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# Company regulations

globegarden  
Private Kindergarten & Nursery

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## **I. Institution**

### **1. Operational Structure**

The globegarden schaffhausen gmbh operates a private kindergarten & pre-kindergarten and a private nursery (krippe) for children from three months until entry into primary school. The facility is led on a non-profit basis. The institution's head is Caroline Weber.

### **2. Objective**

globegarden offers parents a full-day childcare concept, which on the one hand guarantees continuity and stability for the children, on the other hand greatest possible flexibility for the parents. In this way globegarden helps parents to balance family and work. The institution is an addition to - but never a replacement of - home. At globegarden, children experience love, security and care as well as a nourishing and familial environment.

### **3. Opening hours**

globegarden has long opening hours from 7am until 9pm. Thanks to the “globegarden nanny“ during the week, parents can book additional care beyond regular opening hours on short notice: via call or email until 4pm. Regular hours are offered in a short model from 8am-5pm or a long model from 7am-7pm.

The facility is open throughout the year. Excluded are the public holidays of Schaffhausen as well as the time from 24 December to 2 January every year.

On Saturdays the Weekend Club is offered from 10am-5pm. This is an interactive, optional weekend program which is bookable on an hourly basis. The preschool can base the offer and opening hours of the Weekend Club on the demand.

The globegarden schaffhausen gmbh is not liable for possible cancellations due to an act of higher power as for example burglary, theft, fire, water, or storm.

### **4. Location and Directions**

The globegarden is located close to the river Rhine and the town center, near the big employers IWC and Unilever.

globegarden (bilingual kindergarten & nursery)

Quaistrasse 11

8200 Schaffhausen

## II. Daycare

### 1. Pedagogic Concept

The program for the kindergarten and the nursery is based on our own program *Discovering the world step by step*® which is based on the educational curriculum of Schaffhausen as well as the International Baccalaureate (The Primary Years Program).

The early learning program is implemented in modules through an innovative structure.

1. In the *directed modules* the teachers introduce the children to preselected topics. Significant are the topical focus and goal-directedness of the modules.
2. In the *free modules* children can decide themselves how to spend their time playfully. Significant for the free modules are the playful stimulation of everybody's individual development and the continuous teachers' company.
3. In addition to the directed and free modules and with advancing age the daily routine will be shaped by *project work*. Projects are especially implemented in the fields of music, sports, art, first experiences in maths and chemistry, as well as experiencing nature together with specialised teachers in addition to the kindergarten and nursery teachers.
4. Furthermore and in cooperation with the globecharity foundation great value is set upon *social projects*. Those include for example visiting nursing homes, hospitals, animal shelters, and so on.

### 2. Responsibility

For the care time, the parents transfer their responsibility to the preschool's personnel. This responsibility starts with the personal handover of the children to the preschool's teachers. It ends with the pick-up of the children through parents, the guardian, or another person who is authorized by the parents.

All persons authorized to pick up the child are specified in the “pick-up permission” form. Those persons have to introduce themselves personally to the head of institution. A photograph of the person will be stored on the computer. Only if those requirements are met, the child will be handed over to this person. This process cannot be replaced by agreements or confirmations via telephone, fax, or email. Such changes have to be in written form without exception.

The pedagogic employees are generally allowed to drive by car with the children. However, this will only happen in very exceptional cases. The children have to be seated in certified child’s safety seats.

At collective events together with the parents, no matter if in or out of the institution, the parents are responsible for the children.

### **3. Group Size**

In globegarden, the children are cared for according to their age and their individual needs, which is reflected in the formation of the groups:

Baby group 1 Little Einsteins (3 – 18 mths), 6 babies

Baby group 2 Little Marco Polos (3 – 18 mths), 6 babies

Infant group Little Mozarts (18 mths – 3 years), 12 infants

Pre-Kindergarten (3 – 4 yrs) and Kindergarten group Little Picassos (4 – 6 yrs),  
ca. 11 children per group

Within the groups, the children are supported and advanced according to their age and an evaluation of their skills and individual development so they can reach their full potential.

### **4. Nutrition**

Health, nutrition and physical well-being of the children are of great importance in the globegarden. Therefore a neat, clean, and pleasant environment is created, in which all children feel comfortable.

