

KiBiZ Kinderbetreuung Zug

# Fee Regulations in KiBiZ Kitas



Valid as of 1.1.2024

The current regulations may vary, and the latest German version prevails in case of conflict. This translation is only to be considered as an orientation; it will not be revised.



# Table of content

<b>1</b>	<b>General Regulations</b>	<b>4</b>
1.1	Purpose	4
1.2	Care Agreement	4
1.3	Charges	4
1.3.1	Care Agreement as Basis	4
1.3.2	Monthly Flat Fee	4
1.3.3	Minimum Scope of Care	4
1.3.4	Supplementary Care	4
1.3.5	Additional Charges	4
1.3.6	Reduced fees on account of long absence	4
1.4	Fees	5
1.4.1	Baby fee	5
1.4.2	Standard fee	5
1.4.3	Initial and Administrative Charge	5
1.4.4	Supplementary Care	5
1.4.5	Fee Sheet	5
1.4.6	Changes in fees	5
<b>2</b>	<b>Regulations regarding Billing</b>	<b>5</b>
2.1	Monthly Flat Fee	5
2.2	Supplementary Care	5
2.3	Due Date	5
2.4	Billing	5
2.5	Methods of Payment and Standing Order	6
2.6	Contract Cancellation due to Non-payment of Fees	6
2.7	Reminder Fees	6
2.8	Contract Termination Period	6
2.9	Reward for early termination	6
2.10	Extraordinary Contract Termination by KiBiZ	6
2.11	Data Protection	6
<b>3</b>	<b>Validity</b>	<b>7</b>
	<b>Appendix regarding Childcare Vouchers/Subsidies</b>	<b>8</b>
	City of Zug and Oberwil	8
	Municipality of Baar	8
	Municipality of Cham	8
	Municipality of Hünenberg	8
	Municipality of Oberägeri	8
	Municipality of Steinhausen	8
	Municipality of Walchwil	8
	Other Municipalities	8

# 1 General Regulations

## 1.1 Purpose

KiBiZ offers day-care places for all parents/legal guardians regardless of their place of residence. The fee regulation covers both fees and general terms and conditions for all KiBiZ Kinderbetreuung Zug day-care centers and is valid for all day-care places. The fee regulations are an integral part of the care contract.

## 1.2 Care Agreement

KiBiZ Kinderbetreuung Zug concludes a Care Contract with the parents/legal guardians. The contract specifies the following:

- Fee category (Baby or standard fee)
- Scope of care and days
- Monthly fee
- Payment due date and invoicing
- Deadlines for applications, cancellation, and changes

## 1.3 Charges

### 1.3.1 Care Agreement as Basis

The monthly flat fee, as specified in the care contract is payable, regardless as to whether the child is present (examples for absence are illness, accident, quarantine, holidays, KiBiZ closure, public holidays).

### 1.3.2 Monthly Flat Fee

- KiBiZ Kinderbetreuung Zug charges the legal guardians a monthly flat rate which corresponds to the contractually agreed care workload.
- The monthly flat rate at 100% is based on 5 days of care per week and an imputed 20 days per month. For the calculation of the monthly parental contribution, the contractually agreed care volume is decisive. One day of care per week corresponds to a care quota of 20%.
- The monthly fee is fixed and remains the same every month, no matter how many (working/care) days the respective month has and no matter if the day-care center remains closed due to company holidays or closes earlier for internal training purposes.
- The monthly fee includes costs for care, meals, administration as well as reductions (annual holiday and public holidays). Costs for personal needs (e. g. diapers, sunscreen etc.) are not included.
- Care days may neither be switched nor caught up in advance or in retrospect in case of e. g. public holidays.
- There are no «joker» days.

### 1.3.3 Minimum Scope of Care

The minimum scope care at KiBiZ day-care centers is available on the fee sheet.

### 1.3.4 Supplementary Care

Individual supplementary days are possible upon request to the day-care center and subject to availability. Once the additional care is agreed, it will be charged, regardless of whether the child is actually cared for.

### 1.3.5 Additional Charges

Additional charges for initial administration or for additional entry badges are due. These can be found on the fee sheet.

### 1.3.6 Reduced fees on account of long absence

When a child is absent for more than four weeks (not due to illness), KiBiZ may proportionately reduce the monthly fee by a maximum of 10%, if requested to do so by the parents. Such a request must be made in writing and reach the main office at least two weeks before the absence, otherwise no reduction can be made. Absences of

four or more weeks must be sequential and cannot be split. The annual KiBiZ closure in summer does not form part of the four or more weeks.

## **1.4 Fees**

The following type of fees are applicable:

### **1.4.1 Baby fee**

The baby fee is valid for children from 3 until 18 months of age.

### **1.4.2 Standard fee**

The general fee is valid for children as from 18 months of age. The baby fee changes to the general fee on the first of the month after the child has reached 18 months of age.

### **1.4.3 Initial and Administrative Charge**

KiBiZ Kinderbetreuung Zug charges a one-off non-refundable initial and administrative charge per child. The usage fee for two entry badges for the center are included in this sum. Please refer to the fee sheet for further information.

These charges are due with the first bill and are also due in case of cancellation before the care starts. These costs are also incurred when transferring from one day-care center to another.

