

BABYGARDEN DAYCARE FAMILY NURSERY NETWORK

The family nurseries belonging to the network (hereinafter: BabyGarden):

1. BabyGarden Family Nursery Network -
Tiny Tigers Family Nursery (branch ID:
S0522647, 1125 Budapest, Zirzen Janka
utca 12.)
2. BabyGarden Family Nursery Network -
Baby Bears Family Nursery (branch ID:
S0547619, 1125 Budapest, Zirzen Janka
utca 12.)
3. BabyGarden Family Nursery Network -
Cuddly Cats Family Nursery (branch ID:
S0548025, 1125 Budapest, Zirzen Janka
utca 12.)

HOUSE RULES

RULES - BABYGARDEN DAYCARE FAMILY WISE NETWORK

Dear Parents!

Please read the House Rules carefully and, for the sake of the children and effective cooperation, keep in mind that the House Rules contain mandatory provisions for those who request the service!

I. Introduction

The rules according to this document (hereinafter: Rules) BABYGARDEN DAYCARE Nonprofit Kft. (registered office: 1026 Budapest, Pasaréti út 3. Fsz. 3. door, company registration number: 01-09-383410, tax number: 29210545-1-41., photo : Managing Director Anna Bodó Virág) as the maintainer of the family nursery network (hereinafter: Maintainer) was created as follows.

The House Rules are the house rules of the three independent family nurseries operating in a network, which provide professional care and education in several groups by persons with specialized qualifications within the framework of day care for children (hereinafter: BabyGarden). The Maintainer provides the members of BabyGarden with continuous professional advice and development, as well as the coordination of services flexibly adapted to the needs of the Children.

1. Our principles

Our basic principle is that children growing up in a calm, loving and cheerful atmosphere become happy, balanced, open, helpful and active adults. We regard a safe and loving environment as extremely important, in which our employees protect and look after the little ones with the utmost attention. For us, every small child is a unique, independent personality, and therefore requires individual treatment, differentiated development according to his own pace of development, and this is binding for all adults who work for him.

The goal of our nursery school education is to raise children from an international, multicultural environment together in a nursery school for human coexistence, togetherness, getting to know and respect other cultures and customs, laying the foundation for common human values, and educating our children for an environmentally conscious life.

2. Our educational aspects

Our educational aspects, which ensure children's development and preparation for

- community life: • the application of the principle of gradation, continuity and playfulness in education; • consideration of abilities and age-specific characteristics in individual development; • planning the content and methods of bilingual education;
- building a good atmosphere of relations;
- preparing children for nursery school life during their nursery school life.

3. Legal background

The House Rules are based on the current legislation, especially the XXXI of 1997 on the protection of children and guardianship administration. Act No. 15/1998 on the professional tasks and conditions of operation of child welfare and child protection institutions and persons providing personal care (hereinafter referred to as: Gyvt.). (IV. 30.) NM Decree (hereinafter: NM Decree) and 328/2011 on reimbursement fees for basic child welfare benefits and child protection specialist benefits providing personal care and the evidence that can be used for their application. (XII. 29.) It was created in accordance with the government decree.

The Gyvt. 37/A. § (3) para. based on this, the Maintainer will terminate the child welfare and child protection care provided voluntarily if the beneficiary repeatedly seriously violates the

House Rules, or the conditions and reasons for the care no longer exist.

II. The purpose and task of the Rules of Procedure

1. Purpose of the Rules

The purpose of the regulations contained in the House Rules is to ensure the legal operation of the family nurseries operating in the network, the smooth implementation of education and care, and the organization of children's community life.

2. The task of the House Rules

The task of the House Rules is to help parents navigate and find their way around life in a family nursery school.

Adhering to the House Rules serves the interests of children, parents and employees alike. It provides security and a handhold from the moment they enter the nursery school in the system of rights and obligations affecting everyone, and is also the basis for taking care of the young children entrusted to us in a harmonious, calm, tolerant, partnership relationship.

III. Scope of the Rules

The House Rules contain the rights and obligations of the child using the service (hereinafter: Child) and his parents (or legal representatives) (hereinafter: Parents), the rules of behavior and operation of the family daycare center and the rules for the use of the building. The House Rules cover the Child, the Parents, all babysitters and helpers of BabyGarden (hereinafter: Employees) and all persons staying in the building where the service is provided. The scope of the House Rules is also the IV. also covers all licensed family nurseries according to point

The House Rules, with the approval of the maintainer, enter into force on July 1, 2023 and are valid for an indefinite period. The House Rules are continuously available at <https://babygardendaycare.com> on the website (hereinafter: Website) and posted in family nurseries.

The House Rules will be revised in the event of a change in legislation. In the event of changes to the House Rules, BabyGarden will notify the Parents in an online information sheet (e-mail) or publish it on the Website.

