

Service Contract

between the nursery Kinderkrippe Glückspilze
and...

Information of the Supervised Child	
First-/Last Name of the Child	
Date of Birth	Gender <input type="checkbox"/> m <input type="checkbox"/> f
Native Language	Nationality
Particularities/Allergies:	
Is your child vaccinated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Information of the Parents	
First-/Last Name of the Mother	
First-/Last Name of the Father	
Address	
Phone Number	Email
Contact person and phone number for questions and emergencies	
Custody: <input type="checkbox"/> Joint Custody <input type="checkbox"/> Mother <input type="checkbox"/> Father	
Any changes in the address or telephone number must be immediately reported to the nursery management.	

Entrance date:				
Days of Supervision				
Monday	Tuesday	Wednesday	Thursday	Friday

I confirm the veracity of the information given and have read and am in agreement of the contract conditions as described below.

Place/date Name, Signature of parent or legal guardian 1

Place/date Name, Signature of parent or legal guardian 2

Place/date lic. phil. Thanh Thuy Ott-Nguyen
Nursery Management

Place/date Thuy Phuong Nguyen Zaugg
Business Management

Contract Conditions

1. Acceptance Conditions

The nursery "Glückspilze" accepts all children regardless of nationality or religious denomination from the age of 4 months to the school entrance age. The total number of children accepted is in accordance of the guidelines of the Canton of Zurich.

The enrollment of the child becomes mandatory upon once the service contract is signed by both the parent(s)/legal guardian(s) and the nursery management as well as the payment of the deposit (see paragraph 6).

By signing the contract you commit as the parent(s)/legal guardian(s) to the payment in a regular and timely manner of the caretaking costs and to comply with the contract conditions.

If the parent(s)/legal guardian(s) do not pay the full amount duly then the nursery management may terminate the contract without notice.

The parent(s)/legal guardian(s) should provide continuity to their children's stay in the nursery. Enrollment is basically possible at any time. The nursery management decides over the enrollment of the children. The deciding criteria are the following: logistic capacity, group composition, age of the child, the date of application and which day of the week the child would be taken care of.

The minimum caretaking period is two days per week.

The acclimatization period lasts about 2 weeks and is planned with the parent(s)/legal guardian(s) ahead of time. In the beginning the children stay in the nursery for extended periods (hours) accompanied by the parent(s)/legal guardian(s) for the first days. Our goal is to have a gradual and easy transition from the parental caretaking to the nurseries caretaking for the children's sake. If necessary, an extended acclimatization period will be arranged with the parent(s)/legal guardian(s).

2. Opening Hours

The nursery "Glückspilze" is open from Monday to Friday. The nursery "Glückspilze" is closed on public holidays and on annual closings. The nursery will inform the parent(s)/legal guardian(s) in writing before the end of the year of the following years holidays/days closed. On Maundy Thursday and Christmas Eve the nursery closes at 16:00h.

The children can be dropped off from 7:00 to 9:00 and need to be picked up between 16:30 and no later than 18:30. If the children are repeatedly picked up late the additional personnel costs will be charged in addition to the standard fee.

3. Illness/accidents

If the child is suffering from an illness (e.g. a fever of $>38^{\circ}$ C, influenza, infectious diseases...) it should be kept home. In unclear cases the nursery management can decide if the child may or may not stay at the nursery. The parent(s)/legal guardian(s) are responsible for normal doctor visits. In emergencies, if the parent(s)/legal guardian(s) and the contact person are unavailable, the nursery management will decide if it's necessary for the child to be treated by a doctor or brought to a nearby emergency room. Any costs from the resulting treatment will be in the parent(s)/legal guardian(s) responsibility.

The nursery management needs to be duly informed of any absence due to illness/accident (the latest being 08:00 of the morning he/she is expected)

4. Holidays/Vacations

Any absences for vacations/holidays must be duly notified to the nursery management.

There are no reimbursements or compensations for unused days of child care (see paragraph 6).

5. Insurance

The children must be insured against illness and accidents. An appropriate certificate of insurance must be presented; the latest date being the child's first day of care. Liability insurance however is optional and while it is strongly recommended, having such insurance is the decision of the parent(s)/legal guardian(s).

6. Cost

The first monthly fee will be charged prior to the child's entry. The following monthly rates are to be paid in advance and are due every month on the 28th. The settling time is free for one week. Then the effective care days booked for the current month are evaluated and billed. In order to keep administration as simple as possible, we have a flat rate per month, which is calculated by multiplying the daily rate of CHF 120.- with how many days per week the childcare is needed, and 4.2 (~weeks per month). This flat rate covers holidays and annual closings of the nursery, i.e. the monthly fee continues to be due during holidays and annual closings of the nursery. The monthly fee is also due during your personal holidays and your child's sick days.

Upon signing the service contract a deposit of one monthly fee will be required and is also due within seven days of signing.

The deposit will be returned when after proper notice of termination of service and the payment of outstanding monthly rates. The deposit will not generate any interest.

If there is sufficient capacity at the nursery, it is possible to arrange additional individual days of childcare with the nursery management. Every additional day of childcare costs 120.- CHF.

7. Bank Details

All payments made to the nursery "Glückspilze" are to be made on the following account:
Migros Bank, 8800 Thalwil, PC-Nr.: 80-533-6, BC-Nr.: 8401
Verein Glückspilze, Seestrasse 202, 8810 Horgen, IBAN CH 04 0840 1000 0529 0520 9

8. Termination

The childcare service can be terminated at months end by sending a clearly formulated letter signed by both parent(s)/legal guardian(s) by registered mail with three months notice (date of postmark). The monthly fee will be due till the end of the service period and is due even if the child doesn't partake in any further childcare services during the remaining period.

9. Rescission of the contract

A CHF 500.- service fee will be charged if the parent(s)/legal guardian(s) withdraw from their agreement set in the service contract before the child partakes in childcare services.