child is charged for each change in attendance. The amendment period is one month from the end of a month.

*Example: If a request for a change is made on 20 October, it will take effect on 1 December.*

The amendment fee for a change in attendance will not be charged in the following cases:

- if the change is at the request of the centre;
- if the change takes effect for the months of January, August or September.

#### 3.3.5 Termination or break from attendance

There is a trial period of one month for all placements, including the induction period. During this time, the placement may be stopped forthwith. Services provided are payable.

After this trial period, the notice period for termination of the agreement is one month from the end of the month. Invoices will continue to be issued until the end of the notice period.

In case of re-enrolment within the three months following termination of the agreement, the missed months will be invoiced retroactively at the attendance rate of the period preceding termination.

During the transition from nursery to UAPE, invoicing for preschool services will end automatically at the end of July.

### 3.4 Invoicing

#### 3.4.1 Regular childcare

Invoices for the services are issued in 12 monthly instalments per year, in the form of membership fees, regardless of the periods when the centre is closed. The monthly fee is calculated on the basis of 3.83 weeks per month (52 weeks - 6 weeks of closure = 46 weeks, divided by 12 months = 3.83).

Invoicing is based on the fee structure referred to in article 3.5.1. Services are invoiced at the end of the month for the following month.

Any extra hours are invoiced separately according to the time slots set out in article 3.2.1.

### 3.4.2 Irregular childcare

Invoices are issued monthly and in advance on the basis of the requested attendance rate, in accordance with the fee structure in article 3.5.2. All time slots booked will be invoiced, regardless of whether the child attended or not. Offsetting or swapping of days is not allowed.

If the actual attendance is lower than the annual quota set, the difference will be invoiced.

Any extra hours are invoiced separately according to the time slots set out in article 3.2.1.

### 3.4.3 Emergency childcare

Any hours additional to those stated in the childcare agreement are considered as emergency childcare.

Invoices, based on the fee structure shown in article 3.5.2, are in addition to the monthly fee. All time slots booked will be invoiced regardless of whether the child attends or not, unless they are cancelled at least 24 hours before the start of the service. Offsetting or swapping of days is not allowed.

Any extra hours are invoiced separately according to the time slots set out in article 3.2.1.

### 3.4.4 Absences

Absences are charged at 100% and cannot be offset. For organisational reasons, it is important to notify the centre of absences and their duration.

However, special treatment is given for:

a) Illness or accident involving the child:

Absences resulting from illness or accident are charged as follows:

- absence of one week or less: no reduction
- absence of more than a week: not charged from the second week on presentation of a medical certificate

If the absence is longer than four weeks in total and the family wishes to keep the childcare place, the reservation fee will be 20% of the initial fee from the fifth week of absence.

b) Holidays and long-term absences:

The first two consecutive weeks are charged at 100% of the fee, the third and fourth consecutive weeks at 75% of the fee and, from the fifth week, at 20% of the fee. Periods of absence when the centre is closed are not included in the calculation of consecutive weeks.

The centre must be notified in advance of holidays and absences and a completed form must be submitted to the centre manager.

Meals will be refunded from the first day of absence.

The network reserves the right to terminate the agreement with immediate effect after three consecutive months of absence, for whatever reason.

### 3.4.5 Invoices and reminders

All services are included in an invoice payable within 10 days. A dispute may be raised within the same time frame. After this, the amount will be deemed accepted by the parents.

In case of late payment of an invoice, the following reminder charges will be incurred:

- No charge for the first reminder
- CHF 20.00 for the second reminder
- CHF 30.00 for the third reminder

The network, in conjunction with the centre manager, reserves the right to terminate the agreement with the parents with immediate effect in case of failure to comply with the terms and conditions of payment.



