



General Contract Terms Binding Care Agreement

1. GENERAL TERMS

In our crèche the children have priority. It's important to us that they feel comfortable with us. The crèche fulfills an educational task which is accompanied by objectives. We consider it very important having and keeping a close and trusting contact with the parents in order to ensure good collaboration and exchange.

2. EXCHANGE

The exchanges include the daily "door-and-door" conversation we hold when the children are brought or picked up. It is important to us to bring closer to parents the experiences and everyday experience the child made in the crèche. For this to be done with necessary care, we ask the parents to arrive at the crèche 10min. before pick-up time, i.e. 11.50h, 13.20h and 18.20h at the latest. After this time, a detailed exchange will no longer be possible. However, a further exchange can be included in the location respectively "state of things" discussion, in which the development and goals of the child will be discussed.

3. COLLABORATION

We see cooperation as the most important requirement to succeed. Only if this is given the child will feel comfortable with us. In terms of cooperation, the parents support our educational planning. This requires that parents appear at parent evenings and talks as well as all regulations are observed. In addition, joint planning and support for the child is important. We ask parents to inform us latest by 9a.m. if the child is sick or cannot come to the crib due to other reasons. Shouldn't we have any relevant information by 9a.m., the child is considered deregistered for the morning. The then following drop-off time is 12a.m. or 1 p.m. if the child is registered for all-day care. In the case of doctor's appointments during the care days, the children can be brought until 9a.m., however at least until 10a.m. (before the daily walk) or then again at 11.45a.m.

4. OPENING HOURS

The day nursery is open from Monday to Friday from 7 a.m. to 6.30 p.m. Closing period between Christmas and New Year. Before public holidays, the crèche always closes at 5 p.m. The day nursery reserves the right to add 3-4 closing days per year to public holidays. We will inform you in writing. Bringing and pick-up times must be observed. Late collections are charged with CHF 10.— per 10 minutes and have to cash on site. In the event of staff shortages, caused by circumstances such as cases of emergencies, illnesses and / or epidemics, the nursery management reserves the right to adjust the opening hours accordingly.

BRINGING / PICK UP TIMES:

Bringing times: 07.00h - 09.00h / 11.45h - 12.00h / 13.00h - 13.30h

Pick up times: 11.45h - 11.55h / 13.00h - 13.20h / 16.00h - 18.20h

5. SAFETY IN THE CRIB

The safety of the children who are entrusted and overhanded to us as well as the security and safety of our employees are one of our core priorities. In order to increase the level of security and safety, during the course of the reconstruction of our crib, we have fixed surveillance cameras attached. The cameras are placed as following:

Placements:

- 1 x main entrance outside / 1x main entrance inside / 1x baby corner / 1x garden / 1x office / 1x corridor (close to the jungle picture)

Surveillance / operating times:

- Main entrance outside / inside and garden outside: 24h
- Baby corner / office / corridor (the jungle picture): 07.00h – 18.30h: no recordings
- Baby corner / office / corridor (the jungle picture): 18.30h - 07.00h as well as Saturday/Sunday: recordings

6. ADMISSION OF CHILDREN

We do care for children from the age of 2 months up to the 8th / 9th life year. We welcome a variety of children from different living environments and families, different cultures and languages. With signing of the care contract, the admission is binding.

7. CARE OFFER

The crèche has a total of 26 full-day places. We keep up to the guidelines of the canton of Basel-Landschaft Directorate of Education, Culture and Sport Office for Children, Youth and Disabled People (www.baselland.ch). The crèche enables children to grow up in a social environment. The children are cared for in a mixed-age group. Additional care days during the week are possible at any time if there are free places. Additional care must be paid cash the same day.

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During the year, the crèche also offers childcare offers to enable parents to have a Saturday for themselves. Example: childcare on the Saturday before Christmas so for parents to do Christmas shopping with peace and free of any stress. The Saturday childcare offer takes place with a minimum requirement of 3 children. Parents will be informed in writing about these childcare options in advance. Childcare prices Saturday offer: CHF 10.— / hour, CHF 5.— per meal.

8. CARE

It's much important that the child visits the crèche on a regular basis. This is the only way to integrate them into the group, which will finally be of the child's benefit. The child's minimum stay is as of 20%, i.e. a full daycare or two half days. This does not apply to holidays. The nativity management must be informed of the desired change in writing at least 1 week in advance. Approvals will only be given if availability is given. The pick-up of the child by a third party (e.g. aunt, grandparents, relatives, etc.) must be registered. The third party must identify himself with an official identification document.

9. ILLNESS

The crèche looks after sick children up to a certain range. At first slight signs of illness, the parents will be informed by phone and can decide whether they want to pick up the child or not. In case of fever from 38.5°C, we will administer a suppository after consultation and approval of the parents. If the child is no longer capable to stay in the crèche and only needs individual care, the parents will be asked to pick up their child. All parents will be informed about diseases that are in circulation in the crib via Info wall. In the event of an accident (emergency), the staff is entitled to immediately give the child medical treatment or hospital care, with subsequent information of the parents.

In accordance with the guidelines and regulations of the cantonal doctor as well in order to protect other childs and adults, we ask parents to keep children with infectious diseases (epidemiological risk, late effects, consequential damage) at home (E.g., measles, lice).

