



Introduction into KIMI

Since 2006 KIMI Krippen AG provides day-care centres, after school care and lunch table services. At various locations in the German-speaking part of Switzerland KIMI provides such services professionally with a lot of passion and affection. The main focus lays on the child, its happiness and its individual development. The children benefit from many indoor and outdoor activities chosen according to their needs and interests. Most of the time the children spend the day in small groups with other children of different ages. A familiar atmosphere results and children easily gets familiar with the day to day activities and – more important – gets the feeling of security and trust.

Most KIMI day-care centres are open from 7.00 until 18.30. After school care normally opens at 12.00 until 18.00. Please contact the respective day-care or after school centre for further details.





Parent Regulations

1. Introduction

These parent regulations define all main contractual issues between the parents/person in custody of the child and KIMI with regard to the services provided in the KIMI day-care centre. At any time the actual version of the parent regulation as set out on the KIMI webpage applies.

2. Care

From two to five days per week, KIMI day-care centre takes care of pre-school children aged from 2 months to the entrance into kindergarten. A qualified team is responsible for the day-care centre business organisation and process. The staff assists the children with focussed activities. The specific needs of babies are considered – an adequate amount of rest and relaxation moments are provided throughout the day.

KIMI day-care is open for children of all religions, nationalities and cultures.

3. Leadership and Assistance

The head of the day-care centre is responsible for the entire day-care organisation.

4. Opening hours / Vacation and public holidays

The vacation and public holidays apply in accordance with appendix „vacation and public holidays“. It is at KIMI's discretion to determine the holiday dates as well as their point of time of announcement.

The opening hours are defined as set out in appendix „opening hours and fees“.

5. Reservation / Waiting list

Reservation for child care is considered in accordance with the date of its receipt and availability of free places. The head of the respective day-care centre decides, if a place can be assigned to the child.

If a no free places are available, the name of the child can be put on a waiting list. Every three months, the parents shall inform the day-care centre, if there is still a need for a day care place. The waiting list is prioritised by date of entrance and by operational circumstances. Existing customers' children are prioritised in the allocation of day care places. The waiting list fee amounts to CHF 100.00/year. On entrance, the fee is deducted from the first monthly invoice and is refunded with the first bill.

6. Definition of the days for day care

The days for the day care of the child will be defined in the contract and are binding.

Requests for additional days – other than contractually defined - are assessed by the responsible head of the day-care centre, but cannot be guaranteed. If such an additional day is booked, it



becomes binding and will be charged even in case of absenteeism. Fees for an additional day must be paid in cash in the morning when a child is brought to the day-care centre.

If parents wish to change the weekday, on which KIMI shall take care of the child, the head of the day-care centre shall be advised 3 month in advance in writing.

7. Settling-In Period

Familiarisation with the KIMI day-care centre is very important. In order for the child to get accustomed to the new environment, parents are asked to reserve at least one week for the settling-in period. The aim of the first meeting in the day-care centre is to get to know each other. During this period, the child is integrated step-by-step into the group, into the daily activities and into the routine of the day care. During this period, the child learns to overcome separation and to create new relationships. Further information are set out in appendix "settling-in concept".

8. Clothing

Children should wear clothes that are suitable to weather conditions. Clothes should be appropriate for exercising, doing handicrafts as well as playing with sand and water and doing outdoor activities. In particular a child should bring following to the day-care centre:

- Substitute clothes
- Slippers
- Toothbrush
- Drinking bottle
- Raincoat, rain boots
- Summer: sun hat, suncream, sunglasses
- Winter: hat, gloves
- Days at the forest: good shoes, trousers, longsleeves shirt
- Babies and toddlers: nappies, if required
- Plush toy

Please note that each child has a separate location at KIMI where it can store substitute clothes, soft toys and nappies during the contract period.

9. Bringing in and picking up of children

Children shall be brought in and picked up on time. An indemnification fee of min. CHF 50.00 will be charged if mandatory times are not respected.

When bringing in a child, staff shall be advised if someone other than the father or the mother will be picking up the infant. Without such information, children will not be handed over to any unidentified person.

Attendance of children on the way to and from kindergarden

It is at the discretion of the head of each day-care centre if children are accompanied by an apprentice or a trainee to the kindergarden. KIMI cannot be made liable for any accidents or incidents on the way to and from kindergarden.



