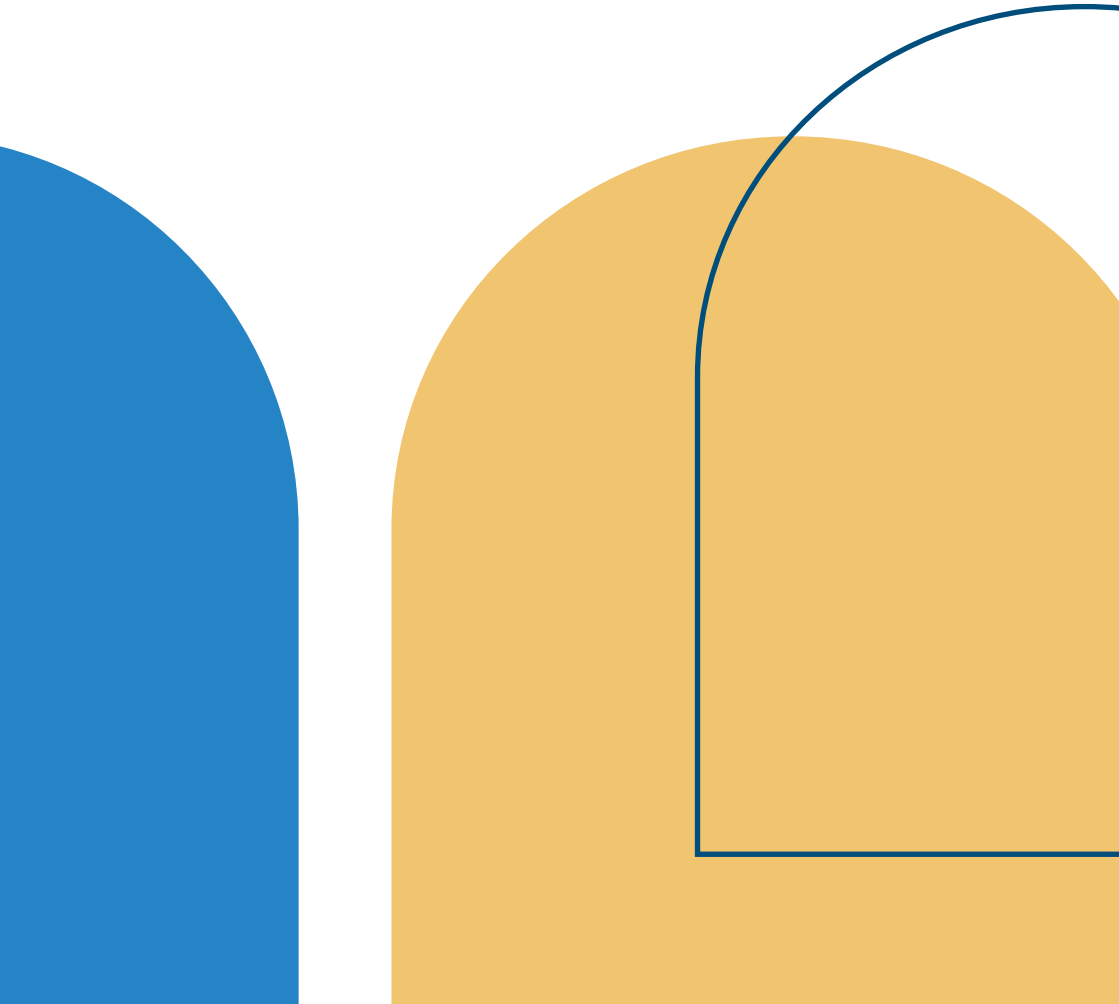


THE EUI CRÈCHE

Practical and Useful Information



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I. PRACTICAL INFO

STAFF

Manager: Kathinka España

Coordinator: Jennifer Monti

Teachers: Paola Abbruzzese (teachers' coordinator), Manuela Corradossi, Cristiana Marcucci, Alice Befani, Layla Mungly.

Teachers are on duty all day on alternate shifts, to comply with our teacher-child ratio (1:6 for children between 4 and 18 months and 1:9 for children up to 18 months).

Teachers have the following tasks:

- Look after the children and run the Crèche's teaching programme;
- Meet parents to discuss personal or other Crèche-related issues;
- Apply crèche rules and inform the Crèche Committee if these need to be discussed;
- Keep a register of daily activities and attendances;
- Request training courses;
- Discuss children's conduct during activities;
- Prepare the list of teaching materials required every year.

II. GENERAL PROVISIONS

General provisions

The EUI Crèche is a social service offered by the European University Institute (EUI) to all its members to facilitate their working and studying conditions.

Children may be registered at the EUI Crèche on a regular basis or on an occasional basis (see point 3). One attendance is equal to one day.