All food in our globegarden is home-cooked. We follow a balanced meal rhythm with an emphasis on healthy, biologically based, nutrition. Next to breakfast, lunch and, if applicable, dinner, all children are permanently provided with fruit- and vegetable sticks, mineral water,

freshly-squeezed juices, and not sweetened drinks. Nutritional behavior is an important part of a healthy lifestyle and is learnt through the first years in life. We take care that all children learn to enjoy healthy and natural eating habits – right from the start. Additionally, we discuss potential individual needs of the children with the parents and consider those. However, parents are asked not to give the children any food, especially sweets, to take along with them.

### **III. Data**

#### **1. Contract**

The parents of the child and the globegarden schaffhausen gmbh enter into a care contract given the following conditions are met:

1. globegarden schaffhausen gmbh receives signed copies of the application form and the financial regulations form
2. globegarden schaffhausen gmbh sends a signed confirmation letter including confirmation of the agreed care days and care times

The parents of the respective child agree to provide all necessary information about themselves and their child. This information among others includes written data about name, place of residence and contact data of parents or guardians, as well as of any person who is authorized to pick up the child. Any changes have to be communicated to the preschool immediately and in written form.

#### **2. Data Storage**

The child's data are stored (e.g. children's doctor, emergency numbers, people authorized to pick the child up). The organization is committed to treat data confidentially within the data protection laws.

Changes regarding the place of residence (telephone, employer, etc.) have to be communicated to globegarden immediately.

#### **3. Confidentiality and Data Protection**

All employees of globegarden are bound to the confidentiality duty and data protection according to Swiss law.

## **IV. School fees**

### **1. Fee Regulations**

Our school fees are according to our Excel Tool, which you can download from the internet in its current version. No school fees are charged for 5 weeks vacation, which parents are free to take flexibly during the year (one week over Christmas). Monthly school fees already include the deduction.

In case of school fee changes, parents will be informed with a three months notice period.

School fees are calculated on a quarterly basis. The fees cannot be refunded in case of absences including illness, vacation, official holidays, or acts of higher power.

The fees are due for payment in advance: Until the 28<sup>th</sup> of the month prior to the respective quarter. globegarden recommends direct debit as payment method. Parents need to authorize the globegarden zug gmbh for this in written form. For delayed payment a 1 % fee on the amount is charged. For delay over more than 30 days, the management can decide to assign the place otherwise.

### **2. Siblings Discount**

Siblings obtain a discount of 5 percent on the week program and 15 percent on the security deposit.

### **3. Registration list**

All interested families are recorded in the registration list. Interested parents can register on this list via internet on [www.globegarden.org](http://www.globegarden.org). The registration list is yearly checked and updated.

#### **4. Waiting list**

Parents can register their child on the waiting list by downloading the registration waiting list form and transmitting it to the globegarden schaffhausen gmbh.

#### **5. Care Times**

Children can only be enrolled full-time, either in the short model from 8am–5pm or in the long model from 7am-7pm. The minimum stay of children is indicated on the Excel tool. Emergency care is invoiced on an hourly rate on the corresponding day.

#### **6. Application**

Applications are binding if parents submit all necessary forms and pay the application fee. In the private discussions with the parents and after handing in the application globegarden decides on the acceptance of the child and sends parents a written confirmation.

All documents have to be submitted in hard copy (via registered mail or personally).

globegarden schaffhausen gmbh  
Quaistrasse 11  
8200 Schaffhausen

The application can be submitted at any time, regardless of the kindergarten school year.

#### **7. Application & waiting list fee**

With the application of the child, an application fee of CHF 600 is charged, of which 50% are refunded with the first bill. A fee of CHF 300 is charged for the registration on the waiting list. If a child from the waiting list is offered a place, the application fee amounts to another 300 CHF.

## 8. Security Deposit

A security deposit of CHF 1,500 has to be paid. If parents hand in a three months' notice and if there are no further claims, the security deposit is refunded without interest payments as follows:

- 100% refund after a total care time of at least one year
- 50% refund after a total care time of 6 months

## 9. Kindergarten & Nursery Fund

For the Kindergarten & Nursery Fund, parents have to pay CHF 500 per child as a one-time payment. This fee is solely used to purchase educational, playing, or school material. This fee is not refundable.