ARC. Family nursery data

Details of the family nurseries belonging to the network:

1. BabyGarden Family Nursery Network - Tiny Tigers Family Nursery (branch ID: S0522647, 1125 Budapest, Zirzen Janka utca 12.)
2. BabyGarden Family Nursery Network - Baby Bears Family Nursery (branch ID: S0547619, 1125 Budapest, Zirzen Janka utca 12.)
3. BabyGarden Family Nursery Network - Cuddly Cats Family Nursery (branch ID: S0548025, 1125 Budapest, Zirzen Janka utca 12.)

Place of service provision: BabyGarden Daycare, 1125 Budapest, Zirzen Janka utca 12. (hereinafter: Family Daycare).

V. Rights of the Child

BabyGarden fully respects the rights of children. The Gyvt. Based on § 6 and § 8, the Child has the right to:

- get help to grow up in your own family, to develop your personality, to avoid situations that threaten your development, to integrate into society, and to create an independent way of life;
- be protected against environmental and social effects harmful to his development, as well as substances harmful to his health;
- respect his human dignity;
- specialists acting in order to protect children - especially in order to recognize and eliminate child abuse - should apply uniform principles and methodology; - receive information about your rights and the possibilities of asserting your rights;
- file a complaint in matters concerning him and receive protection in the event of

a violation of his rights. **VI. The service**

1. The principles of education and care

In BabyGarden, the personality of the persons providing care plays a decisive role in the development of the child and in the operation of the care system. It is important to have an empathetic, authentic and accepting attitude as an educator, as well as professional awareness and thoughtfulness. The basis of education is the support, reinforcement and recognition of positive manifestations. Among the educational methods, we prefer reinforcement, recognition and praise, strengthening the child's need for competence.

The setting of realistic requirements, the system of customs and rules for the child's safety and development, and the consistent shaping of customs at a pace adapted to children are of great importance. It is important to monitor the child's behavior and development, and consider the possibility and necessity of intervention in the event of unusual phenomena or problems. Care situations and play are equally important life situations for the development of the child's personal, social and cognitive competencies.

The development of a partnership based on mutual respect and trust and appreciation between the persons providing care and the Parents is essential for the well-being and harmonious development of the Children. During the supervision, upbringing and care of the child, the persons providing care take into account the habits developed at home, the typical reactions, and the interests of the child. It recognizes the primary role and influence of Parents on the development of the Child. Acts in accordance with the wishes of the Parents, if it does not push the interests of the other children into the background and does not conflict with his professional knowledge, convictions and professional methodological principles. The persons providing care strive to strengthen parental roles and competencies.

2. Subject of the service

Pursuant to § 41 of the NM Decree, in the context of family nursery care, it must be provided

in accordance with the age and state of health of the child

- a) the conditions of education and care, including, in particular, the possibility of gradual integration with the cooperation of the Parents, the conditions of play activities and the conditions of being outdoors;

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- b) as well as catering in accordance with the Child's physiological needs and the requirement of a healthy diet.

Family daycare services, care and education together with family education and supplementing it serve the harmonious physical, emotional, intellectual and moral development of the child.

BabyGarden operates as a network of family nurseries. BabyGarden does not educate and care for children with special educational needs or children entitled to early development and care within the framework of nursery care.

3. Use of the service

The Gyvt. According to § 31, the use of family nursery care is voluntary. Admission to family daycare centers is based on application. BabyGarden accepts children from 5 months to 4 years old. Applications for admission must be submitted to the Custodian, who decides on the admission of the child in his individual discretion and depending on available places. You can apply in person or online via the website. NM Decree 51/F. According to §, in individual family nurseries, no more than eight child can be brought up and taken care of.

Children who are not yet ready for kindergarten can stay in the Family Nursery until August 31st after they turn 3. By April 15th of each year, the Custodian sends information to the Education Office about children who have reached the age of three and who, with the consent of the Parents, have been determined not to be ready for kindergarten education. If the agreement regarding the care of the deregistered Child is terminated during the nursery education year, the Maintainer shall immediately inform the Clerk of the local authority responsible for the Child's place of residence, or, failing that, the place of residence.

4. Individual agreement

Before using the care, the Maintainer concludes a written agreement with the Parents (Individual Agreement). The Individual Agreement includes:

- the start date of the care;
- the duration of the service (indication of the definite or indefinite period); - the content and manner of services and benefits provided to the Child;
- the rules for determining and paying the personal reimbursement fee;
- methods of termination of care;
- personal identification data of the Child and his legal representative;
- in which family nursery of BabyGarden the Child receives care.

5. Training

At the beginning of the introduction, the Child spends a few hours with the Parents in the given family nursery, they play together, get to know the Employees and the environment. The duration of the introduction is based on the needs of the Child, the observations of the Employees, and the shared experiences with the Parents. BabyGarden provides a separate

sleeping room for children who, due to their age, sleep several times a day. THE tools necessary for familiarization Child health and the success of familiarization for which the Parent provides, which BabyGarden informs the parent about separately.

A child can be considered normal if he separates from his parents less often or without crying for a longer period of time, plays cheerfully during the day, eats with a good appetite, and accepts the approach of his peers and the caregiver.

6. Occupations

BabyGarden has the option of providing other services beyond basic care, but these must not endanger BabyGarden's operation. Other services can be used for a separate fee.

