

Terms and Conditions Triangel Nursery School



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1 Care services

Triangel Nursery School looks after children aged between 3 months to 6 years in five different groups. The school is organised according to the "Trio – Model – Plus" (see www.triangel-kinderkrippe.ch).

The care services are primarily open to the children of persons affiliated with the University of St. Gallen and employees of Helvetia Insurance and the Federal Administrative Court. The Nursery School also accepts children from the immediate surroundings of the University of St. Gallen and Helvetia if and when free places become available.

The care concept of Triangel Nursery School is to enable the children to have many different experiences within a clearly defined framework and to make cross-group social contact in an environment that offers them safety and security.

We can achieve this by

- offering a structured day that follows a rhythmical, repeated pattern.
- a tapestry of ritual, rules and symbols that ensure continuity.
- a system of care assistants that creates trust.
- rotation between free play, projects and work based on educational elements that support the quality of the pedagogical offering.

2 Opening hours

- Monday to Friday | 07.45 – 18.15

The nursery school is closed:

- for 1 week during the summer holidays
- between Christmas and New Year
- on public holidays
- on the team day
- on one maintenance day prior to the summer holidays
- the school closes at 17.15 before a public holiday

3 Care options

- | | |
|--|---------------|
| ■ Whole day | 07.45 – 18.15 |
| ■ Mornings | 07.45 – 11.30 |
| ■ Mornings and lunchtimes, incl. lunch | 07.45 – 14.15 |
| ■ Lunchtimes and afternoons, incl. lunch | 11.45 – 18.15 |
| ■ Afternoons | 14.00 – 18.15 |







4 Drop-off and pick-up times for children

The drop-off and pick-up times are regulated in order to guarantee the smooth and undisturbed running of the day. If the child is to be collected by someone other than the parents the nursery staff must be informed in advance. No child will be handed over to someone who is unfamiliar to the nursery staff.

Drop-off times

■ Mornings	7.45 – 9.00
■ Lunchtimes	11.45 – 12.00
■ Afternoons	13.45 – 14.15

Pick-up times

■ Before lunch	11.45 – 12.00
■ After lunch	13.45 – 14.15
■ Pick-up forbidden	12.00 – 13.45
■ Evenings	16.30 – 18.15

5 Food

The children are given a mid-morning snack, a hot lunch and a mid-afternoon snack in the nursery. Lunch is sourced externally, the snacks are prepared by the nursery employees with the help of the children.

Parents provide baby food for infants.

Special diets for children with food allergies and food restrictions can only be accommodated to a limited degree. Details must be discussed with the head of the nursery.

6 Tariffs

The tariffs can be found in the current price list (enclosure).

- For employees of the Federal Administrative Court, Helvetia Insurance and the University of St. Gallen as well as for students of the University of St. Gallen, separate tariffs apply.
- The monthly contractual fee is due at the beginning of the adjustment phase.
- The tariff is calculated based on 49 care weeks.
- The costs are invoiced at the beginning of the month.
- No discounts are given nor are any safekeeping/registration fees levied.





7 Acceptance criteria

Acceptance is granted following an information- and registration discussion with the head of the nursery. If the nursery is full, a waiting list will be set up. Children who require constant medical care will not be accepted. The head of the nursery shall decide on any exceptions together with the management board.

8 Minimum hours

In order to ensure that the child has the best possible start in the group and can settle in well, and also to maintain a stable group structure, the child must spend at least one and a half days or three half days per week in the nursery.

9 Registration

Interested parents will be invited to a personal information meeting by the head of the nursery. In this they will be informed about the structure of the day, the adjustment phase and the activities offered by the nursery.

If they are interested, the parents will be given a registration form. This form can also be downloaded from the internet.

If there are any free places, admission can take place almost immediately. Otherwise the child's name will be placed on the waiting list.

10 Termination

The contract can be terminated by both parties as per the end of the month. The notice period is three months and termination must be notified in writing. This notice period also applies in the event of a reduction in the nursery days. Notice of termination must be sent to the head of the nursery. The probationary period for new admissions is one month. The contractual relationship can be severed during this period by either party in writing.

Fees will not be reimbursed in the case of the child's absence due to illness or holidays. Compensation is not possible for organisational reasons.

11 Entry discussion and adjustment

Before the adjustment phase a joint discussion is held between the parents, one employee and the head of the nursery. The employee, who will be the future contact person for the child, is given relevant information on the child's personality, feeding and sleeping habits and care. At the end of the discussion the parents agree the dates for the adjustment phase with the employee.

The adjustment phase is based on the so-called "Berlin adjustment model". The needs of the child are thereby taken into account and one or both parent(s) will be present during the first adjustment contacts until the child feels at home in his/her new environment.

12 Illness and absence

Parents must inform the nursery as soon as possible of any absences. Children who are running a temperature or have an infectious illness cannot attend the nursery.

Current information on infectious diseases is on display in the foyer of Triangel Nursery School.

13 Parental involvement

Parental involvement is based on open, transparent dealings with each other. This includes all the various forms of exchange and information between employees and parents. Personal discussions, posters, newsletters, parents' evenings, parent-and-child activities, phone calls, etc. provide numerous opportunities for contact.





14 Insurance regulation

Parents are responsible for the insurance of their child.
Triangel Nursery School has liability insurance.

15 Complaints

In the event of discrepancies or conflicts that affect the care relationship, the head of the nursery must be consulted immediately. If a mutually satisfactory solution cannot be found, the management board will be consulted.

16 What to bring

- Baby food for infants
- House shoes, named
- Nappies
- Toothbrush
- Change of clothing
- Weatherproof clothing and shoes

Children love to be allowed to bring toys from home, which they can show off with pride. However, in the interests of a meaningful toy offering please keep this to a sensible amount. Too many toys prevent the child from engaging in any form of intensive play.

In addition, we would like to point out that we cannot accept any liability for toys that have been brought to school.

17 Contact

Triangel Nursery School

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