Our pediatrician

Dr. med. Hürlimann Magdalena | Ulmenstrasse 14, 4123 Allschwil | Phone +41 61 481 33 45

We will in urgent cases / emergencies take an ambulance, taxi or car.

10. ACCLIMATIZATION PERIOD

It is important that parents take enough time to settle in their child. We want the child to have a child-friendly entry into the group. Confidence and reliance in the care must therefore be built up. We will therefore focus to get Care is therefore taken to get accustomed each child slowly and according to their needs. Acclimatization takes place on the month before entry. The cost of the acclimatization period and the entire administration amounts to half the monthly agreed care amount. The child will be cared after by one person at the beginning, then slowly led to another person. The child then automatically selects his or her caregiver. Towards the end of the familiarization, the child is slowly introduced to the team and the entire group of children.

Depending on the percentage of childcare, 4 - 8 dates for acclimatization are set up with the parents. We ask parents to take the time to get used to the child and to think carefully about any holiday wishes before entering resp. before the acclimatization period.

11. FINANCES

The monthly flat rate is calculated from an average number of care days. Holidays, vacations, sickness, and accident absences are included and do therefore not represent a reduction. The same applies to company holidays between Christmas and New Year. Example: 1 day / week = CHF 118.— / CHF 123.— (Baby Tariff) x 48 (weeks): (through) 12 (months) = Fr. 472.— / CHF 492.— amount of care per month. Entry into the crèche is possible all year round, after considering the vacancies. The contract begins on the first day resp. day 1 of the month → example: 1 June 2020. If a place becomes available before the desired entry, a reservation fee is due for the free months. It is not possible to reserve a childcare place free of charge (e.g., for 5 months). The reservation fee is the number of months multiplied by half of monthly care amount. Example: You want to bring your child to the crèche from September 2024 and do this for 1 full day a week. However, the space is already available from April 2024. In this case, the following calculation applies: 5 (free months) x (times) CHF 236.— / CHF 240.— (one full day per month CHF 472.—) = CHF 1'180.— / CF 1'200.— (Baby Tariff) reservation fee. For the settling-in period and its administrative work, 50% of the childcare fee will be charged. If a reservation fee has already been paid, the acclimatization fee/amount does not apply.

The minimum calculation is 48 weeks (excluding holidays), but a maximum of 52 weeks. However, if the child is brought weekly, the additional days of care exceeding 48 weeks will be added to the invoice at the end of the corresponding calendar year (per calendar year = 4 weeks of vacation).

Tax certificate: From the tax year 2013, parents will no longer be given tax certificates. The parents enclose the entire bills of the year with the tax documents. This is sufficient for the tax authorities.

12. TARIFF LIST / PAYMENT / SPECIALS

See supplementary sheet. The monthly bill is invoiced to parents around the 20th of the month. Similar to the rent, the childcare amount must be paid **by 30/31 of the current months at the latest**. (February: on the 28th day, leap year: February 29th) must be paid in on the day of the current month (date of reception of payment). If the childcare amounts exceed the mentioned payment date, the crèche reserves the right to discontinue childcare immediately. The information is provided by the crib board.



If there are outstanding payments or other special cases (e.g., late arrival, unacceptable / intolerable conditions with children and / or parents, persistent special requests that cannot be implemented by the crèche), the crèche reserves the right to disband and/or dissolve the childcare as of immediate notice by written form.

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The Childcare rates are checked annually and if necessary adjusted accordingly to inflation. Parents will be informed by written with a 3-month prenotice. Subsidies: If the care units are paid for by the social welfare authority and / or the Allschwil municipality, a written confirmation is mandatory and has to be handed over to the crèche. If you no longer receive subsidies / support contributions from the municipality and / or social welfare office, the invoice is due in advance in accordance with the regulations.

Particular happenings, Epidemics and / or pandemics: If, due to a directive of cantonal medical instructions, a precautionary closure of the crèche should occur, the amount of care does still remain due until further instructions from the Confederation.

Additional charges (e.g. subsequent delivery of copies of invoices and/or other documents) will be charged with separate invoice with an additional amount of CHF 5.— per copy/document. Any request are exclusively to be done by Mail and will only be answered on this way.

13. INSURANCE / OBJECTS

The parents have the obligation to take out compulsory health and accident insurance and private liability insurance for the child. The crèche assumes no liability for toys, jewelry and / or items of clothing and/or shoes that you have brought with you.

14. TERMINATION OF THE CHILDCARE PLACE

The contractual termination notice period for a childcare or reservation place is 3 months. This also applies to the termination of partial childcare (example: reduction of childcare days from 3 to new 2). Termination must be made in writing and by **registered** mail at the end of the month. Delayed cancellations (example: receipt of the cancellation on the first day of the following month) will be offset against the corresponding care periods, i.e. the full amount is due by the end of the regular notice period. If the signed contract is canceled 3 months before the childcare begins, the amount of a 3-month seat reservation is due. If you cancel 2 months before the child joins, the amount is due in the amount of a 2-month seat reservation and a 1-month childcare allowance. If the contract is canceled 1 month before the start of childcare, the reservation fee of 1 month and the childcare amount of 2 months are due. If you cancel within the last month before entry, the entire amount of care is due within the 3-month notice period.

15. REQUESTS

Please address any concerns to the board by Mail info@kinderkrippeschlumpfhuesli.ch.

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