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BabyGarden provides optional services for Children beyond the following basic care:

- Pony riding
- Toppantó Zenebolci
- Conductive gymnastics
- Baby massage
- Children's yoga
- Dog therapy sessions
- Optional development sessions

The reimbursement fee for basic care includes the following sessions:

- Player tournament;
- Crafts;
- English language education;
- Puppet storybook;
- Circle time;
- Singing and reciting sessions in English and Hungarian.

VII. Records

The purpose of the documentation kept in BabyGarden is to help the professional work of the Care and Education of Children, to carry out the activity in accordance with the legislation. The documents created and the data recorded in connection with the care of the Children are managed and records are made in compliance with the rules related to data management, and in other respects the laws governing the protection of personal rights and personal data.

Basic documents of BabyGarden:

- the decision authorizing operation and registration in the service provider register,
- the professional program,
- the policy,

- Organizational and Operational Regulations.

BabyGarden staff documents:

- documents certifying qualifications,
- certificate of completion of the preparatory course according to the relevant decree, in the case of a job classification, a certified copy of the document certifying professional qualifications,
- copy of moral certificate,
- Health Declaration.

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Employment documents:

- employment contract, job description,
- declaration of intent, contract of a substitute person,
- liability insurance contract.

Medical certificate that the child can go to the community: after illness.

Registration of the activity:

- In case of use of normative state contribution: documenting the determination and change of the institutional reimbursement fee, filling out the income declaration form for the determination of the personal reimbursement fee, recording the payment of the personal reimbursement fee, maintaining daily attendance of care recipients 328/2011. (XII. 29.) Government Decree Annex No. 2.
- Agreement on the use of the service
- Inspections and reports related to the operation of the family nursery, as well as documents for complaints, comments and their handling
- Documenting those who use child meals;
- Documentation of reimbursement fee payment;
- Documenting the presence or absence of care recipients on care days; ●

Declaration of the Gyvt. on information according to § 33;

- Admission request and notification of admission;
- Statement of consent to photographing;
- Other: e.g. development sheet, event log, documentation related to training.

VIII. Opening hours

Based on § 37 of the NM Decree, BabyGarden provides nursery care for the Child within the

daily opening hours specified by the Maintainer.

1. Family Nursery opening hours

BabyGarden is open on weekdays from 8:00 a.m. to 5:00 p.m.

During the entire opening hours, one child educator and one helper deal with the children for each family nursery. BabyGarden makes a separate agreement with the Parents for participation in optional services beyond basic care.

2. Year of nursery education

The nursery education year lasts from September 1 to August 31 of the following year. The opening hours of the BabyGarden are approved by the Maintainer.

Days without education: (i) public holidays, (ii) Saturday working days moved by law, (iii) calendar week starting with Easter Monday, (iv) 5 working days per month in each summer month (June, July, August), (v) October 30 . to November 6, (vi) from December 18 to January 3 of the following year, (vii)

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between the 19th and 23rd of February and 6 working days a year. BabyGarden informs Parents about the summer vacation by January 31 of the current year.

3. Extraordinary closure

Due to an accident-prone, extraordinary event in the building of the family nursery school, a technical break may be ordered with the information and permission of the Maintainer. If operation is not possible due to extreme weather, epidemics, natural disasters or other unavoidable reasons, the Maintainer orders an extraordinary closure.

IX. Operating rules

1. Arrival and departure from the Family Nursery

The Parent undertakes to bring the Child to the Family Nursery by 10.30 a.m. on the given day at the latest and to arrive by 4.45 p.m. in order to ensure a smooth handover of the Child.

Parents have the opportunity to store the Children's clothes on the shelf provided for the Child, marked with the Child's name. The Parent is obliged to dress the Child both when handing over and receiving the child. The Parent is obliged to provide the Child with comfortable indoor clothes and indoor shoes suitable for the weather. The parent is obliged to take home clothing that does not suit the weather from the BabyGarden area.

BabyGarden is not responsible for other personal items left in the Family Nursery.

The Child may not wear jewelry in the BabyGarden area, given that it can be particularly dangerous. If the Child does arrive wearing jewelry, the Parent must take it home at the request of the Caretaker, or it will be placed on the Child's shelf, with BabyGarden not taking any responsibility for safekeeping.

Bringing other hazardous objects (e.g. key chains) into the BabyGarden area for play purposes is strictly FORBIDDEN!

The Child can only leave the Family Nursery with the Parent or a person of legal age authorized by the Parent in writing. For the safety of the Children, we ask Dear Parents to notify BabyGarden in advance by phone or e-mail regarding the authorized person. In the event of a divorce, BabyGarden is obliged to release the Child according to the provisions of

the official decision of the court or guardianship office. In the absence of a decision, BabyGarden is obliged to act in accordance with parental rights for both Parents.

The Parent acknowledges that between 12:00 and 3:00 p.m. in order to allow the children to rest peacefully, they must not disturb the quiet rest.

