



Mission Statement

and

Rules

for Chinderhuus Zumikon
(day care center)

Mission Statement for Chinderhuus Zumikon

The Chinderhuus is centrally located on the Village Square (Dorfplatz) of Zumikon. In two adjacent buildings we lovingly attend to a maximum of 50 children every day with great dedication.

The Chinderhuus is a private, independent institution. For many years now it has benefitted from the support of the Political Community of Zumikon, which also provides the premises. Founder and sponsor of the Chinderhuus is the Association Chinderhuus Zumikon.

We, the employees of Chinderhuus Zumikon, jointly aim to,

- express joy of life as the basis of our pedagogical work
- create a loving atmosphere for the children, adjusted to their needs, and provide them with a sense of protection
- support the children's development as self-reliant individuals and emphasize participation and cooperation with the children
- create an atmosphere conducive to considerate interaction
- continuously reflect on our actions and to provide a role model for the children, thus creating an environment conducive to "social learning"
- ensure that theme-oriented activities with the children be an important part of everyday life at the Chinderhuus, aligned with current themes and interests of the children. We create a diverse, stimulating environment to provide for important learning experiences
- provide the children with an indoor and outdoor environment conducive to acting out their natural desire for physical activity, with the opportunity for a rich variety of experiences and for getting to know their body and the environment
- respond to the children's individual rhythm of activity and rest
- demonstrate appreciation for nature and the environment and provide the opportunity for interaction with a broad variety of materials, where not the final product but the playful experience counts
- pay attention to a balanced and healthy diet aligned with the children's developmental stage and promote a relaxed atmosphere and eating experience
- offer the parents support and partnership in raising their children, to accompany the children on their initial journey in life. The cooperation with the parents shall be open and candid.
- interact appreciatively with the children, parents and our team
- within our team communicate candidly, and appreciatively; place great emphasis on a careful selection of personnel and a sound professional training in pedagogy.

Rules for the running of the Chinderhuus (day care center)

Based on article 7 of the bylaws of the Association Chinderhuus Zumikon the Board has passed these Rules. This English translation is for information purposes only. The German original is the sole basis of the contract between the parents and the Chinderhuus. In case of a legal dispute the German original shall prevail.

ARTICLE 1 Organization

The Management of the Chinderhuus is responsible for the day to day running of the Center. Suggestions and complaints shall primarily be addressed to the Management.

The five children's groups are each attended to by a certified nursery group leader, an additional certified nursery nurse, apprentices (for certified nursery nurse) and interns.

ARTICLE 2 Admission rules

The Center looks after children from the age of twelve weeks up to their enrolment in Kindergarten. If possible, children with special requirements resulting from a slight developmental retardation or a moderate handicap will also be admitted provided they can be integrated into a mixed-age group.

The Chinderhuus as a private institution in accordance with the Swiss Code of Civil Law ("ZGB") decides all internal matters autonomously and definitively, particularly in regard to admission, assignment to groups, participation of individual children in special activities, a possible limitation of the daily or weekly attendance time for an individual child, etc.

As long as the child attends the Chinderhuus, membership in the Association Chinderhuus Zumikon is mandatory for at least one parent¹.

2.1 Admission priorities

After application all children are entered onto a waiting list. As soon as a place becomes available, the parents are notified. Depending on the composition of the Groups (age etc.) the first place on the waiting list does not guarantee admission in the first instance a place becomes available.

1 st priority	Children residing in Zumikon with brothers and sisters already in the Center
2 nd priority	Children with single parents, residing in Zumikon
3 rd priority	Children residing in Zumikon
4 th priority	Children from outside Zumikon with brothers and sisters already in the Center
5 th priority	Children with at least one parent working in Zumikon
6 th priority	Children with single parents, residing outside Zumikon
7 th priority	Children residing outside Zumikon

¹ This subparagraph applies to new Contracts on or after May 19, 2021

2.2 Application

The application shall be in writing and is completed with payment of the application fee in accordance with article 14.1. Withdrawal from the waiting list is possible at any time; the fee will however not be refunded.

ARTICLE 3 Admission

Upon admission a written Contract based on these Rules is concluded and a personal data sheet completed. The date of actual entry into the Group is set out in the Contract. With their signature the parents agree to abide by these Rules.