### 3.5 Fees

Regular childcare: fee structure shown in article 3.5.1  
 Irregular & emergency childcare: fee structure shown in article 3.5.2

#### 3.5.1 Fee structure

Gross annual income of the UER		Regular childcare			
		Monthly fee for one service per week in CHF			
		<i>Morning with meal</i> <sup>1</sup>	<i>Afternoon</i>	<i>Short day</i> <sup>1</sup> <i>centres in the mountains only</i>	<i>Full day</i> <sup>1</sup>
0	30,000	47.90	38.30	61.30	76.60
30,001	35,000	52.65	42.15	67.40	84.25
35,001	40,000	57.45	45.95	73.55	91.90
40,001	45,000	62.25	49.80	79.65	99.60
45,001	50,000	67.05	53.60	85.80	107.25
50,001	55,000	71.80	57.45	91.90	114.90
55,001	60,000	76.60	61.30	98.05	122.55
60,001	65,000	81.40	65.10	104.20	130.20
65,001	70,000	86.15	68.95	110.30	137.90
70,001	75,000	94.55	75.65	121.05	151.30
75,001	80,000	101.75	81.40	130.20	162.80
80,001	85,000	108.90	87.15	139.40	174.25
85,001	90,000	116.10	92.90	148.60	185.75
90,001	95,000	123.30	98.60	157.80	197.25
95,001	100,000	130.45	104.35	167.00	208.75
100,001	105,000	138.85	111.05	177.70	222.15
105,001	110,000	146.00	116.80	186.90	233.65
110,001	115,000	153.20	122.55	196.10	245.10
115,001	120,000	160.40	128.30	205.30	256.60
120,001	125,000	168.75	135.00	216.00	270.00
125,001	130,000	175.95	140.75	225.20	281.50
130,001	135,000	183.10	146.50	234.40	293.00
135,001	140,000	190.30	152.25	243.60	304.50
140,001	145,000	197.50	158.00	252.80	316.00
145,001	150,000	204.65	163.75	261.95	327.45
150,001	155,000	213.05	170.45	272.70	340.85
155,001	160,000	220.20	176.20	281.90	352.35
160,001	165,000	227.40	181.95	291.10	363.85
165,001	170,000	234.60	187.65	300.25	375.35
170,001	175,000	240.55	192.45	307.95	384.90
175,001	+	246.55	197.25	315.60	394.50

<sup>1</sup> The fee for the services does not include meals.

**3.5.2 Fee structure**

Gross annual income of the UER		Irregular & emergency childcare			
		Fee for one service in CHF			
		<i>Morning with meal</i> <sup>1</sup>	<i>Afternoon</i>	<i>Short day</i> <sup>1</sup> <i>centres in the mountains only</i>	<i>Full day</i> <sup>1</sup>
0	30,000	12.50	10.00	16.00	20.00
30,001	35,000	13.75	11.00	17.60	22.00
35,001	40,000	15.00	12.00	19.20	24.00
40,001	45,000	16.25	13.00	20.80	26.00
45,001	50,000	17.50	14.00	22.40	28.00
50,001	55,000	18.75	15.00	24.00	30.00
55,001	60,000	20.00	16.00	25.60	32.00
60,001	65,000	21.25	17.00	27.20	34.00
65,001	70,000	22.50	18.00	28.80	36.00
70,001	75,000	24.70	19.75	31.60	39.50
75,001	80,000	26.55	21.25	34.00	42.50
80,001	85,000	28.45	22.75	36.40	45.50
85,001	90,000	30.30	24.25	38.80	48.50
90,001	95,000	32.20	25.75	41.20	51.50
95,001	100,000	34.05	27.25	43.60	54.50
100,001	105,000	36.25	29.00	46.40	58.00
105,001	110,000	38.15	30.50	48.80	61.00
110,001	115,000	40.00	32.00	51.20	64.00
115,001	120,000	41.90	33.50	53.60	67.00
120,001	125,000	44.05	35.25	56.40	70.50
125,001	130,000	45.95	36.75	58.80	73.50
130,001	135,000	47.80	38.25	61.20	76.50
135,001	140,000	49.70	39.75	63.60	79.50
140,001	145,000	51.55	41.25	66.00	82.50
145,001	150,000	53.45	42.75	68.40	85.50
150,001	155,000	55.65	44.50	71.20	89.00
155,001	160,000	57.50	46.00	73.60	92.00
160,001	165,000	59.40	47.50	76.00	95.00
165,001	170,000	61.25	49.00	78.40	98.00
170,001	175,000	62.80	50.25	80.40	100.50
175,001	+	64.40	51.50	82.40	103.00

<sup>1</sup> The fee for the services does not include meals.

