



COMMUNE DE
VAL DE BAGNES

REGULATIONS ON MUNICIPAL CHILDCARE FACILITIES

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Introduction

The childcare centres work in partnership with families to ensure the children's well-being.

Childcare outside the family home enables parents to balance work and family life and offers children the opportunity to be looked after in a group setting at childcare centres. Complementing family life, these centres ensure children's healthy development and support them in their learning.

The children are looked after by staff who are qualified to work with children.

The childcare facilities are accredited by the Cantonal Child and Youth Services (Le Service cantonal de la jeunesse).

All information relating to these regulations is available on the MonPortail app, the website (www.valdebagnes.ch) or from the Department of Youth, Education and Social Cohesion (enfance@valdebagnes.ch – 027 564 66 88).

Chapter I : Organisation

Article 1 : Coordination of childcare facilities

¹The childcare coordination service provides a dedicated information service for parents and allocates places in nurseries, creches and after-school care centres, in collaboration with the people in charge of these facilities.

²It manages contracts and administrative matters relating to placements.

Article 2 : Childcare options

- Nurseries accept children from the end of the maternity leave until they are 18 months old.
- Creches cater for children aged 18 months until they start school.
- After-school care centres (UAPE) look after children from 1H to 8H.

Article 3 : Childcare centres

- Montagnier « Aux Moussaillons »
- Verbier « Le Mayen des Crouès »
- Versegères « Au Bois de Quat'sous »
- Vollèges « Les Maïnoz »

Children are placed in the centre closest to their home, depending on which school they attend/will attend. Depending on availability, the childcare coordination team may suggest an alternative centre.

Article 4 : Opening hours

¹The childcare facilities are open continuously from Monday to Friday, except on public holidays, and they have three weeks of annual closure each.

²During annual closures, childcare may be provided at another childcare centre subject to availability (and depending on the type of contract). Applications must be submitted no later than 24 working days before the centre's closure date.

Article 5 : Drop off and pick up times

To ensure a high standard of care, parents are asked to respect the timetable and collect their child no later than 10 minutes before closing time. Any additional fifteen minutes will incur an extra charge.

Nursery and creche	Morning	Midday	Afternoon
Drop off time	until 9.00	11.00-11.30	13.00-13.30
Pick up time	11.00-11.30	12.30-13.00	from 16.15

After-school care	Morning	Midday	Afternoon	After school
Drop off time	until 9.00	11.00-11.30	13.00-13.30	-
Pick up time	11.00-11.30	13.00-13.30 Wednesday : 12.30-13.00	16.15-16.30	from 16.15

Chapter II : Admissions and attendance

Article 6 : Admission criteria

- Children resident in the municipality of Val de Bagnes and
- Children whose parents are working or studying for a qualification.

Subject to availability, children who do not meet the above admission criteria may be admitted to nursery or after-school care under a socialisation contract.

Article 7 : Application form

¹Applications must be submitted online via MonPortail and are valid for the school year, i.e. from 1st August to 31st July the following year. Only the MonPortail 'proof of employment' forms for the applying parent and their spouse/partner are valid for any application of a standard or irregular contract. Copies of employment contracts and payslips are not accepted as proof.

²A minimum attendance of one session per week is required. Once the contract has been approved, it will be available on MonPortail.

³Registrations for the following school year generally open in the spring. Parents are notified in good time.

⁴Registration is possible at any time during the year, subject to availability. Applications must be submitted by the 1st of the month, and no later than 31st July of the current year. For nursery and after-school care, applications will be processed no earlier than two months before the start date of the requested service, subject to availability.

⁵Reserving a place: nursery

A place can be reserved no earlier than four months before the start of childcare.

⁶Induction : nursery and creche

Before starting at the nursery or creche, the child goes through a gradual settling-in period. A plan is made with the nursery or creche manager based on the child's needs. A parent must be available during this period.

Article 8 : Contract options

8.1 Regular contract

¹Annual admission is defined in terms of services, as set out in the MonPortail contract.

²This is the only type of contract available in the nursery.

8.2 Irregular contract : creche and after-school care

¹Available only to parents whose work schedule is subject to irregular hours, as shown by the necessary documentation.

²Reservations are based on specific days of the week set out in the contract. One 'cancelled' day per week, for which no charge is made, is accepted, provided notice is given at least 15 working days in advance.

8.3 Socialisation contract: nursery and after-school care

Intended for children who do not meet one of the admission criteria, this contract is automatically renewed on a month-to-month basis. Depending on the childcare centre's availability, the childcare coordination team may terminate it no later than five working days in advance, with effect from the following month.

Article 9 : Additional days

¹In exceptional circumstances, a request for an additional day of childcare may be made directly to the childcare centre. There is no guarantee that the request will be granted.

²Any additional day of attendance does not count as a substitute for a day of absence. Both are subject to a charge.

