



Regulation Child care Center

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“Pomme d’Happy” is a company-run child care center, open to all children of Philip Morris International (PMP) employees and families living in Switzerland. The child care center will help the employees of PMP to better combine their family commitments and their professional lives.

The organization is managed by the Myosotis Foundation. The “Pomme d’Happy” child care center is governed by the ruling of the Federal Council of October 19, 1977 and of the law of June 20, 2006 on day care of children (LAJE). It complies with these regulations and is regularly inspected by the Child Care Office (OAEF), which grants authority to run child care facilities.

“Pomme d’Happy” offers four possible types of child care:

- regular or contract-based attendance either on a part-time or full-time basis
- fixed-term contract on a part-time or full-time basis
- occasional extra care
- emergency or non-contractual care. An emergency is justified by a sudden event (death, hospitalization, illness) in the family.

French is the main language used in the child care center. Nonetheless, English has an important role given the different backgrounds of the children.

1. Management

The Director is assisted by three Sector Leaders who are in charge of the educational team.

The educational team looks after the physical and mental wellbeing of the children entrusted to their care, offering a range of age-appropriate activities in order to encourage their experiences and independence. It guides each child on his/her voyage of discovery and is always available and ready to listen to their needs and requirements, all within a structured setting.

The center’s organization takes account of the needs and routines of the children in an environment of trust and respect of each and every one of them.

The administrative team consists of an Administration & Reception Team Leader, 3 Administration & Reception Assistants and 2 housekeeper.

2. Age of admission and number of places available

The child care center “Pomme d’Happy” welcomes children from the end of maternity leave until the official age for entry to elementary school.

The center offers 122 places:

- 40 babies in 4 groups of 10 children
- 42 toddlers in 3 groups of 14 children
- 40 pre-school children in 2 groups of 20 children

The 122 places available include 12 places reserved for children from the City of Lausanne.

The children will move from one sector to the next according to their age and places available within the child care center.

3. Priority of admission for enrollment

Priority is given to parents who work within a PMP entity or respectively who received a proposal of employment contract with a Swiss entity of the PMP group, according to the date of receipt of the pre-enrollment form at the child care center and based on the criteria mentioned below.

For families where both parents work

- 1.1 Both parents or single parent¹ work for PMP with a “STA²” status
- 1.2 Both parents or single parent work for PMP and already have a child enrolled at “Pomme d’Happy”
- 1.3 The mother works for PMP, the father is employed, and they already have a child enrolled at “Pomme d’Happy”
- 1.4 The father works for PMP, the mother is employed, and they already have a child enrolled at “Pomme d’Happy”
- 1.5 Both parents or the single parent work for PMP and do not have a child enrolled at “Pomme d’Happy”
- 1.6 The mother works for PMP with a “STA²” status, the father is employed, and they do not have a child enrolled at “Pomme d’Happy”
- 1.7 The mother works for PMP, the father is employed, and they do not have a child enrolled at “Pomme d’Happy”
- 1.8 The father works for PMP with a “STA²” status, the mother is employed, and they do not have a child enrolled at “Pomme d’Happy”
- 1.9 The father works for PMP, the mother is employed, and they do not have a child enrolled at “Pomme d’Happy”

For families where one of the parents work

- 2.1 The mother works for PMP with a “STA²” status, the father does not work
- 2.2 The mother works for PMP, the father does not work
- 2.3 The father works for PMP with a “STA²” status, the mother does not work
- 2.4 The father works for PMP, the mother does not work

¹ « Family split: considered as single parent »

² « Short term assignments »

If your enrollment contract with Philip Morris International (PMP) group comes to an end, for any reason it may be, you are required to provide such information to Myosotis Foundation as soon as possible. Considering that this contract termination has consequences on the contractual relationship with Myosotis Foundation, you are hereby aware and accept that your employer is authorized to inform the Myosotis Foundation administration, who will treat the information in strict confidentiality.

