

## GUIDELINES, OPENING HOURS AND RATES

### Concept (short version)

The Spielatelier Farbtupf offers a mixed-age Day Care and Play Atelier with a focus on creative process and play. There is enough space for a maximum of 12 children from 1.5 years to kindergarten age. English-speaking children can also be looked after in English during an integration phase. Addition to our offer, we have our own outdoor playground where children enjoy the fresh air and can play (sand pile, slide, playhouses, bobby cars, children plastic motorbikes, football, run ...). As part of our activity, we have this opportunity to bring the children to a beautiful forest nearby for them to experience and enjoy the beauty of nature.

Play is the central form of activity in the child's life. They learn to set their own goals and limits and to develop a high degree of self-activity. Playing and creative activities support the child's learning and personal development.

In Spielatelier Farbtupf, the needs of the child are taken seriously through respectful and loving care. We trust in the children's own powers of growth and inner motivation. The child should be able to unfold with us according to his or her inner development plan, potential and at his or her own pace. It should be able to develop its abilities and skills independently and with joy.

We at Spielatelier Farbtupf wish that the relationship with the parents is characterized by mutual respect. Regular discussions, events and visits are the foundation for a cooperative partnership.

### Opening hours

Open	Monday - Friday	7.30 - 18.00
Drop off and pick up	Bring by 9.00 a.m. at the latest	Pick-up from 16.00

### Daily Modules:

<b>Module A1</b>	Play Atelier and Day Care	7.30 - 17.00
<b>Module A2</b>	Play Atelier and Day Care	8.00 - 18.00
<b>Earlybird</b>	Extension to module A2	7.30 - 8:00
<b>Module B1</b>	Morning Play Atelier	8.00 - 12.00
<b>Module B2</b>	Afternoon Play Atelier	13.30 - 17.30
<b>Module C</b>	Play Atelier & Afternoon care	8.00 - 15.00



## Monthly rates (prices in CHF)

Childcare hours			Monthly flat rate for 1 module per weekday		
Module	Time	Days	Without school holidays (billing 11x per year)	With school holidays (billing 12x per year)	Individual Additional day
A1	07.30 - 17.00	Mo - Fr	- - -	515.- (6180.- p.a.)	125.-
A2	08.00 - 18.00	Mo - Fr	- - -	515.- (6180.- p.a.)	125.-
A2early	07.30 - 08.00	Mo - Fr	- - -	25.- (300.- p.a.)	15.-
B1	08.00 - 12.00	Mo - Fr	190.- (2090.- p.a.)	202.- (2424.- p.a.)	55.-
B2	13.30 - 17.30	Mo - Fr	190.- (2090.- p.a.)	202.- (2424.- p.a.)	55.-
C	08.00 - 15.00	Mo - Fr	- - -	405.- (4860.- p.a.)	105.-

The invoice is sent through email at the beginning of each month and is payable within 25 days. For modules "without school holidays (Canton Zug)", the monthly flat rate is not billed in July. Additional days of care are billed in the following month. After regular dispatch of a first payment reminder, we will bill a processing fee of CHF 25.00 for this reminder otherwise to the second reminder onwards.

<b>Registration fee</b> (Reservation + Admin)	100.-
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We also charge this fee for re-registration.

<b>Hourly rate</b>	25.-
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### Included in the offer:

- Complete child-friendly and balanced meals such as morning snack "Znüni" / hot lunch / afternoon snack "Zvieri" are freshly prepared by us daily.
- toothbrush, toothpaste
- handicraft material, painting offers
- Special theme courses (Mother's Day, Easter, Christmas...) such as baking, painting, handicrafts and many more.
- Lessons - language development and experiments, etc.
- Yoga for children, physical activities
- Group travel, forest day, events

### Company holidays

The Spielatelier Farbtupf is closed on public holidays (Kt. Zug), 2 weeks at Christmas and one week at the end of July. In addition, the Spielatelier Farbtupf can remain closed for up to 3 days per year,



e.g. as a day between two public holidays (“bridge”) or as “plant closure”, e.g. if we can no longer maintain operations due to illness. The company holidays are included in the monthly flat rates.