### **1.4.4 Supplementary Care**

Given advance warning, parents may, if required and as long as the situation in the center allows for it, arrange for supplementary care with the day-care center manager. The supplementary care will be billed additionally to the monthly flat fee. The charges for supplementary care may be found on the fee sheet.

### **1.4.5 Fee Sheet**

The current fees are published on the separate fee sheet. At all times, the version of the fee sheet published on the web page is valid.

### **1.4.6 Changes in fees**

Changes in fees will be communicated in writing at an early date, to ensure that parents have enough time to cancel their contract in accordance with the stipulations in paragraph 2.8 at the previous rate of charge.

## **2 Regulations regarding Billing**

### **2.1 Monthly Flat Fee**

KiBiZ Kinderbetreuung Zug invoices parents/legal guardians directly for the day-care costs on a monthly basis. The initial and administration charges are payable with the first monthly invoice.

### **2.2 Supplementary Care**

Any supplementary care to the contractual agreement will be billed separately.

### **2.3 Due Date**

Fees are to be paid in advance and are due at the latest by the first of the month in which care is provided.

The initial and administrative charge is due with the first monthly fee.

Any charge for supplementary care is due by the first of the month after the respective billing.

### **2.4 Billing**

The parents receive the billing by e-mail. If specifically requested by the parents, KiBiZ may send the bill by standard mail and charge expenses for the postage.

## **2.5 Methods of Payment and Standing Order**

The bill shall be settled by using the respective payment slip. KiBiZ recommends setting up a standing order for the payment of childcare costs by using the payment slip from the last invoice. The value date should be the 1st of the month, or "later" in the case of public holidays/weekends.

KiBiZ Kinderbetreuung Zug reserves the right to bill parents/legal guardians for expenses that may incur on account of the payment being made in a different manner (in particular, bill payment at the post office).

## **2.6 Contract Cancellation due to Non-payment of Fees**

Should the invoice remain outstanding on the first day of the month of care, KiBiZ Kinderbetreuung Zug may cancel the contract by respecting the mutual notice period. Any outstanding fees as specified in the Care Agreement are owed until the end of the notice period. Alternatively, or in addition, KiBiZ Kinderbetreuung Zug may pursue the open payments, whereby the debtor shall bear the operating expenses and interest.

## **2.7 Reminder Fees**

KiBiZ Kinderbetreuung Zug may charge reminder fees.

## **2.8 Contract Termination Period**

The notice period for terminating a contract is one month and is binding for both parties. Cancellation is possible at the month's end.

Notice of termination must be made in writing, either by e-mail or letter and reach the KiBiZ main office on the last working day of the month at the latest.

The one month notice period is valid as from the day the contracts are signed, and thus also in the case where the child does not start in the center or leaves during the transition period.

The one month notice period is also valid when the number of care days is reduced as well as if the child moves to another of KiBiZ's institutions (another KiBiZ day-care center or the KiBiZ childminders).

## **2.9 Reward for early termination**

An early termination enables KiBiZ to optimally plan the reallocation of places and thus gives parents who are waiting for a place a certain lead time. For this reason, KiBiZ rewards early terminations of all childcare contracts with a total duration of 12 months or more, including the notice period, with a compensation. The maximum reward is based on an average care quota of 100%. In the case of a lower average care quota, the reward is calculated on a pro-rata basis. The current rewards for two- or three-month advance notice period is shown on the fee sheet.

## **2.10 Extraordinary Contract Termination by KiBiZ**

In exceptional circumstances KiBiZ may cancel the care contract with immediate effect. Exceptional circumstances include disturbance and/or impossibility of running the day-care center's regular operations. Should the contract be cancelled on account of extraordinary reason, the parent/guardian has no claims for either compensation or damages. The monthly fee remains due until the end of the current month. Decisions regarding extraordinary contract termination are made by senior management.

## **2.11 Data Protection**

KiBiZ Kinderbetreuung Zug complies with the provisions of the data protection regulations and treats all information provided by parents/legal guardians with confidence.

### **3      Validity**

These fee regulations for all day-care provision are valid as from 1<sup>st</sup> January, 2024. They form part of the care contract between parents/legal guardians and KiBiZ Kinderbetreuung Zug.

**Zug, in October 2023**  
**KiBiZ Kinderbetreuung Zug**

## Appendix regarding Childcare Vouchers/Subsidies

At the date these fee regulations enter into force, KiBiZ Kinderbetreuung Zug has an agreement with four communities regarding the redemption of childcare vouchers:

<b>City of Zug and Oberwil</b>	The current regulations on childcare vouchers of the municipality concerned apply. Parents should contact their municipality of residence for the granting and redemption of childcare vouchers.
<b>Municipality of Baar</b>	
<b>Municipality of Cham</b>	Childcare vouchers from the City of Zug can be redeemed at all KiBiZ day-care centres in the Canton of Zug.
<b>Municipality of Hünenberg</b>	
<b>Municipality of Oberägeri</b>	
<b>Municipality of Steinhausen</b>	
<b>Municipality of Walchwil</b>	

### Other Municipalities

The current regulations in the parents'/legal guardians' place of residence are valid.