Eligibility to access the EUI Crèche services depends on the EUI membership status (see point 2), to be declared in the registration form. The EUI Administration may request documents proving either/both your status and declared income. If declared income cannot be proven, the maximum rate shall be applied.

The net monthly net income to determine the applicable rate is based on the parents' joint net monthly income.

1. ELIGIBILITY TO ACCESS EUI CRÈCHE SERVICES

The following categories shall have access to EUI Crèche services:

Regular and occasional attendance:

- (1) Active EUI members;
- (2) External members fulfilling one of the following criteria:
 - a. Outsourced staff with a contract of continuous work activity lasting at least one year with a fixed place of work on the EUI premises;
 - b. Family members of an active EUI member, with motivated reasons for requiring the EUI Crèche services;
 - c. Researchers who are no longer active EUI members but are awaiting thesis defense (ascertained by the progress of their work).

Note: Priority is given to children of active EUI members (1). Requests for enrollment from external members (2) shall be submitted to the Crèche Manager for approval, whose decision shall take into consideration the Crèche's capacity and the workload of its staff. The acceptance of the request implies the payment of the maximum applicable fee of the grid established

by the EUI for all its members.

Enrollment of external members' children shall only be confirmed for one academic year and the request must therefore be renewed at the beginning of each academic year.

If affiliation to the EUI is interrupted during the academic year, the Director of the Real Estate Service may consider a parent's status, for the purpose of accessing the Crèche, to be those in categories (3) and (4) below.

Up to 5 attendances per year only:

- (3) Other short-term EUI members:
 - a. Participants of academic events (i.e. conferences/workshops/summer schools/seminars/Executive Education courses);
 - b. Visiting scholars.
- (4) Alumni.

Note: Requests for enrollment from short-term EUI members (3) and Alumni (4) shall first be presented to the Director of the Real Estate & Facilities Service for prior authorization.

2. ATTENDANCE ARRANGEMENTS

Regular attendance: Children attending the Crèche on a regular basis.

In the case of unplanned absence for sickness or other reasons, the full monthly rate is due. If a child is enrolled for regular attendance and is often absent during the month, the occasional attendance daily fee cannot be applied.

In the case of planned absence for the entire month, the monthly fee shall not be applied if the absence is duly communicated with notice beforehand (at least one month).

Occasional attendance: Children attending the Crèche on an ad hoc basis during the academic year (for example, during national holidays or other times when regular childcare arrangements are not available).

Occasional attendance must be specified upon enrollment. Payment will be requested based on the number of registered attendances in each month.

Children enrolled for occasional attendance may change to regular attendance only during the month of June and July (upon request and communicated at least one month beforehand).

The enrolment fee and insurance premium are annual fees, based on academic year (August – July), and must be paid in full for both regular attendance and occasional attendance.

If two or more children are registered by the same parent, a discount of 20% on all attendance rates shall be applied (for all enrolled children). The discount is not applicable to enrollment fees and insurance premiums.

A. CRÈCHE MEALS

Children at the crèche are provided a daily meal by the catering company contracted to the EUI.

The cost of each meal is agreed with the contracted catering company on an annual basis. From January 2023 the amount is € 5.00 per meal. In line with the discounts provided at the EUI canteens, EUI students, researchers and Max Weber Fellows are entitled to a 40% discount on the meal price.

B. CRÈCHE FEES

Attendance fees depend on the monthly net income of both parents and are calculated on a calendar month basis:

Parents' monthly net income	up to €1.500	from €1.501 to €2.600	from €2.601 to €5.000	from €5.001 to €7.500	over 7.500
Monthly fee attendances (1,2)	45	130	256	330	395
Daily fees for occasional attendances (1,2)	10	15	25	30	35
Yearly enrolment fee (1,2)	20	40	60	90	120
Yearly insurance premium (1,2)	30	30	30	30	30
Up to 5 attendances per year (3)	40 each	40 each	40 each	40 each	40 each

- The referred income is calculated on the basis of the joint parents' monthly net income;
- Attendances are over a one-day period - short stay included;
- In case of registration of two or more children, there is a discount of 20% on attendances fees (for all the children enrolled);
- The cost of each meal is agreed with the EUI catering firm on annual basis. Please check the Crèche website (www.eui.eu/creche) for updated info.
- Enrolment fee and insurance premium are calculated on an academic year basis (August-July) and must be paid in full both in case of regular attendance and occasional attendance;
- Regular attendance refers to a child regularly attending the Crèche: the full monthly fee is owed despite absence related to sickness or other reasons. In case of planned absence for a whole month, notified in advance, the monthly fee will not be applied;
- Occasional attendance is possible if parents foresee to use the Crèche on an occasional basis during the Academic year (i.e. holidays in the school regularly attended by a child or other needs). Occasional attendance must be specified upon enrolment. In this case, parents will pay based on the effective daily presence of a child.

