

RULES & REGULATIONS ON SCHOOL CATERING FACILITIES

2022-2023 SCHOOL YEAR



Ville de Lancy
**Service des affaires
sociales et du logement**
Avenue Eugène-Lance 3
1212 Grand-Lancy
Tel. 022 706 16 66

EXPLANATORY INTRODUCTION

In addition to the services offered by the *Groupement intercommunal pour l'animation parascolaire* (GIAP; Intercommunal Association for After-School Care) with regard to out-of-school childcare facilities, Ville de Lancy offers a school catering service, provided from eight locations based in schools in Lancy.

The school catering facilities in Lancy have been awarded the "Fourchette verte junior" accreditation. This accreditation confirms that children receive a healthy, balanced main meal, in an appropriate environment, meeting the standards for this accreditation.

DEPARTMENT RESPONSIBLE

The department responsible for managing school catering facilities is Ville de Lancy's *Service des affaires sociales et du logement*, avenue Eugène-Lance 3, 1212 Grand-Lancy, tel. 022 706 16 66.

ARRANGEMENTS WITH GIAP

To attend the school catering facilities, children must first be registered with GIAP. Meal prices shown in these rules and regulations do not include childcare costs. Those costs are invoiced directly by GIAP.

Attendance is recorded on a daily basis by GIAP's staff who inform the department responsible.

OPERATION OF THE SCHOOL CATERING FACILITIES

The school catering facilities are open on Mondays, Tuesdays, Thursdays and Fridays for children in primary school Years 1 to 8 attending schools in Lancy. Children registered will be met by GIAP's staff when they leave their various schools, that is at 11.30 a.m., and accompanied to the canteen where they will be eating. They will be offered a range of activities before and/or after the meal.

Children are placed under the responsibility of the GIAP staff; they cannot leave the premises without their permission and they must stay in the appointed area where the childcare is being provided.

MENUS AND SPECIAL DIETS

In principle, the school catering facilities provide the same meal to all children. Menus are usually displayed a week in advance on the boards provided for this purpose and on the municipality's website.

As far as possible, and in accordance with GIAP's general terms and conditions, suitable solutions are sought where a child needs to follow a special diet. In accordance with the guidelines of the Service de santé de la jeunesse (the Youth Health service) of the *Département de l'instruction publique* (Public Education department), the school nurse will draw up a *Projet d'accueil individualisé* (PAI; individual support plan).

Vegetarian diets will be accommodated where required by either family values or religious beliefs stated on the registration form, but there will be no specific menu and parents are not permitted to send in food to supplement the meal provided by the school catering facility. In all other cases, a medical certificate is required for any dietary restrictions. No items of food will be excluded from a child's meal unless this official supporting evidence has been provided. In the case of allergies to certain foods, the child's meal must be provided by the parents or legal guardians. The meal will be eaten by the child in the same room as the other children. Guidance of the *Service de santé de la jeunesse* of the *Département de l'instruction publique* is applicable.

REGISTRATION

In accordance with GIAP's general terms and conditions, registration can only be made online via the my.giap.ch internet portal. For parents who are unable to obtain an *e-démarche* account, please contact the registration centre by telephone on 022 304 57 70.

When registering, the parent or legal guardian must decide, for the whole school year, which day(s) of the week the child will attend the school catering facility.

By signing the registration form or validating it online, the parent or legal guardian confirms that they accept all general terms and conditions laid down by GIAP and Restoscolaire and the rules on school catering facilities in Ville de Lancy.

PRICE OF MEALS

Meals are charged at the price of CHF 8.00 per child per day.

ABSENCE FROM MEALS

Any absences from meals must be notified before 8 a.m. on the "Restoscolaire" platform, by logging on to the my.giap.ch out-of-school childcare portal or by calling the GIAP answerphone service for the school in question, the telephone number of which will be provided at the time of registration. The child's surname and first name(s) and the expected day(s) of absence must be clearly stated.

Any changes to the schedule provided at the time of registration (additional absences or attendances) can be modified on the my.giap.ch out-of-school childcare portal. This compulsory step will avoid staff having to search for the child and make unnecessary contact with the parents or legal guardians.

No charge will be made for meals for children who have been reported absent by the above-specified deadline. Meals for children who have not been reported absent or who have been reported absent after 8 a.m. will be charged at the usual rate of CHF 8.00 per meal.

INVOICING

Ville de Lancy has signed up to the "Restoscolaire" platform of the *Association des communes genevoises* (Association of Geneva Local Councils) used to manage children's attendance and enable meals to be paid for in advance.

At the start of term, parents make an advance payment. The initial amount must cover the price of the meals for one month for each child registered. Subsequent payments must be enough to ensure the balance available covers at least five meals per child.

Payment details for online banking are available on the my.giap.ch after-school portal in the section dedicated to "Restoscolaire".

Parents who do not have internet access or who do not wish to pay by online banking have the option of requesting payment slips (BVR). This procedure will incur administrative costs. Please contact the centre by telephone on 058 307 84 64.

If the balance is not high enough, a statement of account including reminder costs will be sent to the parents by post.

If payment is not made following reminders, recovery proceedings will be instigated by the *Office des Poursuites* (Debt Recovery Office). Ville de Lancy reserves the right to suspend the services, meaning that the child would be excluded from school catering facilities.

If parents or legal guardians are experiencing financial difficulties, they should contact Ville de Lancy's *Service des restaurants scolaires* (School Catering Facilities service) by telephone on 022 706 16 78.

Additionally, Ville de Lancy's Social Affairs department is available to assess the situation and the requests made by parents or legal guardians. A meeting can be arranged with a social worker by calling 022 706 16 66.

TERMINATING OR CHANGING THE REGISTRATION

Any changes to the childcare agreement may be made online on the my.giap.ch internet portal or by writing to the GIAP Sector Manager before the 25th of the month under way, to be taken into account from the start of the following month.

The childcare agreement may only be terminated by writing to the GIAP Sector Manager before the 25th of the month under way, to be taken into account from the start of the following month. It cannot be terminated through the my.giap.ch internet portal.