## 10. Account information

Luzerner Kantonalbank

Kontonr: 1792.9442.2001

Clearing: 778

IBAN: CH73 0077 8179 2944 22001

SWIFT: LUKBCH2260A

## **V. Admission**

### **1. Admission Criteria**

After an interview with the family, globegarden reserves the right to accept a child according to its own discretion or to reject a child without giving any reasons.

The application can be handed in independently of the school year as long as there are places available. Parents receive a written confirmation for the place of their child. After paying the security deposit, the Kindergarten & Nursery Fund, and the quarterly school fees according to the invoice, the child is fully accepted and enrolled at globegarden.

In case of a disability, the decision on the acceptance is made after careful evaluation of the individual case. The teachers of the globegarden are not specially trained for taking care of disabled children. Therefore children with a severe disability cannot be accepted.

## **2. Contract Cancellation / Notice period**

Cancellations can be handed in with a notice period of 3 months at the end of each month. Cancellations must be submitted in writing via registered mail.

The fees for the cancellation period will not be refunded. For cancellations before actually entering globegarden but after signing the definite application, the period of cancellation until the end of next business quarter applies.

globegarden can cancel the contract without giving specific reasons. This holds particularly true if parents do not accept company regulations or if there is no mutual trust between the globegarden's employees and the parents. globegarden can also cancel the contract if there are circumstances which do not allow a further stay of the child in the group.

## **3. Changes in Contract**

A reduction of care time can be handed in 3 months in advance in written form. An increase is possible at any time as long as the respective capacity situation allows this. Changes in price are announced at least three months in advance. A written statement of the management to the parents qualifies as effectful announcement.

## **VI. Settling in, Illness, Hours**

### **1. Settling-in Period**

The starting phase at a new preschool is for both children and parents a new stage of life which can cause fears and insecurity. Therefore, the settling-in period is adjusted to each child individually. This time is carefully planned by the individual contact person together with the parents. At the very beginning, a familiar person accompanies and introduces the child.

The settling-in period lasts normally two weeks. During this time the child is accustomed to the daily routine of the institution. If necessary the parents are integrated during this time and should be directly reachable by telephone over the period of the first month.

### **2. Difficulties and Development Problems**

If there should occur any difficulties or suspicion of development problems, the individual contact person will discuss those with the parents. In this way, necessary steps can be taken and solutions can be found. In case of severe problems, the contact person will discuss the potential consultation of an external specialist with the parents.

### **3. Illness of the Child**

If a child is sick, this has to be communicated to the individual contact person or the head of globegarden as soon as possible, but until 8 am of the respective day at the latest. This holds true for infectious diseases in the family or family surrounding of the child as well. Children with infectious diseases are not allowed to visit the preschool in order to protect the other children. After an infectious disease the child needs a clearance certificate of the treating doctor to visit globegarden again.

If the child has a slight cold, the group teacher can decide if the child may take part in the daily activities (e.g. playing outside). If the cold is getting worse over the day, the parents will be informed immediately and are obliged to pick up their child as soon as possible. In cases of emergency the doctor of globegarden will be contacted.

Doctor of trust of the location is:

Dr. med. Sergio Stocker

Children's Doctor Hospital Schaffhausen

Geissbergstrasse 81

8208 Schaffhausen

Phone: 052 625 00 59

Fax: 052 625 00 56

E-Mail: [sergio.stocker@hin.ch](mailto:sergio.stocker@hin.ch)

Assistant: Frau Wanner

In case of an accident, any charges (e.g. taxi or emergency ambulance) are at the parents' expense.

Children that are temporarily handicapped after an accident (e.g. arm or leg fracture) can take part in the program as long as they can take part in the activities and do not need special care that would interfere with the program and daily routine. The decision if such care can be provided is made by the head of globegarden. The preschool assumes no liability for delays in recovery or for secondary failures.

#### **4. Medication**

globegarden's staff will not normally administer medication to the children which is available on prescription only. If a child is dependent on regular medication or in cases of exception, parents have to discuss this with the head of globegarden and have to sign a permission to the employees of globegarden to administer the medication.