10. Nutrition

The KIMI day-care centre pays great attention to a diverse and balanced diet. Lunch is delivered by an external caterer specialised on kids meals. The fruit and vegetable mash as well as snacks are prepared in the day-care centre. Normally fruits and raw vegetables are served as snack in the afternoon. Baby meals and meals of the small children are discussed with the parents. Baby bottles and special meals must be provided by parents. Please note that children having breakfast at KIMI shall be at KIMI before 7:30 am.

11. Absenteeism

KIMI day-care centre shall be informed 10 days before an absenteeism due to vacation (excluding vacation and public holidays as set out in appendix „vacation and public holidays“). Up until 08.00 am, the early morning staff shall be informed if a child will not be attending the day-care centre due to a short-term unavailability or is delayed.

A child suffering from a fever or an infectious disease will not be allowed to attend the day-care centre. The responsible person or the day-care centre head has the right to decide whether a sick child suffering from a cold or diarrhoea etc. can take part in the daily activities or not. When a child is suffering from a chronic or contagious illness, parents are obliged to inform the day-care centre head or his/her substitute. Personal child medication shall be supplied from home. A child who constantly attends the day-care centre in bad health can be exempted after having been forewarned.

12. Illness/Accident during the day

Parents will be informed immediately if a child falls ill during the day and must be picked up from the day-care centre as soon as possible. The announcement of a child's return back to the day-care centre after a period of absence should be made a day before his or her re-entry. It is at the head of the day-care centre's discretion to ask for a medical certificate after a child has been absent with an infectious illness.

In the case of an accident or an emergency, the responsible person of the day-care centre has the right to take the child to a doctor for medical treatment. The child's parents will be informed immediately.

An urgency call number shall be submitted to the day-care centre if parents are not available under the ordinary telephone number.

13. Fees and payment

The actual fees as set out in appendix „opening hours and fees“ are applicable. Included in the fees are the day-care, activities, material for handicraft work, sanitary products (excluding nappies, toothbrush, suncream) as well as snacks and lunch (excluding baby bottle and special baby nutrition), subject to the attendance of the child.

Fees shall be paid by a monthly standing order; they are due on the 25th of the prior month. If parents wish to receive a monthly invoice as pdf document via e-mail, an additional charge of CHF 3.00 per invoice applies. If a monthly hard copy invoice by post is requested, KIMI charges an additional fee of CHF 5.00 per invoice. Fees cannot be reimbursed in case of illness or other kinds of absenteeism. Public, private and company holidays do not justify a reduction of the monthly charge.



Deposit

A security deposit amounting to an average monthly payment must be paid on the signing of the contract, before starting the first settling-in week. The deposit will be refunded without interest payments after the total care time. If the security deposit is not paid in due time, KIMI reserves the right to exclude the child from the day-care service or to terminate the contract with immediate effect.

Discounts

If several children from one family attend the day-care centre, for the youngest child the full rate in accordance with appendix "opening hours and fees" will apply. For every further (older) child a discount of 10% is given. The discount does not apply if children require after school care or lunch table.

Discounts as well as other subsidies cannot be cumulated. Discounts are considered in the subsequent monthly invoice. There will be no reimbursement of already invoiced services that have been rendered.

Eingewöhnungswoche

The first settling-in week is free of charge.

14. Contract Termination

At the end of each month, termination can be handed in with a notice period of **three months**. Terminations must be submitted in written form via registered mail. The same rule applies for the reduction of care time/days. Fees must still be paid for an unused place that has not been terminated.

For business or disciplinary reasons, KIMI reserves the right to terminate any contract with immediate effect.

15. Insurance/Liability

All parents shall have a health, liability and accident insurance for their child. Third party insurance is a parents' matter. A parent will be obliged to guarantee payment of insurance for damage caused by his or her child. KIMI assumes no liability for any losses or damages of private belongings of the children.

For incidents with a verifiable liability on the part of KIMI or its staff, KIMI has contracted a business liability insurance.

16. Data Protection

KIMI places a high value on data protection. Personal data is strictly treated as confidential. In general, collected data is not passed on to third parties. KIMI commits itself to the adherence to the provisions of the Swiss Data Protection Act.

During the day pictures of the children are taken for remembrance. Such pictures will be placed in the day-care centre and visible for all parents in order to get an impression of the daily activities. KIMI uses such pictures only for internal reasons. If a child is not allowed to be photographed, parents are asked to inform the head of the day-care centre in writing.



17. Miscellaneous

Parents' participation in the day-care centre activities and organised parents evenings is important and highly appreciated.

Changes regarding the place of residence or telephone numbers must be communicated to the day-care centre head.

The German version prevails in case of any misunderstanding.

Stand: Oktober 2015