

GUIDEBOOK FOR CHILDCARE IN PROVENCE



*You are coming to France with children
and you are looking for childcare solutions:*

The objective of this guidebook is to help the ITER parents
looking for childcare centers or childminders
by providing information on childcare in Provence.

CHILDCARE CENTERS (CRÈCHES)**

COLLECTIVE DAYCARE

❖ DEFINITION

In childcare centers (*crèches*)**, qualified professionals look after children in specific facilities aimed at developing your children's interpersonal, intellectual and physical skills. Childcare centers can mind your children every day or on a regular basis, full-time or part-time. This childcare option is in great demand, so there may be a long waiting list.

You can also find family childcare centers (*crèches familiales*) or parent's childcare centers (*crèches parentales*), smaller facilities managed by groups of parents (parents work alongside professional caregivers to take care of the children).

❖ HOW TO FIND A CHILDCARE CENTER

- 1) Visit the following websites and get a list of the centers, sorted by city: For [Aix-en-Provence*](#), for **Manosque***,
- 2) Contact your City Hall (*Mairie*)**: **Aix-en-Provence*** - [Manosque*](#) (Contact details are on the bottom-right-hand-side of the web page),
- 3) Contact the Relay Childminder** (*Relais des assistantes maternelles*: [Aix-en-Provence*](#) / **Manosque***).
- 4) Ask your ITER colleagues – (word of mouth),
- 5) Contact members of the **Welcome Volunteers***/**.

❖ HOW TO REGISTER IN A CHILDCARE CENTER

Where: You have to contact your City Hall, to obtain the right information, because the registration may differ according to the childcare center.

When: As soon as possible! You can have a final confirmation of your registration between, at best 1 month and, at worst, 1 year or more because of waiting lists.

Documents needed: a copy of the identity card/passport of each parent, a copy of the birth certificate of the child, a proof of address, a proof of income: 3 last pay slips, a copy of your tax return (if you have already received one).

**click directly on the bold word*

***See definition in the glossary at the end*

❖ HOW TO SHOW MOTIVATION TO OBTAIN A PLACE

The best way: Go there directly, call childcare centers and send them e-mails regularly.

How often: From once a month to once a week.

❖ WHAT IS THE COST FOR A CHILDCARE CENTER?

On average, for a full contract (8 hours a day – 5 days a week), the cost of a municipal (public) childcare center will be from 550€ to 750€ per month. For a private childcare center, the cost is from 850€ to 1 200€. Warning: this cost is just an estimate.

❖ ADVICE

- 1) For the registration some childcare centers may ask you for a CAF Number** (*Numéro de CAF or Numéro d'Allocataire*). As ITER Staff, you usually do not have any CAF number and it is not compulsory to provide one to a childcare center.
- 2) Do not hesitate to specify, during your registration and if it is the case, that you are working (or looking actively for a job), studying or attending French courses. It can justify your need for a place.
- 3) Do you need a childcare center 5 days per week? First, ask for 2 or 3 half days, then 2 or 3 days. Once you obtain this, you may ask for more days more easily. Do not be too demanding at the beginning.
- 4) Registrations can be made in your own City Hall or at the childcare center directly.

BE EXTREMELY PATIENT AND DO NOT GIVE UP!

CHILDMINDERS (ASSISTANTES MATERNELLES)**

INDIVIDUAL DAYCARE

❖ DEFINITION

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A childminder (*Assistante maternelle*)** looks after your children in a stable, family environment. You can hire a childminder who will look after your children in their own home. They can mind from 1 to 6 children. You, as parents, become their employers and an employment contract must be signed on the first day. Most French parents choose this childcare option. A nanny (*nounou*)** can also come to your home to look after your children.

❖ HOW TO FIND A CHILDMINDER

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- 1) Contact the Relay Childminder** (*Relais des assistantes maternelles*: [Aix-en-Provence*](#) / [Manosque*](#)).
- 2) Contact your City Hall (*Mairie*)**: [Aix-en-Provence*](#) – [Manosque*](#) (Contact details are on the bottom-right-hand-side of the web page),
- 3) Ask your ITER colleagues – (word of mouth),
- 4) Contact members of the [Welcome Volunteers*](#)/**.

❖ HOW TO CONTRACT WITH A CHILDMINDER

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The childminder should provide you with a contract of employment: do not hesitate to fill it in with your childminder. Ask her/him if you have difficulties in understanding.

You can find [attached*](#) a model of a contract of employment. Do not be surprised if your childminder gives you another model: There is no single model.

