Welcome to Schaffhausen

A handbook for new residents
This guide was produced by the Economic Promotion Team with the support of various sections of the local administration – the Canton Schaffhausen – as well as with contributions from a range of other local agencies. Although the information presented in this guide has been carefully researched, details may need to be checked. Addresses, telephone numbers and opening times are liable to change.

Please inform the Editorial Team of any inaccuracies, updates or feedback which should be incorporated in the next edition of this guide. We would like to hear from you! We would welcome your feedback!

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Welcome to Schaffhausen

It’s the many small things in daily life which decide whether your stay in a foreign country or a new region will be a pleasant one. This handbook has been designed to help new residents and families get to know the area and to settle into life here as easily as possible.

This booklet is intended as a guide to some of the services available from the local administration as well as from local companies. There’s also information about the rich variety of activity on offer in the fields of culture and sport. In addition to practical pointers about some regulations and procedures, finding accommodation and customs formalities, we would like to give you an insight into some aspects of our national culture.

We would be delighted if this booklet helps you to quickly feel at home here. Above all, if there is anything we haven’t covered, get in touch with us.

Welcome to our small piece of paradise
Welcome to Schaffhausen!
Ueli Jäger, Economic Promotion Canton Schaffhausen
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Cultural Diversity

Switzerland is a small country consisting of four different cultural groupings: the German, the French, the Italian and the Romansch-speaking areas of Switzerland. As a result, it’s impossible to speak of „Switzerland“, as if it were a single entity. Depending on which of the four regions you find yourself in, you may see a quite different way of life, reflecting the different character and culture of the four cultural groupings and most noticeable in the language spoken by each.

Switzerland is a country with a very high population density. Yet in spite of living at close quarters and in spite of the cultural and linguistic differences, the Swiss have been living in peace with each other for more than 150 years. How have they managed it? One of the secrets of their success is obeying „the rules of the game“ and maintaining respect for other people.

The Swiss are very proud of their freedom and independence. The history books show that these have been hard won. As a result, the Swiss are particularly sensitive about issues which may affect their sovereignty and right to self-determination of their affairs. This also helps to explain why Switzerland is not a member of the EU.

The Federal Constitution [die Verfassung] serves as the guarantor of its citizens’ rights and freedoms. The key principles are:
- Equality before the law
- Freedom of worship
- Freedom of the press
- Freedom of establishment
- Freedom of association and assembly

Languages

Switzerland has four official languages: German, French, Italian and Romansch. All schools are obliged to teach one of the other national languages. Which languages are spoken in which cantons?

German
German is spoken in 17 of the 26 cantons. The majority of the population – about 75 % – lives in German-speaking Switzerland.

French
In the west of the country, in the region called Suisse romande, French is spoken. 4 cantons have French as their official language: Genf [Geneva] / Waadt [Vaud] / Neuenburg [Neuchatel] / Jura. 3 cantons are officially bilingual: in the cantons of Bern, Freiburg and in Wallis [Valais] both French and German are spoken.

Italian
Italian is spoken in Tessin [Ticino] and in 4 southern valleys of the canton Graubünden [Grisons].

Romansch
The canton of Graubünden [Grisons] has 3 languages, namely German, Italian and Romansch. Romansch is – like French and Italian – a language derived from Latin. Romansch speakers make up just 0.6 % of the population and are the smallest linguistic group in Switzerland.

Dialects
[Swiss German – Schweizerdeutsch]
The four languages are by no means homogenous or standardised across the regions in which they are spoken. In fact, you will hear a wide range of variants. Alongside the „standard“ version of each language (German, French, Italian and Romansch) there are also local dialects.
The dialects spoken in the German-speaking part of Switzerland [die Deutschschweiz] vary considerably from the „standard“ version of the language sometimes referred to as High-German or [Hochdeutsch]. The Swiss version of German – Schweizerdeutsch – does not exist as a single language but is rather to be viewed as a collection of local dialects. The Swiss who speak German as their mother-tongue are generally able to understand the dialects spoken in other parts of German-speaking Switzerland. Naturally, each dialect has some of its own expressions, some of which may even be lost on their fellow compatriots from other German-speaking areas, though in general the German-speaking Swiss can understand each other without too many problems. The most difficult dialects to follow are those from the mountain regions – for example the valleys of the Wallis [Valais]. However, with good-will on the part of speaker and listener alike and a little practice in attuning to different dialects, even this version of German – Walliserdeutsch – can be understood.

The written language used in the German-speaking part of Switzerland is High-German – Hochdeutsch. This is in fact the first „foreign language“ which pupils in the German-speaking part of Switzerland learn at school. Newspapers, magazines and most books are written in High-German – Hochdeutsch; there is relatively little Swiss literature which has been written in one of the Swiss dialects. There is also not one unified written version of Swiss German – Schweizerdeutsch – which is probably a result of having so many different dialects. If you understand High-German – Hochdeutsch – and try to follow Swiss German – Schweizerdeutsch – you may have problems initially, as you will come across differences in pronunciation, grammar and vocabulary. That said, you will quickly become attuned to it!

In French-speaking Switzerland [Suisse romande / Romandie] dialects [patois] have more or less ceased to exist. The French spoken here is more or less the same as that spoken and written in France, though differences in the accent and certain expressions enable you to recognise and distinguish between „Swiss-French“ and „French-French“, so to speak.

In the Italian-speaking part of Switzerland, the dialects have remained intact. Standard-Italian is used as the written and official language, whilst in private, dialects are predominant.

Romansch, spoken by an ever decreasing minority of the population, actually consists of five spoken languages, each with its own written version! As a compromise an artificial „standard“ version was agreed on in 1982 – the so-called „Rumantsch Grischun“ which is used mainly for official business. The five original languages continue to be used in the media and in literature in this small region, however.
The political structure of Switzerland

Switzerland is a nation born of and based on cooperation between different groupings. There is no unifying ethnic, linguistic or religious core which binds the whole together. Since 1848 Switzerland has been a federation – one of 23 world-wide, the second oldest after the United States of America.

The federal constitution forms the bedrock of Switzerland. It contains the most important guiding principles which determine how we live as a nation. It guarantees the basic rights of people and the involvement of the people in political decision-taking, decides the responsibilities carried out by the Federal Government and those determined by the Cantons and lays down the duties of government departments.

The structure is federalistic and divided into three levels:

Federal Government [der Bund]
This is the Swiss term for the central government – the other frequently used term is the Confederation [die Eidgenossenschaft]. Federal Government responsibilities are set down in the Constitution [die Bundesverfassung] – for example, matters of foreign policy, national security, customs and money, the legal system. Responsibilities which are not explicitly laid down as areas determined by central government are decided at the next level down: the Cantons.

The Cantons [die Kantone]
Since the founding of Canton Jura in 1978, Switzerland has consisted of 26 cantons, of which three (Unterwalden, Appenzell and Basel) are each divided into 2 half-cantons, for reasons to be found in history. The cantons – referred to as Kantone or Stände – are the original independent states which came together in 1848 to form the Confederation and which gave up part of their sovereignty in order to belong to the federation.

Each canton or half-canton has its own constitution, its own parliament, government and courts. The size of the cantonal parliaments varies between 58 and 200 seats, and the cantonal governments consist of between 5, 7 and 9 persons.

The most direct democratic form of democracy – open-air parliaments [Landsgemeinde] at which the population assembles in a public square to vote by show of hands – now only exists in Appenzell Innerrhoden and Glarus. In all other cantons, voting takes place in designated voting stations with polling booths.

The Communes [die Gemeinden]
All cantons are divided into political Communes – at present there are 2408 of them, though their number is shrinking due to the merging of communes to produce larger units. Approximately a fifth of the Communes have their own parliament, whilst four-fifths still use the more direct form of decision-taking by means of open communal meetings at which votes are taken.

Apart from carrying out those duties placed on them by the Federal Government and Cantons – for example, maintaining the register of residents – the Communes also have other responsibilities, including some aspects of school administration, social welfare, supply of energy, roads programmes, infrastructure planning, taxation etc. In fact, the Communes can exercise considerable autonomy in these matters, though this is set by the respective canton, and varies across the country.
Organisational overview of politics in Switzerland

It is laid down in the Constitution that the people are the principal political body in Switzerland. This includes all adult males and females who are Swiss nationals, around 60% of the population; minors (below the age of 18) and foreigners are not allowed to participate in politics at the national level.

The people [das Volk]
Circa 5,1 mio. Swiss citizens elect the national parliament.

The parliament [das Parlament] [legislative power]
The Federal Assembly, the parliament of the Swiss Confederation consists of two chambers: the 200 members of the National Council [Nationalrat] (each canton elects at least one member of more as according to the population of the respective canton) together with the 46 members of the States Council [Ständerat] (two per canton). The two chambers form the central government – the legislative power. Members of the National Council [Nationalrat] are elected using a common country-wide system, whilst members of the States Council [Ständerat] are elected in line with a system determined by the respective canton which they will represent. The electoral constituency is, in both cases, based on the canton.

Parliament elects the government [Bundesrat] as well as the Supreme Court.

The Federal Parliament [der Bundesrat] (executive power)
The government consists of seven members of the Federal Parliament, elected by members of both chambers for a period of four years. The President [der Bundespräsident] is elected for one year only and is considered first among equals – primus inter pares. The President chairs the meetings of the government and represents Switzerland at official events.

The government [der Bundesrat] is the most senior governing body of the country and directs activity, including:
- Evaluating developments at home and abroad
- Deciding fundamental policy direction and determining the budget
- Planning and coordinating government business and ensuring its implementation
- Representing the state in an official capacity at home and abroad

The Supreme Court [das oberste Gericht] (judicial power)
In Switzerland, the judiciary consists of the Federal Supreme Court [das Bundesgericht], located in Lausanne, the Federal Criminal Court [das Bundesstrafgericht], based in Bellinzona, the Federal Administrative Court [das Bundesverwaltungsgericht] in St. Gallen and the Federal Insurance Court [das Versicherungsgericht] in Luzern.
Like the executive body, the judiciary is elected by the legislative power – members of both chambers.

Division of power [die Gewaltenteilung]
In Switzerland, the legislative, executive and judicial bodies are distinct in their functions and strictly separated in terms of personnel.

In other words: no-one may belong to more than one of the three national bodies – parliament, government, or Supreme Court at the same time. However, it is recognised that each of these bodies may perform duties for purely practical reasons which, strictly speaking, fall under the domain of one of the others.

Citizens’ rights [die Volksrechte]
Few other countries have such broad arrangements for the involvement of citizens in the political decision-taking process as Switzerland. This is the result of a long democratic tradition and also the relatively small size, in geographical and population terms, as well as a wide range of media input – all of which contribute to the operation of this special form of national governance.

The right to vote [das Stimmrecht]
All Swiss nationals over the age of 18, whether living at home or abroad, are entitled to vote.