### 3.5.3 Meals

Once the child reaches the age of 12 months, meal costs are invoiced the following month. The fee is CHF 7.00 per lunch. There is no deduction if the child does not have a meal.

For regular childcare, the fixed monthly fee for one meal per week is CHF 26.80 (CHF 7.00 x the coefficient 3.83)

### 3.5.4 Sibling discount

Families with two children cared for in the network	20% discount
Families with three children cared for in the network	30% discount
Families with four or more children cared for in the network	40% discount

The reductions only apply to childcare services. Meals and application fees are not included. The sibling discount also applies to households charged the maximum fee.

## 4 CHILDCARE CENTRE FOR PRIMARY SCHOOLCHILDREN (UAPE)

UAPEs offer childcare at a centre for schoolchildren up to the end of primary school.

### 4.1 Entitlement to a subsidised childcare place

#### 4.1.1 Single-parent families

The maximum subsidised placement rate is the percentage of professional activity of the parent plus 10% to take into account travel and irregular hours. The maximum activity rate is 100%.

*Example: a single-parent family where the parent works at 50% is entitled to a place at 60% for each child at the subsidised fee. The placement rate for each service is set out in article 4.2.1.*

#### 4.1.2 Families with adults living in the same household<sup>2</sup>

The maximum subsidised placement rate is the percentage of professional activity of both adults added together minus 100%. 10% is added to this figure to take into account travel and irregular hours. The maximum activity rate per adult is 100%.

*Example: a family of two adults each working at 70% is entitled to a place at 50% (70% + 70% - 100% + 10%) for each child at the subsidised fee. The placement rate for each service is set out in article 4.2.1.*

### 4.2 Services

#### 4.2.1 Time slots

In the UAPE, the following services are offered:

Morning before school
Morning with no school
Midday with a meal*
Afternoon with no school**
Afternoon after school**
End of the day

\*Continuous school day: The length of the midday service for schoolchildren with school in the afternoon is shortened.

\*\*Continuous school day: After-school childcare includes both of these services.

The relevant timetables are available from centres.

Childcare for one service per week equates to the following percentages:

Morning	8%
Midday	4%
Afternoon	8%
Based on 20% for a full day.	

#### 4.2.2 Regular childcare

Enrolment requires membership according to the time slots referred to in article 4.2.1.

#### 4.2.3 Irregular childcare

Subject to availability and acceptance by the centre manager, irregular childcare may be provided if one of the parents works irregular hours. The hours offered fall within the time slots referred to in article 4.2.1.

#### 4.2.4 Emergency childcare

Emergency childcare is possible subject to agreement by the centre manager and is offered per time slot as set out in article 4.2.1.

<sup>2</sup> according to the definition of the Economic Unit of Reference (UER) set out in article 2.1

#### 4.2.5 Childcare during school holidays

Childcare during school holidays is offered by some centres and is possible subject to the agreement of management. The following services are offered:

Half-day with or without a meal	Full day	Short day**
------------------------------------	----------	-------------

\*\*Only for centres in the mountains. Municipalities: Gryon, Leysin, Ormont-Dessous, Ormont-Dessus & Villars

### **4.3 Operation**

#### 4.3.1 Registration on a waiting list

Registration is through the centre or the customer portal: [www.enfantschablais.ch](http://www.enfantschablais.ch). There is no application fee for registration on a waiting list.

#### 4.3.2 Confirmation of enrolment

When enrolment is confirmed by the centre manager, an application fee of CHF 50.00 is charged for each new child.

Following confirmation of enrolment, a childcare agreement is signed between the parents and the network. The placement cannot start until the agreement has been signed and returned to the network.

Any change to the services made less than 30 days before the start of a placement gives rise to an invoice for amendment fees of CHF 30.00.

In case of withdrawal after confirmation of enrolment, the application fee will be retained.

#### 4.3.3 Changes

A fee of CHF 30.00 per child is charged for each change in attendance. The amendment period is one month from the end of a month.

