

**" Rainbow” Child Day Care and Activity Centre**

**Child Protection and Activity Centre**

 **for children aged 6-12 years**

**OPERATING REGULATIONS**

**Program Operating Framework**

**The Nicosia Municipality Multifunctional Foundation** operates the project: "**Rainbow” - Child Day Care and Activity Centre - Child Protection and Activity Center** at the premises of the **"Georgia Polyviou" building**, at 27A Irakleous Street, 1016 in Nicosia and offers childcare services and quality Activities for children aged 6 to 12 years.

The program is registered **in the Social Welfare Services of the Deputy Ministry of Social Welfare** and operates based on the Law and Regulations of Child Protection and Activities Centers.

The project " Rainbow“- Children's Care and Activities Center – Child Protection and Activity Center, is co-funded by the EU within the framework of the Cohesion Policy Programme “THALIA 2021-2027”.

1. **Child Admission Criteria at the Center**
* Children aged 6-12 years, whose parents are citizens of Nicosia and attend primary schools in Nicosia.
* Priority/Target Groups:
1. Single-parent family with low incomes (including single and widowed).
2. Large or five-member family with low incomes.
3. A parent with a chronic condition and/or a disability pension with low incomes.
4. Unemployed parent(s) with low incomes.
5. Migrants
* Siblings of children who already participate in the program during the regular period of operation of the program have priority for participation during the summer season and/or Christmas and Easter period.
* Children who participated in the program during the previous school year.
1. **Required Certificates:**

**For the purpose of documenting special/social criteria, it is mandatory to electronically attach the relevant supporting documents as follows:**

* For a single-parent family from the Pancyprian Association of Single-Parent Families and friends or other documentation.
* For a large family from the Pancyprian Organization of Large Families (P.O.L.F) or other documentation.
* For a family of five from the Pancyprian Association of Five-Member Families (P.A.F.M.F.) or other documentation.
* For a parent with a chronic illness and/or disability pension from the Ministry of Labour and Social Insurance (M.L.S.I.) and the Welfare Benefits Management Service (W.B.M.S) of the Deputy Ministry of Social Welfare (D.M.S.W).
* For unemployed parents(s) with low incomes from the Department of Labor (M.L.S.I.)
* For migrants, their residence form from the Department of Population and Immigration Records (D.P.I.R).

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| **credit Table** **(During the allocation of places, only documented information will be taken into consideration.)** |
| **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 higher 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. salary 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, with the precondition that it falls within the priority / target groups as mentioned in point 1a above.**

Priority will be given to families with an annual gross income up to €19,500, followed by families with an annual gross income up to €39,000.

1. **Necessary Child's Certificates:**
* Copy of the Birth Certificate of the child(ren).
* Medical Certificate from a pediatrician of the child(ren) for health reasons stating any nutritional and/or other allergies, special medical problems, as well as special nutrition issues of the children
1. **Registration Process**

**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 all the required certificates and attestations have been registered at the time of submission of the application.
* In case the application is not accompanied by all the necessary supporting documents or has not been filled in correctly, it will be rejected and the order of priority will be given to 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 made in a period that will be announced in time on the website of the Municipality of Nicosia and on Facebook (Nicosia Multipurpose Municipal Centre Official). It is estimated within May – June of each year.
* In case the seats are sold out before the end of the registration period, the platform will be closed and reopened in case there are available seats following a relevant announcement.
* **Children who secure a place must visit the programs from the 1st day** of the period in which they registered or their absence must be justified in time. Otherwise, the place will be immediately assigned to another child.
* **Termination of participation in the Program:** 2 weeks' notice will be given.
1. **Period/Opening Hours and Services**
* **School period:** Monday–Friday, hours: 13:30–15:00 or 13:30–18:00 or 13:30-20:00 **̽**

and Saturdays 07:00 -14:30

* **Summer Season:** Monday–Friday, 07:00-15:00 or 07:00–18:00 or 07:00–20:00 **̽**

and Saturdays 07:00 -14:30 ̽

* **The program suspends its operation from 11 to 22 August 2025.**
* Availability for provision of service until 8:00 PM from Monday to Friday and Saturday 07:00-14:30 with the prerequisite that it is proven that the parents are working until late and require childcare.
* The compliance of the working hours is necessary for the smooth operation of the Programmes**.** In the event that parents repeatedly delay in picking up the child(ren), the provision of services will be interrupted after written notification.