Elections [Wahlen]
All Swiss nationals over the age of 18 are entitled to vote and stand as a candidate in elections to the National Council [Nationalratswahlen]. Civil servants must, if elected, choose between their profession and their mandate, if they are elected to parliament, however. Elections to represent a canton [Ständeratswahlen] are not regulated uniformly across the country. Electoral rules and processes vary from canton to canton.

Referendum [Abstimmungen]
It is mandatory that a referendum [Volksabstimmung] is held whenever there are changes proposed to the Constitution [die Bundesverfassung] or in questions of whether to join international organisations e.g. UN or EU. Proposals are accepted if they meet with the agreement of both the majority of the population and the majority of the cantons.

In other cases e.g. changes to existing legislation, new legislation and the like, different regulations concerning the requirement for a referendum apply and acceptance
by the majority of the population alone is sufficient to pass the proposals [cf. facultative referendum, below].

**People’s initiatives [Volksinitiative]**
Citizens are entitled to demand a referendum to consider a change to the Constitution [die Verfassung]. To qualify for a referendum, however, the proposer has to collect the signatures of 100’000 voters within an eighteen month period. The proposal may be of a general nature, or – as is more frequently the case – be presented as a finished text which parliament and government are not allowed to change.
The authorities sometimes respond to such proposals with a – generally more conservative – counter-proposal in the hope that this will be accepted by the voters and the cantons.

**Facultative Referendum [Referendum]**
The people of Switzerland are entitled to vote on decisions taken by parliament. Federal laws and regulations, as well as indefinite treaties agreed by the state, are subject to the so-called facultative referendum (referred to in Switzerland as das Referendum). In this case, 50’000 signatures are required to be collected within 100 days of the publication of a decree. This right to call a referendum [das Referendumsrecht] tends to slow down the political process and has a conservative influence by blocking changes brought forward by parliament or the government or by delaying their implementation. For that reason, this right is often referred to as „the people’s hand on the brake of power“.

**Individual’s rights to be heard [Petition]**
Anyone of sound mind – not just those entitled to vote – has the right to submit proposals, complaints or appeals to the authorities in writing concerning any aspect of the state’s affairs.

The authorities are, in turn, obliged to take note of these communications and whilst there is no requirement to act on them, it is common practice to examine and respond to each individually.

**Mobility and Traffic [Verkehr]**
There is a very extensive network of public transport in Switzerland which provides bus or rail connections to even the most isolated parts of the country and which is renowned for its punctuality. If you travel by train, you will encounter the following different types of train:

- **EuroCity** international routes
- **InterCity** run between major conurbations
- **InterRegio** connect different regions of the country
- **Regio** serves all stations within a region
- **S-Bahn** operates in the greater Zürich area

Most trains have first and second class sections. Intercity and Eurocity have restaurant cars, or snack facilities. Travel by train requires you to have a ticket which should be purchased before the start of the journey and is available at stations or from ticket machines.
Church & Religion
[Kirche & Religion]

The Swiss Constitution guarantees freedom of worship. The official churches are the Evangelical-Reformed [Protestant], the Roman-Catholic and the Christian Catholic churches. When registering with the authorities, you will be asked which religious group you belong to. If you are „Evangelical-Reformed“, „Roman Catholic“ or „Christian Catholic“ you will automatically be counted as part of the local parish. The Roman-Catholic, Christian Catholic and Evangelical-Reformed churches are entitled to receive tax from members of their parish which is collected as part of the cantonal tax. Those not belonging to these groupings do not pay this tax.

Military [Militär]

Switzerland has been neutral since 1815 and has not been involved in any external conflict since then. Nonetheless, Switzerland maintains an army – which is militia-based – to deter potential aggressors. The Swiss airforce is also part of the army. The military forces are led by one commander, appointed only at times of war and who is elected by both chambers of the Federal Parliament. Since the founding of the Swiss state in 1848 there have been only four generals elected.

The Swiss militia-based army is supported by obligatory national service which carries with it responsibilities both during and outside of the period of active service. Recruits are drafted around the age of 20 and will be required to serve until the age of 32. Officers – depending on their rank – may be required to serve for longer. Anyone who does not serve in the military, is required to undertake an alternative form of service e.g. in a non-combatant role or community service.

Women serve in the military forces as volunteers and are allowed to perform all roles apart from combat troops. Women are entitled to leave the forces to have children or take on other duties as carers.

Due to the annual retraining courses [Wiederholungskurse, often referred to as WK] which call up reservists, the Swiss army has a very visible presence in the country. If you encounter soldiers on a regular basis, this is not because the Swiss army is so large, but rather because it calls up its citizens regularly for albeit short retraining and updating programmes and exercises.

By the way, Swiss citizens who serve in the militia keep their personal equipment at home, for example the uniform and the rifle.

Public holidays [Feiertage]

Switzerland has a lot of old traditions and customs. Public Holidays vary from canton to canton. For the Canton of Schaffhausen they are:

1st January New Year’s Day [Neujahr]
2nd January Berchtold’s Day [Berchtoldstag]
March/April Good Friday [Karfreitag]
March/April Easter Sunday [Ostersonntag]
March/April Easter Monday [Ostermontag]
1st May Labour Day [Tag der Arbeit]
40 days after Easter Ascension Day [Auffahrt]
10 days after Ascension Whit Sunday [Pfingstsonntag]
11 days after Ascension Whit Monday [Pfingstmontag]
1st August
Swiss National Day
[Nationalfeiertag]

25th December
Christmas
[Weihnachten]

26th December
St Stephen’s Day
[Stephanstag]

On the day before Public Holidays, post offices and shops usually close at 4pm [16:00 Uhr], partly at 5pm [17:00 Uhr].

Weather [das Wetter]

The weather in Switzerland is in line with central European norms. South of the Alps [die Alpen] the climate is somewhat milder and there is more sunshine. For this reason the Canton of Tessin [Ticino] is also sometimes referred to as Switzerland’s sun-lounge – „Sonnenstube der Schweiz“.

A particular phenomenon in Switzerland is a warm and dry wind called „Föhn“ which tends to form in advance of a cold front. Whilst the southern slopes of the Alps tend to be covered in heavy rain clouds, the north side often experiences a sudden strong dry wind, which can send temperatures soaring within minutes. The Föhn is particularly feared in the northern valleys of the Alps, as it can reach gale-force strength and can quickly spread fires.

The Föhn brings with it summer temperatures, clear air and excellent visibility, which makes the mountains stand out. When the Föhn disperses, however, bad weather follows shortly afterwards. Many people suffer from headaches and other complaints during a Föhn.

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<tr>
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Average temperatures for Schaffhausen (°Celsius)

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</table>

Temperature Conversion
(To convert centigrade to fahrenheit, multiply by 1.8 and add 32)
About Schaffhausen

Geography [Geografie]

As Switzerland’s northernmost canton, Schaffhausen is – to a large extent – surrounded by Germany. 82%, or 152 out of 185 km of the canton’s border are shared with the German state of Baden-Württemberg. 1740 boundary stones mark out the only canton between Lake Constance [der Bodensee] and Basel, which is almost entirely to the north of the River Rhine [der Rhein]. The surface area of the canton is 298 square kilometres and accounts for 0.7% of the overall Swiss landmass.

Viewed topographically the Canton of Schaffhausen is on the edge of the central area of Switzerland [das schweizerische Mittelland]. The canton’s gently rolling hills and valleys are the foot-hills of the Jura and are evidence of glacial movement during the last ice-age [Eiszeit]. The landscape is varied though....

Regions within the Canton of Schaffhausen

The following areas (Regionen) make up the canton:

The Klettgau region (Region) consisting of the following communes: Gächlingen, Gunalmadingen, Hallau, Löhnningen, Neunkirch, Oberhallau, Trasadingen, Wilchingen

The Reiat region consisting of the following communes: Thayngen, Büttenhardt, Dörflingen, Lohn, Stetten

The Schaffhausen (town of Schaffhausen) region consisting of the following communes: Schaffhausen, Bargen, Beringen, Merishausen, Buchberg, Merishausen, Neuhausen am Rheinfall, Rüdlingen

The Schleitheim region consisting of the following communes: Schleitheim, Begglingen, Siblingen

The Stein region consisting of the following communes: Stein am Rhein, Buch, Hemishofen, Ramsen
primarily shaped by the course of the River Rhine [der Rhein], large areas of forest, stretches of agricultural land and the carefully tended vineyards [Weinberge].

The resident population of the Canton of Schaffhausen is approximately 78'000, of whom around half live in the canton’s major town and seat of local [cantonal] government – the town of Schaffhausen itself. The Canton of Schaffhausen is home to around 1 % of the total population of Switzerland and is one of the smallest cantons in the country.

By the way, a small historical oddity – the Canton of Schaffhausen owns a piece of woodland in the Black Forest [der Schwarzwald] in Germany [Deutschland] measuring 3.6 square kilometres.

**History [Geschichte]**

The town of Schaffhausen looks back on a thousand-year history. The town originally came into being due to the River Rhine [der Rhein] or rather the waterfalls [der Rheinfall]. The local population took advantage of this natural obstacle to the flow of transport on the Rhine and which offered the chance to earn a living by transporting goods from ships arriving above the falls to connecting transports below the falls, as well as by offering storage facilities and charging tolls. This traffic on the River Rhine and the goods and services which arose around the natural barrier presented by the waterfalls were a motor of the local economy for centuries.

The first mention of the town „Scafhusun“ is recorded in 1045. It was at this time that Count [Graf] von Nellenburg founded the monastery – Kloster Allerheiligen. In 1190 both the town and the monastery were put under the authority of the German Kaiser. Forty years later he pawned the town – of then 2’000 inhabitants – to the Austrian Hapsburgs [die Habsburger]. In 1415 the people of Schaffhausen saw their chance to exploit a crisis in the Austrian government and secured their sovereignty once again. During the Middle Ages, Schaffhausen was frequently caught between the rival superpowers of the day. In 1499 there were battles in the Klettgau area and in the vicinity of Thayngen as part of the so-called War of the Swabians „Schwabenkrieg“ – known in Germany as the Swiss War [„Schweizer Krieg“]! In 1501 Schaffhausen joined the Confederation and took on the role of protecting the northern border of this federal alliance. As part of this commitment, the impressive castle Munot was erected – mainly using volunteer labour – an edifice by which the town is recognised even today. The defensive ramparts and bulwarks have not yet been thoroughly investigated, by the way.

Until the beginning of the 19th century the townsfolk of Schaffhausen lived primarily from craft-related sectors and from the opportunities offered by the River Rhine waterway. This then changed in 1802, when Johann Conrad Fischer established a foundry in a former herb-mill in Mühlental. At a time of unparalleled economic downturn overall, Fischer and his sons bought and sold companies both at home and abroad. Nor was the founding father of the company now known as Georg Fischer AG just an entrepreneur, but also a Councillor in the cantonal parliament, mayor [Stadtpräsident], member of the predecessor of the national parliament [Tagsatzungsge- sandter] and an artillery officer.

