



## *Les Oursons*

Carole Collignon  
22 Guido Gezellelaan  
3090 Overijse  
Mobile : 0473/49.50.24  
E-mail : lesoursons@outlook.com  
Accueillante autonome

WELCOME AGREEMENT AND INTERNAL REGULATIONS
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Agreement established at Overijse on ..... between:

Mr / Mrs .....  
Domiciled .....  
.....  
Tel / Mobile .....  
.....  
Hereinafter referred to as "the parents" and

Carole Collignon  
22 Guido Gezellelaan  
3090 Overijse  
Hereinafter referred to as " the welcome environment"

This agreement concerns the child:

Name and surname of the child: .....

Date of birth:.....

Date of arrival in the welcome centre: .....

End date of this Agreement .....

## **1. Status of the welcome environment**

The welcome centre is managed by a welcoming autonomous family approved by "Kind en Gezin" for welcoming children.

## **2. Welcome Schedule**

Welcoming children takes place from Monday to Friday from 7:30 to 17:30.

If the child's custody for exceptional reasons were to go beyond 17:30, with respect for the welcomer and his family, a late payment of 10 € per quarter of an hour is requested from the parents (to be paid in cash).

This allowance is to be paid immediately.

For the good organisation of the child's custody, the parents are obliged to inform the welcomer before 9:00 if the child does not show up at the planned care, if he arrives after 9:00 and / or he leaves before 15:00.

## **3. Payment**

A flat rate of € ..... per month must be prepaid in the first 5 days of the month by payment on the bank account n° BE54 0016 7204 7297. The welcomer has the right to refuse ensuring the welcome of a child for which she has not received payment by the 5<sup>th</sup> of the current month.

## **4. Deductibility of child care expenses**

A tax certificate according to the established model filled in by the welcomer will be given to the parents in due time.

In accordance with Article 113 Paragraph 1 (3) of the Income Tax Code, parents can deduct their child care expenses less than 12 years old up to 100% of the amount paid per day for care and child with a maximum of 11,20 € per day.

## **5. Registration Terms**

During an interview, parents can register their child in the welcome environment. They specify the number of days per week for their child's presence, the schedule, the dates of start and end of the child care.

Parents download and print the following documents from [www.les-oursons.net](http://www.les-oursons.net) : The Agreement and Rules of Procedure, the Registration form.

These documents need to be read carefully and signed for agreement after they have been read.

In order to guarantee the place reserved for the child in the welcome environment as well as to secure execution of the parents financial obligations throughout the child's welcome, a lump

sum equivalent to a one month welcome calculated on the basis of attendance must then be paid by the parents (cf. terms of this guarantee under item 6 below).

Parents undertake to notify the welcome environment as soon as possible of any change likely to affect a firm entry or a request for registration on the waiting list.

Parents are also committed to confirm their child's entry at the welcome environment no later than two months before the child's arrival.

## **6. Reservation Guarantee and Guarantee**

### **6.1 Reservation Guarantee**

In order to guarantee the child's registration, a sum equivalent to one month of child care is to be settled at the following bank account BE54 0016 7204 7297 indicating as reference "reservation guarantee + name of the child" at the time of the child's firm registration. In case of registration discontinuance for any other reason than the major cause, or if the child does not attend the welcome environment at the fixed date, this sum remains acquired by the welcomer.

The cases of major cause are:

- Non-completion of pregnancy
- Formal and medical prohibition (certificate attesting disability) sent by a pediatrician for the child forbidding him to attend a welcome centre.

### **6.2. Guarantee**

From the agreed date of child's welcome and throughout that period, this sum will be retained by the welcomer as a guarantee of good and complete fulfilment of all parents obligations.

This guarantee will be refunded at the latest one month after the child's final departure from the welcome environment and the full and proper fulfilment of the parents obligations.