* Program operation during Public, School, Local Holidays

**Public Holidays: the center is closed.**

January 1

January 6

February 23 (Clean Monday)

25 March

April 1st

April 10 (Good Friday)

13th April (Easter Monday)

May 1 (Labor Day)

June 1 (Holy Spirit)

August 15 (Assumption of the Virgin Mary)

1 October

28 October

December 24 - December 26

**School Holidays:**

* 22nd December 2025 - 6th January 2026 (Christmas Holidays)
* January 30, 2026 (Feast of Letters - Three Hierarchs)
* 6th - 17th April 2026 (Easter Holidays)
* May 21, 2026 (Ascension)
* June 11th, 2026 (Apostolou Varnava)
* The center is open from 07:00 - 18:00 (school holiday schedule).

**Local School Holidays** (Saints Parish) the center operates **only** in the afternoon (normal school schedule).

1. **Indicative Services**

During the School Period: Babysitting**,** hot lunch, reading, 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, zoo, walks in the nearby parks/green spaces, theater, cinema, etc. **if there is a possibility**

**Indicative\* School Term Program:**

**13:05-13:25 -** Pick-up from the school by bus

**13:45-14:30 -** Lunch and Rest

**14:30- 16:30 -** Courses

**16:45-19:30 -** Free Play, Creative Activity

**18:00-20:00 -** Program End

**Indicative\* Summer Season Program:**

**07:00-08:45 -** Yard game

**08:45-09:30 -** Breakfast

**09:30-12:45 -** Various Educational Activities

**13:00-14:00 -** Lunch

**14:00-15:30 -** Free Play, Creative Activities

**15:30-17:45** - Movie/ crafts/free play

**18:00 – 20:00 –** Free Activities/ Afternoon/Program End

*\* The curriculum is announced at the beginning of each period*

*"During the operation of the Center, breakfast is not offered. Parents are asked to make sure that children have a healthy breakfast with them (e.g. a sandwich, with juice/milk and/or fruit).*

1. **Communication with the Center**

 **Opening hours of the Center:**

 Assistant Program Officer and/or Childcares

 Tel. 22797898

 **Office Hours:** tel. 22797893 email:**polidinamo@nicosiamunicipality.org.cy**

Telephone **conversations between children and parents should be avoided,** unless it is an emergency.

1. **Pick-up of child(ren)**

The departure of the child(ren) will take place from the Center area and only with the accompaniment of the parent or guardian no **later** than 15:00 or 18:00 or 20:00 respectively. In case they are picked up by other persons, this will only be done with written consent (e-mail or SMS) from the parent or guardian and will entail full responsibility on their part.

1. **Medications/ Medical Problems**

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

**Parents are obliged to inform the Centre in writing of any particular medical problems, as well as special nutrition issues of the children.**

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

In the event that 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 presents severe psycho-emotional problems, the following procedure will be followed:

1. Direct discussion and engagement with the child.
2. Informing the parent/guardian by the Assistant Program Officer about the joint treatment of the issue and a time frame for intervention and supportive actions of two days.
3. If the problem continues to exist and serious dysfunction is created in the program, the Nicosia Multipurpose Municipal Centre reserves the right to terminate the child's participation, after informing the parent.
4. After the above actions have been followed and after another three days have elapsed, the child's behavior does not improve, the services to the parents are interrupted by written letter
5. In cases where neglect of the child or other serious problems, such as violence in the family, the Assistant Program Officer is obliged, in consultation with the competent Program Officer, to immediately inform the competent officer of the Social Welfare Services.
6. **Punctuality with Operating Hours**

Strict adherence to the schedule is essential for the smooth operation of the program**.** In the event that parents repeatedly delay in picking up the child(ren), the provision of services will be interrupted after written notification.

1. **Nutrition**

 Children are offered a hot lunch, as well as an afternoon snack (cake or various creams, fruit-yogurt, fruit salad as well as fruit), according to a monthly meal plan.

During the Centre's opening period, breakfast is not offered. Parents are asked to make sure that children have a healthy breakfast with them (e.g. a sandwich with juice/milk and/or fruit).

* Children staying after 18:00 are also offered a 2nd afternoon meal (usually sandwich with cheese or ham or cereal with milk or egg with bread or breadsticks with cheese or savory cake).

The children's diet is complete, so it is not recommended to bring any other dishes to the center (except for the purposes of breakfast).

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

1. **Use of electronic devices or other objects**

It is not recommended to carry electronic devices every day. Their use is allowed only at certain hours (according to the program), provided that the sole responsibility for safeguarding lies with the child himself.

The Nicosia Multifunctional Municipality Centre assumes no responsibility for loss or damage to devices, toys or objects that children carry from home.

1. **Children’s Diseases/ Lice**

**In cases of childhood illnesses**, especially when it comes to 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 transmission of the disease or virus to the other children in the program, as well as the staff.

In order to avoid the **possibility of transmission of lice**, the children's head should be checked regularly and appropriate treatment should be followed in cases of lice or cones.

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Nicosia Multifunctional Municipality Centre

April 2025