4. Enrollment process

4.1 Pre-enrollment

Pre-enrollment is mandatory, it must take place prior to the child's admission and is made via the pre-enrollment form available on the Intranet or at the child care center. For families where one of the parents is not employed by PMP, a certificate from the employer confirming the activity rate must be attached to the pre-enrollment form.

For parents who are undertaking training, a certificate from the institute where it is followed, mentioning the number of lessons per week must be produced. In order to apply to a definitive enrollment, parents searching for a job must present a certificate from the regional recruitment office or any other document which justifies the employment search and considered valid by the Executive Board.

When a pre-enrollment form is received by the child care center, the child concerned is registered on the applications list. Thereafter, parents will be regularly asked to confirm if they still want a place at the child care center in case a place could not be offered immediately.

4.2 Allocation of a place and content of the file

The Management allocates places according to the waiting list, availability and priority rules. Once a place is allocated, the child care center contacts the parents in order to best evaluate the child's needs as well as to inform them about the educational line and general functioning of "Pomme d'Happy".

The enrollment contract and its annexes are then given to the parents. The contract must be checked, completed and returned with all of the following documents before the integration period:

- Child's birth certificate
- New certificate if the professional status has changed since pre-registration (see art. 3)
- If parental authority is not shared by both parents, the child alimony agreement or a copy of the court decision must be provided.

The management reserves the right to request the following documents if necessary:

- Health insurance certificate or insurance card
- Certificate from a pediatrician allowing an entry in collective childcare
- Vaccination record

4.3 Parental authority

The parental situation is evaluated on the basis of parental authority. This is checked at the time of registration. It is crucial for the child care center as it enables us to know to whom the center must hand over the child at the end of the day. **In the event of any changes in parental responsibility, the parent with authority must immediately inform the child care center in writing and enclose all necessary documents justifying the change.**

5. Changing frequency of attendance

As priority is given to families where both parents work, the Management can decide to change the contractual attendance days of families where one parent does not work. Consequently, families may be given 3 months' notice of a change in their attendance days.

An increase or reduction in attendance are deemed to be changes to the contract and require at least 2 months' notice

The Management reserves the right to apply a waiting period of 12 months, in case an increase in attendance is requested after a reduction.

6. Terms of termination

Each party is entitled to terminate the contract by giving the other party at least 2 months' notice in writing.

The contract will tacitly come to an end on the last working day before the start of the school year for school-aged children (children having reached the age of 4 years old as of July 31th of the current year). The right to terminate the contract in accordance with the standard above (2 months with a written notice) for any earlier date remains valid.

Parents that leave PMP shall have a 3 months period starting from the end of their employment contract to find alternative child care arrangements for their child. The parties expressly agree that any postponement of the effective end of the employment agreement pursuant to Article 336c of the Swiss Code of Obligations shall not impact the duration of the above-mentioned 3 months period.

The Management reserves the right to apply a waiting period of 12 months, in case a re-enrollment application is submitted after termination.

In the event of non-compliance with these regulations, the Myosotis Foundation reserves the right to exclude a child or a family from the child care center with immediate effect.

7. Opening times

"Pomme d'Happy" child care center is open from Monday to Friday from 7:30am to 7:00pm.

8. Closing dates

"Pomme d'Happy" child care center is closed on the official public holidays of the Canton de Vaud and additionally on Philip Morris International holidays.

The Foundation Committee may decide to close the child care for exceptional reasons.

9. Attendance

The frequency of attendance is decided at the time of enrollment.

To ensure the child adapts successfully to the group, he/she must attend the child care center regularly and for a minimum of two half-days.

Children can be enrolled for a full day or for half a day:

Morning	From 7:30am to 1:00pm
Afternoon	From 1:00pm to 7:00pm

Arrival and departure times differ from one sector to another. Parents are asked to comply with the specific hours of each sector.

Parents agree to respect the opening and closing times of the child care center.