Dear Parents, we kindly ask that upon arrival and upon departure, in any case, notify the Employee caring for the child. BabyGarden is only responsible for the Child from the moment of handover to the moment of acceptance.

We specifically draw the attention of the Parents to the fact that if the Child remains in the BabyGarden area after the handover, the responsibility for the Child rests solely with him.

If the Parent does not arrive by closing time, BabyGarden will supervise the Child beyond the opening hours of the family nursery (5:00 p.m.) based on the remuneration according to the contract. occur.

2. Use of the premises of the Family Nursery

In order to prevent possible accidents in the Family Nursery, the rooms for the children's stay are designed in such a way that they correspond to the children's age and are free from harm,

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they provide conditions that do not endanger physical integrity. In the Family Nursery, the group room cannot be used for other purposes at the same time as the service is being provided. The list of equipment according to the NM regulation is attached to the House Rules.

Observing hygiene habits and rules, Parents can use the following rooms of the Family Nursery:

- The use of the available slippers in the children's group's room ONLY DURING THE CLASSROOM;
- The yard of the daycare center during training, if the Children are in the yard.

After the 4th day during the familiarization period, the Parent must leave the BabyGarden area no later than 10:30 a.m. and may return for the Child after lunch (12:00 p.m.).

In order to protect the Children, the Parent may not enter other premises without the knowledge of the Maintainer or the Employees.

The premises, equipment, equipment and objects of the Nursery can be used by Children during the opening hours. Children can only stay and play in the designated room. The furniture and equipment of the individual rooms cannot be taken from the room to which it belongs.

Every person staying in the Family Nursery is obliged to:

- to protect community property;
- use equipment and tools as intended;
- to maintain the order and cleanliness of the Family Nursery;
- save energy and necessary materials;
- act according to fire and accident prevention regulations;

- comply with work and health protection rules.

3. Agenda

The children are cared for, cared for and educated during the day according to the general schedule. Dear Parents, please take the agenda into account in order to ensure that the Children's daily routine is balanced. The agenda is well organized and flexible, so it adapts to the needs and wants of the Children, providing them with safety and well-being. The creation of the agenda depends on the age, development, weather and group size of the Children. BabyGarden ensures the smoothness of consecutive events on the agenda, a safe and aesthetic environment, equipment, and play equipment.

The agenda is created by the Maintainer.

8.00 to 10:30 a.m. - Children's arrival, providing necessary information to the

Employee 8. From 30 to 9.00 - Breakfast

From 9:00 a.m. to 10:00 a.m. - Play indoors or outdoors

From 10:00 a.m. to 10:30 a.m. - Ten o'clock: offering water and fruit

From 10.30 a.m. to 11.30 a.m. - Indoor or outdoor games, holding sessions

From 11:30 a.m. to 12:00 p.m. - Preparation for lunch, cleaning up

From 12:30 p.m. to 1:00 p.m. - Lunch

From 12:30 p.m. to 3 p.m. - Quiet rest

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From 3:00 p.m. to 3:30 p.m. - Snack, cleaning

From 3:30 p.m. to 4:45 p.m. - Indoor or outdoor play, going home, giving the parent the necessary information.

In order to ensure a balanced schedule, the child must arrive by 10.30 in the morning, after snack at the earliest, 15.00 can be taken from The group room cannot be used for any other purpose at the same time as the service is being provided. Parents may not enter or stay in the group room during the quiet rest period in order to ensure the Children's quiet rest.

4. Care

Care and education form an inseparable unit, in every situation of care there is also education. Caregiving is an intimate communication situation between an adult and a small child. The care providers at BabyGarden strive to make care for the child a joy. This is based on knowing the child, adapting to the child's needs, and only paying attention to him. Caregiving situations greatly influence the development of the Child's self-image. In parallel with taking care of the child, it is also important to support the child's independence according to their needs.

5. The game

Play is the child's natural way of life, central activity and main joy, and also the main arena for gaining experience and learning in the broad sense. The game helps to get to know and accept the world, promotes physical, intellectual, emotional and social development. The Employees help the Children's play primarily by providing the right place, time, atmosphere and equipment, following the Children's initiatives, supporting in-depth, calm play activities and creativity. Depending on the child's needs and the situation, he takes the initiative, takes

a role in the game, and colors it with his ideas. In the meantime, he talks a lot with the children, often asking questions that broaden their thinking and direct their attention to the characteristics of their environment and activities.

The Child has the opportunity to play actively and quietly, to rest, to perform activities involving getting dirty (painting, watering) and active movement. Games have a permanent place, this encourages children to be independent and organized. Among the play activities, artistic activities that suit the interests of the given age group are of great importance (rhymes, singing and music, fairy tales, poems, puppets, drawing, painting, etc.). In the case of creative activities, the source of joy is the activity itself, the expression of emotions, the realization of intentions. BabyGarden promotes creativity by providing material conditions, by showing individual techniques and the use of tools, and by providing technical assistance tailored to the needs of the child. By recognizing and appreciating the child's work, the adult confirms the continuation of the child's interest in creative activities. For the healthy development of children, movement in the open air is essential at every stage of childhood. Movement is a form of play, for which BabyGarden constantly provides opportunities and diverse tools.

