

kihZ Daycare Centres

Rules 2012

Valid as of April 1st 2012

The rules and regulations are based on the statutes of the kihz Foundation (Foundation for Childcare in the university area of Zürich). The management of the kihz Foundation determines the rules 2010 and decides on the rights and duties of the foundation as well as on those of the parents with regard to the childcare in the Daycare Centres. The rules 2010 are handed to the parents together with the parental contract of which they form an essential part.

1. Management responsibility

The kihz Foundation is fully responsible for the management and daily running of the kihz Daycare Centres.

2. Childcare

The kihz Daycare Centres accept children from the age of 4 months to kindergarten age. There are baby groups as well as mixed age groups. One can opt for full days, mornings including lunch or afternoons without lunch. When needed one can arrange to book a day at a time with the head of the daycare centre. Such days will be billed separately.

As of the age of 3 children can switch to the full day kindergarten kihz Platten. This privately run kindergarten fulfills the criteria of the canton of Zurich and offers full day childcare in addition to the regular kindergarten hours.

3. Premises

All kihz Daycare Centres have been equipped with the needs of the children in mind. There are various rooms to eat, play and sleep in. Every facility also has an outdoor area where the children can play in all weather. All rooms have been approved by the relevant authorities.

4. Opening hours

The kihz Daycare Centres are open all year from Monday to Friday with the exception of the period between Christmas and New Year as well as one week in August (end of July – beginning of August). One can view the opening hours specific to each facility at www.kihz.ch/kihz_tagesstaetten. The kihz Daycare Centres are closed on official holidays. Any exceptional closures will be announced as early as possible.

Absences need to be announced to the daycare staff in advance or by 8:30 in the morning of the day when the child will not be attending. The children will only be handed over to a parent or a person who has been authorised by the parent.

5. Staff

Staff are appointed according to strict criteria from the authorities who set the standards for the required qualifications as well as for the interaction between the child minders and the children. Every children's group is led by a well qualified child minder. Since the Foundation also offers training, groups may also have trainees and people who are in the process of being qualified. Together they form a team that works with one group of children. Every daycare centre is run by a Head who is accountable to the central management of the kihz Daycare Centres.



6. Quality control

The kihz Daycare Centres adhere to a quality control system that regularly checks if the standards set by the latest research on childcare and child development are being met. In order to maintain these high standards, staff are encouraged to attend workshops and continue further education in the field of childcare.

The kihz Foundation regularly distributes questionnaires to the parents in order to determine their level of satisfaction and their needs, and if possible changes are made accordingly.

7. Conditions of admission

Children can be admitted at the beginning of the month and the admission is confirmed in a written contract. A child has to attend for a minimum of 2 whole days or 4 half days in order to be accepted. At the kindergarten kihz Platten a minimum attendance is compulsory so as to guarantee that the goals and objectives of the curriculum are reached. Based on agreements made with our sponsors, people connected to the UZH, the ETHZ and the PHZH as well as employees of the kihz Foundation have priority when admittance is considered. Siblings of children who are already attending one of the kihz Daycare Centres also have priority.

8. Settling-in

In order to ensure a smooth transition from being at home to being cared for in a Daycare Centre, a settling-in period is needed. When the parents are present, the child will slowly but surely form a trusting relationship with the child minders and the other children of the group. This settling-in period takes at least 2 weeks, usually somewhat longer. During the initial days parents need to be able to stay with their child a few hours at a time. Thereafter they need to be available to collect their child from the centre at any given moment. The Head of the group can decide to extend the settling-in period or to adapt the times according to what benefits the child.

9. Illness

Children who are ill need a lot of rest and attention. This can only be provided to a limited extent at a Daycare Centre. Children suffering from a fever or a contagious illness cannot come to the kihz Daycare Centre. The Head of the Daycare Centre can decide if a child needs to return home or needs to be collected immediately.

10. Insurance, liability

Parents need to take out health insurance and liability insurance for their child. The kihz Foundation is not liable for the loss or damage of personal effects. Costs incurred by the parents due to an exceptional closure of the Daycare Centre cannot be claimed back from the kihz Foundation.

