

KiBiZ Kinderbetreuung Zug

Childminding Care Regulations



Translation as per Regulations of 1.1.2024

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

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Kinderbetreuung Zug



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Contents

1	Framework	4
1.1	Childminding Care Contract	4
1.2	Scope of Care/Minimum Time of Care	4
1.3	Age	4
1.4	Childminding Care Times, Bringing and Collecting Times	4
1.5	Location of Childminding Care	4
1.6	Number of Childminding Children	5
1.7	On-call Service for School Children	5
1.8	Lunch-time Childminding	5
1.9	Overnight	5
1.10	Holiday Childminding	5
1.11	Changes in Childminding Times	5
2	Holidays/Public Holidays/Absence/Sickness	5
2.1	Childminder Holidays	5
2.2	Child's Holidays	5
2.3	Public Holidays	6
2.4	Incapacity of the Childminder	6
2.5	Absences	6
2.6	Sickness	6
3	Care	6
3.1	Basic Principles	6
3.2	Mealtimes	6
3.3	Childminder Qualifications	6
3.4	Transition	7
3.5	Children with Special Care Needs	7
3.6	Accoutrements	7
4	Cooperation	7
4.1	Cooperation with the Intermediary	7
4.2	Cooperation with the Childminder	7
4.3	Contact Person	7
4.4	Cooperation with KiBiZ Kinderbetreuung Zug	8
5	Reporting Obligations	8
6	Insurance	8
6.1	Health, Accident and Personal Liability	8
6.2	KiBiZ Kinderbetreuung Zug Operating Liability	8
7	Exclusion	8
8	Final Clause	8

1 Framework

To allow for the best day-care possible and ensure a good cooperation between parents and the Childminders, the rules for cooperation are documented in the Childminding Care Regulations. These regulations are an integral part of the care agreement.

1.1 Childminding Care Contract

KiBiZ Kinderbetreuung Zug sets up a contract with the parents/guardian, in which the following points are defined: the extent of Childminding, the parental contribution and its due date, invoicing, depot and the notification, cancellation and changes deadlines.

1.2 Scope of Care/Minimum Time of Care

The scope of care offered is documented in the care contract and is legally binding for both parties. Generally regular times for care are agreed upon. This time must be specifically defined to a quarter of an hour. The minimum time offered for a subsidised place is 5 hours per week. The maximum care time for a subsidised place may vary according to the place of residence (municipality). Sometimes it also depends on the weekly working hours of the parents. The details are available on the fee sheet. The following are regarded as equivalent to employment:

- a) completion of a recognised vocational education and training course
- b) participation in a social insurance integration measure
- c) Receipt of social insurance benefits (unemployment compensation)

By mutual consent and by respecting the entitlement to subsidies, extra childminding hours are sporadically possible. If additional care has been agreed, it will be charged, regardless of whether the child is present.

1.3 (Entry) Age

Childminding is offered for children as from 3 months up to the end of the (public) primary school. In some places (Gemeinde), children visiting the primary school cannot be integrated into a (subsidised) Childminding service if the care service offered by the respective school can cover the care needed. Parents are responsible for checking the supplementary school offer.

Upon agreement with the intermediary and the subsidising authority (Gemeinde), exceptions are possible for justified cases. Children who are taken care of by a Childminder before starting school may continue to benefit from the childminding service.

1.4 Childminding Care Times, Bringing and Collecting Times

Childminding services are flexible regarding time and can be directly targeted to meet parental needs. Childminding is normally meant for weekdays. Any requirements beyond this (night, weekend, holidays, etc) are basically possible and will be looked at individually.

A monthly flat fee will be agreed on in the case of irregular Childminding (sales or nursing/carers). The specific times will be then agreed upon with the childminder.

The agreed bringing and collecting times are binding. Childminding cannot be guaranteed if the child is not brought or collected punctually.

1.5 Care in the event of a (power) blackout

The KiBiZ childminding families are prepared for announced and unannounced power blackouts of limited duration and can continue to provide care. In the event of an unannounced blackout of uncertain duration, care is arranged as follows:

- Blackout **during** childminding: We care for the children according to the agreement or until they are picked up by a defined caregiver.
- Blackout **before** childminding: Childminding takes place according to the circumstances (cold meals).

