



## **Functional Rules**

### **In Home Day-care services for toddlers and preschoolers up to 5 years old**

#### **The program**

1. « *In Home Day-care services for toddlers and preschoolers up to 5 years old* is one of *Nicosia Municipality Multifunctional Foundation's* Programs, situated on 40 Nikiforou Foka str. in Nicosia and offers valuable services of *in home day-caring* to families with toddlers and preschoolers.

The in Home Day-care service is approved and register from the Welfare Social Services and the Ministry of Labor, Welfare, and Social Insurance. Based on the Children's Law of 1956 (Chapter 352, article 28(2)(b)) "caretaker" are considered the persons who have been authorized from the Welfare Social Services Director, as appropriate and that under some fees they accept children under the age of 6 for care.

#### **2. Foundation's Child Acceptance Criteria**

**Entitlement of Participation** in the program has any child up to 5 years old of whom the parent/guardian is/are Nicosia's residence.

**Participation Priority for each period** has children who visit the existing programs and their siblings and children that comprise the following criteria:

- I. Members of Lone parent families of low income
- II. Members of Multi-child Family and 3-child family of low income.
- III. Children of unemployed parent/s.
- IV. Members of Families of low income.

For the precise number of children accepted in the program, the relevant provisions of the law and the above mentioned evaluation criteria will take place, for their verification, the submission of the relevant certificates is required. Meant that priority it is given to those who meet more than one criterion.

In case that there is availability in the program due to lack of completion of the positions from the above criterion families, then the position can be given to other residence of Nicosia with other cost criteria.

### 3. Registration Procedure

In order for the children to participate in the program, their parents need to fill the relevant application of inclusion in the program, of which must be followed by three liable declares; there must be given a copy of Birth certificate, and Health Certificate accurate at that time. (*which it will be renewed every inclusion period*) yet any relevant certificates.

**New applications for the January – June period will be accepted from the first 15 days of January 2017 (Mo-Fr) deadline on 13:30 on 31/01/17.**

*Beside of the above period applications will be accepted with the precondition that there will be vacant positions, during their allocation a **criterion priority** and **date of appliance** will be **strictly taken under consideration**.*

**For children already participating in the program**, a relevant application form of entry will be filled for each period of inclusion in the program and a new health certificate will be attached with it. It is clear that the previously participant children will have priority to the program.

Children that seal their position in the program will need to visit the program in period of 3 first days and if not, they will have to contact with the Coordinator and the caretaker to give an explanation for their absence, if done differently then the position will be given to another child.

### 4. schedule for the Operation of the Program

During the operation of the program, the program will operate regarding the needs of the participant but in the program's context, such as: 07:00 a.m. until 16:00 p.m. or from 07:00 a.m. until 14:00 p.m. or from 14:00 a.m. until 18:00 p.m.

#### **Indicative\* Timetable of Services:**

<b><u>07:00-08.00</u></b>	->	Pick up the children
<b><u>7:30-9:30</u></b>	->	Breakfast
<b><u>9:30-12:00</u></b>	->	Care & amusement
<b><u>12:30-14:00</u></b>	->	Lunch and rest
<b><u>14:00-16:00</u></b>	->	Care & play
<b><u>16:00-16:15</u></b>	->	<b><u>End of program</u></b>

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<b><u>14:00</u></b>	->	<b><u>End of program</u></b>

**\* The above program is indicative and not the final. The program of the children is formed between the parent and the caretaker before the beginning of the program according to their needs and the age of the child, in the program's frames.**

## 5. **Timetable Compliance**

The time maintenance is essential for the smooth operation of the program. In case that the parents repeatedly delay in picking up their children the services will be interrupted with a written information.

## 6. **Timetable during public holidays**

**The program will work all the months, from Monday to Friday, except of public holidays.**

## 7. **Nutrition**

The car caretaker offer hot homemade lunch to the children, yet they will be responsible for the bestowal of the Breakfast and afternoon snack.