A further person of note in the economic development of the Schaffhausen area was Heinrich Moser (1805 – 1874). His contribution to the economic growth of the town was the construction of a dam which provided power for the new factories and workshops on the Rhine. This led to the development of a first industrial centre for the town – the textile industry including the production of cloth, wool, and knitting machines, the Amsler
factory producing instruments used in the polar region and military technology, IVF [Internationale Verbandstoff-Fabrik] Schaffhausen, the Rauschenbach brothers' company (which later became part of the Georg Fischer group), the watch company IWC International Watch Co. and the yarn factory AROVA.

A third industrial hub – between the Rhine and Mühlental – developed in Neuhausen am Rheinfall. The Schweizerische Industrie-Gesellschaft (SIG) set up there with its origins in the production of rolling stock and rifles. The company was founded in 1853. The furnaces which had originally smelted iron-ore were later transformed to serve the aluminium industry – in the guise of the company known today as 3A Technology + Management AG.

Towards the end of the 19th century links between Schaffhausen and the other cantons were improved when the railway lines to Stein am Rhein and Kreuzlingen as well as to Zürich were opened. They added to the existing rail connections to Winterthur, Konstanz and Waldshut.

Like the rest of Europe, Schaffhausen was strongly influenced in the first half of the 20th century by the events of the two world wars and the world-wide economic depression. The two world wars affected the canton particularly due to its position on the border to Germany. On 1st April 1944 American aircraft attacked and bombed Schaffhausen by mistake. This air raid was the largest attack on Schaffhausen during the Second World War and claimed 40 lives and did considerable damage to buildings and property. The town of Stein am Rhein also fell victim to an airraid, on 12th February 1945, which left nine dead. After the war Schaffhausen housed, cared for and fed 5'500 prisoners of war from a range of European countries. In the 50's- and 60's- the region profited from the general growth in economic activity.

The old-established companies such as Georg Fischer, SIG, IVF and others experienced a boom and were joined by new companies. Unemployment was non-existent. On the contrary, workers were in short supply. To satisfy demand, workers from across the border [Grenzgänger] and immigrant workers [Gastarbeiter] – at that time, principally from Italy – were brought in.
Political structure

The Canton of Schaffhausen has 26 Communes [Gemeinden]. The largest of these is the town of Schaffhausen itself [Stadt Schaffhausen] which has around 35'500 inhabitants. The smallest are Bargen and Guntmadingen which have around 250 inhabitants.

As the canton and its administration are relatively small, access to local government departments is quick and easy and dealings are uncomplicated and unbureaucratic – a real advantage of the area!

The Council of the Canton [der Kantonsrat] (legislative power)

The body responsible for law-making at the cantonal level is the Council of the Canton [der Kantonsrat], also referred to as the Grosser Rat. This Council consists of 60 members, representing various areas in the canton and drawn from eight political parties. The legislative power in the town of Schaffhausen itself [Stadt Schaffhausen] is the Town Council [der Grosse Stadtrat]. In the larger communes such as Neuhausen am Rheinfall, Stein am Rhein, Beringen and Neunkirch a Council of Residents [der Einwohnerrat] performs this role, whilst in the smaller communes it is carried out by the Communal Assembly [die Gemeindeversammlung].

The Government of the Canton [der Regierungsrat] (executive power)

The Government of the Canton [der Regierungsrat] consists of five Councillors. Each Councillor has responsibility for a department in the local administration and additionally takes on the role of mayor [der Regierungspräsident] for a twelve month period, on a rotating basis. As at national level, the Mayor is a first among equals – „primus inter pares“ – and has no greater authority than their peers. The executive body of the town of Schaffhausen [Stadt Schaffhausen] is called Grosser Stadtrat – the cabinet. Stein am Rhein also has its own cabinet [Stadtrat], whilst in all other communes in the canton Communal Councillors, mostly part-time volunteers – take on the executive role.

Representation at national level

The Canton of Schaffhausen is represented in the National Council by two elected Councillors [Nationalräte] on the one hand, and has two seats in the States Council (the delegates are called Ständeräte). The national, cantonal and communal representatives are elected every four years. Apart from at these political elections, however, voters are called on to decide on a range of matters at other times during the year, when these are put to the vote. Schaffhausen has had the highest turn-out at elections in the whole of Switzerland for many years.

Website of the Canton of Schaffhausen: www.sh.ch
Living and Working

Residence and Work Permits [Aufenthalts- u. Arbeitsbewilligung]

If you wish to stay in Switzerland and work there for any length of time, you will need a Residence Permit, which usually also includes a Work Permit. The application for a Work Permit is made by the employer. Newly arrived residents must present themselves at the offices of their Commune [die Wohngemeinde] for registration on the list of residents there within one week of arrival. It is recommended that you check in advance which papers you will be required to take with you when you register.

Non member of the EU/EFTA
The granting of a Residence Permit and Work Permit depends on there being clear evidence of a need for the person i.e. a shortage of other available applicants. It is the responsibility of the employer to demonstrate the requirement. The number of foreigners who may receive a Work Permit in Switzerland is restricted. Different conditions apply depending on the type of Residence Permit granted – this affects matters such as an extension of the permit, permission for the employee’s family to join them in Switzerland, whether the permit is tied to a specific post or whether the permit holder is allowed to change posts in Switzerland etc. The Employment Department of the canton can provide further information [das kantonale Arbeitsamt].

Arbeitsamt
+41 52 632 72 62, www.sh.ch

Member of the EU/EFTA
Citizens of EU or EFTA member states are subject to the Agreement on the free movement of persons. For some member states, transitory periods apply.

The Agreement means that over a transition period the same living, employment and working conditions will apply to Swiss nationals and nationals of EU member states, both in Switzerland and the EU. The principle of equal treatment means that there will be no discrimination against EU nationals living in Switzerland. In detail, this means that they have the following rights:

- occupational and geographical mobility (i.e., they will be able to change their job or where they live or work, at any time)
- equality of working conditions
- coordinated social security protection
- equality of social support (concessions on public transport, housing allowances, etc.)
- equality of tax concessions
- self-employment
- mutual recognition of diplomas with a view to access to a regulated job
- family reunification
- for members of their family to engage in gainful employment
- buy property, subject to certain conditions

The agreement between Switzerland and the EU makes provisions for granting long-term work permits running for five years, and short-term permits running for up to a year. The permit will be renewed if the person concerned continues to be in gainful employment. Short-term residents are no longer obliged to leave Switzerland as soon as their contract ends.

The Free Movement of Persons Agreement and its supplementary protocol apply to all nationals of EU member states (i.e., anyone holding a passport issued by an EU member state), EFTA states and Switzerland.

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1 Members of the European Free Trade Association [EFTA] are Norway, Island, Liechtenstein and Switzerland.
The Agreement does not affect nationals of other states, except in the case of family members or workers from other states who are integrated into the labour market of the EU and temporarily provide services in Switzerland on behalf of a business based in the EU (i.e. posted employees).

The right to free movement is enjoyed by people in employment, whether employed or self-employed, and people without employment (pensioners, students and others) provided they have health insurance and dispose of financial means sufficient to ensure that they can support themselves without becoming a burden on the social security system (for instance having to draw cantonal supplementary benefits as a pensioner).

You can apply to the cantonal immigration authority [Migrationsamt] online for a residence permit prior to your arrival in Switzerland.

Types of Permit

Residence permit [B-EG/EFTA] [Aufenthaltsbewilligung]
Valid for five years; issued on presentation of an employment contract running a year or more (or without limit); can also be issued instead of a short-term residence permit (L) valid for longer than 12 months.

Short-term residence permit [L-EG/EFTA] [Kurzaufenthaltsbewilligung]
Issued on presentation of an employment contract running less than a year; the validity of the permit is the same as the length of the contract. The permit can be extended or renewed without the holder having to leave Switzerland. It grants occupational and geographical mobility. Short-term residence permits valid up to four months are not subject to quota.

Cross-border commuter permit [G-EG/EFTA] [Grenzgängerbewilligung]
Issued for the length of the employment contract if this runs for less than twelve months. On presentation of an employment contract lasting twelve months or more (or of indefinite duration) the cross-border commuter permit will be valid for five years. The cross-border commuter must return home, but only once a week.

Trainee permit [L-EG/EFTA] [Kurzaufenthaltsbewilligung]
Short-term permit valid for one year but may exceptionally be extended for a further six months. The permit is issued to applicants aged eighteen to thirty for the purpose of obtaining further training in their profession or in languages. Special rules apply to trainees under individual trainee agreements.

Settlement permit [C-EG/EFTA] [Niederlassung]
A settlement permit is usually granted to nationals of the EU-15 and EU-10 member states after a regular and continuous stay in Switzerland of five or ten years respectively. The right to reside in Switzerland is of unlimited duration and is not subject to any restrictions. The Free Movement of Persons Agreement does not contain provisions for the settlement of foreign nationals in Switzerland. Nationals from the EU/EFTA member states are eligible however for a settlement permit under the provisions of the Swiss Foreign Nationals Act and various settlement agreements.
Registration on taking up residence in the Canton of Schaffhausen [Anmeldung bei Wohnsitznahme]

A department of the local administration called Einwohnerkontrolle („Registration Supervisors“) is responsible for maintaining details of all residents in the Canton of Schaffhausen.

Newly arrived residents should register at the Einwohnerkontrolle in their Commune [Wohnsitzgemeinde] within 8 days of taking up residence there.

Acquiring Swiss citizenship [Erwerb des Schweizer Bürgerrechts]

You may normally make an application to become a Swiss national after 12 years’ residence. The application is made to the Commune in which you are resident [die Wohngemeinde]. The application is then examined by central government, the cantonal government, as well as at Commune level.

Switzerland accepts the principle of dual nationality. An applicant may retain their original nationality if they wish and if the other country also accepts dual nationality.

Detailed information about the process, criteria and costs of acquiring Swiss nationality are available from the offices of your local Commune [Einwohnergemeinde] e.g. from the section Gemeindeverwaltung/Einwohnerkontrolle.

Finding a job

If you are looking for a job in the Schaffhausen area, you can use a search facility [Jobs-Sucher] on the website: www.einkleinesparadies.ch to identify current vacancies. You can also register with an update service (Job-Lieferant) which will send you information on new opportunities which match your profile as they appear.

Finding an apartment

The majority of the Swiss population – approximately 75 % – lives in rented flats. The reason for this high percentage can be traced back to the fact that purchasing property is relatively expensive and also that rented accommodation is generally equipped to a high standard, for example, including a fitted kitchen, fitted storage units, wooden floor or carpet, cable-tv etc. Rents in Schaffhausen are in line with average rents in Switzerland overall, though they are considerably lower than those in the major conurbations of Zürich, Basel or Bern.

Details of rented accommodation – whether a flat or a house – can be found in the local press, via estate agents or on the Internet. There are also companies (Relocation Services) which may be able to assist you with a range of services if you are relocating to Switzerland from abroad.