1.6 Location of Childminding Care

Childminding takes place in the living quarters of the childminder, the garden and adjacent venues. In addition, (grocery) shopping, excursions and walks are undertaken. Special excursions, such as going to the “badi” (public pool/water area), may take place after agreement with the parents. Public transportation may also be used for any excursion. After prior agreement with the parents, the child may be transported by car by the childminder. Accompanying children to kindergarten or school is not part of the childminder’s responsibility. This is also the case in respect of doctor’s visits or to a therapist (exception is in a case of emergency).

1.7 Number of Childminding Children

According to the Cantonal law, a maximum of five children until the age of 12 may simultaneously be taken care of, own children of the Childminder included. An exception may apply to a particular case, however a formal authorisation by the respective authority (municipality) is required. If more than three external children are taken care of at the same time, the respective authority (municipality) is to authorize the respective childminder as well formally. Therefore, any changes in Childminding care times must be agreed with the intermediary.

1.8 On-call Service for School Children

Should a child be cared for by a Childminder before and after kindergarten or school, it is possible to agree an on-call service. In the case of kindergarten or school being cancelled on a short-term notice (e. g. earlier ending of kindergarten/school, illness, accident), childminding is then guaranteed.

1.9 Lunch-time Childminding

Should a child only be taken care of by a Childminder over the lunch period, the childminding time starts at the end of school in the morning and ends when school starts in the afternoon.

1.10 Overnight

By mutual agreement, child may occasionally stay overnight at the childminder’s.

1.11 Holiday Childminding

Childminding exclusively during (school) holidays is generally possible. It is dependent on the capacity of the childminder. Subsidised fees for holiday Childminding are granted when more than 50 hours per calendar year are required (pro rata is not possible).

1.12 Changes in Childminding Times

Any wishes for changes in either days or time must be reported to the intermediary. The changes must be re-confirmed by the intermediary. Reduction in the time will be treated in the same way as a termination.

2 Holidays/Public Holidays/Absence/Sickness

2.1 Childminder Holidays

Childminders generally care for children during the school holidays. Nonetheless, they have the right to take 25 holidays per annum. The time and length of holidays will be given well in advance. No fees are due when the Childminder is absent or on holiday. Parents shall be informed at an early stage, should the child-minder take more than 25 holidays in a year.

2.2 Child’s Holidays

The agreed care will be invoiced when the child is on holiday or absent for whatever reason (e. g. illness).

2.3 Public Holidays

On the following national and cantonal holidays there will generally be no childminding. However, childminding is possible by mutual agreement. If childminding takes place during public holidays, the weekend fee will be charged.

- New Year's Day (1.1.)
- St. Berchtold's Day (2.1.)
- Good Friday
- Easter Monday
- Ascension Day
- Whit Monday
- Feast of Corpus Christi
- Swiss National Day (1.8.)
- Ascension of the Virgin Mary (15.8.)
- All Saints' Day (1.11.)
- Immaculate Conception (8.12.)
- Christmas Eve (24.12.)
- Christmas Day (25.12.)
- Boxing Day (26.12.)
- New Year's Eve (31.12.)

2.4 Incapacity of the Childminder

If the childminder is unable to provide the agreed care services (on account of illness, accident, quarantine, etc.), parents, in the interest of the child, must seek a solution within the family environment. The intermediary will organise a substitute in the case of a longer absence.

2.5 Absences

Childminders welcome advance notice of planned absences to plan properly. They are to be informed at the earliest possibility in the case of unforeseen absences.

2.6 Sickness

Sick children may be cared for at the discretion of the childminder. No medication will be administered to the child without a written order. In the case of an emergency, Childminders have the right and are required to give the child over to medical or hospital care. Childminders are to be informed in writing about all sicknesses, allergies, therapies, medicines, and diets. Supportive measures in the case of therapy can be performed in agreement with the childminder.

3 Care

3.1 Basic Principles

Childminders care for children of other families in their own household. The children are integrated into the family's daily routine and adjust the care according to the age of the child.

3.2 Mealtimes

Mealtimes take place together at the childminder's. Snacks are also provided.

3.3 Childminder Qualifications

Childminders are carefully chosen; they have undergone a basic training and regularly participate in further training courses.

