

**GENERAL CONDITIONS FOR THE WORK OF**  
**"BRAMBAZAK" LTD.**

**PRIVATE KINDERGATEN "BRAMBAZAK"**

*I. GENERAL*

1. These general conditions regulate the relations between the parents and "BRAMBAZAK" Ltd.
2. "BRAMBAZAK" Ltd. establishes these terms and conditions when admitting children at private kindergarten "Brambazak".
3. "BRAMBAZAK" Ltd. carries out its activities at 66 "Bacho Kiro" st., Sofia.
4. "BRAMBAZAK" Ltd. Regulates a private kindergarten for children between one year and four months to seven years old, providing the necessary materials and technical base, personnel and necessary conditions for the normal function of the work process.
5. "BRAMBAZAK" Ltd. is managed by a Managing Board of three-men composition, as the kindergarten is represented by the Principal.
6. The Principal manages all organizational activities of the kindergarten.
7. The group activities of children are carried out by teachers and educators under a pre-approved program of the Ministry of Education and Science.
8. For the provision of services "BRAMBAZAK" Ltd. receives remuneration agreed upon in advance between the parents and the Principal of the kindergarten under a contract for education.
9. The kindergarten provides tools and materials for the children that facilitate the organized activities. Parents owe a fee for the materials once the child is registered, with the first monthly fee, which is valid for 1 year, according to the price list.
10. If a child is absent, not for health reasons and without a prior arrangement "BRAMBAZAK" Ltd. will not reimburse the parents for lost days.
11. It is forbidden to practice psychological and physical violence against children. In the event of a breach of the prohibition, the Management Board shall impose disciplinary sanctions on persons working under an employment contract, respectively terminating non-employment relationships with persons working under a civil contract. The Management Board will alert the Child Protection Agency and the relevant judicial authorities to the criminal responsibility of the guilty persons.

## II. RULES OF ADMISSION

12. Private kindergarten "BRAMBAZAK" admits children between one year and four months to seven years old with normal mental and physical development.
13. Children are accepted on the basis of a written statement from the parents, addressed to the Principal, signing a contract and presenting all necessary medical documents.
14. When admitting a child a questionnaire is filled out requiring personal data, history of the child, health state, interests, characteristics and preferences.

## III. RIGHTS AND OBLIGATIONS OF THE PARENTS

15. Parents should bring the child to the kindergarten in such a state of health that they do not pose a threat to his or her health as well as that of other children.
  - (a) if the medical staff of the kindergarten states that the child has a health problem, the parent is informed and asked to return with the child only with a pediatrician's note that the child is allowed to come in contact with other children.
16. Parents should keep in mind the working hours of the kindergarten. If the child remains at the kindergarten after working hours, an additional remuneration is due, specified in the price list of "BRAMBAZAK".
17. Parents are obliged to notify the kindergarten promptly and in writing if a change occurs in the child's health.
18. In the questionnaire form the Parents are obliged to provide information about the child's mental and physical condition, personal data of themselves and the child, as well as to inform the kindergarten in good time when a change occurs.
19. Parents are obliged to provide a list of the people authorized to take the child from the kindergarten. In case of a change in the list, the parents are obliged to promptly notify the kindergarten in writing.
20. The Parents have the opportunity to attend meetings with a kindergarten representative upon a pre-agreed arrangement at a convenient time for both parties.
21. In case of a planned absence of the child for more than 10 consecutive working days, the parents should notify "BRAMBAZAK" in writing or electronically via e-mail until the fifth day of the current month, the number of days and the dates of the child's

absence. In such cases, the kindergarten will restore a part of the monthly fee, stated in the contract.

22. The Parents are required to pay the monthly fee to "BRAMBAZAK" Ltd., by bank transfer to the account of the company, namely IBAN: BG08FINV91501016023378 at First Investment Bank, providing the name of the child and the month of payment.

23. The fee is paid under the following order and terms:

- the monthly payment is due up to 10th of the current month;
- in case of the delay in the payment of the fee without a valid reason, the percentage increase is due as follows:

from the 11th to the 15th of the month - 5% on the fee

from the 16th to the 20th of the month - 10% on the fee

from the 21st to the 30th of the month - 20% on the fee

24. When enrolling two children from the same family the kindergarten grants a 10% discount on the monthly fee of the second child.

25. Upon payment of the entire annual fee, a 10% discount is applied.

26. Parents are entitled to one of two discounts, but not both.

27. If a child is absent for one month without written notice, and the fee is not paid, it is considered that the child is unsubscribed from the kindergarten and his place will not be saved.

28. The catering for children provided by "BRAMBAZAK" is obligatory for all children. The import of food that is not approved by the Regional Health Inspection on the territory of the kindergarten is not allowed. All preferences and nutritional health issues are specified upon enrolling.

#### IV. RIGHTS AND OBLIGATIONS OF PRIVATE KINDERGARTEN "BRAMBAZAK"

29. Private kindergarten "BRAMBAZAK" is open year round, with working hours from Monday to Friday between 07:30h. and 19:00h.

30. In the absence of a child more than 10 consecutive working days with prior notice by the parents, "BRAMBAZAK" Ltd. is obliged to reimburse a part of the monthly fee, according to the contract, by bank transfer to an account requested by the parents within 45 days.

31. In the absence of a child more than 7 consecutive working days due to illness and after submission of the relevant documents /hospital sheet/, "BRAMBAZAK" Ltd. is

obliged to reimburse a part of the monthly fee, according to the contract, by bank transfer to an account requested by the parents within 45 days.

32. "BRAMBAZAK" shall inform in advance, within reasonable time, and coordinate with the parents of any additional events that are not included in the total amount of the monthly fee.

33. "BRAMBAZAK" is obliged to ensure smooth, safe and healthy conditions for the children in mixed groups.

34. "BRAMBAZAK" is obliged to notify parents about any problems with the child, about his behavior during the day, about his way of communication with other children.

35. "BRAMBAZAK" shall organize periodically parent-teacher meetings in order to keep the parents aware and informed.

36. "BRAMBAZAK" undertakes to provide qualified staff of teachers, assistants - educators, psychologists and medical personnel, who will care daily for the child.

37. "BRAMBAZAK" prepares a file on the child, which periodically records changes in the child's condition.

38. "BRAMBAZAK" offers additional paid activities that are not included in the children's program.

#### V. SETTLEMENT OF DISPUTES

39. In cases of a dispute between "BRAMBAZAK" Ltd. and the parents, and if a voluntary settlement is not possible, the parties will refer the dispute to the competent court with local jurisdiction in Sofia.

40. A change in the current General conditions shall be made by decision of the Managing Board. For the changes made, parents will be notified by email or personally. The change shall take effect from the date of signature of an explicit written application by the parents as agreement.