6. Learning

In the broadest sense of the word, the opportunity to learn and gain experience is given in every single situation, whether it is about puns or care. In these situations, BabyGarden supports the Children's learning by strengthening the Child's natural curiosity, by offering activities and content that are an experience for the Child, by providing assistance in processing experiences, and by providing an experience that satisfies and sustains interest.

7. Catering

The children receive four meals a day (breakfast, lunch, lunch, snack) at the Gyvt. 21/A. in accordance with § Parents can find out about their child's meals from the weekly menu posted in the Family Nursery.

If the Parent does not indicate his/her absence by 9:00 a.m. the day before the day of absence, BabyGarden cannot waive the payment of the meal fee related to the absence.

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The daily schedule allows the Child to eat in a relaxed environment. The Child can participate in the preparation, spread and serving of the meal according to his age, if he feels like it. Employees feed babies on their laps, never lying down. Older children can sit at the table if they can sit down on their own or stand up and eat most of their food portion independently. When introducing new foods and flavors, BabyGarden strives to be gradual, and the amount of food given to the Child corresponds to his individual appetite. BabyGarden also respects eating habits arising from religious or ethnic reasons. Adherence to the diet and individual diet prescribed for health reasons is mandatory in all cases.

Important aspects of diet planning:

- Adaptation to the general principles of age-group food, within which children's tastes can be taken into account.
- Spicy, highly spicy food or food that irritates the mucous membrane cannot be given.
- For the sake of variety, a food line should preferably only occur once in the case of consecutive twice-fed days.
- All main meals and one of the snacks must contain protein of animal origin.

- The guidelines for the development of recipes, the composition of the diet, and the preparation of meals are described in the guidelines for determining the raw materials in force at all times.
- According to the recommendation for dairy products, milk with a fat content of 2.8% or 3.6% should be provided for the age group of 1-3 years.
- Sugaring of milk offered as a drink is not allowed.
- Sour cream can only be used for food preparation.
- Flavored milk products cannot be given when serving one meal a day. • Additional sugaring of flavored milk products is not permitted.
- Sweets - with the exception of those containing at least 1/3 fruit or 1/3 milk or milk products - cannot be served as a separate main or side dish.
- In addition to drinking water, mineral water, lightly brewed (1 tea filter or 2 grams of tea grass per 1.5 l of water) and flavored tea according to the regulations can be given for fluid replacement.
- Foods and food groups to be avoided in children's meals: food powder, soup cubes, seasonings containing salt; meat with a fat content of more than 30%; Meat products with a fat content of over 20%; carbonated or sugary soft drinks, syrup; fruit juices containing added sugar or less than 50% fruit; pork, poultry fat; Sour cream with a fat content higher than 12%.
- Food containing raw eggs and raw liver should not be given to babies and small children.
- When feeding 1-3-year-old children, one should strive for variety, so that the child gets to know a wide range of foods.
- After teething, the baby must be encouraged to chew.

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8. Absence

The Parent must inform BabyGarden of the absence of the Child 24 hours in advance, in the case of an absence involving a Monday, by 9 a.m. Friday of the previous week, otherwise BabyGarden cannot waive the payment of the fees according to the contract.

X. Obligations and rights of parents

In the case of the Parent's stay in the Family Nursery, the Parent is responsible for the Child's health, behavior and damages.

Equipment provided by the Parents: child's personal hygiene equipment, diaper, skin care

cream, cloth diaper, change shoes, change clothes suitable for the season, in optimal quantities. It is the responsibility of the Parent to repair, keep clean, and replace the listed devices and textiles. The Parent is obliged to take the Child's bottle and pacifier home every day and bring it back to the Family Nursery in a clean state the next day.

The Parent is obliged to inform the Employee of any circumstances, events, or changes affecting the family life of the child that have an impact on, significantly influence, or limit the life of the Child in the family nursery school.

Parents have the right to receive detailed and meaningful information about their child's development, as well as advice and help for their care and education. Parents have the right to freely choose the care and education nursery school. The right of the child to grow up in a safe and healthy environment, to be cared for and educated according to his abilities and talents, to have his personal rights, especially his right to the free development of his personality, freedom of action, family life and private life respected by BabyGarden.

The Parents are not entitled to make the document containing business secrets, handed over to them by BabyGarden, accessible to third parties. BabyGarden is entitled to compensation in the event of a trade secret violation.

XI. Obligations of BabyGarden

During the duration of the agreement with the Parent, BabyGarden provides accommodation and care for the Child during the day. During the care, the Child is surrounded by professional care in a family atmosphere, taking into account the Child's age, level of development and needs.

At appropriate intervals, BabyGarden informs the Parents about events related to the Child, changes in the Child's intellectual, emotional and physical development, comfort, and community socialization. BabyGarden and its employees are not obliged to take pictures and video recordings, in particular they cannot be obliged to take pictures or video recordings of others (e.g. group mates) by the Parents. It is possible for Parents to consult with the managers in person and by phone only during opening hours.

