

DIRECTION PETITE ENFANCE ET FAMILLE

OPERATING RULES
of Council-Run Pre-School Day Care
Centres

Rules applicable from 18 may 2020
Rules approved by Deliberation no. 20200129 – Town Council of 18 may 2020

CITY OF LE HAVRE – DIRECTION PETITE ENFANCE ET FAMILLE

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Annex 1: Criteria grid

The *Direction Petite Enfance et Famille* manages the council-run pre-school day care centres. They encourage the acceptance of all with respect for everyone's family, cultural and social diversity. They must be a place of social mix, age mix, cultural integration and prevention.

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They operate in compliance with:

- the provisions of the decrees on day care centres and services for children under the age of 6 and amending the French Public Health Code,
- the guidelines of the Caisse Nationale des Allocations Familiales, with all amendments being applicable,
- to the provisions of the operating rules hereunder.

These centres oversee the health, safety, wellbeing and development of the children entrusted to their care. They contribute to their education. They ensure the integration of children presenting a disability or suffering from a chronic disease. They offer assistance to parents in order to favour reconciliation of their working life with their family life.

They include centres providing the non-permanent collective day care of children and services providing non-permanent family-run day care of children at the home of childminders. This day care can be regular, full or part time, occasional or emergency.

1 – REGISTRATION

The person registering the child must be the one with parental authority.

For regular day care: registration is made with the *Direction Petite Enfance et Famille*. Depending on their needs, upon registration parents agree on the number of days of childcare weekly, and the days and times desired.

For occasional day care: registration is made directly with the early years structures.

Registration is not valid as admission.

2 – ADMISSION

The centres can accommodate the child from the end of maternity leave until the child starts school, and beyond in the context of a specific day care plan.

Children reaching the age of 3 before 1st April can continue to be accommodated until the following September.

Within the limit of the available places, children in school may be accommodated on Wednesdays and in school holidays until their 4th birthday.

Admissions are decided by the committee, chaired by the elected representative responsible for social affairs and composed of representatives of the *Direction Petite Enfance et Famille*. The committee uses a points grid (cf. Annex 1) which gives objective information on families' specific situations. The points system nevertheless does not prevent a collegial examination of special situations examined at the awarding committee. The criteria grid as presented has a guideline nature and is not absolute.

The procedure for admission of the child takes place in two steps: acceptance in principle and admission.

Upon notification of the response, confirmation must be given by the family within a maximum period of 10 days.

Parents are advised to notify the *Direction Petite Enfance et Famille* straight away if they do not want the place.

In the absence of response within the given timeframe, the registration will be cancelled and the place offered to another family.

Prior to admission of the child, parents must make an appointment with the centre manager, who will present the operation of the structure and fix the terms of admission of the child.

The admission forms will then be completed, and supplemented with the following documents:

Documents to be provided:

- copy of the family record book,
- copy of the judgment in the case of divorced or separated parents (presentation of the decisions concerning parental authority and organisation of custody of the child),
- certificate of birth issued in the past 3 months,
- proof of address issued in the past 3 months,
- family liability insurance certificate,
- certificate of medical fitness for community contact,
- antipyretic protocol.

Documents to be signed:

- registration form,
- parental permission for collection of the child,
- permission to administer medicines,
- transport permission in case of emergency,
- transport permission (family-run nursery only),
- photocopy of vaccinations,
- permission for trips organised by the structure,
- image right permission.

Admission is only final after presentation of a medical certificate from the child's GP certifying the child's fitness for community contact.

The agreed admission date offered to families in the admission letter is the start point of billing.

Child with a disability or a chronic disease

Children presenting a disability or suffering from a chronic disease are the subject of careful attention. They may be admitted, provided their state of health is compatible with the operation of the centre. This day care will be organised in consultation between the child's doctor, the centre director, the family, and the doctor of the *Direction Petite Enfance et Famille*. It will best take account of the child's specific needs and those of the group of children present in the centre. A Personalised Care Plan (PCP) will be implemented.

For children with a disability or a chronic disease, the child's day care may be extended beyond the age of 4, depending on compatibility with community life.

3 – DAY CARE TIMES

Regular collective and family-run day care:

The day care times are defined with the families according to their needs and the places available.

