

Regulations for the Association of **ABB** Childcare Centres

Human Resources ABB Switzerland

Chinderhuus Baden

Aqualino Baden

Chinderdschungel Baden

Camäleon Baden

Purzelbaum Birr

Littlefoot Dättwil

Zauberdrache Dättwil

Schnäggehuus Oerlikon

Zwärgehuus Oerlikon

Bäregarte Oerlikon

Müusliburg Turgi

Wichtelburg Wettingen



Contents

1. Governing body.....	3
2. Registration.....	3
3. Admission	3
3.1 Admission of external children	4
3.2 Illness, handicap	4
4. Settling in	4
5. Opening hours.....	4
6. Bringing, collecting children	4
7. Holidays	5
8. Childcare centre attendance, absences	5
9. Illness, accident.....	5
10. Nutrition.....	5
11. Clothing, personal items.....	5
12. Insurance	6
13. Charges	6
14. Leaving, giving notice, change of contract	6
15. Cooperation with parents	7
16. Suggestions and any complaints.....	7
17. Statutory bodies of the Association of ABB Childcare Centres	7
18. Articles of Association of the Association of ABB Childcare Centres	8

Regulations for the Association of ABB Childcare Centres

1. Governing body

The Association of ABB Childcare Centres runs eleven childcare centres that are open to children of employees of association members. Details are given in the Association's Articles of Association.

Childcare centre managers report directly to the business manager who has ultimate responsibility.

2. Registration

Childcare centre managers issue the registration forms and should be contacted for all questions and information relating to registration procedures.

After being countersigned by the HR department, the completed registration form should be sent to the following address:

Verein ABB Kinderkrippen
Ramona Cattoni
Brown Boveri Strasse 6
5401 Baden
ramona.cattoni@ch.abb.com

All registration applications are entered up and processed on a central waiting list. Non-members of the Association may apply if surplus places are available that cannot be filled by Association members.

3. Admission

ABB childcare centres look after children aged between eight weeks and six years. The children are cared for in baby groups and mixed-age groups.

Daycare places available

Chinderhuus, Baden:	36
Aqualino, Baden:	30
Chinderschungel, Baden	44
Camäleon, Baden	40
Zauberdrache, Dättwil:	22
Littlefoot, Dättwil:	30
Schnäggehuus, Oerlikon:	24
Zwärggehuus, Oerlikon:	30
Bäregarte, Oerlikon:	30
Müsliburg, Turgi:	32
Purzelbaum, Birr:	31
Wichtelburg, Wettingen:	30

Admission of external children

If surplus places are available, children whose mothers or fathers do not work for Association companies can also be admitted.

3.1 Admission of child siblings

Child siblings are guaranteed a place in the nursery group. Parents should enter on the application form their desired date of entry for their sibling. From this date on a place is reserved.

Should the parents need to postpone entry of their sibling, then from this date onwards absence costs (25% of the daily tariff, no sibling discount, with off-take for absence-contingency) will be incurred.

Failure to pay the absence costs will result in loss of guarantee for a place for the child sibling.

3.2 Illness, handicap

In the case of sick or handicapped children, a decision will be made on whether the childcare centre can admit the child following discussion with the childcare centre manager and, possibly, a doctor.

4. **Settling in**

The settling in period takes approx. two to four weeks. The accompanying sheet contains more detailed information on settling in.

5. **Opening hours**

Monday to Friday, from 7.15 a.m. to 6.15 p.m.

These opening hours are valid for all childcare centres.

The opening hours are examined at regular intervals and require the approval of the executive board of the Association of ABB Childcare Centres.

6. **Bringing, collecting children**

Children must arrive at the childcare centre no later than 9.00 a.m. so that the group leader can start scheduled daily activities.

Children who only spend mornings at the childcare centre must be collected by 2.15 p.m. at the latest. The daily rate will be charged for children collected any later.

Children who only spend afternoon at the childcare centre must be collected by 2.15 p.m. at the latest. The care afternoon starts at 1.30 p.m.

Children can be collected in the evening from 16.30 hr to 18.15 hr.

If the child cannot be collected by a parent, the group leader or the childcare centre manager must be informed.

If a child will not be attending a childcare centre on a particular day, the childcare centre must be informed by 9.00 a.m. at the latest.