*Example: If a request for a change is made on 20 October, it will take effect on 1 December.*

The amendment fee for a change in attendance will not be charged in the following cases:

- if the change is at the request of the centre;
- if the change takes effect for the months of January, August or September.

#### 4.3.4 New school year

A UAPE childcare agreement is only valid for the current school year. Children must re-enrol every year.

At the beginning of each school year, all requests are reviewed and childcare places are allocated according to the priority criteria set out in article 1.6.

#### 4.3.5 Childcare during school holidays

An enrolment form for childcare during school holidays must be completed by the parents and submitted to the centre manager within the specified time frame. All time slots booked are final.

#### 4.3.6 Termination or break from attendance

There is a trial period of one month for all placements. During this time, the placement may be stopped forthwith. Services provided are payable.

After this trial period, the notice period for termination of the agreement is one month from the end of the month. Invoices will continue to be issued until the end of the notice period.

In case of re-enrolment within the three months following termination of the agreement, the missed months will be invoiced retroactively at the attendance rate of the period preceding termination.

## 4.4 Invoicing

### 4.4.1 Regular childcare

Invoices for the services are issued in 10 monthly instalments per year, in the form of membership fees, regardless of the periods when the centre is closed. The months of July and August are not invoiced. The monthly fee is calculated on the basis of 3.6 weeks per month (52 weeks - 16 weeks of closure<sup>3</sup> = 36 weeks, divided by 10 months = 3.6).

Invoicing is based on the fee structure referred to in article 4.5.1. Services are invoiced at the end of the month for the following month.

Any extra hours are invoiced separately according to the time slots set out in article 4.2.1.

### 4.4.2 Irregular childcare

Invoices are issued in the month following the period of childcare. The fee is calculated on the basis of the fee structure shown in article 4.5.2. All time slots booked will be invoiced, regardless of whether the child attended or not. Offsetting or swapping of days is not allowed.

Any extra hours are invoiced separately according to the time slots set out in article 4.2.1.

### 4.4.3 Emergency childcare

Any hours additional to those stated in the childcare agreement are considered as emergency childcare.

Invoices are issued in the month following the period of childcare. The fee is calculated on the basis of the fee structure shown in article 4.5.2. All time slots booked will be invoiced regardless of whether the child attends or not, unless they are cancelled at least 24 hours before the start of the service. Offsetting or swapping of days is not allowed.

Any extra hours are invoiced separately according to the time slots set out in article 4.2.1.

### 4.4.4 Childcare during school holidays

The fee is calculated on the basis of the fee structure shown in article 4.5.3 as well as the 'holiday enrolment form'. All time slots booked will be invoiced, regardless of whether the child attended or not. Offsetting or swapping of days is not allowed.

Any extra hours are invoiced separately according to the time slots set out in article 4.2.5.

### 4.4.5 Absences

Absences are charged at 100% and cannot be offset. For organisational reasons, it is important to notify the centre of absences and their duration.

However, special treatment is given for:

a) Illness or accident involving the child:

Absences resulting from illness or accident are charged as follows:

- absence of one week or less: no reduction
- absence of more than a week: not charged from the second week on presentation of a medical certificate

If the absence is longer than four weeks in total and the family wishes to keep the childcare place, the reservation fee will be 20% of the initial fee from the fifth week of absence.

---

<sup>3</sup> The following are included in the 16 weeks of closure: school holiday periods, cantonal public holidays and mandatory school activities

b) Holidays and long-term absences:

The first two consecutive weeks are charged at 100% of the fee, the third and fourth consecutive weeks at 75% of the fee and, from the fifth week, at 20% of the fee. Periods of absence when the centre is closed are not included in the calculation of consecutive weeks.

The centre must be notified in advance of holidays and absences and a completed form must be submitted to the centre manager.

Meals will be refunded from the first day of absence.

The network reserves the right to terminate the agreement with immediate effect after three consecutive months of absence, for whatever reason.

4.4.6 Invoices and reminders

All services are included in an invoice payable within 10 days. A dispute may be raised within the same time frame. After this, the amount will be deemed accepted by the parents.