Contact addresses of the local press you find in the chapter “Media” on page 35.

Relocation Services

Firstfriends GmbH
+41 52 640 18 30, www.firstfriends.ch

impunkt GmbH
+41 052.212 83 83, www.impunkt.ch

Leading Communication GmbH
+41 52 620 49 11, www.leadingcommunication.ch

Oakley HG Services
+41 52 643 54 16
Renting accommodation

It is commonplace for property owners [Vermieter] to ask potential tenants to complete a questionnaire covering a range of personal details before the contract is signed, in order to vet the potential tenant. Equally, a check of potential tenants’ credit-worthiness is often undertaken. Please note that there is no requirement to provide information other than your name, address, your Residence Permit, details of your monthly income and – possibly – details of any pets. Questions which seek information on marital status, religion etc are illegal.

Rental agreement [der Mietvertrag]
The rental agreement [der Mietvertrag] covers a wide range of issues in detail. It must include all details regarding rent, additional costs, period of notice etc. Garages and/or parking spaces are subject to a separate agreement or listed separately in the rental agreement. Any issues not specifically listed in the rental agreement will be dealt with in accordance with the Swiss law [das Schweizerische Obligationenrecht – OR], and in particular stipulations „in die Verordnung zum Mietrecht VMWG“. In general, prices for rental accommodation are not open to negotiation.
Rentals costs [die Mietkosten]
In general the rental cost [die Miete] for a house or flat only covers the cost of the accommodation and not additional costs [die Nebenkosten]. Increases or decreases in rental cost can be introduced in response to interest rate changes or following substantial renovation of the property. Information about under what circumstances changes are legally possible is available from the Swiss Tenants’ Association, [der Schweizerische Mieterverband] which has a branch in Schaffhausen.

Additional costs [die Nebenkosten]
The additional costs [die Nebenkosten] charged to tenants include all service charges connected with the property: heating, water, electricity, concierge, etc. The additional costs [die Nebenkosten] are included in the rental charge or are charged separately, generally paid in advance. In the latter case, the landlord must produce an annual overview of charges and either refund or claim the difference between advance payments made and actual costs incurred.

Charges relating to use of services by individual tenants e.g. telephone costs [die Telefongebühren], energy costs for the respective flat, cable-tv, etc are not included in the additional costs [die Nebenkosten].

Payment of a bond/deposit [das Mietzinsdepot]
The landlord is entitled to demand payment of a bond/deposit (normally a multiple of the monthly rental charge, not exceeding 3 months, however) as security against default on payment or damage to the property. The sum is paid into a bank account in the name of the tenant. In cases of disputes, a mediation service is available [„die Schlichtungsstelle für Mietsachen“].

On taking over rental accommodation [der Mietantritt]
On taking over rental accommodation, it is essential that a detailed record [Protokoll], of the condition of the flat is compiled and signed by both parties. Any issues overlooked and not recorded in this initial statement of the condition of the accommodation may be charged to the tenant when they move out. You are advised to check the accommodation carefully and to note any defects, damage and the general state of the flat. If you discover any defects on subsequently moving into the flat, you must inform the landlord in writing – by registered post – within 10 days. It is then for the landlord to decide whether they repair or attend to the problem reported. Any damage which affects the quality of the accommodation must be dealt with, however.

Period of notice [die Kündigung des Mietobjekts]
The period of notice and the dates by which notice must be served are set out in the rental agreement. The period of notice for rental accommodation is usually 3 months, with the exception of the end of the year. If a tenant does not observe the period of notice stipulated, they must either find a suitable new tenant to take on the property or pay the rent until the end of the contract.

Handing over the property [die Abgabe des Mietobjekts]
The tenant must leave the flat in an absolutely clean state when moving out. We recommend using the services of a local cleaning company [Reinigungsdienst] for this purpose to guarantee the handing over [Abnahme] is signed without unnecessary problems.

Pets [Haustiere]
Landlords are allowed to ban pets [Haustiere]. Small pets [Kleintiere] such as canaries, hamsters, guinea-pigs etc can be kept without the agreement of the landlord – the guiding principle is that they should not disturb neighbours.
Further information

Schlichtungsstelle für Mietsachen
+41 52 632 75 18, www.sh.ch

Mieterverband Schaffhausen und Umgebung
+41 52 630 09 01, www.mieterverband.ch

Hauseigentümerverband Schaffhausen
+41 52 632 40 40, www.hev-sh.ch

At home
The rental agreement is the legal basis regulating the use of a flat or house. In addition there is a range of other regulations and house rules [die Hausordnung] aimed to make everyone’s life easier and more agreeable. A few pointers are listed below:
- Very few flats have their own washing-machine [Waschmaschine]. Usually there is a schedule available showing when you may use the laundry-room [Waschküche] and drying-area [Trocknungsraum].
- Avoid making noise over lunchtime and after 10.00pm [22.00] e.g. showering, hoovering, listening to loud music etc. Sundays are literally days of rest [Ruhetage] and you are not allowed to use lawn-mowers or other noisy machines or appliances.
- If you are planning a party, it is advisable to inform your neighbours and try to moderate the level of noise later in the evening.
- When you move into accommodation, go and introduce yourself to your neighbours [die Nachbarn]. They will expect you to take the first step and initiate contact.
- A good relationship with the neighbourhood [die Nachbarschaft] improves the quality of life [die Lebensqualität].
- If you are invited to someone’s home, your host [der Gastgeber] or hostess [die Gastgeberin] would be delighted if you take a small gift e.g. flowers for the hostess or a bottle of wine for the host.

Privately-owned property

Approval [die Bewilligung]
Certain restrictions apply to the purchase of land for building and residential property by foreign nationals, though the purchase of property for one’s own use is not subject to approval.

Building land [das Bauland]
Residential accommodation may only be built on land in zones designated for development. The plans of such areas [die Zonenpläne] are available at the offices of the commune [die Gemeindeverwaltung] or the municipal offices [die Stadtverwaltung]. The cost of real-estate often does not include the costs of connections to services such as electricity mains, telephone lines, gas supply, drains, cable-tv.

You will also need to observe a number of regulations e.g. concerning the ratio of living space to total surface area of a plot of land [called die Ausnutzungsziffer], the maximum number of storeys a building in a particular location may have, the overall height of the building, the minimum distance from other buildings and boundaries. If you are considering purchasing land for residential use, we consider using the services of an estate agent [eine Immobilienfirma] or architect [ein Architekt].

Buying a house [der Hauskauf]
Properties are offered for sale in the press, via estate agents and on the internet. The price can vary depending on location. Prices for newly-built detached properties are around CHF 750’000 and are subject to negotiation.

Buying a flat [das Stockwerkeigentum or die Eigentumswohnung]
Buying a flat [die Eigentumswohnung] is subject to the same procedure as buying a house. In the case of flats, certain facilities are used communally and a fund is established to cover maintenance costs, with each owner contributing to the fund. Once a year, if not more frequently, there are meetings of the owners.
[„Eigentümersversammlungen“] which decide, among other things, on the use to which the fund should be put. The administration of blocks of flats is often carried out by a property-management company [Immobilien-Treuhänder].

**Contract [der Vertrag]**
Contracts must be in writing. The contract takes effect when it is entered in a register [das Grundbuch] held by the Commune. Further information can be obtained from the offices in your commune which keep the register of properties [das Kantonale Grundbuchamt] or any estate agent [Immobilienmakler].

Grundbuchamt des Kantons Schaffhausen  
+41 52 632 74 02, www.sh.ch

**Notional rental value [der Eigenmietwert]**
The concept of notional rental value [der Eigenmietwert] is peculiar to Switzerland and required for the tax declaration [die Steuererklärung]. It is a notional value which the property would generate if it were rented. The value is calculated by a government department [das Amt für Grundstückschätzungen] and has to be declared as income [Einkommen]. At the same time, interest payments and maintenance costs are tax-deductible.

**Insurance [die Versicherung]**
Property must be insured with the Canton [die Kantonale Gebäudeversicherung] against damage by fire and water. It is up to the property owner to decide on whether, and where, to insure against other risks.

**Finance [die Finanzierung]**
Property purchases can be financed via banks. The financial package is normally divided into two components [die erste and die zweite Hypothek]. The first package [die erste Hypothek] covers up to 66 % of the current property value and generally does not have to be paid off. The second package [die zweite Hypothek] covering up to 14 %

of the current property value carries a higher interest rate – generally over a term of 25 years – and does have to be paid off. Mortgage interest rates vary from bank to bank and depending on the economic climate, but are generally between 4 % and 6 %. The interest rate [die Zinsen] for the second component [die zweite Hypothek] are generally 0.5 % to 1.0 % higher than the rate for the first component [die erste Hypothek].

**Estate Agents [Immobilienmakler]**

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<td>Barner AG</td>
<td>+41 52 632 03 03, <a href="http://www.berner-haus.ch">www.berner-haus.ch</a></td>
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<td>Bilfinger Real Estate AG</td>
<td>+41 52 674 10 00, <a href="http://www.realestate.bilfinger.ch">www.realestate.bilfinger.ch</a></td>
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<td>Dowa Immobilientreuhand AG</td>
<td>+41 52 624 03 30, <a href="http://www.dowa.ch">www.dowa.ch</a></td>
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<td>Gloor Immo AG</td>
<td>+41 52 643 36 36, <a href="http://www.gloor-immo.ch">www.gloor-immo.ch</a></td>
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<td>Graf &amp; Partner Immobilien AG</td>
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<td>impunkt GmbH</td>
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<td>Bührer &amp; Partner Immobilien AG</td>
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<tr>
<td>Dr. Kurt Peyer AG</td>
<td>+41 52 632 90 90, <a href="http://www.peyer-immob.ch">www.peyer-immob.ch</a></td>
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<tr>
<td>RGb immobilien gmbh</td>
<td>+41 52 654 09 61, <a href="http://www.rgb-immobilien.ch">www.rgb-immobilien.ch</a></td>
<td></td>
</tr>
<tr>
<td>Ritter Immobilien Treuhand AG</td>
<td>+41 52 632 14 44, <a href="http://www.ritterimmobilien.ch">www.ritterimmobilien.ch</a></td>
<td></td>
</tr>
<tr>
<td>Anna Katharina Rupli Immobilien</td>
<td>+41 52 625 20 65, <a href="http://www.rupli-immobilien.ch">www.rupli-immobilien.ch</a></td>
<td></td>
</tr>
<tr>
<td>Stoll Trabold</td>
<td>+41 52 675 53 00, <a href="http://www.stoll-trabold.ch">www.stoll-trabold.ch</a></td>
<td></td>
</tr>
</tbody>
</table>

Grundbuchamt des Kantons Schaffhausen  
+41 52 632 74 02, www.sh.ch
Real Estate listed on the Internet (a selection)

www.einkleinesparadies.ch (Bauen und Wohnen)
www.sh-immomarkt.ch
www.immoscout24.ch
www.homegate.ch
www.alle-immobilien.ch

Communication

Telephone
Every rented property in Switzerland has a telephone connection. You are free to use the telephone company of your choice, however the connection itself has to be registered with the national provider Swisscom. Telephone handsets, ISDN etc have to be purchased by the individual user. Information on telephones and service providers is available from specialist shops.