The day care terms are set out in the personalised day care contract binding the parents with the City of Le Havre, manager of the council-run centres. In the contract, the days of day care and the hours of arrival and departure of the child are specified, in the case of part-time placement. The duration of the day care is expressed in hours.

In the case of major event changing the family or professional situation, the day care contract may be amended, in agreement with the parents and the management of the centre.

With respect for their wellbeing, integration and participation in nursery life, children accommodated by the half day or the day must be present before 9am and departure may not be before 16:30.

Occasional day care:

Occasional day care is possible by the hour, ½ day or day, depending on places available. It must be reserved beforehand, but no more than 8 days in advance.

The child's departure and arrival times will then be specified.

Reactive, emergency childcare can be organised according to the family's needs (returning to training, breakdown of childcare method, etc.) and, like occasional day care, requires preparing the child with a period of adaptation. This day care is limited in time, temporary, and it is intended that the child will move to a method of occasional or regular day care according to the family's needs.

Opening and closure of centres:

The opening days and times of each structure are available on the website of the City of Le Havre or at the secretariat of the *Direction Petite Enfance et Famille*, and in the council-run structures.

All centres are closed on Saturdays, Sundays and bank holidays.

Centres are closed:

- for three or four consecutive weeks during the summer period,
- 1 week between Christmas and New Year,
- 1 week in the February or Easter school holidays, varying according to the structures.

The closure dates are notified to parents by means of a notice in the day care centres and on the city website www.lehavre.fr. Some centres remain open for parents without childcare solution. Depending on the places available, a relay with another nursery may be offered on an exceptional basis, with the exception of the Christmas to New Year period.

During each school holiday period, the manager shall ask parents about the child's presence. Parents undertake to respect their childcare request. Any commitment not respected, except in the case of force majeure, shall entail additional billing.

In the case of exceptional closures of centres, the *Direction Petite Enfance et Famille* undertakes to notify parents as early as possible.

4 – CENTRE PLAN

The centre plan comprises a social plan and an educational plan. It is available to parents wishing to view it.

- The social plan presents the characteristics of the population, the specific needs of the families, etc. It places the structure within a city partnership approach.
- The educational plan relating to the day care, care, development, stimulation and wellbeing of the children is established in each centre by its team.

The centre plan specifies the terms of the day care of the child and his family and, where applicable, the special provisions taken for the care of children presenting a disability or a chronic disease.

It indicates the composition of the team.

It may change to best meet the needs of the children and families.

5 – DAILY LIFE

Collective and family-run day care: Common provisions

Upon admission, a period of adaptation is organised, in order to enable the child to integrate the centre at his own pace, in the presence of the parents and in accordance with the terms defined by the centre director. Billing of the child's attendance shall begin when the parents are no longer present with their children.

For organisational reasons, parents must notify any unexpected absence of the child when the structure opens, and in all cases before 08:30.

Breakfast in the morning and daily washing and dressing must be provided by the parents before the child arrives at his day care centre.

Breastfeeding is possible in all council-run structures. A breastmilk storage protocol is established.

For children subject to a special diet for medical reasons, special services will be put in place with the doctor of the *Direction Petite Enfance et Famille*.

Parents must provide nappies and a practical change of clothes, appropriate to the season and age of each child. Parents may be asked to provide specific clothes or items: boots, hats, etc. Clothing must be marked with the child's name.

As a safety measure, children admitted must not wear jewellery (necklaces, bracelets, earrings, etc.) and other small objects (hair slides, clips, etc.). The centre declines any liability in the case of loss of objects or accident.

To best meet the child's needs, it is strongly recommended, save in the case of particular constraints of the families, that children are not present in the centre for more than ten hours.

Parents are responsible for their child when they are present with him. The same applies for the people authorised to accompany or collect a child. They may also be held responsible for any act committed by a child accompanying them.

Activities are organised outside of the centre (library, visits, etc.). A trip permission form will be signed by parents when completing the registration forms.

Filming and photography are sometimes undertaken; they may be intended for public use. Parents are asked to authorise this possibility and to sign the image right permission which will be attached to the admission forms.