Article 10 : Absences

¹Parents are required to notify the childcare centre of their child's absence by 9.00 am via MonPortail; childcare fees remain payable. After this time, lunch and snacks will also be charged.

²Absences of less than one week are charged at the standard rate. If the absence is extended, and upon presentation of a medical certificate, the cost from the second consecutive week onwards is charged at 50%.

Article 11 : After-school care and school

¹After-school care and school are separate: notifications of absence must be sent to the childcare centre in addition to the school.

²During school organised activities (skiing, walks, outings, etc.), parents must notify the after-school care of any changes to timetables and arrange their child's transport. The after-school care centre does not look after children during school hours when there are changes to the school timetable, except for children in the years 1–2H.

³With a view to ensuring better collaboration and improved care for the children, staff at childcare centres and teaching staff may discuss issues relating to group dynamics.

Article 12 : Holidays

¹ Children are registered at the nursery and creche all year round. In addition to any closures of the childcare centres each child is entitled to six weeks of holiday per year without charge, equivalent to 30 days of care, calculated on a pro rata basis. To make use of these parents

must register them via MonPortail no later than 10 working days before the desired holiday period.

²At the after-school care centre pupils are looked after during term time. Only children with an annual contract may attend the after-school care during the school holidays. To do so parents must register them via MonPortail no later than 24 working days before the desired period. Any booked holiday attendance will be charged, even in the event of a notified absence.

Article 13 : Changes in attendance

¹Any request to change attendance arrangements, for a period of at least three months, must be made by email to enfance@valdebagnes.ch by the 23rd of the month for the following month, subject to approval. In the meantime, temporary arrangements may be requested from the childcare centre.

²Any accepted contract amendment will result in an additional charge being debited from the parent's account.

³Following a discussion between the manager of the childcare centre and the parents, the contract may be changed by the coordination team, free of charge, if a reduction or increase in childcare hours is necessary for the child's well-being.

Article 14 : Cancellation

¹Parents may cancel any contract via MonPortail with 10 working days' notice.

²In certain circumstances, the municipal administration reserves the right to terminate the contract:

- failure to comply with the present regulations
- inappropriate behaviour on the part of the child or the parents
- failure to maintain sufficient funds in the MonPortail account

Chapter III : Health

Article 15 : Health

¹The childcare centre manager and the teaching staff ensure the general well-being of the children in their care.

²A sick child is not allowed to attend the childcare facilities for their own well-being, but also to minimise the risk of contagion.

³When a child returns after an illness or a course of antibiotics, they must have recovered enough to keep up with the rhythm of the group.

⁴If a child has caught a contagious illness, the parents must inform the teaching staff.

⁵In the event of an accident or illness, the teaching staff will ask a parent to come and collect the child as soon as possible. Once the child has left, they may not return to the centre on the same day. If there is no response, the teaching staff will take the necessary steps to ensure the child's safety, and any costs incurred will be charged to the parents.

Chapter IV : Practical information

Article 16 : Authorisation for pick up

¹Parents provide the contact details of the people authorised to pick up their child directly via MonPortail. If any of these people are not known to the teaching staff, they will be asked to show proof of identity.

²Under no circumstances will the child be handed over to anyone who is not authorised unless the nursery is notified via MonPortail.

³For schoolchildren, parents can give their child(ren) permission to walk home alone directly via MonPortail, in which case the parents are responsible for their child(ren) during the walk home.

Article 17 : Route for schoolchildren

¹The route between home and the after-school care: parents are solely responsible for their children's safety on the route between home and the after-school care centre.

²The route between school and the after-school care: children in 1 and 2H are accompanied by teaching staff. Children in 3 to 8H go on their own, under the responsibility of their parents.

Article 18 : Outings

¹Outdoor activities are organised every day, in all weather conditions. Children must wear practical clothing suitable for the weather.

²Parents are hereby advised that trips may be made on foot, by public transport or by taxi.

Article 19 : Photos and videos

No photographs of children are taken for publication (reports or articles) without the parents' prior consent. Photographs are the property of the childcare centres; any reproduction or distribution is prohibited.

Article 20 : Schoolwork

There is a designated area for doing schoolwork. The teaching staff are not responsible for ensuring that it is completed properly. The monitoring of the schoolwork remains the responsibility of the parents.

Article 21 : Personal belongings

Personal toys or electronic devices such as games, mobile phones and smartwatches are not permitted. The childcare centre accepts no liability for the loss, theft or damage of clothing or personal belongings.

Article 22 : Insurance

¹Every child must have a health and accident insurance.

²Parents must hold third-party liability insurance (Responsabilité Civile). Parents are solely liable for any damage caused by their child.

Chapter V : Communication with parents

Article 23 : Communication with parents

¹During the initial meeting, parents provide all the relevant information about their child's health and routines.

²The relationship between parents and teaching staff is based on trust and mutual respect. This collaboration is essential and vital to ensuring the best possible care for the child.