**click directly on the bold word*

***See definition in the glossary at the end*

❖ HOW TO DECLARE A CHILDMINDER (ONLINE DECLARATION)

Where: On a website called: **Pajemploi***/**.

When: At the beginning of the contract. You will have to declare your new employee (childminder): their salary and many others details about the contract (hours, period of activity, paid leave...). Then, a monthly declaration is required.

How: Thanks to the practical guidebook “**How to declare your childminder online**” (translated from the Pajemploi website).

Warning: in order to make the online declaration when you do not have a CAF number**, you first have to register with Pajemploi with a special form (called: “**Demande d’adhésion au Centre National Pajemploi**”).

❖ WHAT IS THE COST FOR A CHILDMINDER?

1) On Pajemploi, thanks to a **simulator**, you can estimate the price of your future childminder. You have to:

- Choose between a childminder (assistante maternelle) or a nanny (nounou).
- Fill in the number of weeks (if the minding of your child is over 47 weeks: full year or less)
- Fill in your postal code
- Fill in the net hourly pay
- Fill in the number of hours of childminding a week
- Fill in the number of days of childminding a week

Then, you obtain an estimate of the paid monthly salary. We remind you that as ITER Staff, you will not get any participation from the French CAF (French Family Allowances Office).

On average, for a full contract (8 hours a day – 5 days a week), the cost of a childminder will be from 600€ to 800€ per month for the salary. In addition, you will have to pay for the French social charges of the childminder, which can reach up to circ. 600€.

Warning: this cost is just an estimate.

ADVICE

1) Unfortunately it is impossible to know the availability of all the childminders. You have to contact them regularly to check if they have a place for your child.

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***See definition in the glossary at the end*

BE EXTREMELY PATIENT AND KEEP GOING!

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***See definition in the glossary at the end*

GLOSSARY

- ❖ **“Assistantes maternelles” (Childminders):** They look after your children in a stable, family environment. You can hire a childminder who will look after your children in their own home. They can mind children from 1 to 6 years old with a maximum of 4 at home. You as parents become their employers and an employment contract must be signed on the first day.
- ❖ **“Caisse d’Allocation Familiales” or “CAF” (French Family Allowances Office):** It is the Family branch of the French Social Security system. It gives family benefits to people contributing to the French Social Security system. Note that as an ITER Staff member, and since you do not contribute to the French Social Security system, you will not be entitled to such benefits.
- ❖ **“Crèches” (Childcare centers) = collective daycare:** Professionals look after children in specific facilities aimed at developing your children’s interpersonal, intellectual and physical skills. Childcare centers can mind your children every day or on a regular basis, full-time or part-time. You can also find family childcare centers (*crèches familiales*) or parent’s childcare centers (*crèches parentales*), smaller facilities managed by groups of parents, where parents work alongside professional caregivers to take care of the children.
- ❖ **“Mairie” (City Hall):** The headquarters of a city or town's administration.
- ❖ **“Nounou” or “nourrice” or “garde d’enfants à domicile” (Nanny):** A childminder who comes to your house to look after your children
- ❖ **“Numéro de CAF” or “Numéro d’allocataire” (CAF number):** Registration number with the CAF (see above).
- ❖ **“Numéro de sécurité sociale” (Social Security Number):** Registration number with the General French Social Security system (you only have one if you pay contributions to the French Social Security system). As an ITER Staff member, you should not have any.
- ❖ **Pajemploi website (site Pajemploi):** It is the website of the French Social Security system designed to help parents, employing a childminder in France, to declare their employee. The Pajemploi declaration is an administrative obligation for the parents (see document attached: Practical guidebook – How to declare your childminder online).
- ❖ **“Relais des Assistantes Maternelles – RAM” (relay childminder or childminder’s center):** This is a group of childminders, or also a place of information, meeting and exchange for

the parents. Each week childminders offer workshops, music, manual activities and socialization for children.

- ❖ **Welcome Volunteers:** The people of the Welcome Volunteers are members of the ITER community. They are happy to offer you their help in settling in your new environment. There are volunteers in and around Manosque and Aix-en-Provence. They can answer your questions on schools, doctors, where to find food products, which bus line to take and where to go in the area for the best experiences. They were newcomers too and know how challenging the situation can be. Do not hesitate to contact them; they have already helped many people.

This guidebook was created thanks to the participation and the advice of:

- ❖ *The spouses of the ITER staff,*
- ❖ *The Welcome Volunteers,*
- ❖ *The ITER BABES Facebook page*