The BabyGarden provides the possibility for the Child to sleep peacefully and rest, and also ensures that the Child stays in the open air and meets the need for exercise. It also supports the Child's independent and social play activities, as well as the development of social and creative skills.

The Maintainer continuously monitors the work of the persons providing the service, provides them with professional advice, and maintains contact with the Parents and, taking into account their needs, helps the BabyGarden employees in the organization and coordination of the services and the substitution

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in its organization. Employees do not go on break at the same time, BabyGarden takes care of their replacement.

According to the legal regulations, the protection of children's rights imposes an obligation on all persons providing care for children. Pursuant to this, the duties and obligations of all service providers and service workers are to monitor and facilitate the physical, intellectual, emotional or moral development of children, and if they are at risk in this area, to intervene in order to support and help the child. If the assistance provided within their competence is

insufficient or does not bring about a positive change in the child's situation, they are obliged to report it to the regionally competent family and child welfare service.

If the caregivers of young children notice any signs of abuse, especially if the child reports this, the caregivers of young children have a legal obligation to report it to the appropriate authorities.

XII. Health regulations

Pursuant to § 38 of the NM Decree, a child with an infectious disease may not be cared for until the family pediatrician or family physician certifies that this condition no longer exists. Only healthy children can be brought to the Family Nursery. For the health of the community, children with a fever (temperature of 37.5°C and higher), taking antibiotics, or suspected of having an infection may not visit the BabyGarden. BabyGarden must be notified of an infectious disease occurring in the family. In case of illness, the Child can return to the community with a medical certificate.

The Parent is obliged to notify the Employee of information related to the Child's health that may require intervention (e.g. epilepsy, asthma, croup, allergies, bleeding disorders, diabetes). The necessary medicines and a description of what to do must be provided to the Child for the duration of the entire family nursery care. The Parent must also provide the telephone number of a person who, if applicable, will arrive at the location as soon as possible for the Child. The delivered medicine is labeled with a name and instructions for use in the medicine cabinet, and stored in a closed manner in the BabyGarden and the Child's illness, the amount of medication dosage, and the amount of medicine administered, is explained to all employees of the nursery, so that anyone can take care of the Child if necessary.

We ask Dear Parents not to offer food brought from home to anyone other than their own child.

In the event that the Child falls ill during the day at the family nursery, the Employee will notify the Parent at the telephone number provided by him. We ask the Dear Parents to arrange for the Child to be taken home as soon as possible and for medical care in such a case, thereby increasing the chances of a speedy recovery.

XIII. Hygienic rules

For hygienic reasons, Parents may not stay in the group room and the kitchen (except during the introduction period, because then they can stay in the group room). During the introduction period, we ask the Parent to wear the slippers provided by BabyGarden when in the group.

BabyGarden stores the food offered to children in the Family Nursery in a refrigerator, the handling of which is regulated in its internal regulations. Food with an expired warranty cannot be stored in the refrigerator, and its contents are checked daily by the designated and responsible Employee.

XIV. Keeping in touch

During its cooperation with the Parents, BabyGarden consciously strives for authentic communication, to preserve the basic function of the family daycare center, to find a compromise solution to any disagreements that may arise, and to maintain a positive relationship with the family. Our most important goal is to establish a fair partnership for the harmonious development of children.

Forms of contact:

- During daily contact, BabyGarden ensures the continuous flow of information;
- The reception hours are suitable for discussing topics affecting the Child and the Parent at a pre-arranged time;
- Visiting a nursery school provides an opportunity to gain an insight into family nursery school life. It is possible to request an appointment for a nursery school visit via the BabyGarden website or by e-mail.

Dear Parents, please do not take Employees away from the children's group for a long period of time during their work, as this disturbs the process of education and may cause accidents. If you wish to have a longer conversation about your Child, you should indicate your request in writing to the Caretaker, who will arrange a suitable time for this with the participation of the childcare worker taking care of the Child.

XV. Other

Please take care of the cleanliness of the Family Nursery and the integrity of the equipment and furnishings. In order to protect children, the entrance doors must be kept closed at all times.

The consumption of alcoholic beverages and smoking are prohibited in the area of the Family Nursery and within a 10-meter radius. It is forbidden to enter the area of the Family Nursery under the influence of alcohol or drugs or other mind-altering substances. In such cases, BabyGarden is not obliged to release the Child to the person under the influence.

Pictures and videos can only be taken in the Family Nursery with the prior written permission of BabyGarden.

XVI. Complaint handling

Parents can make their complaints about the service verbally or in writing according to the provisions of the complaint handling regulations. The procedure for handling complaints and the rights of the complainant are set out in the Complaint Handling Policy, which is posted in the Family Nursery and is also available on the Maintainer's website.