7. Holidays

The childcare centres remain closed between Christmas and New Year as well as on all public holidays (these may vary from canton to canton).

Parents will be informed of the dates of public holidays and any company holidays by the childcare centre manager at the beginning of the year.

8. Childcare centre attendance, absences

For pedagogical reasons, the childcare centres recommend that children should attend the centre for at least 1½ days a week (30%).

A reservation fee is charged for absences (holidays, illness, relatives visiting, etc.) (q.v. basic charges).

9. Illness, accident

While children generally remain at home when ill or following an accident, exceptions can be made after consultation with the childcare centre manager. Parents are immediately informed if a child falls ill or has an accident at the childcare centre.

10. Nutrition

At the childcare centre, children receive healthy nutrition appropriate to their age.

Baby milk powder/formula and special food must be provided by parents for all meals (no reduction in the daily charge).

Parents are requested not to provide the children with anything else to eat, particularly not sweets/candy (exception: child's birthday).

11. Clothing, personal items

Each child must have slippers and a change of clothes that is appropriate to the season. Parents are requested to dress their child in comfortable clothing that need not necessarily be kept clean. Nappies (diapers) and special skincare products must be provided by parents. During the summer months, the parents of each child must provide sunscreen for use at the childcare centre. Parents are requested to apply sunscreen before bringing the child to the centre. The childcare centre cannot accept any responsibility for the children's personal items.

12. Insurance

Accident and health insurance are basically the responsibility of parents.

During their stay at the childcare centre, children are insured against accident as a supplement to the child's own private healthcare insurance benefits. Coverage ceases as soon as the child is accompanied by a parent (or the person authorized to collect the child).

13. Charges

Basic charges: q.v. separate sheet. The basic charges are determined by the executive board of the Association of ABB Childcare Centres.

Parents will be given three months' notice of any amendments to charges. Invoices to parents must be paid within 10 days either through a bank or a postal account.

The employer of the father or mother makes a company contribution of CHF 6,750.00 per child and year. Invoices are issued each quarter; they must be paid by the end of the 2nd month of the quarter.

If admission to the childcare centre takes place within the first 20 days of a quarter, the company will be charged for the full quarter. If admission to the childcare centre takes place within the last 20 days of a quarter, no charge will be made to the company.

If a child leaves the childcare centre within the first 20 days of a quarter, no charge will be made to the company. If the child leaves after the first 20 days of a quarter, the company will be charged for the full quarter.

14. Leaving, giving notice, change of contract

If a child leaves the childcare centre, the care-giving contract must be terminated in writing, giving a 3-month period of notice.

For any change in the contract that entails a reduction in attendance time, the childcare centre manager must also be informed three months in advance.

The childcare centre reserves the right to terminate the care-giving contract at any time if, for any pertinent reason, there is no longer any basis for a relationship of trust between childcare centre and parents. If the contract is terminated by the childcare centre, an attempt will be made to find an individual transitional ruling.

15. Cooperation with parents

Parents' inclusion and participation in childcare centre events/activities is basically desirable.

A minimum of one parents' evening is held each year (no children present)

Parents are requested to inform childcare centre management immediately of any change in workplace, residential address (telephone number, employer, etc.) and wage adjustments.

One parent or guardian must be available at all times by telephone.

Each childcare centre elects a parents' representative. The parents' representatives are responsible for their own organization and delegate one representative to the executive board of the Association of ABB Childcare Centres. The period of office is three years. Successors complete their predecessors' period of office. Re-election is possible.

16. Suggestions and any complaints

Parents are requested to contact childcare centre management with any suggestions or complaints.

The parents' representatives and the business manager of the Association of ABB Childcare Centres should be contacted for further questions or suggestions.

17. Statutory bodies of the Association of ABB Childcare Centres

The statutory bodies of the Association are as follows:

- Members' Meeting
- Executive Board
- Committee of parents' representatives
- Business manager
- Supervisory department

The Executive Board is composed as follows:

- Chairman
- Deputy Chairman,
- At least five further members from:
 - Business manager: to whom the childcare centre managers report
 - Employee council
 - Representative from the committee of parents' representatives
 - Company representative

18. Articles of Association of the Association of ABB Childcare Centres

The Articles of Association of the Association of ABB Childcare Centres of 01.01.2000 will also apply.



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