

Daycare Regulations (Part of Contract)

1. Conditions of Enrolment

The kids & co Wankdorf, Stauffacherstrasse 80, 3014 Bern of profawo Berne accept children from the 3rd month to kindergarten age. In principle, these places are available to all interested parents. However, the priority is given to children of employees of profawo's member companies.

Admissions are decided by the hospital management. Admissions are based on the composition of the care groups and take into account any existing agreements with the member companies.

When your child is admitted, a care agreement must be filled out. Furthermore, we need:

- a copy of the vaccination card; and
- the address and telephone number of a third party (for emergencies)

2. Opening Hours

The kids & co daycare centres are open from Monday to Friday from 7.00 to 18.30 hrs.

In the morning, the children must be brought to the day care centre by 08.30 a.m. at the latest. If the child is absent, the care team must be informed by 08.30 a.m. As a rule, the children can be picked up from 16.00 hrs.

The day care center remains closed between Christmas and New Year, as well as for the access bridge. The day care team attends an annual training course on daycare topics, this day is refunded in the form of a flexibly selectable joker day. Please note the annually adjusted opening hours of the day care center.

3. Normal Daily Routine

07.00-08.30	Arrival of the children
08.30	Common welcome ritual
08.30-09.00	Breakfast
09.00-11.00	Targeted activities, free play, walks and excursions with the children
11.00-11.30	Tidying up and lunch ritual
11.30-12.30	Lunch, followed by teeth-cleaning
12.30-14.00	Quiet time
14.00-15.30	Targeted activities, free play, walks and excursions with the children
15.30-16.00	Afternoon break with snacks
As of 16.00	Pickup possible
16.00-18.30	Free play & cleaning up
18.30	Door closing

4. Settling-in period

The child is slowly introduced to the daily routine and is accompanied by a parent or a close caregiver (see familiarization concept). The design of the settling-in period is discussed with the group leader.

5. Cooperation with the parents

The team of kids & co is very interested in a good relationship with the parents. Various events help to promote open discussions between parents and staff as well as between the parents themselves. In addition to these events, our employees are available daily to answer your questions.

6. General Provisions

The agreements relating to attendance that are made when the child joins the day care centre must be respected and provide the binding basis on which contributions are calculated.

The centre must be notified in advance by telephone if a child cannot come on any given day.

All children must bring slippers and spare clothes. Since we may go outside exploring with the children at any time, we would ask parents to dress children for the weather, i.e. rubber boots if it is raining, a hat and gloves in the winter, and a sun hat in the summer.

Meals are healthy and varied, prepared daily by a cook on site. Baby milk is provided by the parents themselves. In addition to the daily menu, the kitchen offers a full and balanced vegetarian/pork-free menu every day. A vegan menu is not offered.

In case of allergies or intolerances, the head of the daycare centre checks with the parents whether it is possible to offer a meal prepared by the daycare. If allergies are too severe, the head of the daycare centre reserves the right to ask parents to bring their child's own food.

From May to September, groups spend one full day per week in the forest. The forest is to be used as a playground and living space for the children. The forest days are aimed at the entire group of children and take place in all weather conditions. In case of very cold temperatures and heavy rain it is the responsibility of the head of the daycare centre to cancel them.

Please inform the day care centre team in advance, if a child is to be collected by someone other than a parent.

It is impossible fully to meet a sick child's needs in a day care setting. Parents are asked not to bring their child to the day care center if he or she has a fever or contagious illness. If the child cannot participate in the day-to-day running of the day care center, the day care center and the head of the day care centre is entitled to ask the parents to pick up their child.

If the child's general state of health changes (hepatitis, allergies, etc.), the parents are obliged to inform the group and the head of the day care centre.

In the case of accident (emergency), the head of the day care centre and their deputy are authorized to seek immediate treatment for the child from a doctor or hospital.

7. Rates

You can find the current rates for childcare at the daycare centre kids & co Wankdorf on the rate card (see supplement).

The daycare centre kids & co Wankdorf is approved by the cantonal childcare voucher system. Parents are responsible for requesting a childcare-service voucher from their community of residence. As soon as the voucher is available, the reduced rate is applied. The costs for meals are not part of the voucher and are shown and charged separately in each case. Without a voucher, no reduction can be claimed.