In three centres, meals are prepared on site. Powdered milk is provided by the family. For other structures, parents are asked to provide a meal appropriate to the child's age, carried in an insulated bag marked with the child's name. The meal will be kept in the refrigerator, reheated, and provided by the staff.

Mineral water is provided only for making up bottles.

Animals are prohibited within the centre, with the exception of guide dogs for the blind or partially sighted. It is also prohibited to smoke both inside and in the outside area of the centre.

Parents must respect the opening hours of the structure. If the child has not left the centre after the closing time, all solutions shall be sought by the director.

Parents must ensure they respect the safety rules of the centre (closing interior and exterior doors, etc.). The people authorised to collect the child have access to the children's living premises, subject to respecting the health and safety rules. Particular vigilance is requested during periods of rest or activities. Technical premises cannot be accessed.

Family-run day care (in family-run nursery): Special provisions

The opening hours of the family-run day care are between 8am and 6pm.

Parents must respect the day care hours of their child, which are established in compliance with the working hours of the childminder and indicated in the contract.

In the case of absence of the usual childminder or holidays not matching those of the parents, as far as possible an alternative placement may be offered with another childminder or in another nursery.

Meals are provided and prepared by the childminder, with the exception of milk which is provided by the family. Parents must provide nappies, disposable wipes, bottles, a digital thermometer, and toiletries.

Community activities are offered to the children with the aim of stimulation and socialisation. They take place in the premises of the reference nursery or in other appropriate premises or locations. Childminders participate in these activities according to the degree of independence of the child and the organisation of the day care service.

6 – CHILD HEALTH

All health provisions and procedures in force in the day care centres are formalised in protocols that the parents may view at any time with the centre manager.

The doctor of the *Direction Petite Enfance et Famille* or the director indicates on the child's medical record the vaccinations given, in view of the health record. Children must have the vaccinations set out by the texts in force, save where they present a contraindication certified by a medical certificate.

Any problem concerning the child's health must be notified to the centre manager on the child's arrival.

Febrile or sick children are accepted in the centre in the morning, provided they have seen their GP and on the decision of the structure director.

The staff, considered as third parties helping to accomplish the acts of daily life, may help with giving medicines provided this does not present any particular difficulties. Parents must provide them in their original packaging and with the medical prescription indicating the start and end of treatment. Morning and evening medicines are given by the family.

No medicine (including homeopathic treatments) will be given to the child without prescription, save in the case of emergency recorded by the director in compliance with the centre's medical protocol.

For any medical problem or high fever occurring during the day, the parents will be informed by telephone in order to schedule a doctor's appointment the same evening, and may be asked to collect their sick child.

For the day care of children with a disability or a chronic disease or a proven difficulty, a PCP is established with the families, in partnership with the other professionals responsible for the child (physiotherapist, psychometrician, speech therapist, specialised educator, doctor of the *Direction Petite Enfance et Famille*, and director of the day care structure).

The centres contribute to protecting children in danger alongside the competent services of the Department. In this way professionals may exchange information, with respect for the rules for application of professional secrecy, after informing the parents concerned, save in the cases set out by the law.

Removal on medical grounds:

Children suffering from a contagious disease, justifying removal, or those whose state of health requires supervision or special conditions of comfort, may not be admitted pursuant to the protocols in force regularly updated. The centre director is authorised to take any measure for removal.

The staff, under the responsibility of the centre director, may refuse admission of a child owing to his general condition, or if his state of health is not compatible with community life.

In the case of contagious disease in the child's family, parents must notify the director.

Emergency provisions:

In the case of emergency, the centre manager shall apply the required measures and, if necessary, call the emergency services. Parents are kept promptly informed of the circumstances of the accident and the steps that have been taken. They are asked to leave their full contact details and another emergency telephone number in case of absence.

7 – CENTRE STAFF

Children are looked after by a team of early years professionals in compliance with Decrees no. 2000-762 of 1st August 2000 and 2010-613 of 7 June 2010 and the French Public Health Code.

All staff working within the day care centre are bound to secrecy linked to their role. The staff contribute to the integration and development of all children cared for.

Manager:

Each centre is placed under the responsibility of a director (holder of a childcare diploma – nurse or early years teacher).