To guarantee the child's wellbeing and routine, and ensure the day runs smoothly, we kindly ask parents to adhere to the following:

- Children in the Toddlers and Pre-School groups must arrive until 9:00am.
- We kindly ask parents to arrive at least 15 minutes before the center's closing time so that the educational team can provide a full report of the day.

10. Integration

A period of a progressive integration is essential before the child starts his/her full contractual attendance. This period helps the child to gently and positively detach himself/herself from his/her family, and at the same time gives parents the opportunity to establish their own links and relationship with the child care center and staff.

Parents are contacted by the Sector Leader in order to organize the progressive integration of their child. The integration period for the Nursery and Toddlers sectors is on a 10-opening-day period. The integration period for the Pre-school sector is on a 5-opening day period.

11. Financial conditions for the children of PMP employees

The fulltime daily fee is a standard tariff. This tariff is annualized and calculated on a basis of 260 working days minus 10 days of bank holidays and 27 days of holidays, for a total based on 223 working days.

The Myosotis Foundation reserves the right to review the fees on the 1st of January each year. The fees take account of the family's financial situation.

The invoiced family contribution is calculated on the rate of attendance indicated in the contract, supplements and deductions (according to the section below).

To determine the family's contribution, parents must provide a certificate of gross monthly salary for each parent or for the parent with parental authority. The single parent must add the amount of the alimony received. The alimony paid for children from a first marriage is deducted from the income. The self-employed must provide a final certificate of AVS contributions for the past year. Parents whose income exceeds the highest salary bracket are not obliged to declare their salaries.

The fee invoiced is calculated on the basis of the monthly family income as follows:

Gross monthly salary multiplied by 13 and divided by 12

In the absence of an ad hoc document, the highest rate will be applied. **Invoices will not be subsequently adjusted, even if the requested supporting documents are submitted subsequently. Parents agree to inform the Management of the child care center of any changes in their financial situation. In case of omission of a financial situation modification announcement, the child care center reserves itself the right to ask for child care costs' retroactive payment.**

The family contribution is reviewed each April based on the new salary certificates.

The fees include the following:

- meals (except baby milk)
- snacks
- drinks
- nappies
- care products (listed in the "Basic pharmacy and care products" list)
- excursions and activities
- miscellaneous supplies

11.1 Extra attendance

Extra attendance is an occasional or punctual care, in addition to the attendance stipulated in the contract. It is not included in the monthly rate and is added to the invoice, at the same applicable fee per day.

Requests for additional hours should be made using the corresponding form available at the reception desk or on the website.

11.2 Emergency care

Emergency care for children not enrolled at "Pomme d'Happy" is invoiced at a fixed rate equivalent to the maximum pro rata daily fee for the number of days that the child attends the center. These exceptional situations are evaluated by the Management.

11.3 Deductions

As the center keeps a place open for the child, attendance is charged even if the child is absent except for the specific situations mentioned below:

- the period of adaptation is invoiced at 50% of the daily rate for the contractual attendance days up to a maximum of 5 to 10 working days according to the sector.
- if several children of the same family attend the child care center over the same period, a 30% reduction will be applied as of the second child.

11.4 Postponement of the admission date by the parents

Postponing the date of admission for more than 7 working days leads to the invoicing of the place, on the rate of the reserved attendance, as from the 8th day and until the parents terminate the contract.

11.5 Holding fee in case of parental leave

In the case of parental leave, if the parents want to reduce the attendance of a child already enrolled at the child care center, a 50% reduction in the rate applies for days contractually booked but not used. The place of the child already attending the child care is reserved for a maximum of 26 weeks, consecutive or not, during the 12 months following the child's arrival. A documentary proof from the

employer, explicitly stating the duration of parental leave, must be provided together with the application form. **This holding fee is not applied in any other circumstances.**

11.6 Justifying the child's absence

The parent must notify the child care center daily in the event of illness or others absences.

The center's Management should be given at least a 15 days prior notice of any holidays.

No financial compensation and/or exchange of attendance days may be granted.

11.7 Billing

Invoices are issued at the start of each month for the previous month.