Registration forms [Anmeldeformular] for the connection [Telefonanschluss] are available from Swisscom or can be completed online at www.swisscom.ch.

The following information is needed to complete registration:

- Type of connection you require (analogue, ISDN)
- Personal details (name, date of birth, nationality)
- Type of Residence Permit
- The address at which the connection is located and the invoice address
- Telephone number, name of the previous tenant or name and address of the landlord
- Connection date

Foreign nationals requesting connection for the first time have to pay a bond or deposit of CHF 500 to Swisscom. This bond is refunded, with interest, after one year or on moving out of Switzerland.

Telephone number
The area code for Schaffhausen is 052-xxx xx xx
When calling from abroad, dial: +41-52-xxx xx xx

Mobile Phones
There are various mobile phone network providers in Switzerland: Swisscom, Sunrise, Orange, etc. These networks are based on the GSM standard. Information on call plans, prices etc are available from specialist shops or the network providers themselves.

Radio / TV
Most flats and houses have a cable connection. The Schaffhausen cable company sasag Kabelkommunikation AG offers around 45 tv and 30 radio stations [analog and digital]. There is a charge for receiving TV and radio services. To register, contact:

Billag AG
+41 844 834 834, www.billag.ch

Internet
Various companies – e.g. Swisscom, Sunrise, Orange, etc. – offer Internet access via your telephone line. In the town of Schaffhausen and in Neuhausen am Rheinfall, Internet access is also available via the TV cable network (MTF AG, PCDS AG).

Orange
+41 800 700 700, www.orange.ch

sasag Kabelkommunikation AG
+41 52 630 01 11, www.sasag.ch

MTF Schaffhausen AG
+41 52 632 33 33, www.mtf-sh.ch

PC Direkt Systems AG
+41 52 674 09 90, www.pcds.ch

Sunrise
+41 800 707 707, www.sunrise.ch

Swisscom
+41 800 800 800, www.swisscom.ch

Telephone number
The area code for Schaffhausen is 052-xxx xx xx
When calling from abroad, dial: +41-52-xxx xx xx
Energy

Electricity [Elektrizität]
Mains voltage is 240 Volt. Most flats have 3-pin sockets. An adapter is required for appliances with a Schuko plug or a US-norm plug. This can be purchased in electrical shops.

Electricity prices vary by season and by time of day between CHF 0.13 and 0.28 /kWh.

Gas [Gas]
The town [Stadt Schaffhausen], Neuhausen am Rheinfall, Thayngen, Beringen and partially Stetten are connected to a network supplying natural gas. Not all properties are connected to the network, however.

Water [Wasser]
In all areas of the canton, the drinking-water quality is exceptionally high and in some Communes it reaches the quality of mineral water. Charges vary but are generally in the range of CHF 1 pro cubic meter.

Electricity, gas and water charges are based on actual consumption. Meters are installed to measure consumption and are periodically read by staff of the respective supplier.

Waste disposal [die Entsorgung]
When you move in, you will receive information about waste disposal arrangements.

Household waste [der Hausmüll]
Waste collection [die Müllabfuhr] is charged for in all areas of the canton. All communes levy a charge per bag of refuse, in which case the waste disposal bags have to be marked with the appropriate sticker [eine Gebührenmarke]. These can be obtained at the offices of the Commune [die Gemeindeverwaltung], at the post office [die Post] and in various shops.

Bio-degradable waste [der Grünabfall]
In some Communes, bio-degradable waste can be disposed of free of charge – either by using special bio-degradable bags or by depositing waste at designated collection points.

Special categories of waste [der Sondermüll]
Special areas have been established for the collection of glass, cans, plastic bottles, aluminium and cooking oil. These items must be disposed of in the designated containers and not included with other waste. Information available from the Commune, or at the companies which are mentioned on the right side, will also cover the disposal of furniture and bulky items [der Sperrmüll], electrical goods [Elektrogeräte], batteries, chemicals, textiles etc.

KBA-Hard
+41 52 687 21 00, www.abfall-sh.ch/kba

Arnold Schmid Recycling AG
+41 52 644 07 77, www.asr.ch

Remondis Schweiz AG
+41 52 674 08 80, www.remondis.ch

Paper [Papier]
Newspapers and magazines are periodically collected by various organisations. The collection dates are available from the Commune [die Gemeinde] or in the local press.
School and Vocational Training

The school system [das Schulsystem]

Schools are run by the cantons – that means there are as many school systems as there are cantons! Moving from one canton to another means changing from one school system to another. Attendance at school – for at least nine years – is obligatory in Switzerland.

The schools in the Canton of Schaffhausen are governed by the School Authorities [die Schulbehörden] which in turn report to the Education Department of the canton [der Erziehungsrat]. Although there are a few private schools, it is usual to attend a state-funded school. The quality of state-funded schools is very high and pupils receive a very solid education which is an excellent basis for their future.

The state-funded school system operates as follows:

<table>
<thead>
<tr>
<th>School year</th>
<th>Secondary</th>
<th>Upper Secondary</th>
<th>Tertiary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.–6.</td>
<td>Basic vocational education and training (apprenticeship)</td>
<td>Preparation specialised matura (BMS)</td>
<td>Specialised middle schools</td>
</tr>
<tr>
<td>7.</td>
<td>Basic vocational education and training (BMS)</td>
<td>Preparation specialised matura (BMS)</td>
<td>Specialised middle schools</td>
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<tr>
<td>8.</td>
<td>Matura schools 4 years</td>
<td>Adult matura schools</td>
<td>Universities incl. federal institutes of technology</td>
</tr>
<tr>
<td>9.</td>
<td>Gap years</td>
<td>Second vocational training</td>
<td>Universities of applied sciences / teacher education</td>
</tr>
<tr>
<td></td>
<td>7. School year</td>
<td></td>
<td>Colleges of higher vocational education and training</td>
</tr>
<tr>
<td></td>
<td>8. School year</td>
<td></td>
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</tbody>
</table>

The Swiss education system offers a wide range of routes for young people to progress from school into employment or university. After completion of the first stage of secondary education, Sekundarstufe I (which is pursued at either a Sekundarchule or a Realschule, the latter being less academically oriented), there are a number of progression routes available, leading to vocational specialism or to university-level study.

Kindergarten / pre-school [der Kindergarten]

Every child is entitled to attend a kindergarten for two years prior to their starting compulsory schooling. Attendance at kindergarten is, for the first year voluntary but the second year obligatory and both free of charge.
Primary / Elementary school  
[die Primarschule]  
Primary school provides the first formal learning experience. Children who reach the age of six before the 1st of May have to start their compulsory schooling at the start of the new school year after the summer vacation. This phase lasts 6 years and leads on to either a Realschule or a Sekundarschule.

Realschule  
A Realschule is less demanding than a Sekundarschule. Realschule lasts three years, to which a further year can be added as an option.

Sekundarschule  
A Sekundarschule provides an excellent basis in all subjects and teaches at least two foreign languages. Completion of this phase, which lasts three years is accepted as a basis for most apprenticeship programmes. Attendance at a Sekundarschule is a pre-requisite for progress to a [Mittelschule], and pupils can register for the entrance exam from the second year of [Sekundarschule] onwards. The Primary school and [Sekundarschule] are both free of charge.

Second stage of Secondary Education  
[Sekundarstufe II] completed at a Mittelschule  
The Cantonal School [Kantonsschule Schaffhausen] is the only Mittelschule [a grammar school, Gymnasium] in the canton. At the end of their studies here, pupils achieve the Matur (a qualification of similar style and status to the German Abitur). Study at the Fachmittelschule [FMS] is more vocationally-oriented and leads to achievement of a Fachmittelschulausweis or Fachmatur, a vocational equivalent of the Matur qualification.

Pupils pursuing the more academic route, leading to the Matur, study for 4 years (Years 9 – 12) and opt for one of the following three subject groupings:
- Subject Grouping [Ausbildungsprofil] M special emphasis on music and languages
- Subject Grouping [Ausbildungsprofil] N special emphasis on natural sciences and maths
- Subject Grouping [Ausbildungsprofil] S special emphasis on languages and the classics

All three groupings lead to achievement of a nationally recognised Matur qualification which meets the entry requirements of Swiss universities.

The applied, more vocationally-oriented route is pursued at the Fachmittelschule and lasts 3 years (Years 10 – 12) and includes, alongside general education, a basis for later employment in the following occupational areas:
- Occupational area [Berufsfeld] Health/Natural Sciences [Gesundheit/Naturwissenschaften]
- Occupational area [Berufsfeld] Social Care [Soziales]
- Occupational area [Berufsfeld] Teaching/Communications [Pädagogik/Kommunikation]

The Diploma [Diplom] achieved at the Fachmittelschule is nationally recognised. It provides access to tertiary study at an institute such as a „höhere Fachschule“ or a „Fachhochschule“ and thus entry into a profession in the respective occupational area.

Three years of general education leads to a Fachmittelschulausweis qualification, which provides entry to further study at a höhere Fachschule [HF]. In order to achieve a Fachmaturitätszeugnis qualification, students must complete a work experience placement (usually for 1 year) and pass an exam which gives access to study at a Fachhochschule [FH] in their chosen occupational area.
**Fees**
Tuition at the Cantonal School [Kantonsschule] is free for pupils whose parents live in Canton Schaffhausen. The cost of books and materials is not included, however. A contribution to the costs of excursions and language trips is charged.

Kantonsschule Schaffhausen  
+41 52 632 24 24, www.kanti.ch

**College for Business and Commerce [Handelsmittelschule]**
The College is run in partnership with the Cantonal School [Kantonsschule Schaffhausen]. The institution is financed by the Handelsschule KV Schaffhausen, which is responsible for the curriculum and for standards. Study at the college leads to achievement of a nationally recognised diploma, the Handelsdiplom, which is validated by the Federal Ministry for Vocational Study [Bundesamt für Berufsbildung und Technologie].

Study at the College last 3 years and takes pupils who have completed the third year of secondary education. The main subject groupings are as follows:
- Languages
- Commerce and Law
- Information, Communications and Administration
- General education
- Cross-disciplinary studies

After completion of the diploma exam [Handelsdiplom] students have to complete a work experience placement in an organisation and lasting at least 43 weeks. This period of learning in the workplace is followed by an exam, the Berufsmaturität. This qualification meets the entry requirements for further study at a tertiary vocational college [Fachhochschule]. All those completing the work placement year will be granted an additional qualification as Kaufmann/Kauffrau.

