



7 Bears
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General

7 Bears is a non-familial day nursery, which provides caring supervision and age-based stimulation for children. The number of accepted children is limited in order to provide care in an optimal way.

Pedagogic principals, goals and tasks

The center is the child. We are focusing on each child individually, account for their needs and skills and support building positive self-esteem. We are striving for a sincere atmosphere in which each child feels comfortable. We emphasize mutual respect, consideration and friendly interaction. We cultivate personal responsibility and responsibility for others and our environment. Our goals are autonomy, imagination and lots of joy discovering, understanding and learning.

Teamwork with parents

We place great importance on good communication with parents, to the benefit of the child. We are depending on information from your side (e.g. no more diapers or pacifier, changes in the family etc.). During bring- and pick-up times, there will be short feedbacks between parents and the supervising tutor. All children are being supported during their adjustment period in our day nursery until they feel fully comfortable.

Meals

The children receive a cooked lunch at the day nursery as well as a morning and afternoon snack. We place particular emphasis on balanced, healthy, and varied nutrition. The menu plan is displayed at the day nursery and can be inspected by the parents at any time.

We do ask parents of children who still need the bottle, to bring it along, and deposit a package at the day nursery. For children who eat baby food (puree), please bring it along as well.

Opening hours

7 Bears is open during 50 calendar weeks, Monday to Friday from 07:00 to 19:00. The block times are from 09:30 to 16:00. During these times all children are required to be in attendance. **During Christmas holidays, 7 Bears will be closed for 2 weeks.** On public holidays as well as on Friday following "Auffahrt" (Ascension), 7 Bears will also be closed. Parents will be informed in advance of exact dates. On days preceding a public holiday, 7 Bears will close at 17:00.

Bringing and picking up your child

Please inform us beforehand if somebody other than usual will be picking your child up from 7 Bears. Should parents not be reachable on their private or business telephone number during the day, please leave an emergency number when dropping the child off in the morning.

Holidays / absence

Please inform 7 Bears about any holidays or planned absences as early as possible. Individual days should be reported no later than 09:30 of the concerning day. Holidays, public holidays, sick days, and other absences will not be refunded, and cannot be compensated.

Sickness / accident

Children must stay home in case of sickness or fever. Please notify the day care personnel by 09:30 if the child is sick. If a child becomes sick at the day nursery, parents will be informed and are requested to pick up the child as soon as possible.

In case of an accident, teachers are authorized to seek immediate medical attention for the child and will make sure that parents are informed immediately. Any allergies or sensitivity to certain medications are to be advised by parents in writing.

Insurance

Children must be insured against illness and accidents. Written proof of insurance is required for each child.

Fees

As of January 01, 2017, the monthly fees for 7 Bears day nursery are as follows:

1 Day per week	CHF 605.-
2 Days per week	CHF 1210.-
3 Days per week	CHF 1815.-
4 Days per week	CHF 2420.-
5 Days per week	CHF 2725.-

All provided meals and drinks are included in the monthly fee. We offer a sibling discount of 10% on the monthly fees. Monthly fees are invoiced **12 times a year (50 weeks per year) and must be paid monthly in advance.** We request payment by means of standing order or payment order. Any fees incurred for payments made at post offices will be charged in addition. If you like to bring your child an extra day to the day nursery we kindly ask you to pay **CHF 145.-** per day directly. The personnel will issue a receipt for you.

Enrolment and acceptance of children

7 Bears day nursery accepts children from approx. 6 months until 5 years of age. The children should stay at least 2 days per week with 7 Bears. Copies of vaccinations and medical insurance certificates must be included with the enrolment forms. 7 Bears can only accept children that are vaccinated according to the official vaccination plan issued by the Federal Office of Public Health (FOPH).

After receipt of the enrolment forms and the enrolment fee of CHF 100.- your child will be placed on our waitlist. Acceptance is handled in chronological order of enrolments. We will contact you as soon as we have a spot available. The enrolment fee is non-refundable in case of deregistration by the parents.



Clothing / personal items

Every child has his/her own personal space to store personal belongings. We ask the parents to frequently check the items for size and cleanliness and change them if necessary. The following personal items should be brought and be stored at the nursery:

- Extra clothes (underwear-Shirt, shirt, pants, socks)
- Rain jacket
- Comfortable Shoes
- Track suit or comfortable Pajama
- Slippers
- Pacifier / Pacifier-Chain
- Cuddly Toy
- Sunscreen lotion
- Sunhat
- Gloves
- Warm Cap
- Diapers
- Baby formula (if needed)

Wherever possible, please label items with you child's name and check clothing size and cleanliness regularly. Please change clothing if necessary.

Liability

7 Bears accepts no responsibility for lost or damaged personal property.

Down periods by official orders

Should the official authorities order 7 bears to close down for a designated time (e.g. in case of pandemic), we are not able to grant any refunds or compensations. We do comply as much as possible with any hygiene measures issued by the Federal Office of Public Health (FOPH).

Contract

If a place for the child at day nursery is available for the desired enrolment date, this will be confirmed to the parents in the form of a written agreement. At the signing of this contract, a deposit of the sum of two months of school fees will be due. Upon receipt of the deposit, the reservation of a place for the child at the day nursery becomes binding.

Notice of termination

Either party can terminate the contract or shorten the days of attendance at the end of every month provided a period of three months notice has been given. Notice must be given in writing.

Deposit

A non-interest bearing deposit of two-month school fees is due on receipt of confirmation of acceptance at 7 Bears. With the withdrawal of the child from the day nursery, the deposit will be fully refunded, or credited against the final two months invoices.

Should payment of the deposit, or any of the monthly invoices be more than seven days in arrears, a written reminder will be sent by 7 Bears, and a reminder fee of CHF 20.- will be incurred. Should complete payment not be received within the time period stipulated in the reminder, 7 Bears reserves the right to terminate the present contract at any desired date after giving 10 days notice.

Admission fee

We charge a one-time admission fee of CHF 150.- which will be invoiced together with the deposit.