C. RULES & REGULATIONS

Eligibility Criteria to access the EUI Crèche:

- a. Be active EUI members;
- b. Be external members as defined in the Secretary General's decision 2/18 of 13/7/2018*;
- c. Be EUI related applicants (alumni, conference participants, visiting scholars...) up to a number of max. 5 attendances p. year (€ 40/day – registration and insurance fees inclusive/meals excluded);

Given that eligibility to attend the EUI Crèche depends on the EUI membership status, this has to be declared in the registration form.

The EUI Administration, in case of need, might request documents proving both the status and the declared income. If the latter case should not be provable, rate E will be applied.

General Rules:

- In case a child is enrolled for Regular attendance and is often absent during the month, the occasional attendance daily fee CANNOT be applied in any way;
- Children enrolled with Occasional attendance might move to Regular attendance only during the months of June and July (upon request to be notified in advance);
- If your affiliation with the EUI is interrupted during the Academic year, the Director of the crèche may apply paragraph 2 of the Secretary General's Decision 02/2018 on admission of externals to the EUI crèche.

*Upon prior authorization of the Director of the Real Estate & Facilities Service

D. OPENING HOURS

The Crèche is open Monday to Friday, 8.15 to 18.00 throughout the official EUI year.

After picking up your children, you cannot bring them back on the same day (for example to drink, to eat, to change the diaper, etc).

Meals are ordered by the teachers at 9:30am. If you are running late, please call the teachers directly. Their phone number is: +39 055-4685579.

Over the summer period, if planned attendance during the last week before the EUI Summer Break goes below the minimum nr. of 10 children, the Crèche will be closed for an extra week (this will be evaluated at the end of May, asking directly all parents of enrolled children).

Please note:

entrance/exit is not allowed from 9.30 to 11.30 and from 15.30 to 16.30

OPEN

From 8.15 to 9.30
From 11.30 to 15.30
From 16.30 to 18.00

CLOSED

From 9.30 to 11.30
From 15.30 to 16.30

We kindly ask you to respect the opening/closing times and to remember to close the garden gate and the entrance door!

E. WHAT TO BRING

Parents are kindly requested to bring the following items:

- 1 complete change of clothing and underwear
- 1 winter blanket and 1 sheet
- 1 dummy (if used)
- 5 cotton bibs with elasticated necks
- Anti-skid socks
- Protective/Moisturizing cream
- Diapers

F. ILLNESSES AND ABSENCES

A child absent for more than five consecutive days because of illness will be readmitted to the Crèche with a self-declaration (on personal liability of the parent signing) upon the following conditions:

- Symptoms are not present (eg. body temperature of 37,8° C cannot be neglected) or are very mild.
- The illness is not contagious (upon the definition of Regional Authorities in case of specific measures).

For absences of more than five consecutive days not due to illness, parents must inform the Crèche, otherwise the child will be readmitted only on presentation of a doctor's certificate.

If a child has a temperature over 37.5° or whenever a supervisor considers it advisable (heavy cough, diarrhoea, vomiting, conjunctivitis, etc.) the staff will contact the parents who must pick up the child immediately.

In case of food allergy, the child may be enrolled at the Crèche only by providing a medical certificate for canteen use with a detailed list of foodstuffs not to be administered for health reasons.

Crèche staff will not give medicine other than life-saving medication unless authorized to do so beforehand by telephone and in writing by the parent.

G. PEDIATRICIAN

Parents may fix an appointment (visit) with the pediatrician by registering their name on the form located at the Crèche entrance. Children will be visited only in the presence of parents. This service is free of charge.

The pediatrician is consulted by the Crèche's staff (by phone) three times a week and whenever deemed necessary.

The pediatrician speaks English.

II. CHILDREN'S ACTIVITIES

A. DAILY CARE

The EUI crèche provides preschool childcare for the children of all EUI members. The range is normally 4 months to 3 years, although older children are also catered for.

Our crèche teachers deal with the children's personal hygiene and bathroom needs and help them with their lunch.

There are rest periods for the smallest children in accordance with their parents' wishes.

B. DAILY AND WEEKLY PROGRAMME

Our Daily Routine:

- **8.15-9.30:** welcome back kids!
- **9.30:** little snack (bread, fresh fruit...)
- **9.30-11.30:** ok guys....time for fun (Scheduled Activities and outdoor games)
- **11.30:** and now...let's get ready for lunch! (Teachers escort children to the bathroom, help them wash their hands, change their nappies...)
- **11.30-12.30:** slurp.... it's lunchtime !
- **12.30:** yawn....cuddling up for naptime...(don't worry if your child wakes up earlier than the others, there is always time to play floor games or out on the terrace on sunny days!).
- **15.30:** hungry again? Second snack!
- **15.30-16.30:** playtime (music, reading....)
- **16.30-18.00:** alright, time to go home, but whilst waiting for mum and dad....let's play together a little more !