Depending on the number of children accommodated, the manager may be assisted by a deputy. In the case of absence of the manager and his deputy, the centre management and its smooth operation are assured by a professional of the structure (hierarchical chain of responsibilities).

The centre manager ensures the direction, organisation and management of the structure, in conjunction with the *Direction Petite Enfance et Famille* of the City of Le Havre.

He applies the provisions of these operating rules. He is the guarantor of the quality of work of his team with the children and coordinates all actions undertaken in driving the centre plan.

Support with parenting forms an integral part of the missions of the centre manager.

Staff in collective day care:

In coordination with the parents, and under the authority of the centre director, the team is responsible for welcoming and providing the day-to-day care to be given to the children and for offering stimulating activities.

By creating an appropriate and secure environment around the child, with respect for his pace, they accompany him in his discoveries and the acquisition of his independence.

Nurses participate in the day-to-day care of the children and their parents. They collaborate with the department doctor to offer the measures necessary to the wellbeing and harmonious development of the child, support the acceptance of disabled children, and put in place health promotion and education initiatives. They guarantee the good hygiene of the structure.

Within the framework of the educational plan, educators specialized in early childhood development promote the educational role within the teams in order to encourage the stimulation and harmonious development of the children. They participate in the day-to-day day care of the children and their parents.

Childcare assistants look after and support the children and their families. They meet the day-to-day needs of the children, provide supervision, and organise stimulating activities with respect for the educational plan.

Technical agents are responsible for technical tasks such as the maintenance of the premises and laundry, and contribute to creating a quality environment for the children, with respect for the hygiene rules. They prepare meals in the centres offering this service.

For family-run day care establishments, nursery assistants look after one, two or three children entrusted to them by the centre manager in their home. They meet the needs of the children accommodated, provide supervision and care, and offer stimulating activities. They support them in their discoveries and in the acquisition of their independence, with respect for the pace of each child.

They adapt their home with respect for health and safety rules, and provide a play space enabling quality day care.

They participate in the collective actions offered by the day care centre. They are in daily contact with the parents. They regularly receive a visit from the manager, his deputy, or the early years teacher.

8 – CONSULTANTS – THIRD PARTIES

The doctor:

In reference to the decree of 7 June 2010, he ensures the application of preventive measures for general health and measures to be taken in case of contagious illness or epidemic.

He defines the protocols of action for urgent situations, in consultation with the director of the establishment. He makes sure that the conditions for receiving children permit the proper development and adjustment of the children. He ensures the integration of children having a disability or chronic illness and develops the required special services

Staff psychologist

He coordinates resources areas on professional practice to support the work and feed discussion and thought about the care of the children and their parents.

Other consultants may also provide occasional interventions, according to the centre plans and the plans instituted by the *Direction Petite Enfance et Famille*.

9 – INFORMATION AND PARTICIPATION OF PARENTS IN THE LIFE OF THE CENTRE

Collective information:

The families read these operating rules. The general Operating Rules are presented to them by the director when the child is admitted.

On request, families can consult the centre plan and all documents relative to the operation.

A display board is provided, easily accessible to families, to enable communication of all essential information on the operation of the structure.

The director may organise parent meetings on topics concerning the life of the centre or any other topic on childhood.

Collective activities are organised and parents may be offered the chance to accompany their child.

Several times a year festive events are offered within the centre, with parents also being invited to participate.

Parents are informed of all family-oriented events organised by the City of Le Havre.

Individual information:

Individual information concerning their child and the conditions of his care in the centre is communicated by staff to the parents or to the person coming to collect the child.

Parents may request a meeting with the centre director.

10 – THE REGULAR DAY CARE CONTRACT

Families are offered non-permanent regular day care for children until they start school, according to families' needs. The contract specifies the days and times indicated at the time of pre-enrolment. It will be signed by the parents, supplemented with annexes.

The contract is valid for the current calendar year, from the date of arrival of the child, and renewed automatically on 1st January of each year.

The contract is monthly and applies for 12 months. The minimum day care band is 2 hours.

In the case of failure to respect the days and times of day care defined in the initial contract, the City will offer the family a revised contract adapted to the actual needs, or even termination of the contract.