ARTICLE 4 Familiarization

To facilitate the initial entry of the child into the Center a familiarization period of two weeks is scheduled. In this period the parents accompany the child for approximately two hours each day during the first three days. In this way the child is able to build a securely based initial relationship to the other children and Group staff. Subsequently separation from the accompanying parent is introduced in a way manageable for the child. The familiarization process is discussed in advance with the parents during a dedicated admissions / entry interview.

ARTICLE 5 Termination of Contract

The Contract may be terminated or the number of days booked per week reduced as of the end of each month (**excluding June**) with two months' notice at the earliest, as of the end of the second complete calendar month after the actual entry date. Notice of termination or reduction shall be in writing.

ARTICLE 6 Opening hours and children's attendance

The Center is open Monday through Friday from 0700 to 1830 hours except before and during public holidays.

Exceptional closing dates will be posted by the Management.

A minimum weekly attendance of **two whole days** from 0900 to 1600 hours for all children is required. Children who want to have breakfast with us must be at the Chinderhuus no later than 0815 hours.

Planned absences must be communicated three days in advance. Children's vacations must be announced in good time.

Camp week:

Management decides each year whether a camp shall be held and whether or not during camp week a reduced service can be offered for children staying at home. If the Chinderhuus remains closed, children staying at home will not have to pay the fees for that week. However the parents of those children shall be responsible for their supervision during that week.

6.1 Late pick up

1. Each child is entitled to a late pick up, i.e. after regular closing time, three times per year (three "bonus points").
2. Late pick up applies to parents entering the Chinderhuus or the Chinderhuus garden after 1815 hours. The time shown by the clock opposite the entrance to the Chinderhuus shall apply.
3. In the event of late pick up after exhaustion of the three bonus points a fine of CHF 100.- shall be charged in each instance.
4. Late pick up will be registered on the spot in the appropriate list by the staff member who has remained behind. The person picking up the child will sign the registered details.
5. The fine will be charged with the monthly fee.

ARTICLE 7 Illness and accident / absence of children

In the case of illness and possibly of accident children must not attend the Center. For organizational reasons the Center must be notified before 0900 hours. After illness children can return to the Center only after one day without symptoms and fever. If necessary Management can impose additional restrictions to protect the health of children and staff. In the case of an accident Management will decide individually when the child may return to the Center.

In the case of sudden illness or accident (during attendance of the Center) the child must be picked up as soon as possible. Parents are responsible for medical treatment. If the parents cannot be reached, in case of an emergency we will consult a pediatrician in the vicinity or the Children's Hospital of Zurich. Consultation costs shall be borne by the parents.

ARTICLE 8 Insurance

The child is not insured against accidents by the Center.

ARTICLE 9 Personal belongings

We advise parents that we cannot assume any responsibility for personal belongings. Valuable items should be left at home.

ARTICLE 10 Safety

Measures for the children's safety include amongst others

- safety concept for the Center
- playground designed in accordance with most recent safety norms
- training of staff in first aid.

ARTICLE 11 Picking up by third parties

If a child is to be picked up by a third party (grandparents, acquaintances, etc.) the Group must be notified in advance, Otherwise the child shall be retained until picked up by a parent.

ARTICLE 12 Meals

At the Center the children receive breakfast, a morning and an afternoon snack ("Znüni" and "Zvieri") and lunch.

ARTICLE 13 Children in Kindergarten

From the first kindergarten year onwards the children attend "Hort" (provided by the public school system on an optional basis, only for those children requiring supervision outside kindergarten hours) instead of "Chinderhuus". The transfer to Hort occurs at the end of the summer break before starting kindergarten.

Written termination of the Contract in accordance with article 5 is required. In case of a late termination the conditions for termination in accordance with article 5 and in general the provisions of these Rules apply unchanged, in particular also article 6 paragraph 3 regarding minimum attendance. These minimum attendance times are incompatible with the kindergarten schedule, thus making attendance at Chinderhuus impossible. This notwithstanding, the obligation to pay the attendance fees continues until the end of the contract period.

The parents are solely responsible for booking a place in the Hort. Transfer from Chinderhuus to Hort is not automatic, it is subject to availability of free places at the Hort and may not be guaranteed.

