

Leaflet for parents

The office is open Monday, Tuesday, Thursday from 8.30 - 11.30, on Friday from 8.30 - 11.00. The phone is served at the same time.

By signing up, the mediation takes 1 - 3 months.

For your child an acclimatization before the care is important, necessary and obligatory.

The faster you send us the required documents, the sooner your child can be cared.

We cannot guarantee to find a suitable day family for your child.

The procedure of procurement and the most important thing in brief

1. Fill out the registration on www.vtio.ch or get it at our office.
2. Your child is on our waiting list.
3. We need the following documents:
 - Completed form for calculating parental contributions. Definitive tax assessment or salary statement from last year.
 - Copy of the health insurance policy
4. If all the documents are submitted, we will calculate the hourly rate. In a low income, the canton and the municipality pays subsidies.
5. It is due a commission of Fr. 120.-.
6. Now we make a date with the childminder, with you and your child.
7. If you like the childminder, you make more appointments for acclimatization. At least 12 hours during 2 weeks in little steps. This is a part of our operating regulations.
8. We make a contract (Betreuungsvertrag). Every month we charge the hours of care in the contract.
9. Please read the operating regulations, which are part of the contract.
10. Notify the childminder as soon as possible about holidays. Your holidays are considered in the hours you have in the contract.
11. Monthly the childminder sends us the journal of the hours of care, meals and expenses. Every month you will get an invoice of us.

If you have any questions or problems, you can reach us at the mentioned times.