
Company regulations

globegarden
Private Kindergarten & Nursery

I.	Institution	1
1.	Operational Structure.....	1
2.	Objective	1
4.	Location and Directions.....	1
II.	Daycare.....	2
1.	Pedagogic Concept.....	2
2.	Responsibility	2
3.	Group Size	3
4.	Nutrition.....	3
III.	Data	5
1.	Contract	5
2.	Data Storage.....	5
3.	Confidentiality and Data Protection.....	5
IV.	School fees	6
1.	Fee Regulations	6
2.	Siblings Discount.....	6
3.	Registration list	6
4.	Waiting list	6
5.	Care Times	7
6.	Application.....	7
7.	Application & waiting list fee	7
8.	Deposit.....	8
9.	Kindergarten & Nursery Fund.....	8
10.	Account information	8
V.	Admission	9
1.	Admission Criteria	9
2.	Contract Cancellation	9

3.	Changes in Contract.....	10
VI.	Settling in, Illness, Hours.....	11
1.	Settling-in Period	11
2.	Difficulties and Development Problems.....	11
3.	Illness of the Child	11
4.	Medication	12
5.	Attendances and Absences.....	12
VII.	Communication.....	13
1.	Reporting.....	13
2.	Parents Information Evenings	13
3.	Parents Cooperation.....	13
4.	Insurance and Responsibility.....	14
5.	To Be Taken Along	14
VIII.	Authorities and Final Clauses	16
1.	Operating Allowance and Supervisory Authority	16
2.	Severability Clause	16
3.	Place of Jurisdiction and Applicable Law.....	16

I. Institution

1. Operational Structure

The globegarden gmbh operates daycare centers. globegarden (Talacker) is a nursery and a pre/kindergarten for children starting with 2 years of age. globegarden is a non-profit organisation.

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 offers the 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 an nourishing and familial environment.

3. Opening hours

globegarden has a long opening hours from 7am until 9pm. Thanks to the “globegarden nanny“ parents can book additional care beyond the regular opening hours (short model: 8.-17.00, long model: 7.00-19.00) on short notice: via call or email until 4pm.

The facility is open throughout the year. Excluded are public holidays (including Knabenschiessen and Sechseläuten whole days) as well as the time from 24 December to 2 January every year.

globegarden 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 Paradeplatz close to the big employers UBS and Credit Suisse.

globegarden (private kindergarten & nursery)

Talacker 23

8001 Zurich

Tel. +41 (43) 497 22 77

II. Daycare

1. Pedagogic Concept

The pedagogic concept for the kindergarten and the nursery is implemented in our own program Discovering the world step by step[®] which is based on the Zurich educational curriculum as well as the International Baccalaureate (The Primary Years Program). The care system is based on the Zurich daycare and educational laws and observes the principles of the Zurich quality attributes.

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* the 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' monitoring.
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.
4. Furthermore and in cooperation with the globecharity foundation great value is attributed to *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 of supervision 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. Changes concerning these authorizations need to be done 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 need to be seated in tested 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

The location accommodates two different age groups

Nursery group (Little Mozarts): 16 children (2Y – 3Y)

(Pre)kindergarten group (Little Picassos): 16 children (3Y - 4Y)

Within the groups, the children are nourished according to their age and an evaluation of their skills and individual development.

4. Nutrition

Healthiness, 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 a breakfast, lunch and if applicable

dinner, all children are permanently provided with fruit- and vegetable sticks, mineral water, freshly-squeezed juices, and unsweetened 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 gmbh enter into a care contract given the following conditions are met:

1. globegarden gmbh receives signed copies of the application form, the financial regulations form as well as the direct debit form
2. globegarden gmbh sends the parents 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 is stored (e.g. children's doctor, emergency numbers, people authorized to pick the child up). The organization is committed to treat data confidential 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. The vacation period over Christmas is included in these 5 weeks. Parents are free to take the remaining 4 weeks flexibly during the year. 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 (3 months) in advance. The fees are due for payment in advance: before the 28th of the month prior to the respective quarter. The money is transferrable via direct debiting system only. The respective signed forms are to be handed in with the registration of the child. The fees cannot be refunded in case of absences, also including illness, vacation, official holidays, or acts of higher power. For delayed payments, a surcharge of 1% of the owed amount is charged. In the case of delays of 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. 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 gmbh.

