




# Rules of procedure and prices 2023-2024

We welcome children from the age of 6 months and up to over 3 years not schooled.

## From Monday to Friday 8.30am – 5pm

	Arrival	Pick up at
<b>Morning</b>	between 8h30 and 9h30	between 12h15 and 12h30
<b>Afternoon</b>	between 13h and 13h30	between 15h30 and 17h

Thank you for following the schedules. In the event of delay, please contact us as soon as possible. If the children are not arrived at 9.30am, their places can be proposed to others children. For repeated lateness, children could be not more welcome to the nursery.



Upon your arrival, you have to introduce yourselves to the executive secretary then to accompany your child to the staff who will welcome you and take note of any necessary information such sleeping pattern... .

**We would like to remind you that only the parents and adults listed on the registration form will be authorized to pick up the child. The identity card can be asked.**

## INSCRIPTION

In order to make a registration, we needs:

- The registration form.
- Copies of your child DTP vaccination information and family book.
- The rules of procedure signed.

**Upon reception, we will be able to secure a space for your child and send you a confirmation by mail. During the holidays, we make reservation for full week only.**

## BAG

6 to 16 month	Older than 16 month
<ul style="list-style-type: none"> <li>• A full set of closes,</li> <li>• Nappies and care lotion if necessary,</li> <li>• The child's favorite object (confort item) and the dummy,</li> <li>• The child's health record,</li> <li>• baby sleeping bag</li> <li>• <b>the food for the lunch and the snack</b></li> </ul>	<ul style="list-style-type: none"> <li>• A full set of closes,</li> <li>• Nappies and care lotion if necessary,</li> <li>• The child's favorite object (confort item) and the dummy,</li> <li>• The child's health record,</li> <li>• High protection sunscreen, hat, gloves, boots, sunglasses, snow clothes</li> </ul>

**The bag and each object in it must be marked with the child's first name (marker are available in the hall). No jewelry allowed.**

## HEALT

Vaccine records must be available at all times in the child's bag.

The mandatory vaccines for children admitted in communities are the D.T.P. (Diphtheria, Tetanus & Pertussis).

**A child that is suspected to be sick will not be admitted.**

Also, in case of contagious diseases, a child may be refused admission for a given period of time.

Medication cannot be given to the child even with presentation of a medical prescription.

## LUNCH AND SNACK



**It should be noted that the children must have eaten their breakfast or their lunch (for the afternoon welcome) before coming to the nursery.**

6 to 16 month :	Older than 16 month
<p><b>Parents provide food and snack</b></p> <p>Only <b>industrial packaged foods</b>, dairy products that conserve <b>at room temperature</b>, fruits are allowed.</p> <p>Baby's bottle will be prepared by our staff: we need so the feeding <u>empty</u> bottle, powder milk, unopened mineral water or unopened milk bottle.</p> <p>Only <b>industrial packaged foods</b>, dairy products that conserve at room temperature, fruits are allowed.</p> <p>Know that (according to the legislation in force) bottles (water or milk) can be kept only 48 h. To avoid waste, try to give us small bottles. No bottle open in the nursery will not be returned.</p> <p><b>No preparation House.</b></p>	<p><b>Parents provide snack</b></p> <p>Only <b>industrial packaged foods</b>, dairy products that conserve at room temperature, fruits are allowed. Please note that milk and chocolate powder are not accepted. (baby's bottle will not be prepared in this area).</p> <p>La Souris Verte provide lunch for over 16 months, for subscription in all day, or in half days morning.</p> <p>Know that (according to the legislation in force) bottles (water or milk) can be kept only 48 h. To avoid waste, try to give us small bottles. No bottle open in the nursery will not be returned.</p> <p><b>No preparation House.</b></p>

## PRICE

	TIMETABLES	PRICES
<b>Prices to the unit</b>		
Day (over 16 months) with lunch and snack	8h30-17h	<b>62 €</b>
½ day morning with lunch or snack	8h30-12h30 or 13h00-17h00	<b>47 €</b>
½ day or afternoon (older than 16 month)	8h30-12h30 or 13h00-17h00	<b>40€</b>
<b>Packages</b>		
5 days (over 16 months) with lunch and snack	8h30-17h00	<b>270 €</b>
5 half days morning with lunch or snack	8h30-12h30 or 13h00-17h00	<b>210 €</b>
5 half days morning or afternoon (older than 16 month)	08h30-12h30 or 13h00-17h00	<b>180 €</b>
<b>Christmas week and New Year week and Paques</b>		
4 days (over 16 months) with lunch and snack	8h30-17h	<b>220 €</b>
4 half days morning with lunch	8h30-12h30 or 13h00-17h00	<b>170 €</b>
4 half days morning or afternoon (older than 16 month)	08h30-12h00 or 13h00-17h00	<b>150 €</b>
Price if time exceeded		<b>10 €</b>
Free offered from 2 children registered.		<b>6 €</b>
Supplement (In case of complement Of registration)		<b>12 €</b>

**Weekly package:** Monday to Friday only.

**Christmas and New Year week** are proposed because the 25<sup>th</sup> of December and the 1<sup>st</sup> January are closed.

The fees must be paid up in full **the first day upon arrival** by credit card, check, or cash. (The establishment accounts are managed under the direct supervision of the local tax collector). All fees are nominal, valid only over the period of the reservation.

**FEES ARE NOT REFUNDABLE even with medical certificate.**  
**During the French school holidays, we make pre-reservation for full week only.**

The Mayor :Alexandra FOURGEAUD  
The Director : Séverine EMONIN

Parents signature with « read and approved »