In case of modifications or disagreements, changes will be applied to the following month's invoice.

11.8 Rate grid

In CHF				Taking effect as of : January 1st, 2014			
Gross monthly family income*	Monthly fee for fulltime care	Price per day	Price per half-day	Gross monthly family income*	Monthly fee for fulltime care	Price per day	Price per half-day
4,500	353	19	10	9,700	1,282	69	35
4,600	372	20	10	9,800	1,319	71	36
4,700	372	20	10	9,900	1,319	71	36
4,800	390	21	11	10,000	1,357	73	37
4,900	390	21	11	10,100	1,375	74	37
5,000	409	22	11	10,200	1,394	75	38
5,100	409	22	11	10,300	1,412	76	38
5,200	427	23	12	10,400	1,431	77	39
5,300	446	24	12	10,500	1,468	79	40
5,400	465	25	13	10,600	1,487	80	40
5,500	483	26	13	10,700	1,505	81	41
5,600	502	27	14	10,800	1,524	82	41
5,700	502	27	14	10,900	1,542	83	42
5,800	520	28	14	11,000	1,580	85	43
5,900	539	29	15	11,100	1,635	88	44
6,000	558	30	15	11,200	1,654	89	45
6,100	576	31	16	11,300	1,673	90	45
6,200	595	32	16	11,400	1,691	91	46
6,300	613	33	17	11,500	1,691	91	46
6,400	632	34	17	11,600	1,710	92	46
6,500	650	35	18	11,700	1,728	93	47
6,600	669	36	18	11,800	1,747	94	47
6,700	688	37	19	11,900	1,765	95	48
6,800	688	37	19	12,000	1,765	95	48
6,900	706	38	19	12,100	1,784	96	48
7,000	725	39	20	12,200	1,803	97	49
7,100	743	40	20	12,300	1,821	98	49
7,200	762	41	21	12,400	1,840	99	50
7,300	781	42	21	12,500	1,840	99	50
7,400	799	43	22	12,600	1,858	100	50
7,500	818	44	22	12,700	1,877	101	51
7,600	836	45	23	12,800	1,896	102	51
7,700	873	47	24	12,900	1,914	103	52
7,800	873	47	24	13,000	1,914	103	52
7,900	892	48	24	13,100	1,933	104	52
8,000	911	49	25	13,200	1,951	105	53
8,100	929	50	25	13,300	1,970	106	53
8,200	948	51	26	13,400	1,988	107	54
8,300	985	53	27	13,500	1,988	107	54
8,400	1,004	54	27	13,600	2,007	108	54
8,500	1,004	54	27	13,700	2,026	109	55
8,600	1,022	55	28	13,800	2,044	110	55
8,700	1,041	56	28	13,900	2,063	111	56
8,800	1,059	57	29	14,000	2,063	111	56
8,900	1,078	58	29	14,100	2,081	112	56
9,000	1,115	60	30	14,200	2,100	113	57
9,100	1,134	61	31	14,300	2,119	114	57
9,200	1,152	62	31	14,400	2,119	114	57
9,300	1,189	64	32	14,500	2,137	115	58
9,400	1,208	65	33	14,600	2,156	116	58
9,500	1,227	66	33	14,700	2,174	117	59
9,600	1,264	68	34	14,800	2,193	118	59
				14,900	2,193	118	59
				15,000	2,211	119	60
				15,100	2,230	120	60

*Gross monthly salary, including 13th month salary (monthly salary x 13, divided by 12)

12. Insurance

"Pomme d'Happy" child care center, managed by the Myosotis Foundation, has the appropriate insurance for this business sector.

Each child must be covered by his/her own sickness/accident insurance.

13. Sickness and accidents

A sick child cannot be cared for at the child care center if he/she is unable to follow the daily routine for medical or practical reasons, especially if he/she has a temperature over 38.5°C and, where antibiotics are prescribed, for 24 hours after the first dose.

A medical certificate may be requested at any time.