**Tertiary Level Colleges [Hochschulen/Fachhochschulen]**

**Higher Vocational College – [Fachhochschule]**
There are more than 10 Higher Vocational Colleges [Fachhochschulen] in Switzerland, each of which offers programmes in vocational areas such as technology, business, design etc. The diplomas issued by these advanced vocational colleges are recognised internationally.

**Teacher Training College – [Pädagogische Hochschule Schaffhausen PHSH]** offers two programmes for future teachers: for primary school [Primarstufe] and for pre-school [Vorschulstufe/Kindergarten]. The foundation course taken in the first year of study counts towards a teaching degree for lower secondary school teachers [Sekundarstufe I]. The programmes cover the theory and practice of teaching and subject-specific pedagogical methods. Successful completion leads to a nationally recognised Teaching Diploma [Diplom] and a Bachelor of Art in Primary or Preprimary Education.

Both programmes of study last 3 years, divided into 6 semesters:
- Autumn term [Herbstsemester] Mid September (week 38) to Christmas (week 51)
- Spring term [Frühlingssemester] Mid February (week 8) to early June (week 22)

Practical work and other course activity takes place during the inter-semester breaks.

Pädagogische Hochschule Schaffhausen  
+41 43 305 49 00, www.phsh.ch
The following universities admit students:

- Universität Basel
- Universität Bern
- Universität Freiburg
- Universität Bern
- Universität Konstanz (Germany)
- Universität Lausanne
- Universität Luzern
- Universität Neuenburg
- Universität St. Gallen
- Universität della Svizzera italiana, Lugano/Mendrisio
- Eidg. Technische Hochschule Zürich ETH
- Eidg. Technische Hochschule Lausanne EPFL

An overview of Fachhochschulen – more vocationally-oriented university-level institutions – can be found at: www.switch.ch/edu/fh.html

Information on entry requirements and the application process for Swiss universities is available at: www.crus.ch

Advanced vocational training, IT, Learning for Leisure

- Handelsschule KVS Schaffhausen
  +41 52 630 79 00, www.hskvs.ch
- Klubschule Migros
  +41 52 632 08 08, www.klubschule.ch
- Compucollege
  +41 52 620 28 80, www.compucollege.ch

Language schools [die Sprachschulen]

- Handelsschule KVS Schaffhausen
  +41 52 630 79 00, www.hskvs.ch
- Klubschule Migros Schaffhausen
  +41 52 632 08 08, www.klubschule.ch
- English Adventure
  +41 52 625 86 68, www.englishadv.com
- Goodman Creative Learning GmbH
  +41 52 620 29 44, www.goodman-learning.ch
- JE&I Sprachschule
  +41 52 625 91 85, www.jei.ch
- Passage
  +41 79 247 17 45, www.passage.sh
- Roy’s School of English
  +41 52 625 60 66, www.roys-school.ch
- Sema Sprachreisen
  +41 52 625 68 25, www.semasprachreisen.ch
- Sprachkurse Altstadt Bernadette Hübscher
  +41 52 620 18 72, www.linguasud.com
- Sprachschule Claudia Koch
  +41 79 255 47 58, www.claudiakoch.ch

Private schools [die Privatschulen]

Rudolf-Steiner-Schule (Waldorf School)
The school has a kindergarden as well as ten grades covering compulsory schooling (from Year 1 to Year 10).

Rudolf Steiner Schule Schaffhausen
+41 52 625 95 80, www.steinerschule-sh.ch

International School of Schaffhausen
Schaffhausen also has a private school, the „International School of Schaffhausen“ (ISSH) which follows the International Baccalaureate Organization (IBO) curriculum which is taught in English. ISSH offers the following sections:
- Primary Years (for children aged 3 – 11 years)
- Middle Years Curriculum (for children aged 11 – 16 years)
- Diploma Years Curriculum (for children aged 16 – 19 years)
Music schools [die Musikschulen]

Musikschule Schaffhausen
+41 52 630 01 10, www.mksh.ch

Knabenmusik Schaffhausen KMS
+52 643 57 27, www.knabenmusik.ch

Musikschule SMPV
+52 643 52 74, www.smpv.ch

Musikschule Mega-Sound Nova
+41 52 625 50 57, www.megamusikschule.ch

Musikschule Altstadt Schaffhausen
+41 52 624 63 66

Apprenticeship [Berufslehre]

Apprenticeships are held in extremely high regard in Switzerland. Around 300 different occupations can be learned via a structured training programme lasting 1, 2, 3 or 4 years. The quality of occupationally-specific and off-the-job training is amongst the best in the world. The programme leads to achievement, following examination, of a nationally recognised qualification [Fähigkeitszeugnis] or in the case of a 2 year basic programme of a Berufsattest qualification.

In order to ensure the training meets the requirements of the respective sector, businesses which take on Apprentices are bound by strict regulations governing the conduct of the training programme and its content. These have been agreed and are available for each Apprenticeship route. The guidelines for Apprenticeship training are set by the Federal Department of Economic Affairs. The cantons oversee the Apprenticeship programmes and each has a department responsible for Apprenticeship training and assessment [kantonales Berufsbildungsamt]. Organisations and businesses wishing to take on an Apprentice have to meet specified criteria regarding their staff profile and business operations.

Vocational College [Berufsmittelschule]

The college offers those pursuing a vocationally-oriented education and training route additional programmes which can be taken alongside the obligatory content or provide a broader educational offer once an apprenticeship has been completed. This type of college is available to everyone. Successful completion of the programme leads to a Berufsmaturität qualification, which, in turn, provides access to a higher vocational college [Fachhochschule] and other progression routes.

Further information about vocational training in the Canton of Schaffhausen is available from:

BBZ Berufsbildungszentrum Schaffhausen
+41 52 632 21 00, www.bbz-sh.ch

BIZ Berufsinformationszentrum
+41 52 632 72 59, www.biz-sh.ch

Dienststelle Mittelschul- und Berufsbildung
+41 52 632 72 56, www.berufsbildung-sh.ch

Handelsschule KVS Schaffhausen
+41 52 630 79 00, www.hskvs.ch

Advanced vocational training [Berufliche Weiterbildung]

There are many opportunities to continue with vocational training after completing an apprenticeship. The following overview is only an indicative list. Detailed information is available from the cantonal information centre for vocational training [das Berufsinformationszentrum des Kantons Schaffhausen].

Occupational Assessments [Berufsprüfungen]

This form of assessment is available in practically all occupational areas. They are the next level following a so-called „Fähigkeitszeugnis“. The qualification is a nationally recognised Fachausweis, for example: plasterer with „Fachausweis FA“. 
Higher level occupational assessments and Master certificates [Meister]
This is usually a further stage beyond an occupational assessment [Berufsprüfung]. This accreditation enables the holder to run a small or medium-sized enterprise in the respective vocational specialism. Successful completion of the programme leads to award of a national recognised diploma e.g. eidgenössisch diplomierter Schreinermaster (joiner) or Eidg. Dipl. Finanzexperte (financial advisor).

Tertiary Vocational Colleges [Höhere Fachschulen]
Programmes usually last 3 years and are generally taken part-time to fit around work commitments. There are colleges which specialise in technology, the hotel, catering and tourism sectors, business, land-based occupations incl. forestry, health, social care and design. Applicants must have completed the second stage of secondary education [Sekundarstufe II]. Canton Schaffhausen is home to colleges specialising in technology, health and business.

Others
Numerous other training organisations offer parttime advanced vocational training courses [berufsbegleitende Weiterbildungs- kurse] which can be taken whilst in work. An overview of vocational training in Switzerland is available at the Internet (below mentioned). Information is also available from the cantonal information centre for vocational training.

www.berufsbildung.ch

BIZ Berufsinformationszentrum
+41 52 632 72 59, www.biz-sh.ch
Life

Children [die Kinder]

Childcare [Kinderbetreuung]
The co-ordination department for family-supplementing care of children coordinates the existing private and urban services:

The association for childcare „ZWEIDIHEI“ offers information and advice on childcare options in the Schaffhausen area. It also acts as a referral point for childcare providers – whether private families or organisations – who offer their services for periods ranging from one day to several weeks, or on a permanent basis, or just as emergency cover, when needed.

For details of all agencies and organisations relating to the care of children and young people see the address on the right side.

Baby-Sitter
Contact points for baby-sitters aged 13 years or older and who have attended a course run by the Red Cross organisation [das Rote Kreuz] are given below. Baby-sitting arrangements can be agreed by the hour or day and are subject to a fee.

Koordinationsstelle Kinder- und Jugendbetreuung
+41 52 632 53 37, www.kinderbetreuung.stsh.ch

ZWEIDIHEI – Beratungs- und Vermittlungsstelle für Kinderbetreuung
+41 52 624 72 05, www.zweidihei.ch

Kinderkrippen-online.ch
www.kinderkrippen-online.ch/Kinderbetreuung

Ludothek Toy Hire
Toys [Spielzeuge] are available for hire from the „toy-libraries“ on the right side.

Ludothek Schaffhausen
+41 79 847 09 14
www.schaffhausen.ch/vereine/ludothek

Ludothek Im Oberhof
+41 79 588 86 27
www.ludo.ch/steinamrhein/index.htm

Media

The following media report on what’s happening in the area:

Local press [Lokalpresse]

Schaffhauser Nachrichten
+41 52 633 31 11, www.shn.ch
Daily newspaper

Schaffhauser az
+41 52 632 08 33, www.schaffhauseraz.ch
Weekly newspaper

Verlag Schaffhauser Bock AG
+41 52 632 30 30, www.bockonline.ch
Weekly free newspaper

Schaффhauser Landzeitung
+41 52 687 43 43, www.stammco.ch
Local newspapers in the Klettgau area, 3 editions per week

Klettgauer Zeitung
+41 52 681 31 29
Local newspapers in the Klettgau area, 3 editions per week

Heimatblatt
+41 52 645 41 11, www.augustin.ch
Local weekly newspaper in Thayngen and locality.

Neuhauser Woche
+41 52 672 10 88, www.neuhauserwoche.ch
Local weekly newspaper in Neuhausen am Rheinfall and locality.
Elektronic Media

Radio Munot
+41 52 633 44 11, www.radiomunot.ch
Local radio for the Schaffhausen region on 91.5 MHz or via cable

Radio SRF 1 Regionaljournal
+41 848 80 80 80, www.srf.ch
Covers Schaffhausen and Zürich on 89.3 MHz or via cable

Schaffhauser Fernsehen AG
+41 52 633 34 11, www.shf.ch
Local tv station for the Schaffhausen region – via cable

Tele D
+41 52 657 38 90, www.tele-d.ch
Local tv station for the Schaffhausen and Thayngen regions – via cable

Shopping [das Einkaufen]

The old part of Schaffhausen [die Altstadt] has been pedestrianised and presents a wonderful opportunity for a relaxed shopping trip [der Einkaufsbummel]. Specialist stores, department stores and grocery stores present everything you could wish for – from the essentials to fashion goods, watches, furniture and jewellery.

You will find ample opportunities for shopping both in the town and in the surrounding area, including in some of the out-of-town malls [das Einkaufszentrum].