ARTICLE 14 Fees and charges

14.1 Waiting list

An application fee of CHF 50.- per child is charged.

14.2 Admission Fee

Upon conclusion of the Contract (article 3), a flat-rate fee for admission (occupancy planning, acclimatization planning) amounting to one monthly fee (article 14.3.1) is charged. It is due for payment at the start of the actual childcare in accordance with the Contract and will be offset against the monthly fee at the end of the first full month of childcare (calendar month). In the event of termination (article 5) of the Contract by the parents before the start of the actual childcare, the admission fee remains due and becomes payable upon termination.

14.3 Attendance fees ("Pensionstaxen")

14.3.1 Payment conditions

Attendance fees are charged monthly by the public administration of Zumikon on behalf of the Chinderhuus in the form of a **fixed monthly fee** plus fees for extra days (if applicable) and special expenses. Fees and charges shall be paid within 30 days after the end of the respective calendar month. Should the payment not have been received by then, the payment shall be deemed in arrears and in violation of contract without further notice. In such an event Chinderhuus will accord a grace period of an additional 15 days. After expiry of this period, without payment in full, Chinderhuus has the right to terminate the Contract without notice.

14.3.2 Determination of fees

Paragraph 18 of the Children and Youth Aid Law of the canton of Zurich (KJHG) stipulates that the Communal Authority determines the tariff (table "Pensionstaxen"). In case of an amendment, the statutory period of notice (ARTICLE 5) shall be observed.

Attendance fees are determined based on income and taxable assets, i.e. "total taxable income" (tax return item 25) and "total taxable assets" (tax return item 35), both with regard to cantonal taxes. The assessment is normally made in August (beginning of the nursery / school year).

Parents must forward the respective data ("item 25" and "item 35") to the Management on the form provided by the end of June, otherwise the maximum fee shall be applied. In case of change in income or taxable assets of more than 10% fees may be adjusted during the nursery year; any resulting reduction of fees will take effect at the earliest upon communication to the Chinderhuus. Management may submit the tax data to the communal administration for verification.

Unmarried parents must provide the data from both their tax returns. The same applies in cases where the parent having physical custody of the child is living together with a partner who is not the parent of the child. In these cases the combined income and assets of the household shall be the fee basis of the fees.

An attendance fee reduction of 20% is accorded from the second child onwards. However the fee shall not be less than the minimum fee.

Parents (or the person(s) holding physical custody) not taxable in Zumikon shall in all instances pay the maximum fee plus a surcharge of CHF 10.- per day.

In case of prolonged absence of the child Management may, in accordance with the Chairman of the Board ("Präsident"), in the case of financial hardship concede a reduction of the monthly fee. However this provision does not in any way constitute a right to such a reduction.

14.4 Long term absence

In case of a foreseeable **long-term absence of more than one month**, the Contract may be **terminated** observing the provisions of ARTICLE 5. At the same time a new application may be submitted. In this case the children concerned move to the top of the waiting list. The Chinderhuus is free to dispose of the places liberated by the termination of contract, as it sees fit and does in no way guarantee re-admittance at the desired date and/or into the desired Group.

If on the other hand the Contract is **not terminated**, the long term absence however is notified in writing giving due notice in accordance with ARTICLE 5, the attendance days concerned are primarily at the disposal of interested parents of children in the same Group as temporary additional days. Revenue from the temporary allocation of such additional days shall be credited to the absent family up to the amount of their monthly fee for which they remain liable during their absence (not having terminated the Contract). Supervision of the reimbursement remains exclusively in the control of the Management. The absent family has a claim neither to the temporary reallocation of its attendance days nor to an additional verification of the reimbursement.

14.5 Special expenses

Actual costs of medical drugs, excursions, tickets, entrance fees, etc. will be charged separately. The Chinderhuus may assume a certain amount for excursions, tickets, entrance fees, etc. at its own expense.

ARTICLE 15 Taking effect and transitional provisions

These Rules take effect on May 19, 2021. The Board may amend them at any time subject to two months' notice in accordance with ARTICLE 5.

Association Chinderhuus Zumikon
The Chairman of the Board

Zumikon, May 18, 2021