

# Rules of the Nursery

**Dear parents, you are kindly requested to respect the following:**

## **Opening hours:**

The nursery opens everyday at **7:30** am. All children are expected to be at the nursery **before 8:15 am** so that they can play freely in the playroom until the guided activities start at **8:30** am.

Please note that it is very unpleasant for a child to start his day by a guided activity and that is why it is important for him to play at least for 15 minutes before.

Our program ends at 1:15 pm so that children will be ready to leave at 1:30 pm.

## **Schedule:**

### **October → June:**

Monday to Thursday: from 7:30 till 5pm

Friday: from 7:30 till 4pm

Saturday: from 7:30 till 12 pm

### **July → September:**

Monday to Friday: from 7:30 till 4pm

Saturday and Sunday: close

In case you **urgently** need to pick up your child earlier you should inform us in advance.

## **Absence/ Sickness:**

A sick child should stay at home. If a child gets sick during our nursery time, his parents will be contacted immediately to come and pick him\ her up. Meanwhile, he will be isolated from the rest of group. Our staff has the full right not to accept a child in case he\she appears to be sick

You are kindly requested to be cooperative if you are asked to come and take a child back home due to health reasons or if you are asked to keep him at home the day after.

Please note that **the nursery responsible** has the right to refuse a child at the door if he/she appears to be sick.

## **Personal belongings:**

Part of our program is to teach children how to become independent, that's why we expect them to come every morning **without any personal objects** (toys jewels, valuable objects or other). Only books are allowed (and encouraged)...

## **Unknown person:**

The nursery reserves the right not to give the child to any unknown person without the consent of the parents.

## **Cloth:**

Dirty clothes will be sent home with the child, please replace clean clothes the next day.

## **Payment:**

Payments are due by the beginning of each month.

Payments are non refundable under any circumstance, even in case of sickness or travel.