### **General:**

- Entry is possible at any time if there is a free seat available.
- We recommend at least one full-day or two half-days childcare sessions per week so that the child feels at home as soon as he or she arrives at the Spielatelier Farbtupf and can immediately benefit from the developmental offer.

### **Guidelines**

#### **Registration**

Send us the completed and signed registration form by post or scanned and sent by email. You can find the form (PDF) on our website <http://www.spielatelier-farbtupf.ch>

#### **Settling in**

The child is slowly introduced to the daily routine with the company of a parent. The settling-in period is central to the later well-being of the child and usually takes place in the month before the contractual starting date. The individual design of the settling-in period is determined at the entrance interview. Since the children can only come by the hour at the beginning, the settling-in period is charged separately at 25.00 per hour or part thereof. Regardless of the individual duration of the settling-in period, the full monthly fees must be paid from the contractual entry date.

#### **Insurance**

The child must have health, accident and liability insurance (responsibility of the parents).

#### **Termination**

The mutual period of notice is 3 months to the end of each month. This also applies in the event of a reduction in the care period or if the contract is terminated before the date of entry. In these cases, the monthly flat rate remains due, unless the place can be reoccupied in time. Notice of cancellation must be given in writing. However, the contract ends at the latest when the child enters the kindergarten.

#### **Extraordinary termination**

Spielatelier Farbtupf reserves the right to terminate the contract in the following cases:

1. In cases in which the relationship of trust is seriously disturbed (between caregivers and parent or child).
2. If the monthly fees or the registration fee are not paid immediately after the second reminder.
3. If a serious situation arises, such as highly conspicuous behavior, illness or the like, which makes it very difficult or impossible for Spielatelier Farbtupf to care for the child in the normal course of activities.

The extraordinary notice of termination will only be given after an oral or written, registered warning with a two-week notice period.



### **Absence**

If a child is unable to visit the Spielatelier Farbtupf, we ask you to inform one of the child-minder or teacher by telephone or SMS as early as possible, but at least 1 day in advance, if your child is foreseeably absent. Holiday absences must be notified as early as possible, but at least 1 week in advance. In the event of absences (e.g. holidays, illness, accident) no contributions will be refunded. Compensation on other days or exchanges is not possible.

### **Sick child**

Sick and infectious children may not be brought in Spielatelier Farbtupf. If a child falls ill during his or her stay at Spielatelier Farbtupf, parents will be informed immediately so that they can pick up the child and to be care at home.

In the event of an emergency, Spielatelier Farbtupf is authorized to give the child immediate medical treatment (according to the emergency concept) or hospital care. In the event of an accident or emergency, all expenses (taxi, ambulance, emergency doctor, etc.) are paid for by the parents.

Any allergies, intolerances and other sensitivities should be communicated to us before admission (see registration form) so that we can discuss them at the latest at the admission interview, especially if we are to take them into account in the care of the child.

### **Handover**

We attach great importance to the fact that the first half hour and the last quarter of an hour are kept as bring- or pickup time. In case of late pick-up, we charge the hourly rate for each hour or part thereof.

### **Bring along**

Each time the children come, must have to bring their own "Finkli" house shoes in Spielatelier Farbtupf. We like to tinker, paint, knead and paste without having to be afraid of beautiful clothes. The parents must bring diapers as well as care products (e.g. cream, lotion, powder) for the child. Baby wipes is provided.

### **Snacks (Zvieri / Znüni)**

We serve healthy snacks and therefore the children must not bring anything from home, not even sweets. Exception - only if the child has a special food due to allergies or Vegans.

***The Spielatelier Farbtupf is happy to give your child a second home with security in a familiar atmosphere.***

We acknowledge that we have read and understood all the above written:

Parent's Signature, Date: .....