#### **5. Attendances and Absences**

Individual vacations have to be communicated early (at least two weeks before). Individual vacations do not reduce the quarterly school fee. Free days on short notice (illness, other absences) have to be communicated as soon as possible (until 8 am of the respective day at the latest) to the individual contact person or the head of preschool. When a child comes back to

preschool after a longer time of absence, the above named persons should be informed one day before so that the come-back can be made easier for the child.

## **VII. Communication**

### **1. Reporting**

When the child is picked up, a brief report about the child's day is given to the parents by the individual contact person. The individual contact person records the progress of the children assigned to her. The parents get a written daily short report about the child's day.

In addition, the teachers keep a group diary of all special events and happenings. This is the place to document extraordinary individual developments or group experiences.

Conversations with the parents can be held at all time on individual wish. In half-year conversations teachers discuss the accomplishments and developments of the child in detail based on an individual report. Parents also get recommendations on how the development process could be further supported at home.

### **2. Parents Information Evenings**

Parents Information Evenings are held every half year. Questions or suggestions can be submitted at any time.

### **3. Parents Cooperation**

globegarden is aware of today's times' demands and of the partly strong involvement of the parents in working life. As a result, we do not claim any participation or duties from the parents. However, a regular cooperation together with the parents is highly appreciated and we are glad about any involvement.

#### **4. Insurance and Responsibility**

The well-being of the children is the top priority. Therefore, globegarden is committed to a strict quality management. globegarden is examined regularly based on clearly defined processes in terms of safety, hygiene and quality.

A professional cleaning team ensures the cleanliness, disinfection and hygiene. globegarden takes care that the environment is appropriate for children at any time.

globegarden complies with the legal constructional and fire prevention regulations as per inspection by the responsible authority. Emergency devices and fire exits are inspected by the police. The correct behavior in case of emergency is practiced regularly together with the children. In addition, the preschool holds an emergency medicine kit.

All insurances concerning the operation of the organization and the protection of children and employees in cases of emergency are contracted with AXA Winterthur. All insurance coverage for the employees (AHV, BVG, accident insurance), as well as public and professional liability is also contracted with this company and can be verified on request at any time. Further, a building insurance as well as an insurance against fire and natural hazards are effected and both the landlord of Quaistrasse 11 and the globegarden schaffhausen gmbh contract a general liability insurance.

The parents are obliged to sign a liability, health, and accident insurance for their child. globegarden zug has the right to claim a certificate for those from time to time. The preschool is not liable for any items that got lost. globegarden recommends leaving expensive pieces of jewelry of the children at home. globegarden is not liable for items damaged by other children.

#### **5. To Take Along**

Each child has its own little space where it can store different items for the care day like the painting overall.

The children should generally wear appropriate clothes adjusted to the weather. Clothes may get dirty. Parents should give children substitute clothes to take with them according to the time of the year. Furthermore all children are committed to wear slippers.

In the summer time, parents are responsible to provide their child with sun lotion. Teachers take care that children are protected from the sun during the course of the day.

If parents want to use the emergency care, we advice them to bring a nightgown that is kept in the preschool for such cases. Your child will get ready for bed (supper, nightgown, brush teeths, goodnight story) and if applicable goes to bed until pick-up.

Based on the checklist, which parents can download on the website [globegarden.org](http://globegarden.org), parents can check what to take along to globegarden for their child/children.

## **VIII. Authorities and Final Clauses**

### **1. Operating Allowance and Supervisory Authority**

The administration of the operating allowance and the supervisory authority over the institution globegarden schaffhausen resides with Sabina Hochuli, child and youth care of the town of Schaffhausen as well as the educative council of the town of Schaffhausen.

### **2. Severability Clause**

The ineffectiveness of one clause does not affect the effectiveness of another one. With the signing of the care contract, the validity of these company regulations is accepted. The organization reserves the right to make modifications in the company regulations at any time. Changes will be communicated in time by distributing the updated regulations.

### **3. Place of Jurisdiction and Applicable Law**

Exclusive place of jurisdiction is Schaffhausen. Substantive Swiss law is applied to the relationship between the organization and the parents or guardians.