

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



LOCATIONS

Guthirt		Mattenstrasse 2
Herti	Herti I	General-Guisan-Strasse 22
	Herti II	Eichwaldstrasse 19
Riedmatt		Riedmatt 38
Oberwil		Brunnenmattstrasse 9
Zentrum	Berg	Klosterstrasse 2a
	Tal	Kirchmattstrasse 7

Opening hours during term time

Monday – Friday from 12.00-18.00

lunch-time supervision 12.00-14.00 / after-school supervision 14.00-18.00

(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 5 p.m.

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

e-mail: kind-jugend-familie@stadtzug.ch

website: www.stadtzug.ch/kJF

Download application form: www.stadtzug.ch «Onlinedienste»

IMPORTANT INFORMATION

Supervision

The children will be under the supervision of a socio-educational specialist and her team, plus catering staff. We are responsible for children during the specified time period agreed with parents. For registered children we offer during school holidays (10 weeks) supervision on a weekly basis. Separate registration required.

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, 26th 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 144.00 flat rate for one registered midday

Afternoons: CHF 100.00 flat rate for after-school supervision
plus an additional CHF 15.00 for each registered afternoon

	1 Tag	2 Tage	3 Tage	4 Tage	5 Tage
Mittag	CHF 144.00	CHF 288.00	CHF 432.00	CHF 576.00	CHF 720.00
Nachmittag	CHF 115.00	CHF 130.00	CHF 145.00	CHF 160.00	CHF 175.00

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 lunch-time and invoiced fully for after-school supervision.
- No refunds will be issued for cancelled lunch-time supervision.

Withdrawal

- An enrolment is valid for one school year. The registered place can be cancelled for the 2nd Semester. The cancellation must be sent in writing before January 15th 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.