In case of late payment of an invoice, the following reminder charges will be incurred:

- No charge for the first reminder
- CHF 20.00 for the second reminder
- CHF 30.00 for the third reminder

The network, in conjunction with the centre manager, reserves the right to terminate the agreement with the parents with immediate effect in case of failure to comply with the terms and conditions of payment.

## 4.5 Fees

### 4.5.1 Fee structure

#### Childcare while school is in session

#### Monthly fee for one service per week in CHF

Gross annual income of the UER		Morning before school	Morning with no school	Midday with a meal <sup>1, 2</sup>	Afternoon with no school <sup>2</sup>	Afternoon after school	End of the day
0	30,000	9.20	21.40	12.25	9.20	12.25	6.10
30,001	35,000	10.00	23.30	13.30	10.00	13.30	6.65
35,001	40,000	10.80	25.20	14.40	10.80	14.40	7.20
40,001	45,000	11.60	27.10	15.50	11.60	15.50	7.75
45,001	50,000	12.40	29.00	16.55	12.40	16.55	8.30
50,001	55,000	13.25	30.85	17.65	13.25	17.65	8.80
55,001	60,000	14.30	33.40	19.10	14.30	19.10	9.55
60,001	65,000	15.65	36.55	20.90	15.65	20.90	10.45
65,001	70,000	17.00	39.70	22.70	17.00	22.70	11.35
70,001	75,000	18.65	43.45	24.85	18.65	24.85	12.40
75,001	80,000	20.00	46.60	26.65	20.00	26.65	13.30
80,001	85,000	21.60	50.40	28.80	21.60	28.80	14.40
85,001	90,000	22.95	53.55	30.60	22.95	30.60	15.30
90,001	95,000	24.30	56.70	32.40	24.30	32.40	16.20
95,001	100,000	25.65	59.85	34.20	25.65	34.20	17.10
100,001	105,000	27.25	63.65	36.35	27.25	36.35	18.20
105,001	110,000	28.60	66.80	38.15	28.60	38.15	19.10
110,001	115,000	30.25	70.55	40.30	30.25	40.30	20.15
115,001	120,000	31.60	73.70	42.10	31.60	42.10	21.05
120,001	125,000	33.20	77.50	44.30	33.20	44.30	22.15
125,001	130,000	34.55	80.65	46.10	34.55	46.10	23.05
130,001	135,000	36.20	84.40	48.25	36.20	48.25	24.10
135,001	140,000	37.55	87.55	50.05	37.55	50.05	25.00
140,001	145,000	38.90	90.70	51.85	38.90	51.85	25.90
145,001	150,000	40.25	93.85	53.65	40.25	53.65	26.80
150,001	155,000	41.85	97.65	55.80	41.85	55.80	27.90
155,001	160,000	43.20	100.80	57.60	43.20	57.60	28.80
160,001	165,000	44.80	104.60	59.75	44.80	59.75	29.90
165,001	170,000	46.15	107.75	61.55	46.15	61.55	30.80
170,001	175,000	47.50	110.90	63.35	47.50	63.35	31.70
175,001	+	48.60	113.40	64.80	48.60	64.80	32.40

<sup>1</sup> The fee for the services does not include meals.

<sup>2</sup> Continuous school day: The midday package is charged at half of the fee shown for schoolchildren with school in the afternoon (shortened lunch break) and after-school childcare is charged as part of the 'Afternoon with no school' service.