5. Care Times

The monthly care times are defined in reconciliation with the manager of the location. Children can only be enrolled full-time, either in the short model from 8am–5pm or in the long model from 7am-7pm. The children have to be picked up in time. For delays, additional fees according to the Exel Tool apply. 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 fill in, sign and submit the application forms, hand in all necessary forms and copies and pay the application fee. All documents are to be handed in to the management of the location in hard copy (per post or in person).

globegarden
Childcare Centers
Talacker 23
8001 Zurich

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 1'000 is charged, 500 CHF of which are refunded with the first invoice. A fee of 500 CHF is charged for the registration on the waiting list. If a child from the waiting list is offered a care place, the application fee amounts to another 500 CHF (non-refundable).

8. Deposit

A deposit of CHF 2,000 has to be paid with every new entry. If parents hand in the notice of cancellation in due time (observing the period of cancellation), the security deposit is refunded without interest payments within 6 months 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 1,000 per child as 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

Reference:

Application Fee Family ABC

or School Fee Family ABC

Account No: 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.

Children can (in agreement with the parents) be admitted to pre-kindergarten or kindergarten at the age of three years at the earliest, according to their power of concentration. They stay there until their entry into primary school.

The application is effected by the parents and can be handed in independently of the school year. Parents receive a written confirmation for the place of their child. After paying the 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 medium to severe disability cannot be accepted.

2. Contract Cancellation

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.

If a care place is not needed anymore without cancellation or before the notice period ends, the fees are not refunded. For cancellations before actually entering globegarden but after signing the definite application, the period of cancellation of 3 months applies.

globegarden reserves the right to can cancel the contract without notice for relevant 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 during each quarter for the end of the next quarter 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 unsecureness. 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 normally lasts two weeks. During this time the child is accustomed to the daily routine of the institution. If necessary, the parents are integrated during the first month and should be directly reachable by telephone over this period of time.

2. Difficulties and Development Problems

If any difficulties or the suspicion of development problems occur with a child, the individual contact person will discuss those with the parents. 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, who is:

Herr Dr. med Willy Krauthammer
Facharzt für Kinder- und Jugendmedizin
Praxisadresse:
Seestrasse 67
8002 Zürich
Telephone: 0041 (0)44 201 22 36
Fax: 0041 (0)44 281 22 33
praxis.krauthammer@hispeed.ch

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

Children who 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 normally not administer medication to the children which is available on prescription only. If a child is dependent on regular medication or if it is an 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 in advance). 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 period 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 takes place between the individual contact person and the parents. 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 based on these documents can be held at all time on individual wish. In biannual conversations the accomplishments and developments of the child are discussed 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 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 for the operation of the facility and the security of employees and children in cases of emergency are effected with AXA Winterthur. Also, a building insurance as well as an insurance against fire and natural hazards are effected. Further, both the landlord and the globegarden gmbh contract a general liability insurance.

The parents are obliged to effect a liability, health, and accident insurance for their child. globegarden 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 to leave expensive pieces of jewelry of the children at home. globegarden is not liable for items damaged by other children.

5. To Be Taken Along

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

The children should generally wear appropriate and functional clothes adjusted to the weather. It should be tolerable if the clothes get dirty. For emergency cases, a washing machine and a dryer are available. Parents are asked to provide the children with substitute clothes appropriate to the time of year which will be stored in the facility. Furthermore all children are committed to wear slippers or socks with a rubber sole in the facility. These are provided by the parents.

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 teeth, goodnight story) and if applicable goes to bed until pick-up.

Parents can check what to take along to globegarden for their child/children with the help of the checklist which can be downloaded from the website globegarden.org.

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 resides with the “Departement des Innern, Amt für Gesundheit und Soziales” of the canton of Zurich.

2. Severability Clause

The ineffectiveness of one clause does not affect the effectiveness of another one. By closing the care contract, the validity of these company regulations is accepted. The organization reserves the right to change the company regulations at any time. Changes will be communicated in time by distribution of the updated regulations.

3. Place of Jurisdiction and Applicable Law

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