Any request for amendment to the contract must be sent by post to the centre director a minimum of one month before the desired date of application.

Depending on the places available during the year, the structure director may offer a family already present in the structure a regular contract which will take effect until the next summer closure period. The situation will be examined according to the family's needs and will return to the usual terms of awarding of places for regular (committee) or occasional day care.

Families are asked for one month's notice for any early departure of the child. The start date of the notice is the date of receipt by the City of a letter specifying the date of departure of the child. If this letter has not been sent in good time, the family contribution shall remain due.

11 – PARENTAL FINANCIAL CONTRIBUTION

1 – HOURLY RATES

The parental financial contribution to the childcare costs of their child is determined in accordance with a national scale fixed by the Caisse Nationale des Allocations Familiales (CNAF). In return, the Caisse d'Allocations Familiales (CAF) pays a subsidy to the manager, which makes it possible to reduce the family contribution.

The family contribution is calculated on a means-tested basis using the CAF software, or otherwise the last tax notice, or otherwise the average monthly taxable income of the family over the year N-2. It is based on an hourly work rate, on a sliding scale according to household income and the number of dependent children. A floor and a cap are reassessed by the CNAF every year and validated by decision of the Mayor.

Rate of family participation per hour billed in collective and family reception

Number of children	from 1 January 2020 to 31 December 2020	from 1 January 2021 to 31 December 2021	from 1 January 2022 to 31 December 2022
1 child	0,0610%	0,0615%	0,0619%
2 children	0,0508%	0,0512%	0,0516%
3 children	0,0406%	0,0410%	0,0413%
4 children	0,0305%	0,0307%	0,0310%
5 children	0,0305%	0,0307%	0,0310%
6 children	0,0305%	0,0307%	0,0310%
7 children	0,0305%	0,0307%	0,0310%
8 children	0,0203%	0,0205%	0,0206%

Annual revision of floor price and of ceiling price

Starting from 1 January 2020, the lower limit of resources taken into account is **705.27 €**.
The revised amount will be published at the beginning of the calendar year by the Cnaf.

Annual revision of the ceiling price

Year of application	Ceiling
1 January 2020	5 600,00 €
1 January 2021	5 800,00 €
1 January 2022	6 000,00 €

Legal family benefits are not taken into account in this calculation.

2 – ABSENCES

Parents must provide the schedule of their annual family holidays in writing upon learning of them, no later than one month before the child's absence. Otherwise the child's absences shall be invoiced.

Recurrent days of absence are not counted in the annual leave.

Reservations of places during school holidays not followed by placement will be billed.

The establishment must be notified about any unexpected absence of a child the day before, or no later than 08:30 on the day, otherwise the hours expected will be billed.

If a child is ill, the parents must notify the crèche (nursery) as soon as possible. The 3-day waiting period applies from the 1st day of the child's absence.

3 – REGULAR DAY CARE

The family contribution covers the care of the child during his time of presence in the structure. There is no deduction made for the supply of milk, nappies and meals by the parents.

The family contribution is payable in arrears by:

- HARIANE, via the website lehavre.fr.
- cheque payable to Petite Enfance et Famille
- bank card
- CESU (Accor Services France, Chèque Domicile, Sodexo service card and cheque, Natexis Inter Titres, Groupe Domiserve Axia Dexia, Banque Postale)
- cash, for all payments under 300 euros

The invoice, sent by the structure director, is payable on receipt.

Any period reserved is due and is not interchangeable. Placements on different days will be considered as additional placements.

Beyond the day care time defined in the contract, additional hours are billed. The rate for additional hours is the hourly rate.

The amount of the invoice must be paid in full. Disputes must be sent in writing to the Department of Early Years and Family. Any changes will be made on the subsequent invoices.

Deductions

Deductions may be granted:

- in the case of hospitalisation of the child, on presentation of the hospitalisation certificate,
- in the case of illness of the child for over three days, evidenced by the family GP through a medical certificate and on presentation of prescriptions,
- in the case of removal, in accordance with the terms set by the doctor of the Department of Early Years and Family,
- in the case of exceptional closure of the establishment.

Departure of the child

For any early departure of the child, notice of one month is requested of the family.

The start date of the notice is the date of receipt by the City of a letter from the parents specifying the desired date.