4.5.2 Fee structure

		Irregular & emergency childcare					
		Fee for one service in CHF					
Gross annual income of the UER		Morning before school	Morning with no school	Middaywith a meal <sup>1,2</sup>	Afternoon with no school <sup>2</sup>	Afternoon after school	End of the day
0	30,000	2.55	5.95	3.40	2.55	3.40	1.70
30,001	35,000	2.80	6.45	3.70	2.80	3.70	1.85
35,001	40,000	3.00	7.00	4.00	3.00	4.00	2.00
40,001	45,000	3.20	7.55	4.30	3.20	4.30	2.15
45,001	50,000	3.45	8.05	4.60	3.45	4.60	2.30
50,001	55,000	3.70	8.55	4.90	3.70	4.90	2.45
55,001	60,000	3.95	9.30	5.30	3.95	5.30	2.65
60,001	65,000	4.35	10.15	5.80	4.35	5.80	2.90
65,001	70,000	4.70	11.05	6.30	4.70	6.30	3.15
70,001	75,000	5.20	12.05	6.90	5.20	6.90	3.45
75,001	80,000	5.55	12.95	7.40	5.55	7.40	3.70
80,001	85,000	6.00	14.00	8.00	6.00	8.00	4.00
85,001	90,000	6.40	14.85	8.50	6.40	8.50	4.25
90,001	95,000	6.75	15.75	9.00	6.75	9.00	4.50
95,001	100,000	7.10	16.65	9.50	7.10	9.50	4.75
100,001	105,000	7.55	17.70	10.10	7.55	10.10	5.05
105,001	110,000	7.95	18.55	10.60	7.95	10.60	5.30
110,001	115,000	8.40	19.60	11.20	8.40	11.20	5.60
115,001	120,000	8.80	20.45	11.70	8.80	11.70	5.85
120,001	125,000	9.20	21.55	12.30	9.20	12.30	6.15
125,001	130,000	9.60	22.40	12.80	9.60	12.80	6.40
130,001	135,000	10.05	23.45	13.40	10.05	13.40	6.70
135,001	140,000	10.45	24.30	13.90	10.45	13.90	6.95
140,001	145,000	10.80	25.20	14.40	10.80	14.40	7.20
145,001	150,000	11.20	26.05	14.90	11.20	14.90	7.45
150,001	155,000	11.65	27.15	15.50	11.65	15.50	7.75
155,001	160,000	12.00	28.00	16.00	12.00	16.00	8.00
160,001	165,000	12.45	29.05	16.60	12.45	16.60	8.30
165,001	170,000	12.80	29.95	17.10	12.80	17.10	8.55
170,001	175,000	13.20	30.80	17.60	13.20	17.60	8.80
175,001	+	13.50	31.50	18.00	13.50	18.00	9.00

<sup>1</sup> The fee for the services does not include meals.

<sup>2</sup> Continuous school day: The midday package is charged at half of the fee shown for schoolchildren with school in the afternoon (shortened lunch break) and after-school childcare is charged as part of the 'Afternoon with no school' service.

### 4.5.3 Fee structure

#### Childcare during school holidays

#### Fee for one service

in CHF

Gross annual income of the UER		half day without a meal	half day with a meal <sup>1</sup>	Short day <sup>1</sup> centres in the mountains only	Full day <sup>1</sup>
0	30,000	9.35	11.05	13.60	17.00
30,001	35,000	10.20	12.05	14.80	18.50
35,001	40,000	11.00	13.00	16.00	20.00
40,001	45,000	11.80	14.00	17.20	21.50
45,001	50,000	12.65	14.95	18.40	23.00
50,001	55,000	13.50	15.95	19.60	24.50
55,001	60,000	14.55	17.20	21.20	26.50
60,001	65,000	15.95	18.85	23.20	29.00
65,001	70,000	17.30	20.45	25.20	31.50
70,001	75,000	19.00	22.45	27.60	34.50
75,001	80,000	20.35	24.05	29.60	37.00
80,001	85,000	22.00	26.00	32.00	40.00
85,001	90,000	23.40	27.65	34.00	42.50
90,001	95,000	24.75	29.25	36.00	45.00
95,001	100,000	26.15	30.90	38.00	47.50
100,001	105,000	27.75	32.80	40.40	50.50
105,001	110,000	29.15	34.45	42.40	53.00
110,001	115,000	30.80	36.40	44.80	56.00
115,001	120,000	32.15	38.00	46.80	58.50
120,001	125,000	33.85	40.00	49.20	61.50
125,001	130,000	35.20	41.60	51.20	64.00
130,001	135,000	36.85	43.55	53.60	67.00
135,001	140,000	38.25	45.20	55.60	69.50
140,001	145,000	39.60	46.80	57.60	72.00
145,001	150,000	41.00	48.45	59.60	74.50
150,001	155,000	42.65	50.40	62.00	77.50
155,001	160,000	44.00	52.00	64.00	80.00
160,001	165,000	45.65	53.95	66.40	83.00
165,001	170,000	47.05	55.60	68.40	85.50
170,001	175,000	48.40	57.20	70.40	88.00
175,001	+	49.50	58.50	72.00	90.00

<sup>1</sup> The fee for the services does not include meals.

