

1. GENERAL REGULATIONS

WAKITA accepts children starting at 2 years of age.

Due to its educational and care policies, children are requested to attend WAKITA a minimum of 2 full days, or 3 half days in the woods.

A child's admission into WAKITA is conditional upon becoming a member of the Parent's Association. Following a successful trial period, an annual membership fee as well as a deposit in the amount of one month's fees are due. If a child leaves WAKITA, the deposit will be reimbursed.

Parents are responsible for providing the necessary supplies and clothing needed in the woods. Most important are the following: shoes (sturdy, closed-toed, water-proof), rainwear, backpack and thermos.

2. ADMISSION, CHILD CARE CONTRACT AND TRIAL PERIOD

Admission is available at any time as long as there is an available space. Those interested may place themselves on a waiting list. Parents are contacted as soon as a space is available, but typically a minimum of 1 month in advance to the starting date.

Once the starting date has been established, WAKITA draws up a child care contract to be signed by both parties. The first month's fee must be paid before the starting date.

Child care spaces are allotted in the following order:

- a) in accordance with optimal operational use of the Kita as well as the group constellation.
- b) as an extension of the child care coverage of already attending children.
- c) to allow entry of siblings of attending children.
- d) in accordance with the submission of a registration form.

During the trial phase (the first 4 weeks), a plan is carefully laid out and executed in collaboration with the parents. Especially with small children, experience has shown that frequent attendance during the trial phase is important. This can raise the costs in the first month (possible additional costs are billed at the end of the trial period).

3. MEMBERSHIP WITHDRAWAL, CHANGES AND CANCELLATION

If parents rescind from the child care contract before the child's entry date, a working fee of up to Fr. 200.- can be charged.

During the trial period (the first 4 weeks), child care services can be canceled by either party by the end of the month.

Following the end of the trial period, a 2 month period of notice applies, due by the end of the month. The same period of notice applies to a request for a reduction of child care services. Written notification is required.

Changes in the days of the week or the extension of the care should be submitted as early as possible; they will be granted as much as possible. For extensions, a new contract must be drawn up and signed by both parties.

The Kita Staff should be notified as soon as possible of changes in address or telephone numbers.

4. OPERATION HOURS, VACATION, ILLNESS AND ABSENCES

Time Schedule

Operational Hours: Monday – Friday from 7:00 a.m. to 6:00 p.m.

Kita Program: 8:30 a.m. – 2:00 p.m. and 2:30 p.m. – 5:00 p.m.

Full day care: 7:00/8:30 a.m. – 5:00 p.m./6:00 p.m.

Mornings outdoors in the woods: 7:00/8:30 a.m. – 14:00 p.m.

Afternoons: 14:00/14:30 p.m. – 5:00 p.m./6:00 p.m.

Vacations / Observed Holidays / Absences

We are closed on all of the holidays observed by the city of Zurich.

WAKITA is closed during the period between Christmas and New Year as well as the 3rd and 4th official summer vacation weeks of the primary schools in Zurich.

Please notify the staff as early as possible of vacation time taken outside of the operationally observed holidays as well as other absences, no later than 8:00 a.m. on the day of the absence. A reduction in the monthly fee is not possible.

Illness

Children may not attend **WAKITA** when sick with a contagious illness. In the case of other illnesses, the decision is left up to the parents and the Group Leader.

5. INSURANCE COVERAGE

Accident Insurance

Accident insurance coverage is the responsibility of the parents.

Parents are required to inform the Kita Staff of the general health of their child (vaccinations, allergies, medications, special conditions, fears, etc.) so that the appropriate aid can be given in the case of emergencies.

If medical assistance is necessary in the case of an emergency, parental consent will be sought. In the case of a reasonable exception or due to an acute situation, the decision will fall on the responsible Kita Staff Member.

Liability Insurance

WAKITA's operation is covered by liability insurance. Parents are responsible for obtaining private liability insurance for their children.

No liability will be taken for personal toys. Toys should not be brought into the woods (especially battery-operated or weapon-like ones) – they are easily lost. It is also a part of the philosophy of the day care center to provide an environment that offers an alternative to consumerism. Parents of children are liable for any **WAKITA** toys purposefully broken.

6. SPECIAL RULES

Meals

WAKITA places special value on a healthy, balanced diet. Meals are included in the monthly dues. No sweets may be brought in the Kita (among other obvious reasons, to keep wasps away).

Rules in the Woods

In order to deal with the unique dangers faced in the woods, the Kita Staff make sure the children follow the special “rules in the woods”. Here are the most important rules:

- Appropriate dress: long pants; sturdy, closed-toed shoes; in the heat, headdress, in the cold, a cap.
- Food: no eating any berries, fruits or mushrooms found in the woods unless explicitly expressed by the staff to avoid the dangers of the fox tapeworm and poisonous plants.
- Do not touch dead animals (poisonous decomposing materials).
- Do not run with sticks or tools in the hand (saws, pocket knife). No running or playing in the “Waldsofa” and around the fire. Burning sticks must remain in the fire.

Checking for Ticks

The WAKITA Staff check those children for ticks who remain until evening with the prior consent of parents. If anything is found, this is noted and parents are informed. Parents are asked anyway to please check their children daily for ticks! It is important to note that sometimes the ticks are hidden in the clothing and have not yet bitten.

Blindenwohnheim Mühlehalde

Our Kita is located on the premises of the Blindenwohnheim Mühlehalde offering rooms and outdoor space to the children. Special rules apply indoors and in interaction with the elderly visually-impaired and blind residents (i.e., no running, reduced noise level).

Parking space is available at the Blindenwohnheim (Witikonerstrasse 100). Bergheimstrasse is a private street and may not be used.

Additional

The Group Leader must be informed in advance when a child is to be picked up by a third party.

7. PARENTAL PARTICIPATION

WAKITA places special value on a good line of communication between parents and the Kita. Family outings in the woods take place on a regular basis. Value is placed as well on accurate, reliable information.

Cooperation

Support from parents in the following tasks is welcome and appreciated:

- Involvement in the WAKITA Parent’s Association, participation and involvement in decision-making process at the General Assemblies.
- Participation at the parent-child activities
- Volunteering at Kita activities (building the “Waldsofa”, collecting wood, taking care of supplies, Kita Cleaning Sprees).
- Volunteering at public events like activities in the woods or events in the city.

Visitors

Visitors are welcomed when prior notice is given.

Parent-Staff Meetings

Observing and guiding the children is important in the educational work of the Kita Team. Individual Parent-Staff meetings take place as needed.

Possible conflicts between parents and the Kita Staff are resolved in the presence of a member of the Board of Directors.

8. PAYMENT RULES

Current Price List

Prices correspond to the most current list of rates. Changes in rates as well as the date they take effect must be decided at a General Assembly of the Parent's Association.

Sibling Discount

WAKITA offers a 15% sibling-discount.

Method of Payment

Fees must be paid one month in advance and be transferred to the account no later than the 5th day of the current month. Possible additional care days will be billed at the end of the month.

Duty of Payment

Holidays are calculated as a part of the normal monthly fee. As well, if someone decides to withdraw their child from the center, their fees are still due during the term of notice – regardless of the demand of care.

Neither compensation nor reimbursement of the monthly fee can be given in cases of absence (illness, vacation).

If parents are more than a month behind in payment, WAKITA reserves the right to cancel the contract without prior notice.