The Management must be informed of any contagious illnesses suffered by the child or his/her family, so that the necessary precautions may be taken. The cantonal doctor or, in his place, the doctor from the *Direction de l'Enfance, de la Jeunesse et de l'Education* (DEJE – Directorate for Childhood, Youth and Education) may intervene where necessary. The exclusion rules are set by the commune doctors and available from the Management.

13.1 Medication

Medication brought by a parent will be administered only if a dated and signed authorization is duly completed by the parent. The name, the frequency, the time and the dosage of the medication which has to be administered must imperatively appear on the authorization form.

In case of particular or specific treatment, the medication will be requested to be brought in its original packing, clearly labeled with the child's name and dosage.

We may administer everyday medicines without a medical prescription to ensure the child's wellbeing or safety and in emergency situations.

13.2 General

Throughout their growth, children acquire new skills which allow them to gradually explore their surroundings, but that also expose them to risks. The first contact at the heart of a group is, therefore, a time to be confronted to new viruses and bacteria until then unknown.

By stimulating the immune system, contacts will promote its development, which is mandatorily associated with the contraction of a certain number of childhood diseases and ailments. These risks are inherent to life in a child care center. Based on the recommendations issued by the cantonal authorities, the educational team and house staff take all necessary hygienic measures to ensure the child care center cleanliness and to prevent the spreading of contagious diseases. The child care center favors accident prevention by providing children a safe environment, well adapted to their sensory motor needs. However, parents are made aware of the fact that within every group of children, incidents/accidents may occur and that contagious diseases are, for their part, unavoidable - even despite all the necessary precautions taken. A child's integration in a child care center implies the understanding and acceptance of such specific risks by his/her parents. In case of accident or sudden illness, the child care center's team will immediately contact the parents. In case of emergency and if the parents cannot be reached, the child care center will take all the necessary measures.

Myosotis Foundation strongly recommends families to follow the Swiss immunization schedule stipulated by the Federal Vaccines Commission. Every contagious disease affecting a child or a member of his/her entourage must be announced to the educational team so that the indispensable preventative measures may be taken. The officially-appointed doctor of the Canton, or his/her delegate, may intervene if necessary and demand measures that can be extended to the child's temporary eviction. He/she dictates the eviction rules, which are passed on to the families by the child care center's Direction. Myosotis Foundation is entitled to temporarily exclude or refuse the application of any non-vaccinated child. In case of eviction, the family's periodic payment is due.

13.3 Allergies

The Management of the child care center must be informed on presentation of a medical certificate of any food or other allergies. An individual child care plan can be put in place if requested before the child arrives at the child care center. Any attempts to reintroduce foods will be carried out by the parents at home.

13.4 Special diets

The child care center agrees to cater for special diets on medical grounds (presentation of a medical certificate by the attending doctor), provided it is possible to do so from a practical perspective. In this case, the cook will provide an alternative meal with the same dietary value.

The child care center does not offer special meals under any other circumstances and it is the responsibility of the parents to supplement their child's diet at home.

For hygienic and storage reasons, parents are not permitted to bring food to the center.

13.5 Health authorization

By signing the enrollment contract, parents authorize Myosotis Foundation and Pomme d'Happy Management to:

- **Take the necessary measures regarding medication and transport to a hospital by the Emergency Medical Services (EMS) or fire services**
In case of an emergency, parents will be immediately notified and if their child's health does not absolutely require transport by the EMS or fire services, we will suggest they take their child by their own means to a doctor or hospital. In the case of a transport by the EMS or fire services, a professional of the childcare will accompany the child, if possible until his / her parents arrive.
 - **Involve external professionals (pediatrician, psychologist) after discussion with the parents**
The reference doctor of the child care center has a precautionary role. He ensures children's medical supervision and liaison with generalist doctors, hospitals, especially regarding the care of children who are ill or disabled, always respecting medical confidentiality. Exceptionally, the Canton's official appointed doctor may prescribe something for instance when dealing with contagious illnesses. They may also participate in certain staff meetings with the psychologist, the person in charge, and any other person involved with the child to give a multidisciplinary analysis of a particular situation or while observing a child. Together, they will implement preventive measures to ensure the safety and general hygiene of the child care center, working closely with the SPJ (youth protection services).
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14. Practical aspects of community life