If the child is unable to begin the welcome environment on the day foreseen in this Agreement:

1 ° - At the latest, please inform the welcomer the same day by telephone

AND

2 ° - Provide a medical certificate within three days

If these two obligations are not met or if the child's absence exceeds the period covered by the medical certificate, it will be considered that the parents wish to put prematurely an end to this Agreement. In this case, the guarantee will remain permanently acquired by the welcomer and the conditions laid down in the event of early departure (cf. item 10 page 5) will apply. In this situation, the welcomer is also entitled to allocate the place to another child and conclude a new Agreement with other parents without former parents having provoked this situation, and contest the reallocation of their child's place.

## **7. Registered Days**

Registered days are considered as days of presence and therefore, invoiced whether the child is there or not. The holidays taken by the welcomer are communicated during the month of January and deducted from the invoice the following month after the holidays.

## **8. Disease**

In the case of child's illness, his return to the welcome centre may only take place when a medical certificate is provided and stipulates that the child presents no danger for the others health.

In order to protect as much as possible any contamination, children with the following symptoms or illnesses are not admitted in the welcoming environment:

- Measles (until disappearance of symptoms)
- Mumps (up to 10 days after beginning of swelling)
- Pertussis (15 days after administration of an effective antibiotic medically prescribed.
- Vomiting or diarrhea (until symptoms disappear)
- Hepatitis A (up to clinical cure and disappearance of jaundice, at least two weeks after start of symptoms)
- Pharyngitis, scarlet fever, bronchitis, bronchiolitis (until disappearance of symptoms)
- Meningitis (until clinical cure)
- Tuberculosis (until the introduction of anti-tuberculosis treatment with a certificate of non-contagion)
- Varicella-Shingles (until disappearance of the lesions)
- Stomatitis Herpetic (until disappearance of the lesions)
- Impetigo (until disappearance of the lesions)
- Scabies (up to 48 hours after treatment)
- Fever (from 38 °)

If the child is suffering from diarrhea, vomiting or temperature (38 ° C), the welcomer will immediately notify the parents so that they can pick up the child within two hours after the call.

If the child's health requires a quick visit to a doctor, the parents allow the welcomer to call on her pediatrician Doctor Lebrun. The parents will then settle the bill. If the child's health requires it, the welcomer will call an emergency service. The bill will also be settled by the parents.

If medication is to be administered to the child by the welcomer, it is essential to have a medical prescription which specifies the dose.

## **9. Days off**

The welcomer days' off will always be communicated during the month of January. There will be no call person (guard) during public legal holidays, weekends and nights (except for exceptional cases). Legal holidays are paid by the parents and recoverable by the welcomer if they fall during a weekend.

## **10. Early departure**

In case of the child's final departure before the initial date foreseen in this agreement, a three months' notice is requested with a dated and signed registered mail. This notice shall begin on the first day of the month following the date of the registered mail. This notice may be given by both parties. It will be paid by the parents and worked by the welcomer. If the parents do not wish the notice to be worked by the welcomer, the fact remains that the three months' notice must still be paid.

Will be considered as the child's final departure before the leaving date indicated in this agreement, any child's absence during a two week continuous period which has not been communicated by the parents to the welcomer.

The welcomer has the right to immediately put an end to the agreement without any compensation if the parents do not comply with the present agreement and internal regulations.

## **11. Date of departure**

The child will definitively leave the welcome environment in (month) .....

Three months before this date, the parents will confirm the date of the child's final departure.

The child will leave at the latest the day of his 3 years.

## **12. Welcome Environment Accessibility**

Parents can at anytime have access to the welcome environment premises where their children are kept. In order to optimise the children's comfort, parents are asked to inform the same morning by telephoning (before 9 am) if they wish to enter the welcome environment between 11:00 and 15:30 (period meal and nap).

## **13 Meals**

The child will already have had breakfast before arriving at the welcome environment.

Lunch will be served around 10:30 for the small ones and 11:00 for the big ones and a snack around 15:00.

All dishes served to children are "home made" mainly with bio fruits and vegetables.