### 4.5.4 Meals

The fee is CHF 8.00 per lunch. There is no deduction if the child does not have a meal.

For regular childcare, the fixed monthly fee for one meal per week is CHF 28.60 (CHF 8.00 x the coefficient 3.6).

### 4.5.5 Sibling discount

Families with two children cared for in the network	20% discount
Families with three children cared for in the network	30% discount
Families with four or more children cared for in the network	40% discount

The reductions only apply to childcare services. Meals and application fees are not included. The sibling discount also applies to households charged the maximum fee.

## 5 HOME CHILDCARE SERVICES (AFJ)

Home childcare services are provided by childminders in a home environment (AMF) to young children aged from three months to the end of primary school.

### 5.1 Entitlement to a subsidised childcare place

#### 5.1.1 Single-parent families

The maximum subsidised placement rate is the percentage of professional activity of the parent plus 10% to take into account travel and irregular hours. The maximum activity rate is 100%.

*Example: a single-parent family where the parent works at 50% is entitled to a place at 60% for each child at the subsidised fee.* The placement rate for the hours of childcare provided by the childminder is set out in article 5.2.1.

#### 5.1.2 Families with adults living in the same household<sup>4</sup>

The maximum subsidised placement rate is the percentage of professional activity of both adults added together minus 100%. 10% is added to this figure to take into account travel and irregular hours. The maximum activity rate per adult is 100%.

*Example: a family of two adults each working at 70% is entitled to a place at 50% (70% + 70% - 100% + 10%) for each child at the subsidised fee.* The placement rate for the hours of childcare provided by the childminder is set out in article 5.2.1.

### 5.2 Services

Home childcare is a particularly flexible form of childcare that fits perfectly around both regular and irregular hours. Subject to availability and acceptance by the AMF and the educational coordinator of the network, childcare can be provided at weekends and on public holidays.

#### 5.2.1 Childcare arrangements

Arrangements for home childcare services are governed by a placement agreement signed by the parents, the AMF and the educational coordinator of the network.

The network reserves the right to refuse any placement that does not meet the following conditions:

- at least two consecutive hours of childcare
- a minimum of eight hours of childcare per week for a preschool child
- a minimum of four hours of childcare per week for a schoolchild

A placement at 100% equates to a weekly average of 58.75 hours of childcare.

#### 5.2.2 Night-time childcare

In exceptional cases, and if the terms and conditions of the placement allow, the educational coordinator may authorise a childminder to accept a maximum of 12 nights per month, especially for children whose parents work nights.

#### 5.2.3 Emergency childcare

Emergency childcare is possible subject to agreement by the educational coordinator and the availability of childcare places.

### 5.3 Operation

#### 5.3.1 Registration on a waiting list

Registration is through the home childcare services office or the customer portal: [www.enfantschablais.ch](http://www.enfantschablais.ch). There is no application fee for registration on a waiting list.

<sup>4</sup> according to the definition of the Economic Unit of Reference (UER) set out in article 2.1

### 5.3.2 Confirmation of enrolment

When enrolment is confirmed, an application fee of CHF 50.00 is charged for each new child.

Following confirmation of enrolment, an agreement is signed between the AMF and the parents and approved by the educational coordinator. A childcare agreement is also signed between the parents and the network. The placement cannot start until both agreements have been signed and returned to the network.

In case of withdrawal, the application fee will be retained.

### 5.3.3 Induction

Children must complete an induction period. It is recommended that this be for two weeks. The pace of the induction is discussed and agreed with the AMF.

Fees for the induction period are charged on the basis of actual attendance. In case of absence, the hours set out in the agreement are invoiced.

### 5.3.4 Changes

Changes must be the subject of an amendment to the agreement. The amendment period is 10 working days.