XVII. Obligation to provide information

The Gyvt. Pursuant to § 33 and § 2 of the NM Decree, the person or institution providing personal care shall provide the Parents with Gyvt. about the information contained in § 33, paragraph (2) and § 34. In the Individual Agreement, the Parent declares that he/she has read and accepted the House Rules and that he/she recognizes and abides by them as

binding. The House Rules and the Individual contract contain Gyvt. information specified in subsection (2) of § 33.

a) on the duration and conditions of the care:

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The exact content of the service is contained in the House Rules and the Individual Contract.

The Parent may request the termination of the care, on the basis of which the Caretaker will terminate the care. The service is terminated at the time of the agreement, or in the absence thereof, according to the provisions of the agreement. The Caretaker will terminate the care if the Parent or the Child repeatedly seriously violates the House Rules.

The Gyvt. Pursuant to Section 41, day care, care, education, employment and meals appropriate to the age of children must be organized as day care for children. The Gyvt. On the basis of § 42, the family nursery can provide nursery care. The nursery education year lasts from September 1 to August 31 of the following year. The Gyvt. 42/A. §, in the case of a child who is not mature enough for kindergarten education, until August 31 after the child reaches the age of four, BabyGarden provides care for a child who is mature enough for kindergarten education until he reaches the age of three

- filled in between January 1 and August 31, until August 31 of the given year,

- it is completed between September 1 and December 31, until August 31 of the following year, if the parent or legal representative declares that they wish to solve the child's day care in the framework of nursery care until that date.

Family nursery care for a child who, based on a medical opinion, cannot be cared for in a family nursery due to his health condition must be terminated.

The Gyvt. 44/A. §, a family daycare is a daycare service provided by the service provider in his own home or in another room designed for this purpose. Family daycare services can be provided by persons of legal age who are not subject to guardianship or supported decision-making and who have no criminal record against them. 10/A. Based on the grounds for exclusion according to § (1) and the fulfillment of the conditions specified in the ministerial decree, he is suitable for day care of the child, and he successfully participated in the course prescribed in the ministerial decree defining the qualification requirements for persons providing daycare services.

The tasks of the family crèche are provided by a network of three family crèches. In the network, continuous professional advice must be provided to the persons providing the service, as well as the coordination of services flexibly adapted to the needs of the children.

Based on § 5 of the NM Decree, basic care must, taking into account the child's needs, contribute to the child's physical, intellectual, emotional and moral development, well-being, and fostering the child's upbringing in the family, to the prevention of risk and to the elimination of the risk that has developed, as well as from the child's family for the prevention of highlighting. specific goals.

b) records kept by BabyGarden:

The list of records kept by BabyGarden can be found in VII of the House

Rules. is contained in point c) contact:

The provisions related to contact are set out in Article XIV of the House Rules. point and the Individual Agreement.

d) method of preserving value and assets:

Parents have the opportunity to store the Children's clothes on the shelf provided for the Child, marked with the Child's name. BabyGarden is not responsible for other personal items left in the Family Nursery. The Child may not wear jewelry in the BabyGarden area, given that it can be particularly dangerous. If the Child does arrive wearing jewelry, the Parent must take it home at the request of the Caretaker, or it will be placed on the Child's shelf, with the

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BabyGarden assumes no responsibility for custody. Bringing other hazardous objects (e.g. key chains) into the BabyGarden area for play purposes is strictly FORBIDDEN! Additional provisions are contained in the Individual Agreement.

e) policy:

By signing the Individual Agreement, the Parent acknowledges that he/she has read the House Rules. The House Rules are constantly available in the Family Nursery and on the Website.

f) method of exercising your right of complaint:

The complainant may file a complaint with the manager of the Maintainer or the deputy manager, in person and in writing, as follows:

(i) Verbal complaints can be made in person from Monday to Friday, between 9:00 a.m. and 4:00 p.m.; (ii) A written complaint sent by post at any time to the address György Aladár utca 16, 1125 Budapest by letter or electronically at any time at info@babygardendaycare.com.

The Maintainer investigates the complaint within 15 days and informs the Complainant about the result of the investigation, and in the case of a well-founded complaint, provides information about the possible way to remedy the complaint. BabyGarden does not investigate anonymous reports or complaints raised by anonymous letters. The procedure for handling complaints and the rights of the complainant are contained in the Complaint Handling Regulations.

g) the reimbursement or maintenance fee to be paid:

The Gyvt. Pursuant to § 146, a reimbursement fee must be paid for the day care of children provided within the framework of basic child welfare care providing personal care and for child meals. The reimbursement fee is paid by the Parent to BabyGarden.

The Gyvt. Pursuant to § 148, the Personal Reimbursement fee to be paid is established in a specific amount by the Maintainer or the Coordinator and the Parent is informed in writing of the amount of the personal reimbursement fee when concluding the individual agreement.

The Gyvt. Pursuant to § 151, the reimbursement fee for child meals is based on the daily amount of the raw material cost of food per person served. The personal reimbursement fee

for children's meals is determined by taking into account the amount of the daily maintenance amount increased by sales tax and the number of meals used, as well as - in the case of using a standard - the standard discounts.