3.4 Transition

Transition Period

A good transition period is extremely important to us, since the entire following time with the childminder is greatly affected by these first impressions. The settling-in period covers the first two or three weeks after initial entry to the childminder. During this time the children slowly become familiar with the new surroundings and the new carers. Initially the children spend just a couple of hours a day with the Childminder and are accompanied by their parents. Gradually the parents withdraw. During the first 2 weeks, the transition period is only chargeable according to the agreed and/or effectively performed hours, from the third week onwards, the contractually agreed care hours are charged.

Parting

A child builds up a new relationship when it is cared for by a Childminder. This is lost when the care is terminated. In the child's interests and that of all involved in the care, we highly recommend the child being prepared and enough time being planned for the parting.

3.5 Children with Special Care Needs

Only on a case-to-case basis can children with special care needs (physical or mental handicap, behavioural difficulties, delays in development etc.) be cared for. Prior agreement of the intermediary and cooperation with the Special Education Department or other appropriate bodies is necessary. Parents must inform such requirements at the time of registration.

3.6 Accoutrements

Parents are responsible that children always have spare clothing (warm clothing during winter), slippers, rubber-boots, diapers, special baby food etc. available at the childminder. Such items change in accordance with the seasons and parents/guardian will be informed accordingly. There is no liability for personal belongings.

Childminders are not required to provide special equipment for small children, e. g. high chair, stroller, cot, car seats etc.

4 Cooperation

4.1 Cooperation with the Intermediary

The Intermediary supports the care relationship and is the first point of contact. They must be informed of any changes affecting the Childminding care relationship. Should there be questions or difficulties, the intermediary is on hand to advise.

4.2 Cooperation with the Childminder

Good cooperation with the Childminder forms the basis of trusting relationship. This in turn is crucial for a good caring relationship. On account of this, including the parents is very important to us. The daily information exchange between Childminder and the parents/guardian is vital for a good cooperation. An annual meeting between parents/guardian, the Childminder and the intermediary takes place to ensure quality. Parents may request a meeting at any time. The costs associated with the meeting will be invoiced in accordance with the relevant fees.

4.3 Contact Person

As a matter of principle, Childminders only deal with the parent/guardian with legal custody (except in special circumstances). This is also valid for collection. Children will only be permitted to leave with a legally responsible party. Other persons must be in possession of personal permission, which expresses the will of the legal parent/guardian. These are obliged to inform the Childminder as to who will collect the child. Children will not be allowed to leave with an undesignated or unknown person.

4.4 Cooperation with KiBiZ Kinderbetreuung Zug

KiBiZ Kinderbetreuung Zug is the organisation offering Childminding care. We regularly inform about any changes, news and events relating to us via letters and our KiBiZ Info. Our managerial office is readily available for any further information required.

Parents have the possibility to become a member of KiBiZ' parent organisation, the non-profit association Gemeinnützige Gesellschaft Zug (GGZ). A Membership supports the broad, social commitment of GGZ as well as the commitment to a needs-based and qualitatively convincing offer in the area of supplementary childcare in the canton of Zug. A first annual membership is included in the care package.

5 Reporting Obligations and Obligations for permits

Childminding places are subject to registration with the responsible municipality and, depending on the case, to authorization. KiBiZ Kinderbetreuung Zug reports the childminding relationship by name to the responsible supervisory authority. If necessary, KiBiZ will obtain the necessary permit.

6 Insurance

6.1 Health, Accident and Personal Liability

Parents/guardians are responsible for all insurance for their children (health, accident, and personal liability) and are to ensure that this is at the necessary level of coverage.

6.2 KiBiZ Kinderbetreuung Zug Operating Liability

As legally required, KiBiZ Kinderbetreuung Zug has operating liability insurance for damages caused to persons resulting from the Childminding relationship.

7 Exclusion

In the following circumstances a child may be excluded from childminding care, either for a time-limited period or permanently:

- When its behaviour harms others or property
- Unacceptability on account of grave behavioural disorders or high psychological stress
- If the fees are not paid
- If the child is often absent without reason
- Lack of will to cooperate

8 Final Clause

The Childminding Care Regulations were approved by the Directors and are valid as from 1.1.2024. KiBiZ Kinderbetreuung Zug reserves the right to change these provisions at any time. The current version can be found at any time at www.kibiz-zug.ch.