No "small pots of cream" are served to the children except yoghurt for older ones.  
Parents are required to bring food or infant milk for children who are under special diet or are still bottle-feeding.  
Each morning parents must also bring sterilised baby bottles.

The daily menu is available at the creche valves.

The welcomer must be informed if a child is allergic or can't eat certain food for religious (or other) reasons. If this is the case, parents will bring the food.

The welcomer relies on the idea that children can consume all foods from 6 months. If this is not the case for your child, you must notify the welcomer in writing. In this case, the parents will have to bring the food.

From 14 months, the child receives no more baby food but pieces of fruit and a biscuit (or other). At special events the child receives a piece of cake, a pancake or pudding, these can be chocolate.

#### **14 What is not provided by the welcomer**

On the first day of the child's custody, the parents bring the following supplies:

- Medical entry certificate
- A box of disposable diapers
- A box of disposable wipes
- A box of kleenex
- Spare clothes
- A box of cotton-swabs
- A thermometer
- Cream for baby's bottom
- Slippers
- Accap and sun glasses
- Sunscreen for children
- 20 garbage bags "Overijse" (large format)
- A box with physiologic serum
- Two small photos of the child + photos of his relatives when he has a small taste of the blues
- Cotton to wipe the buttocks

Jewelry and necklace are not authorised.

For all daily guard, please bring with you:

- Possible bottles previously sterilised, milk, water
- Your child's cuddly toy
- A possible tutte + cap + tie up tutte
- The "ONE" carnet (booklet)
- Possible child's medication (with medical prescription)

When there is a lack of supplies:

- Disposable diapers
- Disposable wipes
- Kleenex
- Cream for baby's bottom
- Physiologic serum
- Cotton swabs
- Cottons for wiping buttocks

## **15 Insurance**

The welcome environment is covered by a "Civil Liability Insurance" in accordance with the legal provisions. However, this insurance only applies if the accident results from the welcomer's fault. It is therefore essential that parents subscribe a family insurance to cover possible accidents caused by their child.

The parents will send each year the payment proof of the family CLR insurance to the welcomer.

## **16 Adjustment Procedure**

Adaptation is done with the parents on the Friday before the welcoming day, in the morning from 8:30 to 10:00. The first day of entering the crèche the welcomer invites the parents not to stay too long because it will then be more difficult for the child to understand when the parent leaves the crèche. The shortest separations, after having well explained to the child that one will come to pick him up and what will happen, are most successful.

## **17 Complaints**

Any complaint regarding the welcomer environment can be transmitted by the parents to the complaint service of "Kind en Gezin" Hallepoortlaan 27, 1060 Brussels - tel: 02/533 14 14 - email: [klachtendienst@kindengezin.be](mailto:klachtendienst@kindengezin.be)

## **18 Outings**

The parents authorise the welcomer to go on foot for a walk with the child (to reach Chaussée de la Hulpe). These walks are only possible if there are 3 children maximum present in the welcome environment.

## **19 Important notes**

- Parents who wish to enter the welcome environment are invited to take off their shoes.
- Parents must ensure that the street door, as well as the 2 inside doors are securely closed when entering or leaving the welcoming area.
- Please ensure that children arrive with a clean diaper (not the night one) and that breakfast has been taken at home.
- I kindly ask you to inform me at least the day before each guard the time of arrival and departure of your child and to keep the time announced because I have also to drive my daughters to school and recuperate them later on. This, so, I can organise myself and prevent you from being in front of a closed door.

By signing this Agreement, the parents adhere to it without any restriction.

Each party shall receive a copy of this Agreement.

The child's parents:

We declare:

- Having read, understood this Agreement and totally adhere to it without presenting any reservation.
- Having concluded this Agreement at the welcomer's home and being aware of the welcomer environment
- Having spoken to the welcomer who gave us all the necessary information concerning this agreement.

Read and approved

The welcomer:

Read and approved