### 5.3.5 Termination of break from attendance

There is a trial period of one month for all placements. This includes the induction period. During this time, the placement can be stopped forthwith by either party. Childcare hours are invoiced according to the agreement. Additional hours are also invoiced.

After this trial period, the notice period for termination of the agreement is one month from the end of the month. Invoices will continue to be issued until the end of the notice period.

No requests for absence, holidays or changes in attendance will be accepted once the end of the placement has been scheduled.

## **5.4 Invoicing**

### 5.4.1 Regular and irregular childcare

Invoices are issued in the month following the services on the basis of the fee structure shown in article 5.5.1.

The AFJ invoices the agreed services according to the childcare agreement. Additional hours are invoiced. Hours are rounded to 15 minutes in favour of the childminder.

### 5.4.2 Childcare at weekends, nights and public holidays

Invoicing for Saturdays is the same as for working days of the week. On Sundays and public holidays, childcare hours are weighted by a factor of 1.5.

The night runs from 8pm until 7am, regardless of the child's sleeping patterns. The night fee is a fixed amount equivalent to five hours of childcare at the applicable rate.

### 5.4.3 Absences

All absences are charged according to the agreement, except in the following situations:

a) Illness or accident involving the child:

Absences resulting from illness or accident are charged as follows:

- absence of two weeks or less: no reduction
- absence of more than two weeks: not charged from the third week on presentation of a medical certificate

b) Holidays and long-term absences (minimum of one week)

- Agreement providing for childcare all year round, including school holidays:  
in addition to the childminder's holiday periods, parents may take five weeks' holiday at no charge, provided notice is given no later than one month in advance. If these conditions are not met, childcare hours will be invoiced according to the agreement.
- Agreement not providing for childcare during school holidays:  
School holiday periods are not invoiced. Any additional holiday is invoiced according to the agreement.

The network reserves the right to terminate the agreement with immediate effect after three consecutive months of absence, for whatever reason.

#### 5.4.4 Invoices and reminders

All services are included in an invoice payable within 10 days. A dispute may be raised within the same time frame. After this, the amount will be deemed accepted by the parents.

In case of late payment of an invoice, the following reminder charges will be incurred:

- No charge for the first reminder
- CHF 20.00 for the second reminder
- CHF 30.00 for the third reminder

The network reserves the right to terminate the agreement with the parents with immediate effect in case of failure to comply with the terms and conditions of payment.

## 5.5 Fees

### 5.5.1 Fee structure

Gross annual income of the UER		Hourly fee <sup>1</sup>
0	30,000	1.80
30,001	35,000	1.95
35,001	40,000	2.10
40,001	45,000	2.25
45,001	50,000	2.40
50,001	55,000	2.55
55,001	60,000	2.80
60,001	65,000	3.10
65,001	70,000	3.35
70,001	75,000	3.65
75,001	80,000	3.90
80,001	85,000	4.20
85,001	90,000	4.45
90,001	95,000	4.75
95,001	100,000	5.05
100,001	105,000	5.35
105,001	110,000	5.60
110,001	115,000	5.90
115,001	120,000	6.20
120,001	125,000	6.50
125,001	130,000	6.75
130,001	135,000	7.05
135,001	140,000	7.30
140,001	145,000	7.60
145,001	150,000	7.90
150,001	155,000	8.20
155,001	160,000	8.45
160,001	165,000	8.75
165,001	170,000	9.05
170,001	175,000	9.30
175,001	+	9.50

<sup>1</sup> The fee for the services does not include meals.

### 5.5.2 Meals

The fee is CHF 5.00 per meal (lunch and dinner) for children up to the age of six, then CHF 8.00 for children aged six and over. Invoices are issued the following month.

Breakfast and snacks are charged at CHF 2.00 each unless provided by the parents.

There is no charge for meals if the parents provide meals for infants. This rule only applies until the age of 12 months, except in exceptional cases.

### 5.5.3 Sibling discount

Families with two children cared for in the network	20% discount
Families with three children cared for in the network	30% discount
Families with four or more children cared for in the network	40% discount

The reductions only apply to childcare services. Meals and application fees are not included. The sibling discount also applies to households charged the maximum fee.