

## Application for Out-of-hours care

### Parents:

Name/First Name Mother:

Name/First Name Father:

Address:

Residence:

Floor:

Name on bell:

(if returned at home)

Emergency contact 1:

Emergency contact 2:

### Children to be cared for:

Name/Age:

Name/Age:

Name/Age:

### On which day should the care take place:

Day	Date	Time from	Time until	Duration of care

### Where is the child handed over

At the daycare centre

At home (according to address above)

The outward and return journeys count as working time. The person in charge must have reached the next major railway station (station with long-distance connections) by 20.30 p.m. at the latest. The general provisions apply (see following pages).

## General conditions

### **Additional offer "Out-of-hours care in the daycare centre before 7.00 a.m. and after 6.30 p.m."**

On request, the kids & co daycare centres offer follow-up care for children if the parents are prevented from picking up their children from the daycare centre by 6:30 p.m. for important, professional reasons or if they are dependent on having their children cared for at the daycare centre before 7:00 a.m..

#### **Requirements: Principle**

- The service cannot be guaranteed. Staff will be requested on a case by case basis. If no one can be found, the request is rejected
- Requests must be received by the daycare centre at least 48 hours before the desired date.
- Requests will only be accepted in writing (fill out request form)
- Childcare is available **at 6.30am at the earliest and until 8.30pm at the latest.**
- One order is valid for one child of a family - for each additional child a surcharge of CHF 5.00 will be made.
- If the agreed end time is not met, the daycare centre reserves the right to refuse a further request for this reason.

#### **Requirements: kids & co daycare centre**

- Due to the regulations of the Youth Welfare Office and SECO, the assignment can only be taken on by a trained person who is 18 years old.
- Journeys with the child must be by public transport (the use of private vehicles is prohibited for the carer).
- Unless otherwise agreed, the care takes place in the rooms of the daycare centre.

#### **Organizational**

- The child will normally continue to be cared for at the daycare centre. Care at the child's place of residence is not permitted (babysitting).
- Between 6.30 and 7 p.m. a meal is taken in the daycare centre, the child is handed over to the parents fed.
- Upon request, the child can be brought home in the evening. The journey to and from the place of work counts as working time. The tickets for the public transport will be charged additionally and paid by the parents.
- If the child is brought home, it is mandatory that the child is handed over to the parents at the front door. The person looking after the child must not be given a house key. He/she does not enter the apartment/house and does not take care of the child at home.

**Costs**

Evening care 6.30-8.30 p.m.

- Per 30 minutes the care costs CHF 20.00
- For each additional half hour, CHF 20.00 will be charged.
- The child must be back in the care of the parents at the latest by 8.30 p.m.

Morning care 06.30 - 07.00 a.m.

- For the half hour from 6.30 a.m. CHF 20.00 will also be charged.

General

- The payment is given directly to the carer in cash
- The payment is subject to AHV and is reported and correctly settled by profawo via wages.

The client confirms with his signature that he would like to reserve the paid service and declares his agreement with the general framework and payment conditions. He/she acknowledges that the service is only guaranteed once the daycare centre has confirmed it.

Date:

Signature parents:

\_\_\_\_\_

\_\_\_\_\_

**Confirmation daycare centre:**

We hereby confirm that we can execute the application.

Support is provided by:

\_\_\_\_\_

Date/signature manager daycare centre:

\_\_\_\_\_

profawo Bern, November 2022