

## General Regulations.

Skar's offers childcare for children aged 0-13 years. The General Regulations apply to all locations and serve as a supplement to Skar's Terms and Conditions of Service and the sector organization's General Terms and Conditions (Sectoral Conditions). These terms and conditions can be consulted at [www.skar.nl](http://www.skar.nl). Skar reserves the right to amend the General Regulations. At the time a new version of the General Regulations comes into force, the old version of the General Regulations automatically lapses. No rights can be derived from an old version of the General Regulations. If the General Regulations change, the Parent will be notified in writing. The General Regulations use the same definitions as those in the Terms and Conditions of Service and the Sectoral Conditions.

### Article 1: Services and opening hours.

#### Daycare.

Childcare for children aged 0-4 years. Skar childcare locations are open from Monday to Friday, generally from 7:30 AM to 6:30 PM all year round (except for public holidays in accordance with the childcare collective labour agreement). Opening hours may vary by location. To view the various Products available and associated costs, please refer to the rates on the website.

#### Out-of-school care.

Childcare for children aged 4-13 years. Skar offers a day package consisting of before and after-school care.

#### Before-school care.

Before-school care is adapted to the start time of the primary school.

#### After-school care.

The start time of the after-school care depends on the time when the child's school day ends.

The opening hours of the childcare locations are linked to the opening hours of the associated primary schools. During holidays and days without school, Skar is open from Monday to Friday from 7:30 AM to 6:30 PM.

For after-school care, Parents can choose from:

- 52-week package: care for 40 weeks of school and 12 weeks of holiday.
- 40-week package: care for 40 weeks of school.

#### Different closing time

A different closing time may apply on days to be determined. This is currently the case on 5, 24, and 31 December; the closing time on these days is 5:00 PM.

#### Additional ad-hoc care.

Additional ad-hoc care can be requested digitally via the Parent Portal. The location will then determine whether there is availability.

#### School inset days

Are not included in our package. These can be requested at the minimum of 4 weeks (28 calendar days) before the relevant care day digitally via the Parent Portal on invoice. Late applications will not be considered in principle. At least 5 children must be registered for the relevant care day, will this to take place.

If the request is not made in time, it can be approved if it fits within the applicable staff-to-child ratio (BKR).

#### Holiday care.

Holidays include: 1 week for spring break, 2 weeks for May break, 6 weeks for summer holidays, 1 week for autumn break, and 2 weeks for

Christmas holidays. The childcare locations are open all year from Monday to Friday, except on national public holidays in accordance with the childcare collective labour agreement. Groups may be composed differently during the holidays, and children may be accommodated in another room or at another location. The locations where only toddler care is offered are open 43 weeks (municipality Arnhem) 40 weeks (other municipalities) a year and closed during the holidays. Holidays are linked to those of the primary schools with which we work.

### Article 2: Dropping off and collecting children.

Skar kindly reminds Parents to drop off and collect their children on time. If the child is collected late without notice, this disrupts the child and requires the Skar childcare staff member to stay late. The late collection fee is €50.00. Parents will receive an invoice, which must be paid within the specified term. Repeated late collections may result in termination of the Agreement. If the child is going to be collected by someone other than the Parents, the Skar childcare staff member must be informed in writing (with the date and name of the person collecting) in advance. The person collecting the child must be able to present valid proof of identity. Children will not be handed over to anyone not known to the Skar childcare staff member. If there is a parenting plan in place, a copy of this must be provided at the introductory meeting or within two weeks after the plan has been drawn up.

### Article 3: Starting and ending the childcare placement.

A child's placement starts on the day agreed between Skar and Parents, and ends on the day on which the Agreement is lawfully terminated. The last day of the Agreement is always a contracted childcare day.

### Article 4: Illness.

It is not easy to indicate when a child can be deemed to be 'ill'. An ill child needs specific care and attention that cannot be provided on site. It is subject to the Skar childcare staff member's judgement whether and under what circumstances an ill child can be accepted for childcare. If the child falls ill at the location, the Parents will always be contacted. If no Parents are reachable, it is important for the location to have one or two telephone numbers of back-up contacts. It is subject to the Skar childcare staff member's judgement whether the ill child needs to be collected. If the child needs immediate medical assistance, this will be arranged as soon as possible at the location, including by contacting the emergency services, before the Parents (or back-up contacts) are informed.

### Article 5: Settling-in period.

Before the childcare officially starts, an introductory meeting takes place at the location. During this discussion, agreements will be made about the settling-in period. The agreed settling-in period will be free of charge and last from the first day on which childcare is provided until the date stipulated in the Agreement. The duration of the settling-in period is

discussed by mutual agreement. This will allow Parents and the child to become acquainted with the how the setting runs.

**Article 6: Educational policy.**

Skar has laid down its educational principles for all locations in its educational policy. Each location has its own work plan within this policy. In addition to the educational policy, Skar operates a 'suspected domestic violence and child abuse' protocol. If there are any suspicions that the child's safety may be at risk, this will be discussed with the Parents to ensure the child's safety in all areas of life. The educational policy, work plan, and protocol are available for consultation at the location and/or on the location's website.

**Article 7: Child development monitoring system.**

Children's well-being and development are monitored at all locations using the child development monitoring system. This is used to track how each child is getting on in the group and uses standard forms. A report is drafted on each child once a year and will be discussed during the group discussion. In addition, there will be an annual discussion with Parents about their child's development. The data relating to this will be retained until the end of the Agreement. The childcare staff member will have access to these data during this period.

**Article 8: Own toys and clothing.**

Skar is not liable for any loss of/damage to property of the child or Parents, including the child's toys and/or clothing.

**Article 9: Food and drink.**

Food and drink are provided in accordance with the food and drink protocol. Standard bottle feeding up to 1 year is included\* (\*Nutrilon 1+2 and Kruidvat 1+2). Other bottle feeding, such as specific bottle feeding for babies with allergies, is not included. In consultation with the location, specific other dietary wishes can be accommodated as a service if reasonably possible (at the sole discretion of Skar). During the introductory meeting, the child's eating habits are discussed in detail, as well as any allergies. Children bring their own lunch if they receive lunchtime care.

**Article 10: Health and safety.**

Each location has its own emergency plan. At least one emergency responder/person trained in first aid is always present at each location. Annual health and safety risk assessments are carried out to identify risks and take preventive measures.

**Article 11: Communications with parents.**

Parents exchange information with Skar childcare staff during drop-off and collection. Of course, there is always the opportunity for a lengthier parental discussion. If the Parent would like to set aside time for a discussion with a staff member, the Parent can request to make an appointment for this. A general parents' evening is organized at least once a year. The Central Parents' Committee serves as the point of contact on behalf of the Local Parents' Committees.