

**Child Care and Occupation Center "Rainbow"**

**Nursery School aged 2-5**

**OPERATING REGULATIONS**

**Program Operation Framework**

**The** **Nicosia Municipality Multifunctional Foundation** operates the project: **Child Care and Occupation Center "Rainbow"- Nursery School** in the premises of “Georgia Polyviou” building, at 27A Heracleous street, 1016 in Nicosia and offers childcare and quality employment services for children aged 2 to 5 \* years.

The programme will apply for registration to the Social Welfare Services of the **Deputy Ministry of Social Welfare** and operates on the basis of the Centers for the Protection and Employment of Children’s Law and Regulations.

The project Child Care and Occupation Center “Rainbow” is co-funded by the European Regional Development Fund of the EU, the Republic of Cyprus and the Municipality of Nicosia, in the framework of the implementation of the Strategy for Integrated and Sustainable Urban Development of the Municipality of Nicosia and specifically the projects implemented under Investment Priority 9b, "Promoting Social Inclusion and Combating Poverty and Any Discrimination through the Provision of Support for Physical, Economic and Social Revitalization of Communities within Urban Areas".

1. **Criteria for Accepting a Child at the Center**

* Children 2-5 years old, whose parents are citizens of Nicosia.
* Priority/Target Groups:

1. Single-parent family with low incomes (includes single and widowed).
2. Large or five-member family with low incomes.
3. Parent with a chronic condition and/or a disability pension with low incomes.
4. Unemployed parent(s) with low incomes.
5. Migrants

* Children with disabilities or with behavioral disorders: children who attend special units or who need an attendant are admitted only with an attendant. The cost of which is compensated by the parent/guardian.

1. **Necessary Certificates:**

**For the purpose of documenting** the **specific/social criteria, the electronic attachment of relevant documentary evidence is required as follows:**

* For a single-parent family from the Pancyprian Association of Single-Parent Families and Friends.
* For a large family from the Pancyprian Organization of Large Families (P.O.P.).
* For a family of five from the Pancyprian Association of Five-Member Families (P.O.P.O.).
* For a parent with a chronic illness and/or an incapacity pension from Health and/or the Ministry of Labor, Welfare and Social Insurance (YEPkKA).
* For unemployed parent(s) with low incomes from (YEPkKA).
* For migrants their residency permit.

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| **CredentialTable**  **(Only those elements that are documented will be taken into account when allocating seats)** | |
| **Gross Family Income\*** | **Molecules** |
| Up to €19.500 | 10 |
| €19.501-€39.000 | 0 |

*\*It may change according to the respective income limits relating to child benefit*

**Low income is defined as the** maximum annual gross family income, which applies to the receipt of the two upper categories of child benefit (for the year 2021 it amounts to €19500 for the first and €39500 for the second). For an employee, an employer's certificate or an E.P. remuneration certificate is required. 63. For civil servants, the E.P. salary certificate is required. 63.

**The allocation of places is based solely on the income of the family, provided that it falls within the priority / target groups as mentioned in point 1a above.**

1. **Necessary Children's Certificates:**

* Copy of birth certificate(s).
* Medical Certificate from a pediatrician of the child(ren) for health reasons stating any dietary and / or other allergies, special medical problems, as well as special nutrition issues of the children

1. **Registration Procedure**

**Applications for inclusion in the program are accepted through the electronic platform "NOIAZOMAI"**

https://noiazomainicosia.intellisoft.gr/

https://www.nicosia.org.cy/el-GR/municipality/multipurpose-centre/

* Confirmation of approval or rejection of a registration request is sent electronically within 10 working days from the date of submission of the application, provided that at the time of submission of the application all the required certificates and attestations have been registered.
* In case that the application is not accompanied by all the necessary supporting documents or was not completed correctly, it will be rejected and the order of priority will be given in the next application. In such a case, an e-mail will be sent and an application will have to be submitted again.
* Registrations will be acceptable in a period that will be announced in time on the website of the Municipality of Nicosia and on Facebook (Nicosia Municipality Multifunctional Foundation Official). It is estimated within May – June of each year.
* In case that the positions are fully booked before the end of the registration period, the platform will be closed and reopened in case of available positions following a relevant announcement.
* **Children who ensure a place in the programme should be presented from the 1st day** of the period they’ve registered or in case of their absence should be justified in time. Otherwise, the place will be immediately allocated to another child.
* **Termination of participation in the Program:** A 2-week notice will be given.

1. **Opening Hours/Hours and Services**

* School period: Monday – Friday, hours 07:00 – 15:00 or 07:00 – 18:00 or 07:00 – 20:00 ̽
* Summer Season: Monday – Friday, hours 07:00 – 15:00 or 07:00 – 18:00 or 07:00 – 20:00 ̽
* ***The program suspends its operation from 7 to 18 August 2023.***

**̽** *The possibility to choose the operating hours between 07:00 – 20:00, applies only to children whose parents are proven to work until 20:00 (certificate from an employer)*

* The compliance of the working hours is necessary for the smooth operation of the Programmes**.** In the event that parents are repeatedly delayed in pick-up their child(ren), the provision of services will be terminated after written notification.
* Programme Operation during Public Holidays

**Public Holidays:** During the following Public Holidays, the Nursery School will be closed.

January 1st,

January 6th

Green Monday

March 25th

April 1st

Good Friday

Easter Monday

Easter Tuesday

May 1st

Holy Spirit

October 1st

October 28th

December 24th

December 25th

December 26th.