Our weekly Programme and Activities:

The crèche, with its year-round enrolment, range of age groups and length of stay, has a flexible teaching programme, which is adjusted on an annual basis according to the children's needs.

Organized activities are held in the morning between 10 and 11.30, and afternoons are usually kept for playing activities.

Our teaching programme includes:

- Listening to and retelling fairy tales and rhymes;
- Outdoor activities;
- Manual activities (finger painting, manipulation skills, drawing...);
- Sound, songs and rhythm;
- Psychomotor coordination;
- Organized play with board games;

C. MUSIC LESSONS

- The crèche organizes fee-paying music lessons starting from the month of October until the end of the Academic year (excluding July, August and September)
- Lessons are suitable for children from 4 months of age. Subscription is possible upon reception of a mail notification from the crèche coordinator.

D. TEACHING GROUPS

For teaching and organized playing activities children are divided into different age groups, starting with those aged 4 to 12 months (infants), those aged 12 months to 2 years (semi-weaned) and those aged 2 years and older (weaned).

Children do not follow the same programme, as priorities and time scales are different: our primary objective is to improve all children's sensory and cognitive behavior in order for them to begin to understand basic rules and help them socialize with each other.

E. CHILDREN'S SPACES

The Crèche has various areas for children's activities throughout the day:

- Changing room
- Classroom for didactic activities
- Dining area with child-sized tables and chairs
- Bathrooms with child-sized sinks and toilets and diaper changing tables
- Rest area with every child's own sheet and blanket
- Open air space
- Garden
- Soft carpeted area for children who do not walk

III. CRÈCHE APP

The app will be active after the induction period, once the teachers have created the groups.

Parents' email address will be inserted in the App, which will automatically send parents an email with a link and instructions on how to register. It is quite simple and only takes a few minutes. Parents will be prompted to create a username and password, which will then allow to access the actual Crèche page. The link to register is active for 48 hours.

The app is quite intuitive and simple to use, with a space dedicated to each child's daily log, and another section called "Bacheca" where parents will receive any official communication. Each child has a Baby Diary page where teachers can share any information worth noting for the day, or pictures. The Bacheca section will, instead, be used for more general and official communication with parents.

IV. SAFETY, SECURITY & HEALTH

A. GENERAL PROVISIONS

All Crèche premises and their equipment/facilities (including external areas) as well as all technical systems, are fully compliant with legal standards according to safety and security regulations HACCP (Hazard Analysis Critical Control Point).

Toys and playground equipment used by children at the Crèche are purchased only from renowned, certified, and qualified providers, in compliance with EU rules and regulations.

All detergents used for cleaning, sanitation, and disinfection of common areas are accompanied by their relevant Safety Data Sheet: detergents and similar products are stored in a secured and locked area accessible to authorized staff only.

B. CHILDREN'S FOOD

The crèche menu is seasonal, and is prepared in compliance with national regulations and with the age of children.

The menu is structured with the aim of providing nutritional education.

All meals served to children enrolled in the EUI Crèche are prepared using at least 60% raw materials certified as Protected Designation of Origin, Protected Geographical Indication and/or Guaranteed Traditional Specialty.

All foodstuffs are seasonal, most of them are short-production-chain items coming from organic farms. Bread is baked with 100% organic products.

Around 12 months, it is recommended that children start eating Crèche meals.

A complete list of all the ingredients used for the preparation of meals is published on the Crèche website, available for consultation.

Parents and/or teachers may request special diets to be provided for children with specific medical conditions or special meals in observance of ethical- religious principles.

C. FIRST AID

In accordance with EU directives and Italian safety laws, all Crèche permanent staff participated in a first aid course specifically dedicated to infants.

The first course attended was carried out according to the Italian legislation for a total duration of 16 hours - Training Employees at First Aid (normative references: Legislative Decree no. 81/2008 and the Ministerial Decree 388/2003).

The Crèche's staff must follow an update of the course every three years for a total duration of 6 hours.

IV. CONTACTS

For any information please contact the Crèche's coordinator
Ms. **Jennifer Monti**
ext. 2245 – email: Jennifer.Monti@eui.eu and creche@eui.eu.

Teachers are available for individual talks once a month: parents can fix an appointment directly with them.

For health, safety and security matters please refer to the EUI Health, Safety and Security Officer
Giovanni de Santis
email: Giovanni.deSantis@eui.eu.

PLEASE NOTE:

Parents must leave a mobile phone number to be contacted in case of need!

V. DATA PROTECTION

Data protection at the EUI is governed by President's Decision n. 10 of 18 February 2019 (EUI Data Protection Policy).

For information on the processing of the Crèche personal data, please refer to the Privacy Statement below:

<https://www.eui.eu/Documents/AboutEUI/REFS2-PS-Crèche-enrolment-and-management.pdf>