+41 52 632 40 40, www.procity.ch

Opening times [die Öffnungszeiten]
By law shops are allowed to open between 6.00am [06.00 Uhr] and 9.00pm [21.00 Uhr]. Currently no shops are open for the whole of this period. The following information may act as a guide, but you should check times as these are liable to change. In particular, check the times of specialist shops.

08.30 am – 18.30pm [18.30 Uhr]
Monday to Friday most shops are open

Evenings
Every Thursday till 8.00pm [20.00 Uhr]
(mainly department stores)

Saturday
till 4.00pm [16.00 Uhr]
(partly till 6.00pm i.e. 18.00 Uhr)

Note
Shopping centres outside the old town are generally open Monday to Friday till 8.00 pm [20.00 Uhr] and on Saturdays till 6.00pm [18.00 Uhr]

Markets [Märkte]
Farm produce [Landwirtschaftliche Produkte], food etc. in the old part of Schaffhausen, in the area called die Vordergasse
Every Tuesday and Saturday from 7.00 – 12.00am

„Puuremärkt“ Farmers’ Market [Bauernmarkt] with goods direct from the producer at the old firestation [Feuerwehrdepot] at the Kirchhofplatz Schaffhausen
Every Friday from 09.00 – 12.00am and 1.30pm – 5.30pm [13.30 – 17.30 Uhr]
Every Saturday from 08.00 – 12.00am

Prices [Preise]
The prices shown on goods are fixed prices. The main forms of payment are cash [bar], by EC-Maestro-card or post-office account card [Postcard]. Many shops accept the main credit cards and may accept Euros.

Shopping in Germany [Deutschland]
Import controls apply to items purchased in Germany. Swiss customs officials at borderposts can provide details including a guide – „Merkblatt für den kleinen Grenzverkehr“.
### Clothing and Shoe Size Conversions

<table>
<thead>
<tr>
<th>Switzerland</th>
<th>36</th>
<th>38</th>
<th>40</th>
<th>42</th>
<th>44</th>
<th>46</th>
<th>48</th>
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<tbody>
<tr>
<td>USA</td>
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### Women’s Clothing Size Conversion Chart

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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>10½</td>
<td>11</td>
</tr>
<tr>
<td>UK</td>
<td>3½</td>
<td>4½</td>
<td>5½</td>
<td>6½</td>
<td>7½</td>
<td>8</td>
<td>8½</td>
</tr>
</tbody>
</table>

### Women’s Shoe Size Conversion Chart

<table>
<thead>
<tr>
<th>Switzerland</th>
<th>44</th>
<th>46</th>
<th>48</th>
<th>50</th>
<th>52</th>
<th>54</th>
<th>56</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>34</td>
<td>36</td>
<td>38</td>
<td>40</td>
<td>42</td>
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<tr>
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<td>48</td>
<td>50</td>
<td>52</td>
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<td>56</td>
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</tbody>
</table>

### Men’s Suit, Sweater and Overcoat Size Conversion Chart

<table>
<thead>
<tr>
<th>Switzerland</th>
<th>40</th>
<th>41</th>
<th>42</th>
<th>43</th>
<th>44</th>
<th>45</th>
<th>46</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>7½</td>
<td>8</td>
<td>8½</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>UK</td>
<td>7</td>
<td>7½</td>
<td>8</td>
<td>8½</td>
<td>9½</td>
<td>10½</td>
<td>11½</td>
</tr>
</tbody>
</table>

### Men’s Shoe Size Conversion Chart

Although all regulations have their basis in legislation, common-sense plays a part and recourse to a lawyer is not always necessary! Information on the most important aspects of consumer legislation is available from the „Konsumentenforum der Deutschen Schweiz“. Its branches and advice centres have brochures on the most significant issues.

Konsumentenforum Schaffhausen
+41 52 625 89 81, www.konsumentenforum-sh.ch

### Post [die Post]

The main services provided by the post office are:
- letters
- packages
- transport of valuable items
- express delivery and courier service
- payments at home and abroad
- cash

Detailed information about the services is contained in a brochure „Preise und Angebote der Post“ which is available at all post offices.

### Letters [Briefe]

There are two rates for mail within Switzerland: A-Post and B-Post.
A-Post: arrives the following day (except on Sundays and public holidays)
B-Post: arrives at the latest within 3 working days (not including Saturdays)

### Post offices [Poststellen]

There are approximately thirty post offices in the Canton of Schaffhausen. Opening times may vary considerably. Check at your commune or at the main post office (opposite the railway station – Bahnhof Schaffhausen).

www.post.ch

### Consumer rights [die Konsumentenrechte]

Consumer rights are protected differently in different countries. Claims relating to product liability are more restricted in Switzerland than e.g. in the USA. At the same time, there is a range of unwritten laws which serve to make life easier.
Switzerland is renowned as one of the foremost financial centres in the world. The following banks (in alphabetical order) have one or more main branches in the Canton of Schaffhausen:

**BANK – now**
+41 52 630 45 45, www.banknow.ch

Clientis BS Bank Schaffhausen
+41 844 840 850, www.bs-bank.ch
further agencies: Beringen, Hallau, Löhningen, Neuhausen am Rheinfall, Neunkirch, Schaffhausen, Schleitheim, Wilchingen

Clientis Spar- und Leihkasse Thayngen
+41 52 645 00 50, www.thayngen.clientis.ch
further agency: Merishausen

Coop Bank
+41 52 632 32 32, www.bankcoop.ch

Credit Suisse
+41 52 630 44 44, www.credit-suisse.com
further agency: Stein am Rhein

Ersparniskasse Schaffhausen
+41 52 632 15 15, www.ersparniskasse.ch

Migros Bank
+41 848 845 400, www.migrosbank.ch

Notenstein Privatbank AG
+41 52 630 18 18, www.notenstein.ch

Raiffeisenbank Schaffhausen
+41 52 687 44 00, www.raiffeisen.ch
further agencies: Hallau, Schaffhausen

Schaffhauser Kantonalbank
+41 52 635 22 22, www.shkb.ch
further agencies: Fronwagplatz 3, Schaffhausen, Neuhausen am Rheinfall, Ramsen, Thayngen, Stein am Rhein

UBS AG
+41 52 633 77 77, www.ubs.com
further agency: Neuhausen am Rheinfall

The opening times [die Öffnungszeiten] vary considerably – it is best to check with the respective branch.

The banks offer a variety of services:
- investment advice
- automated telling machines/Bancomat (Money can be drawn by using cards issued by various banks)
- loans
- electronic banking
- foreign exchange transactions
- payment services

The banks undertake payment services [der Zahlungsverkehr] for private persons and companies. Regular payments can be scheduled [ein Dauerauftrag] for recurring and unchanging items such as rent, insurance. Various banks offer transactions by internet free of charge, whereas a charge is usually levied on transactions made otherwise.

**Types of Insurance [Versicherungen]**

The insurance sector in Switzerland has been opened to competition and liberalised. Information on premiums, fees and coverage are best obtained from an insurance specialist [ein Versicherungsberater]. The following information gives a brief overview of the most important types of insurance in Switzerland.

**Social / welfare insurance [die Sozial-Versicherungen]**

**AHV/IV/EO**

Insurance covering pensions [Alters- und Hinterlassenenversicherung – AHV], invalidity [Invalidenversicherung – IV] and a charge levied for anyone not performing military service [Erwerbsersatzordnung – EO]. Contributions are deducted from earnings at source and are currently 5.05 % of gross salary [der Bruttolohn].
ALV [Arbeitslosenversicherung]  
(Unemployment insurance)  
Contributions are deducted from earnings at source. At present they represent 1 % of gross salary for incomes up to CHF 126’000.

BVG [Berufsvorsorgegesetz]  
(Occupational pension)  
Every employee with a salary from of CHF 21’060 has to join their employer’s occupational pension scheme. The premiums depend on the scope of the policy and are usually between 7 % and 18 %. At least half of the premium has to be paid by the employer. The self-employed [selbständig Erwerbende] are not subject to this insurance.

Private pensions [private Alters-Vorsorge]  
The Swiss refer to 3 sources – the so-called „pillars“ – of retirement pension provision. The first source or „pillar“[die erste Säule] is the AHV which is mandatory, as is „the second pillar“[die zweite Säule], BV. Private pension contributions [die private Vorsorge] form the third component [die dritte Säule] and are voluntary. For more information, we recommend regional banks and insurance consultants.

Social Security  
Funding from the cantonal social security budgets are primarily directed at support for the long-term unemployed and are financed in part via contributions from employers and employees (the contribution is 0.3 % of annual salary income to a maximum of CHF 126’000).

UVG [Unfallversicherungsgesetz]  
(Accident insurance)  
Every employee is insured against accidents at work and outside of work. The costs of insurance against accidents at work are borne by the employer, whereas the premiums for insurance against accidents suffered outside of work are paid for by the employee.

Child benefit payments  
Canton Schaffhausen makes available the following payments to support families:  
– Child benefit [Kinderzulage] CHF 200/month  
– For children undertaking an apprenticeship [Ausbildungszulage] CHF 250/month

Children resident abroad are entitled to payments at reduced (proportionate) rates. The payments are financed via contributions from employers which are paid into a fund for this purpose [Familienausgleichskasse].

Health insurance [Krankenversicherung]  
Everyone resident or working in Switzerland is obliged to take out health insurance [die Krankenpflegeversicherung] by law, the so-called KVG [das Krankenversicherungsgesetz]. This requirement also extends to cross-border workers. Health insurance cover must be obtained within three months of taking up residence or, in the case of cross-border workers, commencing employment. Foreign nationals can apply for exemption [at the Sozialversicherungsamt] as long as they have insurance which offers a comparable level of cover for treatment in Switzerland.

The services included in the basic insurance package [die Grundversicherung] are the same across all health insurance companies [die Krankenkassen] and are set out in detail in the law on health insurance providers [das Krankenkassengesetz]. The basic insurance package covers the three major requirements: treatment for ill-health, after an accident and maternity care. Insurance providers are obliged to register anyone who applies to them for basic health insurance cover. A variety of savings plans is available and it is advisable to compare different insurance companies’ schemes.

When you have insurance, you will be required to pay towards the cost of any healthcare you receive from a doctor or hospital and towards the cost of medication. What you will pay is determined by a threshold [die Franchise]
agreed with your insurance company when you take out the policy and a proportion of
any costs above that threshold [der Selbstbe-
trag]. Where treatment requires hospitalisa-
tion, an additional charge is levied on the
patient. [der Spaltkostenbeitrag].

The threshold you choose when taking out the
policy is a fixed annual amount. You are free to
decide the level of the threshold [die Franchise], the options for adults being CHF 300,
500, 1,000, 1,500, 2,000, 2,500. The policy-
holder pays any costs below this amount.