However is the parent's responsibility to prepare and deliver the meals for the children's breakfast and afternoon snack (usually milk, Farine lacte, fruits, sandwiches, cake or creams).

The parent is called to ensure that the children will always have a healthy snack with them. (i.e. milk, cream, sandwich with juice/milk or/and fruit) and an afternoon snack (fruit, biscuit, etc.). Yet, one set of clothes in case the caretaker will need it, diapers, napkins and anything else the child might need.

## 8. **Participation Costs in the Program; «In Home Day-care services for toddlers and preschoolers up to 5 years old »**

Priority Criteria* (valued on January 2017 –June 2017)
1 child -> € 100- / month 07:00-16:00
1 child -> € 100- / month 07:00-14:00
1 child -> € 70- / month 14:00-18:00

The monthly cost of the program **will be given to the Coordinator** of the program the **first week of the month** either cash or credit in the name: «ΠΟΛΥΔΥΝΑΜΟ ΔΗΜΟΤΙΚΟ ΚΕΝΤΡΟ ΛΕΥΚΩΣΙΑΣ». In both cases a receipt it is issued directly.

In case of prior noticed that the child will only visit the home day care up to two weeks then a discount of 50% will be given in the fees.

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In special occasions where the board will come to a decision that according to the criteria of the family (destitute) we need to interfere and support the family by offering economical assistance, then the services will be offered for free.

## **9. Communication with the center**

The coordinator of the program is in the disposal of all parents for any discussion and exchange of ideas regarding the home day care provided to their children and the caretaker. The timetable of the coordinator will be announced with the beginning of the program each period (Tuesday 08:30-13:30 & Thursday 08:30-13:30, appointments only).

Phone calls between the parents and caretaker during the operation of the program are likeable to be avoided, for a healthier operation of the program, with exceptions on time of emergencies.

In case of absence of the child it is likable that prior both the coordinator (22797854) and the care taker (of whom the phone will be given with the beginning of the program) are aware.

## **10. Pick up Point**

The departure of the child from the house of the caretaker will be allowed only with the escort of the parent/Guardian. In case that others will come to pick up the child, it will only be allowed by the persons that where written on the application form with the parent's/guardian's approval and full responsibility on his/her behalf.

## **11. Use of Toys and electrical equipment**

The Foundation will not take responsibility for any loss or damage of child's private objects (toys, devices, etc) that they bring from home. Further, we do not encourage such act.

## **12. Illness of child/ Medications/ lice**

For the least possible inconvenience first of the children and then all around them, in case of children's diseases, especially when it comes to viruses that are transmitted very easily from one child to another, we kindly ask that to be confined at home until it is determined that there isn't the slightest risk of contracting disease or damages to other children of the program, and the staff.

Carrying drugs to the home of the caretaker and the administration by them is not approved. Exceptions will only be made in special treatment and on request after discussion with the coordinator of the program and the consent of the parent / guardian.

Parents have an obligation to inform written the coordinator of the program for any specific medical problems, and special dietary habits of children.

## **13. Withdrawal of the child from the program**

In case that any family that it is served, is unable to follow the restrictions of the program and it results as an obstruction to the proper operation of the program such as late fees, absence of breakfast and afternoon snack etc. the following actions will take part:

- i. Extent Conversation between the parent/ guidance and the coordinator around the problems that result to such behavior.
- ii. Extent Conversation between the parent/ guidance and the coordinator for a corporation in solving the problem and bestowal time for adjustments.
- iii. If after the above actions there is no improvement then two strict warning letters referring to the repeated break of restrictions.
- iv. In case of non-compliance then a withdrawal from the program will follow.
- v. In case that we notice that the child is neglected by the parent/ guidance and especially in cases of serious issues as physical/ psychological violence the coordinator and the caretaker are responsible to refer the problem to the Director of the Welfare Social Services.

## ΣΓΝΤ

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