³Daily contact with the childcare staff generally takes place when the child arrives and leaves. This provides an opportunity to discuss any significant events in the child's day, whether at home or at the childcare centre. Parents may request a meeting with the childcare team at any time if they wish.

⁴If a child behaves in a way that gives cause for concern, the manager or the coordination team for childcare facilities may, with the parents' consent, consult child development professionals for support (pediatricians, speech therapists, psychologists, dieticians, mediators, etc.).

⁵The coordination team for childcare facilities and the teaching staff are bound by professional confidentiality regarding all information they hold about a child and their family.

⁶Each childcare facility has its own educational programme.

⁷Parents must be reachable during the day. They must therefore immediately inform the childcare coordination team of any change of address, place of work, telephone number, change in family circumstances, etc., by updating their details on MonPortail.

Chapter VI : Invoicing

Article 24 : Conditions of payment

¹Following the creation of their contract, the parents paying the fees (one per family) will find the details for topping up their MonPortail account under the 'Payments' section. Fees are paid in advance via a QR invoice.

²The total cost of services (meals, childcare fees, etc.) is calculated based on the applicable rates. It is debited from the parent's account on a daily basis. Discounts for multiple services are credited daily. Sibling discounts are credited weekly.

³The parents who make the payments can view detailed information about their payments and expenses under the 'Transactions' tab in MyPortal. The account balance can be viewed at any time. They can grant the other parent access to view the account balance via MyPortal.

⁴When the balance of the account matches the value of 10 childcare sessions, including meals, parents are automatically notified by email. If the account has insufficient funds, a message confirming the end of the contract is sent.

Article 25 : Prices

¹Fees for childcare and meals are set by the Municipal Council. To determine these fees, parents authorise the childcare coordinators to request their tax reference number from the Tax Office on an annual basis.

²The administration fee per child is debited from the parent's account each year, at the same time as the first payment. If the contract is terminated during the year and a new registration is made, the administration fee will be debited again. It is non-refundable.

³No refunds are made retroactively.

⁴Registration fees are charged each time, starting from the second request to change attendance.

⁵Sibling discount

From the second child living in the same household, and supported by the same paying parent, a 20% discount is applied to the childcare fees for the child who attends the centre the least. This discount is credited once a week via MonPortail.

Article 26 : Calculation of the fee

¹All contracts are charged at tariff 15 for children resident in the municipality of Val de Bagnes and at tariff 16 for children resident outside the municipality. The tariff applies for the entire school year (from 1 August to 31 July).

²Eligibility for a tariff reduction

The tariff reduction is determined by the department responsible for taxation. If no documents are provided to enable the department to determine the tariff reduction, tariff 15 is automatically applied. No refunds are made retrospectively.

- For Swiss nationals and holders of a C permit the N-2 tax assessment applies, depending on the school year in question. In the event of a significant reduction in annual income, of at least CHF 20,000, or in the event of a change in family circumstances (such as a death, separation or divorce), a request for an adjustment during the year may be made. Any adjustment granted takes effect on the first day of the month following the recalculation, without retroactive effect.
- People who were previously resident outside the municipality must submit their tax return to the taxation department of the Municipality of Val de Bagnes within 20 days of registering on MonPortail.
- For individuals taxed on a per-expenditure basis or holders of a residence permit without the right to work, tariff 15 applies.
- For B and L permit holders subject to taxation at source, tariff 6 applies.
- For cantonal institutions and other social service providers, tariff 15 applies.
- For children placed in foster care within the municipality of Val de Bagnes, tariff 1 applies.

³Determining income

	Net income (<i>item 2600</i>) (including income earned abroad)
+	Losses from real estate assets (<i>items 1110, 1120, 1130</i>)
+	LPP buy-back (<i>item 2100</i>)
=	DETERMINING INCOME

Parental situation	Reference
Married parents	Taxable income
Single-parent families, divorced or separated parents	Taxable income of the parent who has parental authority and/or custody
Couples living together	When combining the incomes of both individuals, 80% of the lower income is taken into account
A parent with parental responsibility/custody who has remarried	Taxable income for the new household
Joint custody of the child by both parents	The income of both parents is taken into account separately

⁴The fee structure established by the Municipal Council applies to subsidies allocated to children resident in Val de Bagnes who are placed in care by the APAJ, and to those living in Chemin-Dessus who are placed in public childcare facilities in Martigny.

Chapter VII : Final regulations

¹By enrolling their child(ren) in a local childcare facility parents undertake to comply with these regulations.

²Any specific situation not covered above will be dealt with on a case-by-case basis by the childcare coordination team.

³Any disputes arising from the application of these regulations shall be decided by the Municipal Council.

⁴These regulations may be amended at any time by the Municipal Council.

Approved by Val de Bagnes Municipal Council on 24 February 2026