

## LUNCH-TIME AND AFTER-SCHOOL SUPERVISION for kindergarden and primary school children of Stadtschulen Zug



LOCATIONS				
Guthirt	Group Hof	Mattenstr. 2	041 728 17 75	079 647 32 02
	Group Garten		041 728 17 77	079 883 69 52
Herti	Group I	General-Guisan-Str. 22	041 728 15 99	079 384 91 78
	Group II	Eichwaldstr. 19	041 749 90 80	079 715 75 58
Riedmatt		Riedmatt 38	041 747 27 81	079 448 88 02
Oberwil	Group Bach	Brunnenmattstr. 9	041 726 05 78	079 448 88 53
	Group See		041 726 05 79	079 448 88 74
Zentrum	Group Berg	Klosterstr. 2a	041 725 41 63	076 558 21 29
	Group Tal	Kirchmattstr. 7	041 728 62 55	079 644 40 80

### Opening hours during term time

Monday – Friday from 12:00 until 18:00

**lunch-time supervision 12:00 until 14:00 / after-school supervision 14:00 until 18:00**

(excl. public holidays and school-free days according to holiday schedule Stadtschulen Zug)

It is the parents' responsibility to determine the exact times of supervision.

On Wednesday afternoons the children should remain with their supervisors until at least 17:00.

This allows sufficient time for out of doors group activities.

### Contact

If you have any questions concerning administrative arrangements or general queries, please contact the staff at the department:

Kind Jugend Familie Stadt Zug  
Zeughausgasse 9, P.O. Box 1258, 6301 Zug  
telephone: 041 728 23 50  
telefax: 041 728 23 49  
e-mail: kind-jugend-familie@stadszug.ch  
www.stadszug.ch/kindjugendfamilie

## IMPORTANT INFORMATION

### Supervision

The children will be under the supervision of a socio-educational specialist and her team, plus catering staff. The same rules apply to all children.

We are unable to accept special requests or exceptions from parents for their children. We are only responsible for children during the specified time period agreed with parents at the time of registration. The Municipality of Zug accepts no liability for damage to persons or property caused or suffered by a child on the way to and from school.

### Registration and acceptance

Registration is valid for one school year. If applications exceed availability then new registrations will be accepted subject to the rules from the regulation of childcare services of Municipality of Zug from Sept, 26<sup>th</sup> 2011. The Department Kind Jugend Familie is responsible for the allocation of children to the lunch-time and after-school supervision.

### Registration and changes during the school year

Registration part way through the school year will only be possible if there are places available. Changes in hours of supervision must be notified to the supervisors. In extenuating circumstances, children who are already registered can be supervised on additional days for a limited period of time, provided there are places available.

### Cancellations for single days and notice of termination

Exceptional cancellations for lunch time or after school supervision (e.g due to illness, school trips etc) should be communicated by the parent or legal guardian to the chief supervisor by **09:00 at the latest** (or by leaving a message on the combox prior to this time).

### Cost per semester

Lunch-time: CHF 144.- flat rate for one registered midday

Afternoons: CHF 100.- flat rate for after-school supervision  
plus an additional CHF 15.- for each registered afternoon

	1 day	2 days	3 days	4 days	5 days
Lunch-time	CHF 144.--	CHF 288.--	CHF 432.--	CHF 576.--	CHF 720.--
Afternoons	CHF 115.--	CHF 130.--	CHF 145.--	CHF 160.--	CHF 175.--

### Invoicing and refunds

- Invoices will be issued twice yearly at the beginning of each semester.
- Entry part way through a semester will be invoiced on a pro rata basis for Lunchtime and invoiced fully for afternoon supervision.
- No refunds will be issued for cancelled lunchtime supervision.

### Withdrawal

- The registered place can be cancelled for the 2nd Semester. The cancellation must be sent in writing before January 15<sup>th</sup> to the Department Kind Jugend Familie, otherwise registration continues and the consequent costs will be incurred.
- Refunds or rebates will not be issued for early withdrawal from a registered place in childcare services. Excluded are important reasons such as change of residence or medical grounds.

### Cost exemptions

In the event of financial difficulties or other extenuating circumstances, a written request can be made to partially or completely reduce the cost of childcare.