

Important information



Tagesschule

Muri b. Bern



Who is responsible for what?

Standortleitungen

(short-term cancellations, information on the routine of the Tagesschule, everyday questions)

Tagesschule Aebnit, Mrs. B. Ischi,	031 951 40 33 / 079 946 30 36
Tagesschule Horbern, Mrs. B. Schmid	031 530 08 82 / 079 230 76 18
Tagesschule Melchenbühl, Mr. M. Dumelin	079 796 00 66
Tagesschule Moos, Mrs. Y. Siegenthaler	031 954 09 39
Tagesschule Seidenberg, Mrs. S. Braun	077 504 87 94

Gesamtleitung Tagesschulen Muri-Gümligen

(for questions, concerns and requests of all kinds, childcare adjustment during the school year)

Mrs. D. Schönenberger
Aebnitstrasse 17
3074 Muri bei Bern
Schulleitung.tagesschule@schule-muri.ch

031 952 74 64

Gemeinde Muri b. Bern, Abteilung Bildung, Tagesschule

(registrations, questions about bills, rate classification, tax certification)

Mrs. I. Bohm
Bahnhofstrasse 4, 3073 Gümligen
Iris.bohm@muri-guemligen.ch

031 950 54 54

Information, concepts, regulations, forms

www.schule-muri.ch
<https://www.muri-guemligen.ch/bildung-soziales/tagesschule.html/179>



Registration

You must register your child for the Tagesschule for each school year. After submission of the new school timetable, the definitive registration, whether online (www.kiBon.ch) or by mail, must be received by the school administration in the municipality of Muri by the end of May and is legally binding. For the definitive registration, please take into account the attended voluntary offers of the school, music lessons and sports trainings as well as other regular leisure activities.



Absences

Information about cancellations and changes are the responsibility of the parents. School and Tagesschule work closely together. Nevertheless, children must always be signed out at the school and the Tagesschule if they are unable to attend classes and day care.

in case of school events

Please sign your children out in a timely manner by calling or writing the Standortleitung.

in case of illness or accident

Sick children are not cared for in the Tagesschule. Please note the offers of the Red Cross. (<https://www.redcross.ch/de/srk-dienstleistungen/kinderbetreuung-zu-hause/kinderbetreuung-zu-hause>).

In any case, sickness-related cancellations must be reported to the Tagesschule by 9:00 a.m. and planned absences must be communicated early and in writing to the Standortleitung.

in case of private reasons

Approved leave requests must be communicated to the Standortleitung in writing and in a timely manner. A copy of the approval must be attached.

If you take a half-day off from school on which your child attends the Tagesschule, the Tagesschule must be informed about the absence in writing by the parents.

Children participating in Ramadan will not be supervised at the Tagesschule. Signed out meals will not be charged, childcare hours are still chargeable.



Regulation

On the homepage of the municipality you can find information, forms, the regulations and the ordinance:

www.muri-guemligen.ch/bildungjugend/schulen/tagesschulen/



Corona

The past years have shown us how quickly living together can change. Should the Corona numbers rise again, please observe the known precautionary measures and to adhere to the guidelines of the authorities in order to avoid infections in the Tagesschule. You will find the corona protection concept of the Tagesschule on the homepage of the school Muri.

We thank you very much for your attentive and thoughtful assistance.



Illness

Sick children are not cared for in the day school. Note the offers of the Red Cross.

(<https://www.redcross.ch/de/srk-dienstleistungen/kinderbetreuung-zu-hause/kinderbetreuung-zu-hause>)

Contract/House Rules



The booked units are binding. Frequent requests for changes affect the tranquillity of the Tagesschule routine. You, as parents, contribute a lot to a relaxed Tagesschule routine if your child/children attend the booked units regularly.

The Tagesschule is a reliable partner for the children and their parents. In return, we also expect reliability and commitment from the students and parents.

Please address any adjustments/changes to the childcare agreements during the school year and requests of any kind in writing to Mrs. D. Schönenberger, Gesamtleitung Tagesschule Muri-Gümligen.

The students will abide by the rules and house rules of the respective Tagesschule. We make sure that these agreements are adhered to. If a child stands out due to unacceptable behavior, he/she can be excluded from the Tagesschule. The exclusion is carried out according to the regulations of art. 28 of the Volksschulgesetz VSG.



Opening hours /Holidays

The Tagesschule is open from 6:30 am to 8:15 am and from 11:45 am to 6:00 pm. We expect the children to arrive at the Tagesschule and to be picked up on time.

On mandatory teacher training days, the day school offers full day care. The red brochure informs about these dates.

The Tagesschule is closed during vacations and on public holidays.

