

## Terms of use flexible childcare **juggleHUB Coworking**

### *1. General*

juggleHUB offers its' members, clients, event coordinators and their participants a flexible on-site childcare. We accept children from the age of two months. Our childcare service may only be used by a legal guardian in combination with a coworking membership, day pass or during the coordination or participation of an on-site event.

### *2. Reasons for the use of our flexible childcare service*

Our flexible childcare service aims to fill the gap during job or childcare-related emergencies, during closing hours of your regular daycare facility, to ease the transition back into work life after giving birth or during your daycare facilities holiday.

### *3. Conditions for use*

- 6 childcare spots are available at a time. To secure a spot, it is mandatory to pre-book online or by phone one day in advance until 7pm. Spontaneous visits are also possible, but have to be confirmed by a juggleHUB team member via telephone or online. There is no guarantee for a spot without prior booking.
- Your child must be free of fever and any infectious diseases. In the case that a child develops a fever while in our care, he or she must be picked up and taken home immediately.
- Parents are obligated to stay on-site. They are free to see their child to nurse, console, accompany their child to the toilet and eat together in the members kitchen.
- Childcare can only be booked in combination with a coworking desk or during the hosting or participation of an event in our space.

### *4. Childcare personnel*

The children are cared for by experienced childcare staff. We require each employee to provide a certificate of conduct, a certificate of completion of a baby and child first aid course, references and relevant experience or professional training in the early education field.

One employee cares for up to three children. If more than three children are present, a second staff member will join. We currently do not take more than 6 children at a time.

We have a permanent childcare team. Each team member has fixed shifts either in the morning (9 am – 1 pm) or afternoon (1 pm – 5 pm). This allows parents to plan their sessions accordingly and makes it easier for children to build a relationship with the caregiver. Prior to the first session, parents will sign a childcare contract with us.

### *5. Location of childcare*

Childcare takes place in the JuggleHUB Coworking Space. We have a lovingly designed, safe, child-friendly play room, which is located next to, but separate from the coworking and event area. Parents will be able to interact with their children throughout the day and whenever the need arises.

## 6. Childcare schedule

Monday	Tuesday	Wednesday	Thursday	Friday
9 am - 5 pm	9 am - 5 pm	9 am - 5 pm	9 am - 5 pm	9 am - 5 pm

To secure a spot you have to book online or by phone one day prior to your desired childcare times. You can make a booking until 7 pm. We can not guarantee a spot without pre-registration. If you do decide to come by spontaneously, please call us in advance.

JuggleHUB reserves the right to cancel childcare sessions in case of illness of our staff. Already purchased childcare hours will be refunded or can be used at a later time.

We are not liable for any financial consequences (e.g. client is not able to finish a business project on time) or other disadvantages that the cancellation of the childcare session causes on the client's side.

Individual needs (childcare times) can be discussed.

## 7. Time frames for childcare

The minimum bookable childcare unit is 2 hours (with the exception of the two trial hours which can be booked individually). All childcare hours must be paid in advance.

The maximum childcare time per week should generally not exceed 15 hours. For a period of up to 4 weeks the 15 hour limit may be exceeded, for instance during your regular daycare providers holiday closing time.

Our flexible childcare service is not a replacement for a regular daycare facility such as a „KiTa“, „Krippe“ or „Tagesmutter“.

## 8. Prices, payment and cancellation

We offer booking passes that include Coworking and Childcare. Booking passes start from 1 hour. You need a minimum of 2 passes for each childcare session. Once you have paid for and booked a certain amount of hours you will not be reimbursed for unused time (e.g. you booked 4 hours and leave after 3). For parents who want to use childcare more often we offer discounted packages of 10 or 20 booking passes. Siblings always cost 5€ per started hour.

Cancellations can be made until 8:30 am the day of the booking. After that the fee will be due in full.

## 9. Educational concept

Next to the parents need for short-term childcare, the need of the child for continuity, security and education is just as, if not even more important. Knowing that your child is lovingly cared for and happy gives you the peace of mind to work productively and efficiently.

We recommend visiting juggleHUB's childcare space with your child before the first booking to familiarize your child with the space, the staff and possibly with other children.

#### *10. Nap time*

We do not have a fixed naptime in our schedule. Your child's need for quiet time or nap time should be communicated to our staff and they will try to accommodate it. For this purpose we have a nap room which is adjacent to the play room and is furnished with sleeping mats, a crib and even a sleeper chair for adults. Blankets, pillows and sheets must be provided by the parent for their children.

#### *11. Insurance, liability*

Since we are not a regular childcare facility bound to the rules and regulations of the state and do not need a permit of operation, the law does not require us to provide accident insurance. We highly recommend taking out an accident insurance for your child/ren.

In the case that a child is injured or hurt while in our care the child's health insurance goes into effect.

juggleHUB and its' staff are not liable for any damages or loss of items before, during or after the childcare session. Liability remains intact without restriction for damages arising from injury to life, limb or health, in all cases of malicious intent and gross negligence.

#### *12. Severability clause*

If any term of this Agreement, the juggleHUB General Terms and Conditions or contracts with juggleHUB is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect. The invalid, illegal or unenforcable term or parts thereof shall be replaced as such to ensure the intent and economic success of both parties; the same holds true in case of a gap. Should current laws require the adjustment or change of any terms of this contract, both parties agree to replace the old term with the new law until a new term has been agreed upon.