11. Cooperation between parents and the kihz Foundation

Annual conferences between the parents and the Head of the children's group are at the core of an essential relationship that is of benefit to the child. The Head of the group as well as the parents can ask for an additional conference. Parents are obliged to attend such a conference if convened by either the Head of the Daycare Centre or the Head of the group.

Various activities take place at the Daycare Centres in order to foster mutual understanding and to facilitate an exchange. Parental help is needed in order to run these activities. Every Daycare Centre belonging to the kihz Foundation can have a parent-teacher association which has a consulting role.

12. Cancellation of single days, end of contract

If the parents wish a change in the contract, or if a child leaves for good, the office of the respective Daycare Centre needs to be informed of this in writing. This is also the case if a child transfers to a public kindergarten. In the month previous to the admittance of the child and during the first month of attendance, the contract can be cancelled as of the last day of the next month. This means that if



one cancels one month before the agreed admittance date, the parents still have to pay one month's fee. After the first month, both sides must adhere to a period of three month's notice, set for the end of the month.

In the case of serious circumstances the kihz Foundation can dissolve the contract with immediate effect. Such circumstances are failure to pay or situations that make it difficult or impossible for the Daycare Centre to function properly. If such circumstances arise the kihz Foundation is not liable for any financial or other damages. In such cases the fees are due to be paid to the end of the normal period of notice.

Parents who sign up their child to a public kindergarten need to announce the last day of attendance to the Head of the Daycare Centre in writing and this as early as possible.

13. Changes in the rules

Changes in the rules as well as adjustments of the fees will to be announced to the parents in writing at least 2 months before coming into effect.



Appendix – Rates

I. Financing

All places at the kihz Foundation are partly financed by contributions from the parents as well as by contributions from the ETHZ, the UZH, the PHZH and the city of Zürich. The childcare fees paid by the parents are relative to their income level. The fees do not vary according to the age of the child and are calculated according to a directive from the city of Zürich concerning childcare costs. There are additional costs for the care of babies until the age of 18 months. These costs are covered by the universities.

II. Admission fee

When the initial contract for the placement of a child is signed, the parents are charged a one time admission fee of CHF 250.- to cover administrative costs. If a second child joins from the same family or if a child transfers to another kihz Daycare Centre, the fee is reduced to CHF 100.- . Parents who are employees at the kihz Foundation do not need to pay an admission fee. If the parents cancel the contract before the child has started daycare, the admission fee still needs to be paid and will not be reimbursed.

III. Parental costs and subsidies

Parents living in the city of Zürich who would like to apply for a subsidy need to contact the city of Zürich themselves to start the subsidy procedure. After their paperwork has been processed they will be informed of the percentage of the fees they need to pay themselves. For those parents who live outside of Zürich and for those who are connected to the UZH, the ETHZ, or to the PHZH, the kihz Foundation determines what the percentage of the fees should be by following the same income criteria as the city of Zürich. Once the percentage has been decided upon, the kihz Foundation calculates how much the monthly fee will be depending on how often the child attends the daycare centre. At present the fees fluctuate between the minimum of CHF 11.70 and the maximum of CHF 117.00 per day per child. The monthly fee is due on the first day of the month (this is also valid during the settling-in period) and a bill will be given each month. If parents leave the UZH, the ETHZ or the PHZH they are no longer entitled to any subsidies. Whoever is not entitled to a subsidy pays the maximum fee, regardless of the age of the child. The additional costs for babies up to the age of 18 months are also covered by the universities for those parents who pay the maximum amount.

IV. Absences and Daycare holidays

When the child is ill, on holidays or otherwise absent, the fees will not be reimbursed. Parents are not charged for listed kihz Daycare Centre holidays.

V. Costs for additional single days

The costs for occasional single days of childcare are CHF 100 for a whole day, CHF 50 for half a day without lunch, and CHF 70 for half a day with lunch.

It is not possible to apply for a subsidy for these additional days.