For questions and assistance, also regarding vouchers, we are at your disposal at any time. You can also find information about the care vouchers under the following link:
www.be.ch/bg

The monthly flat rate is calculated on the basis of an average number of days of care. This already takes into account public vacations, vacation absences of the children, short-term absences due to illness or accident, etc. For this reason, the owed parental contribution, as well as the costs for meals during an absence that usually occurs, are not reduced. The same applies to the time of the day care vacations over the turn of the year. Half or three-quarter days are charged in proportion to the daily rate.

Parents will be invoiced by profawo in advance for parental fees. These are payable within 10 days.

Additional days, if organizationally feasible, will be charged according to the enclosed tariff sheet.

For children with exceptional care needs, a lump sum of 50 CHF per 20% care per week can be requested from the municipality. The rates of profawo are increased by the corresponding amount. An application form is available for submitting a corresponding application. The payment of the lump sum requires that there is a basic entitlement to a childcare voucher.

Parents can contact the personnel department of their company to obtain a contribution from their employer towards childcare costs.

Parents who benefit from a profawo member discount are obliged to notify any change of employer. profawo is entitled to obtain information on this from the employer.

8. Daycare allocation

The days of care can be freely chosen, provided the following points are observed:

- Availability of the daycare centre in the designated group on the desired days
- A minimum presence of 40% must always be guaranteed.

9. Insurance and Liability

Parents are responsible for taking out mandatory health and accident insurance for their child, in addition to private liability insurance.

profawo Berne cannot accept any liability for clothes, toys or jewellery that are brought to day care.

profawo Berne accepts no liability whatsoever for any impairment to a child's health (illnesses, accident, etc.) that is the fault of a member of staff.

10. Responsibility

The head of the day care centre is responsible for its overall management. Caring for the children is the responsibility of the teaching staff. The team is always available to talk if any questions or problems arise.

If you have any concerns or complaints, please contact the person responsible, or if necessary, the management of profawo Berne.

11. Notice period

Both parties must observe a two-month period of notice. Notice must be given in writing, effective at the end of a month. Final enrolments are binding and represent an irrevocable commitment on the part of the parents. This also applies to a reduction in the number of childcare days.

12. Notes

With their child's definitive enrolment, the parents accept the provisions of this information sheet of profawo Berne.

profawo reserves the right to adapt this parent information sheet to new circumstances and needs. Parents will be informed of any changes affecting the main elements of the contract (opening hours, tariff adjustments, etc.) at least three months before they come into force.

The childcare contract and all related questions and claims shall be governed exclusively by Swiss law. The place of jurisdiction is Bern.

The kids & co team looks forward to a constructive relationship with you, for the good of your child.

profawo, August 2023

Enclosure:
- Rate Sheet

Rate sheet kids & co Wankdorf (in CHF)

The following rates are gross amounts. Families living in the canton of Berne are entitled to a childcare voucher (state subsidy) according to their financial means, which is deducted from the rate. Calculate the value of the childcare voucher with the cantonal [voucher calculator](#).

Children older than 12 months

Daily rate: 125.50 + 12.00 (food) = **137.50.-**

Care days	Basic rate per week	Rate incl. food per week	Rate incl. food per month	Member discount per month *
5 days (100%)	627.50	687.50	2750.00	200.00
4 days (80%)	502.00	550.00	2200.00	160.00
3 days (60%)	376.50	412.50	1650.00	120.00
2 days (40%)	251.00	275.00	1100.00	80.00
1 day (20%)	125.50	137.50	550.00	40.00

Baby's younger than 12 months

Daily rate: 137.50 + 0.- (food) = **137.50.-**

Care days	Basic rate per week	Rate incl. food per week	Rate incl. food per month	Member discount per month *
5 days (100%)	687.50	687.50	2750.00	200.00
4 days (80%)	550.00	550.00	2200.00	160.00
3 days (60%)	412.50	412.50	1650.00	120.00
2 days (40%)	275.00	275.00	1100.00	80.00
1 day (20%)	137.50	137.50	550.00	40.00

In addition to professional support with a focus on holistic promotion, the monthly fee includes the following services:

- Diapers
- Freshly prepared baby food
- Healthy food according to the "Fourchette verte" concept, lovingly prepared by the local cook
- Available care services during 51 weeks
- Daily exercise in the fresh air
- Weekly forest days from spring to autumn

* Member discount

Employees of companies that have a membership with profawo receive a discount on the support of CHF 10 per day. The current list of members can be found at: www.profawo.ch.

Valid from: August 2023