1. **Indicative Services**

During the school period: safe keeping, warm lunch, afternoon snacks, creative activities, sports and activities inside and outside the Center.

During the summer season: in addition to the above, there are visits to playgrounds, a zoo, walks in nearby parks / fields, theater, cinema, etc.  **if there is a possibility**

**Indicative\* Program:**

**07:00-0** **8:45 -** Play in the yard/ playing room

**08**:**45-0** **9:30 -** Breakfast

**09**:**30-12:00 -** Various educational activities

**12**:**00-13:0 0 -** Lunch

**13:00-15:30 -** Sleep and/or Rest

**15:30-17:00 -** Movie/crafts/free play & Afternoon snack

**18:00 or 20:00 -** Free-play and creative activities, End of Programme

*\* The detailed program is announced at the beginning of each period*

*"During the period of operation of the Center*, *no breakfast is offered.*  *Parents are asked to ensure that children have* a *healthy breakfast* with them *(e.g. a sandwich with juice/milk and/or fruit).*

1. **Contacting the Center, tel.22797850/890**

**Opening Hours of the Center**

Assistant Program Officer and/or Child Carers

Tel. 22797890

Office Hours: tel. 22797893 email: [**polidinamo@nicosiamunicipality.**](mailto:polidinamo@nicosiamunicipality.org.cy) [**org.**](mailto:polidinamo@nicosiamunicipality.org.cy) [**cy**](mailto:polidinamo@nicosiamunicipality.org.cy)

**Telephone conversations between children and parents should be avoided,** except in the case of an emergency.

1. **Picking up child(ren)**

The departure of child(ren) will take place from the Center and only with the accompaniment of the parent or guardian no **later than** 18:00 or 20:00 depending on the case. In case they are received by other persons, this will be done only with written consent (e-mail or SMS) from the parent or guardian and will entail full assumption of responsibility on his part.

1. **Administration of Medications/ Medical Problems**

**It is forbidden to transport medicines to the Center, as well as to administer them by staff. Exceptions** will be made only in special cases of treatment and after written consent and instructions of the parent / guardian, at his own risk.

**Parents have an obligation to inform the Center in writing of any particular medical problems, as well as special issues of child nutrition.**

1. **Termination of Services to a Child**

In case a child does not cooperate and is repeatedly unable to follow the instructions of the Responsible Escorts, as well as in cases where a child has severe psycho-emotional problems, the following procedure will be followed:

1. Direct discussion and engagement with the child.
2. Briefing of the parent / guardian by the Assistant Program Officer for the joint treatment of the issue and two days of interventional and supportive actions.
3. If the problem persists and a serious malfunction arises in the program, the Nicosia Municipal Multipurpose Centre reserves the right to terminate the child's participation, after informing the parent.
4. After the above actions are followed and after another three days the child's behavior does not improve, the services to the parents are terminated by written letter
5. In cases where neglect of the child or other serious problems are found, such as violence in the family, the Assistant Program Officer has an obligation, in consultation with the competent Program Officer, to immediately inform a competent officer of the Social Welfare Services.
6. **Keeping Hours**

Strict adherence to the timetable is necessary for the smooth operation of the program**.** In the event that parents are repeatedly delayed in receiving the child(ren), the provision of services will be terminated after written notification.

1. **Nutrition**

Children are offered warm lunch, as well as afternoon snacks (cakes or various creams, fruit-yogurt, fruit salad as well as fruits), according to a monthly diet plan.

No breakfast is offered during the period of operation of the Centre. Parents are asked to ensure that children have a healthy breakfast with them (e.g., a sandwich with juice/milk and/or fruit).

* Children staying after 18:00 are offered a 2nd afternoon snack (usually sandwiches with cheese or ham or cereals with milk or egg with bread or breadsticks with cheese or salty cake).

The children's diet is complete, so it is not recommended to present any other meals at the center (except for the purpose of breakfast).

Exceptions in relation to the food of the diet plan will be made only in the case of medical issues with the submission of a relevant certificate by a doctor, as well as in case of religious reasons, provided that these will be declared during registration by the parents.

**Use of electronic apparatus or other objects**

It is not recommended to carry electronic devices daily. Their use is allowed only at certain times (based on a schedule), provided that the sole responsibility for their care lies with the child himself.

Nicosia Municipality Multifunctional Foundation in no way assumes any responsibility for loss of or damage to devices, toys or objects that children carry from home.

1. **Children's Diseases/ Lice**

**In the case of childhood diseases, especially in the** case of viruses that are transmitted with great ease from one child to another, children should be confined at home until there is certainty that there is not the slightest risk of transmitting the disease or virus to the other children in the program, but also to the staff.

In order to avoid **the possibility of transmission** of lice, a regular check of the children's head should be carried out and relevant treatment should be followed in cases of detection of lice or nits.

Nicosia Municipality Multifunctional Foundation

January 2023