In the case of departure during the year, and regardless of the flat rate applied, no deduction will be made.

The director of the *Petite Enfance et Famille* centre may terminate the child's day care contract for all serious misconduct occurring within the centre or abuse of the parents towards the professionals.

4 – OCCASIONAL DAY CARE

Day care is paid by the half-hour (every overrun of 5 minutes shall be billed as a half-hour):

- by the session,
- by means of a card allocated upon registration of the child. This card is regularly credited by the parents by acquiring a number of hours payable in advance, in accordance with the same terms as regular day care.

No reimbursement will be made in the event where the child ceases to attend the flexible day care centre without having consumed all the credit. Parents are consequently advised to only buy the number of hours they think they will need.

Hours bought (cards) must be used within the calendar year. They will not be carried forward to the next year.

Payment terms are the same as regular services.

5 – SPECIAL PRICING

- for a child entrusted to a childminder of the Aide Sociale à l'Enfance (ASE), a single rate of €0.43 per hour is applied, revised annually,
- for children directed by the Department within the framework of mandatory childminder training, a single rate of €1.15 per hour is applied,
- for families receiving Disabled Child Allowance, the pricing of the tranche lower than that calculated for the family will be applied,
- for social places, a rate of €1.50 per day is applied.

6 – ANNUAL REVISION

A revision of the prices imposed by the CNAF is made each year in January and is applicable starting with the invoice for the month of January, issued at the beginning of February.

Pricing revision:

When significant changes occur, whether family or financial, in the situation of a family, part of the income may be neutralised, on presentation of evidence, in order to adapt the calculation of the family contribution to the family situation. Families are advised to inform the CAF as quickly as possible. If a new tariff is applied to the family, it does not have a retroactive effect.

At the start and during placement, in the absence of presentation of means-testing information within the timeframes requested to determine the parental contribution, the cap level will be applied until receipt of the documents, without possibility of retroactive effect.

12 – INSURANCE

Failure to present the family liability insurance certificate will prevent any trip of the child outside of the centre.

Prams and buggies stored in the place provided in the centre or with the childminder and personal objects are not covered by the city insurance policy.

13 – DATA TRANSMISSION

The Agreement on Objectives and Management signed between the CAF and the State commits the manager of Establishments Receiving Young Children to provide, via the “Filoué” file, data intended solely for statistical purposes:

Beneficiary number
Code of Social Security plan
Child's date of birth
City code of child's place of residence
Description of child's city of residence
Total annual number of hours billed for the child
Total annual number of hours of presence for the child
Total annual amount billed to the family for the child
Hourly amount billed to the family
Ratio applied to the family
First day of reception over calendar year for the child
Last day of reception over calendar year for the child

14 – COMMITMENT OF THE PARENTS

The parents read these operating rules upon registration or admission of their child into the centre. They undertake:

- to accept them unreservedly,
- to sign the day care contract,
- to pay the financial contributions requested.

Failure to respect the operating rules or absence of payment of the financial contributions may entail removal of the child.

TABLE OF CRITERIA - REGULAR RECEPTION

Points linked to the family composition and professional situation	Number of points
Families where both parents work or are in training	60
Single-parent family working or in training	60
Single-parent family not working or in training	5
Couple where 1 member works or is in training	30
Couple where nobody works or is in training	5

Points linked to the place of residence	Number of points
Le Havre family	100
Non-Le Havre family	10

Points linked to special situations	Number of points
New arrivals	30
Disability of 1 or more people in the home (child and/or parent)	20
Family directed by a social body	15
Sibling accommodated at the same time	10
Isolated family (geographical remoteness, etc.)	5
Large family (3 or more)	5

Bonus in the case of equality	Number of points
Length of time on waiting list	< 6 months = 0 6 months – 1 year = 5 > 1 year = 10
Date of pre-registration	10
TOTAL	

ANNEX TO THE OPERATING RULES

I (We) the undersigned,
Mr,
Mrs,
legal guardian(s) of the child

Certify having read the operating rules of the Council-Run Pre-School Day Care Centres and undertake to respect them.

Done in
On

Signature of the legal guardian(s)
(with the note "Read and Approved")

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