328/2011 on the reimbursement fee for basic child welfare services and child protection services providing personal care and the evidence that can be used for their application. (XII. 29.) Pursuant to government decree, the reimbursement fee must be documented. The reimbursement fee must also be determined per service (per supply) in the case of the provision of several services and supplies, by dividing the common cost elements in proportion to the direct costs per service (per supply). If the use of nursery care, day care, temporary care for children or aftercare does not begin on the first day of the month (fractional monthly care), then the personal reimbursement fee payable for the given month is the product of the daily personal reimbursement fee and the days of care. The Coordinator documents the presence or absence of the Children on the care days. The Child is considered absent on the care day on which he is not present at the Family Nursery or does not use the service (care).

328/2011 on the reimbursement fee for basic child welfare services and child protection services providing personal care and the evidence that can be used for their application. (XII. 29.) Based on a government decree

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the reimbursement fee of the family daycare cannot exceed the difference between the service cost per child and the normative state contribution of the current year per day. It must also be established for a full month if the Child does not use the care every day of the month. If, according to the provisions of the Individual Agreement, the Child uses it only on certain days of the week, his presence or absence must be documented only on these days. If the child does not use the childcare due to illness or other reasons, the Parent shall notify BabyGarden of the absence and its expected duration, as well as the termination of the circumstances that caused the absence and when the Child will use the childcare again. From the day after notification, you are exempted from the obligation to pay the reimbursement fee for child meals for the duration of your absence. In the case of pre-payment of the personal reimbursement fee for child feeding, if the amount of the reimbursement fee to be paid for the given month is less than the amount already paid, the excess must be included in the next payment or refunded. The Coordinator documents the use of children's meals.

h) interest representation:

Name and contact details of the Child Welfare Representative:

Name: Ágnes Bánházi

E-mail address: agnes.banhazi@ijsz.bm.gov.hu

Tel.: +36 20 4899 621.

XVIII Data handling

Employees are bound by a duty of confidentiality regarding all facts, data, and information related to the Child and the Parent that they become aware of in the course of performing

their duties. In accordance with the data protection and data management regulations, in order to enforce the basic rights and freedoms of natural persons, BabyGarden ensures the appropriate management of personal data. The data management information is available on the Website.

We ask and thank the Children who come to us and their Parents and Relatives to comply with the House Rules.

.....
Anna Bodó Virág

Maintainer

BabyGarden Daycare Family Nurseries Network

Budapest, 2023.

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Note on mandatory tools and equipment for nursery care

1. Premises regulations

Rooms designed for children are suitable if, depending on their purpose, their floor area enables the care, education, rest, dressing, cleaning, and eating of children in healthy and safe conditions, and they also comply with construction legislation, as well as health and safety requirements.

The individual rooms must be designed taking the group size into account. The given room must be sized and furnished in such a way that the needs of all children and adults present at the same time can be met.

The solution for heating and lighting, as well as additional devices that ensure the proper use of the premises, must be decided on site, based on the architectural features and the professional program of the given institution.

The tools and equipment required for the care of children must be safe, of good quality, disinfectable and adapted to the age and body size of the children being cared for.

Tools and equipment must be purchased taking into account the number of members of the given group or groups. From the given device and equipment, it is necessary to meet the needs of all children and adults present at the same time.

If there is a dispute as to whether the prescribed tools and equipment are available, the opinion of the kindergarten methodological organization according to § 4 (1) of the NM

Decree must be obtained in writing. Institutions and service providers providing nursery care are obliged to take into account the contents of the opinion.

The playground must be designed in such a way that its floor area allows for the simultaneous reception of a group of nursery school children and their activities in healthy, safe conditions.

2. Rooms, playground, terrace

The typical data for the rooms serving young children, the playground and the terrace are contained in the valid architectural, health, occupational safety and fire protection legislation, taking into account the differences in the individual forms of care.

<p>[REDACTED]</p> <p>Detergent storage or cabinet care unit.</p> <p>1 Lockable room or locker per education and [REDACTED]</p>		
Warming kitchen	1 per nursery school	If the features of the building allow the construction of a kitchen, then a warming kitchen does not need to be built.

3. The furniture and other furnishings of the rooms, the playground and the terrace

The tools and equipment defined in the table contained in this point can be replaced by other tools and equipment that trigger the function of the given tool or equipment.

Lattice wooden children's bed with mattress	1 per child per group of children is required according to the children's age, ability to walk, number of staff and level of development	
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children's chair 1 per child Chair without backrest, adjustable seat height.
 children's table according to the number of six-person table is also acceptable for groups of children and their age group of 2-year-olds and older or children of the same developmental level.
 A height-adjustable four-person table, but a
 open toy storage shelf per child group The features of the group room and the amount of toys taking into account.

[REDACTED]
 children's couch, sponge, people, age and architectural floor pillows characteristics, in the amount per group of children, taking necessary to create the soft into account the number of corner, the nook suitable for

separation

towel holder for each group of children, adjusted to the
number of staff

[REDACTED]

wall shelf with compartments, toothbrush holder provided with the number of cup holders according to the number of people

1 per group of children,

[REDACTED]

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