14.1 Parents' contact details / family situation

- Parents, or trusted friends or family members, must be reachable at all times
- Parents should inform the center immediately of any changes in their contact details
- Parents are also asked to notify the center of any events occurring in the child's environment that could have influence on his/her emotions or behavior

14.2 Meetings with families

A first meeting with the Management takes place in order to prepare the arrival of the child into the child care center. At the beginning of the child's integration period, the parents will meet one-to-one with the allocated teacher and/or the Sector Leader. After about 3 months of attendance at the child care center, a further meeting will take place with the educational team. Following this, parents will be offered a review meeting generally about once a year. The Management and the educational team are available to answer other requests from parents.

14.3 Sector Leaders

For each of the 3 sectors, Nursery, Toddlers and Pre-school, a Sector Leader is available to answer parents' questions about the organization, and to respond to comments, suggestions and any particular requests.

14.4 Allocated teacher

Each child is allocated their own teacher who will be closely involved in their integration into the group and their personal development. The allocated teacher is the family's first point of contact.

14.5 Personal items

We kindly ask parents to bring the following essential items for their child's everyday life in the child care center:

Slippers or anti-slip socks, a complete change of clothes and a personal object, such as a teddy bear, comfort toy or security blanket. Please mark the name of the child on each item.

Group life is organized in such a way that it is very difficult, if not impossible, to check each child's personal items. We kindly ask parents to therefore keep the number of additional items to a strict minimum. The child care center declines all responsibility in the event of loss, damage or accidents caused by these items (including glasses). Jewelry must not be worn in order to prevent losses or accidents.

14.6 Excursions / transport

Excursions are organized by the child care center. These are made on foot or by public transport. When signing the contract, parents confirm they authorize the child care center to take the child out for walks or other activities.

14.7 Videos / photos

Your child may be photographed or filmed within our premises on various occasions. We must advise you that these photos may be used internally for educational purposes and may be published on our secured website www.myosotis.ch. By signing the contract, parents authorize the child care center to save a digital copy of the images of their children.

Parents who do not wish their child to be photographed or filmed should inform the Management in writing.

Parents are authorized, within the child care center, to photograph their own children only.

However, given the many different possible methods available to take photos or videos (mobile phones, small cameras, etc.), the Myosotis Foundation cannot not be held responsible for the distribution of photos taken within the child care center by parents or any other person authorized to pick up the child.

15. Access and security

On the child's first integration day, the reception will contact security to arrange the necessary access to the child care center for parents working for PMP.

Parents non-employed by PMP will have to complete an access request at the reception desk to obtain a badge allowing them to access the child care center.

Parents must inform the center of any other persons who may be authorized to pick up a child. An access request form will also have to be completed in order to obtain a badge.

The badge is personal and non-transferable. If lost, please notify the reception desk as soon as possible.

Only persons with a badge are authorized to access the different premises of the child care center.

The Management of the child care may proceed to random checks by security agents to control badges.

If your employment contract with one of the entities of Philip Morris International (PMP) comes to an end, for any reason it may be, you are required to provide such information to Myosotis Foundation as soon as possible. Considering that this contract termination has consequences on the contractual relationship with Myosotis Foundation, you are hereby aware and accept that your employer is authorized to inform the Myosotis Foundation administration, who will treat the information in strict confidentiality.

16. Arbitration

In the event of a dispute between parents and the employees of the child care center, parents should contact the Director in the first instance. Subsequent points of contact are the Manager WX Child Care, the Executive Committee and finally the Foundation Board.

Any exception to the present regulations must be approved by the President and the Vice-president of the Myosotis Foundation.

Lausanne, June 2024