Profawo offers vacation care during selected weeks. Registrations at: www.kiBon.ch

The Tagesschule closes before vacations:

Fall vacations	Friday, 6:00 p.m.	
Christmas vacations	Friday, 4.15 p.m.	(December 24 until 1.45 p.m., when this is the last day of school)
Sports vacations	Friday, 6.00 p.m.	
Spring break	Friday, 6.00 p.m.	
Wednesday before Ascension Day	4.15 p.m.	On Friday after Ascension Day, the Tagesschule will be closed.
Summer vacations	Friday, 4.15 p.m.	

Our pick up times are binding. It is not possible to pick up the children at any time.

Exceptions are e.g. doctor's appointments or parent meetings. The caregivers say goodbye to the kids in time so that they can leave for school or home on time.

Pick-up times are:

Monday, Tuesday, Thursday and Friday: 1:45 p.m., 3:15 p.m., 4:15 p.m., 5:15 p.m. and from 5:45 p.m.

Wednesday: 1:45 p.m., 2:30 p.m., 5:15 p.m., and from 5:45 p.m.



Telephone calls

No calls can be answered between 12:15 p.m. and 1:15 p.m.. In case of extreme emergency, call several times in a row, this way you will draw attention to yourself.



Emergency/accident

The Tagesschule relies on having a telephone number where you can be reached at all times.

We keep the medical emergency sheet absolutely confidential. In order to be able to react immediately in an emergency, we ask you to inform us immediately about any changes (telephone numbers, illnesses, possible allergies, medications, etc.).

We take care of your children and take good care of them. However, if something should happen to them, the respective parents will be informed immediately.



Accompaniment

The children in the Tagesschule are accompanied on the way from kindergarten to the Tagesschule and back to kindergarten, if necessary. From the third grade on, the way to the swimming pool and back is also under the supervision of the Tagesschule.

Please inform the Tagesschule in advance if your child is being picked up by a third person (e.g. neighbor, friend) who is not listed on the emergency sheet.

If an emergency occurs, the parents will be informed immediately.



Route to school

The way to school (home - school/Tagesschule or vice versa) is the responsibility of the parents. The route between school and the Tagesschule is the responsibility of the municipality.



Parent meeting/exchange/quarterly letter

All children should feel comfortable at the Tagesschule. Please contact us if you have the impression that this is not the case for your child.

If you would like to talk to us, please contact the Standortleitung. If we think there is a need to talk to you, we will contact you as well.



You will receive a quarterly or half-yearly letter informing you about the Tagesschule. Please read these letters. We trust that you have received the information.



Rest time

The Tagesschule offers a rest period for younger children in the afternoon.



Fees/tariff

The tariff table is available on the homepage of the municipality (muri-guemligen.ch). As part of the registration process, parents are asked to submit their self-declaration of income and assets. Based on these documents, the tariff calculations are made and the booked modules are invoiced five times a year. Temporary and early cancellations and absences do not result in a reduction of the parents' fees. However, meals cancelled early will not be charged.

Public holidays and school vacations are automatically taken into account.

No charge will be made for childcare and/or meals during field trips, ski camps, school events, and in the event of illness or accident from the sixth consecutive weekday of absence, if the illness or accident is documented by a doctor's certificate.



Homework

In the afternoon, the students have the opportunity to do their homework under supervision. The children bring their homework material with them. Homework help is not provided, but the Tagesschule offers assistance in completing the required work. If homework is not completed, parents or teachers are asked to contact the Standortleitung.

The responsibility for completing and possibly correcting homework rests with the child and parents.



Computer/Laptop/Smart Phone

Electronic devices such as cell phones, smartwatches or iPods are not used in the Tagesschule. The available computers are used, if necessary, by the students to complete their homework.



Clothes

Provide your child with house slippers and a toothbrush upon entry to the Tagesschule. Dress your child in clothes and shoes that are appropriate for the respective weather and playtime so that outside playing is possible at all times. Students up to 4th grade should also have spare clothes. These can be deposited at the Tagesschule. Please check the size and seasonality of the clothing on a regular basis. If possible, please label all items that your child brings to the Tagesschule.

Often private material and/or clothes are left at the Tagesschule. Many things are lost in the process. We cannot accept liability for private items of any kind.



Dental care

We make an effort to maintain oral hygiene. For this reason, the children clean their teeth after meals in the morning and at noon, if you bring a toothbrush with the name of your child written on it.



Lice

If you notice lice on your child, please follow the instructions in the red school brochure and inform the class teacher and the Tagesschule Standortleitung.



Lunch

The lunch served in the Tagesschule is freshly cooked daily by the agilas foundation and delivered in heat boxes. The menu plans are posted on the school's homepage at the end of the previous week.

www.schule-muri.ch/index.php/tagesschulen/tagesschulen-elterninformationen