The threshold level is the ceiling up to which
you wish to pay in full for any healthcare
provision you require during the year. If the
costs of treatment [die Behandlungskosten]
exceed this threshold [die Franchise], the
policy holder usually pays around 10% of the
additional costs [der Selbstbehalt] to a
maximum of CHF 700/year for adults and
CHF 350/year for children. Maternity care
services are not subject to the threshold or
requirement to pay a proportion of any costs
incurred beyond the threshold.

In addition to providing basic health insur-
ance, insurers offer voluntary additional cover
[die Zusatzversicherungen], e.g. for dental
treatment, homecare visits etc. Health
insurance companies are not obliged to
accept applications for voluntary additional
cover. You also need to know that the health
insurance companies do not cover all types of
treatment. For healthcare which does not
clearly fall within the provisions of basic
health cover [die Grundversicherung], you are
advised to check in advance whether and to
what level the insurer will cover the costs of
the treatment. Premiums [die Prämien] vary
between insurers and regions.

For further information about social insurance
matters, we recommend contacting:

Sozialversicherungsamt
+41 52 632 61 11, www.svash.ch

The addresses of some health insurance
companies are listed below:

Health Insurance Companies [Krankenkassen]

CONCORDIA
+41 52 620 29 01, www.concordia.ch

CSS Versicherung
+41 58 277 55 00, www.css.ch

Helsana Versicherungen AG
+41 844 80 40 84, www.helsana.ch

SWICA
+41 52 632 10 50, www.swica.ch

Visana Services AG
+41 52 632 18 20, www.visana.ch

Comparison service of the federation:
www.priminfo.ch

Other insurances

Motor vehicle insurance
[die Motorfahrzeugversicherung]
Third party insurance is obligatory for all cars,
motorbikes, mopeds and boats. Motor
insurance can be added to with a variety of
options. Premiums [die Versicherungsprä-
mien] vary between insurance companies.

Bicycles [die Fahrräder or „Velos“ –
in Swiss-German]
Loss or damage incurred by a third party as a
result of a bicycle accident is usually covered
by personal liability insurance. We recom-
mend you check:
– do you have personal liability insurance
cover?
– does this include bicycle and other
accidents?

Household insurance
[die Hausratversicherung]
This insurance covers damage [die Schäden],
caused by e.g. fire, water, break-in or theft.
We recommend that you take out this type of insurance, though it is not obligatory.

**Public liability for private persons**
[Die Privathaftpflicht]
This insurance covers you against losses incurred by third parties as a result of actions by yourself or members of the family. Information about other types of insurance e.g. life assurance [Die Lebensversicherung], travel insurance [Die Reiseversicherung] etc is available from insurance companies and independent insurance brokers.

**Insurance Companies**
[Versicherungsgesellschaften]

- **Allianz Versicherung**
  +41 52 635 15 00, www.allianz-suisse.ch

- **Axa Winterthur Versicherungen**
  +41 52 635 44 44, www.axa-winterthur.ch

- **Basler Versicherung**
  +41 52 632 16 11, www.baloise.ch

- **Elvia Versicherungen**
  +41 52 635 15 00, www.elvia.ch

- **Helvetia Versicherungen**
  +41 58 280 65 88, www.helvetia.ch

- **Die Mobiliar**
  +41 52 630 65 65, www.mobi.ch/schaffhausen

- **Nationale Suisse**
  +41 52 633 01 50, www.nationalesuisse.ch

- **Zurich Schweiz Generalagentur Schaffhausen**
  +41 52 633 09 33, www.zurich.ch

- **Swiss Life**
  +41 52 634 05 50, www.swisslife.ch

**In later life**

**Accommodation for senior citizens and nursing homes**
If elderly citizens are no longer able to lead fully independent lives, there is a range of alternative accommodation available, which provides different levels of supervision and personal care, depending on requirements and preferences.

A list of accommodation for senior citizens in Canton Schaffhausen can be found at:

www.sh.ch
[Private, Gesundheit und Soziales, Alter- und Pflege]

**Care at home**
In Switzerland, the majority of our older residents live in their own home. To support them in continuing to do so, there is a wide range of services available which provide care at home.

Information on care at home services is available from your local communal administration or from the Pro-Senectute Advice Centre [Pro-Senectute-Beratungsstelle]. Spitex Centres also offer information about the range of services available (nursing care, care assistant help, home help).

Pro Senectute Schaffhausen
+41 52 634 01 01, www.sh-pro-senectute.ch

Spitex Schaffhausen
+41 52 630 15 15, www.spitex-sh.ch

**Welfare [Sozialwesen]**

**Schaffhauser Sozialführer**
For information and an A–Z listing of all statutory, voluntary, faith or private organisations which can offer information, help or advice relating to any aspect of life for any age-group, go to:

www.sozialfuehrer.ch
Integration Advice Centre [Integrationsfachstelle]
Integres is an information and advice centre which can provide support in integrating into our community.

INTEGRES Integrationsfachstelle Region Schaffhausen
+41 52 624 88 67, www.integres.ch

Taxes [die Steuern]

Taxes levied by central government [die Bundessteuern]
Residents of Switzerland, or those residing principally in Switzerland, have to pay taxes set by three authorities, which represent the three levels of government administration in Switzerland – firstly national, secondly cantonal and thirdly communal [die Bundessteuern, die Kantonssteuern and die Gemeindesteuern].

The basis [die Bemessungsgrundlage] for income-tax [die Einkommenssteuer] is total income, irrespective of where it is earned. Capital gains tax [die Vermögenssteuer] is calculated on the same basis. A private individual is liable to tax if they are officially resident in Switzerland, or if they work in Switzerland for more than 30 days a year, or if they spend 90 days or more in Switzerland for non-work purposes. The requirement to pay tax – [die Steuerpflicht] – is calculated from the day of arrival in the country [das Ankunftsdatum].

Taxation rate [die Steuerbelastung]
Qualification for taxation starts at CHF 30’800 for a married couple with a yearly taxable income. The maximum rate is 11.5 % for a taxable income of CHF 895’900 or more.

Tax deductible items [steuerliche Abzüge]
These vary according to the situation of the individual. Items which can be deducted [steuerlich abzugsfähig] in part or whole are, for example:

- Interest payments [Zinszahlungen] on certain loans [Kredite] and mortgages [Hypotheken]
- Contributions [Beiträge] to AHV and BVG
- Contributions [Beiträge] to Krankenversicherungen and Unfallversicherungen
- Work-related expenditure [Berufsauslagen]
- Repair and maintenance costs for property [Reparaturausgaben für Liegenschaften]
- Donations [Spenden] to recognised charitable or political organisations etc.

Personal expenses may be considered in discussion with the appropriate tax authority prior to submission of a tax-declaration.

Cantonal and Communal taxation [die Kantons- und Gemeinde- steuern]
The rules governing taxable income and deductible items are similar to those for tax paid to central government. Tax payable is a multiple of tax rate and a co-efficient [Steuerfuss]. In addition, capital gains tax [Vermögenssteuer] is payable at cantonal and communal level, too. In the Canton of Schaffhausen, direct dependants and spouses do not have to pay inheritance tax [Erbschaftsteuer and Schenkungssteuer].

Tax at source [die Quellensteuer]
Employed persons without a Residence Permit [die Niederlassungsbewilligung] are liable to tax at source [die Quellensteuer]. This tax is deducted directly by the employer and replaces taxes paid at central government, cantonal and communal levels. If taxable income reaches CHF 120’000, however, the normal calculation and payment methods are applied to the individual. Persons who do not live in Switzerland (e.g. those commuting into Switzerland to work – Grenzgänger) are subject to a limited tax liability if they receive an income from Switzerland.
The authorities [die Behörden, die Ämter]

Public authorities [Öffentliche Ämter]

The publication „Schaffhauser Staatskalender“ provides a comprehensive directory of all the public offices and authorities – including telephone numbers and addresses – in all of the communes which make up the Canton of Schaffhausen. It is available as a brochure in all bookshops as well as from the cantonal publications department [die Kantonale Drucksachen- und Materialverwaltung].

Drucksachen- und Materialverwaltung
+41 52 632 73 64, www.sh.ch

We have listed below some of the most important departments of the authorities in the Canton and the town [Stadt] of Schaffhausen. Information about the departments in the communes is available from the offices of the respective commune.

Cantonal departments [kantonale Amtsstellen]

Chancellery [Staatskanzlei]
The Chancellery [die Staatskanzlei] is the central office of the cantonal administration.
Staatskanzlei Schaffhausen
+41 52 632 71 11, www.sh.ch

Information Desk [Informationsschalter]
Info – Schalter
+41 52 632 71 11, www.sh.ch

Work Permits [Arbeitsbewilligungen]
Arbeitsamt
+41 52 632 72 62, www.sh.ch

Residence and Entry Permits [Aufenthaltsbewilligungen und Einreisegesuche]
Migrationsamt
+41 52 632 74 76, www.sh.ch

Vehicle registration, roadworthiness checks, driving tests and drivers licences [Inverkehrsetzung von Fahrzeugen, Kontrollschilder, Fahrzeugprüfungen, Fahrprüfungen und Führerausweise]
Strassenverkehrs- und Schifffahrtsamt
+41 52 632 76 02, www.sh.ch

Issue of Swiss passports and passport extensions [Ausstellung von Schweizer Pässen und Passverlängerungen]
Passbüro
+41 52 632 74 78, www.sh.ch

Social Welfare [Sozialhilfe]
Sozialamt
+41 52 632 76 85, www.sh.ch

Tax Office [Steuerverwaltung]
Kantonale Steuerverwaltung
+41 52 632 79 50, www.steuern.sh.ch

Offices of the town [Stadt Schaffhausen] and communes [Gemeinden]

Register of residents [Einwohnerkontrolle]
This department is responsible for maintaining a register of all residents in the communes which make up the Canton of Schaffhausen. Many of the functions of this department are regulated by data-protection legislation [das Datenschutzgesetz]. Information or official documentation is only issued if the enquirer makes the request in person in writing or if it is made via third party in writing with written authorisation from the subject of the enquiry.

Einwohnerkontrolle Stadt Schaffhausen
(for residents in the town of Schaffhausen)
+41 52 632 52 75, www.stadt-schaffhausen.ch

For residents in other parts of the Canton of Schaffhausen [In den übrigen Gemeinden]:
Offices of the local Commune [Gemeindeverwaltung]
Tax authorities
[Steuerverwaltung Stadt Schaffhausen]
Steuerverwaltung (for residents in the town of Schaffhausen)
+41 52 632 52 55, www.stadt-schaffhausen.ch
For residents in other parts of the Canton of Schaffhausen [In den übrigen Gemeinden]:
Gemeindeverwaltung (Offices of the local Commune)
+41 52 632 52 55, www.stadt-schaffhausen.ch

Registration of births, marriages and deaths
[Zivilstandsamt / Bestattungsamt]
This department is responsible for maintaining and issuing documentation relating to births, marriages, deaths and the like.

Zivilstandsamt Stadt Schaffhausen (for residents in the town of Schaffhausen)
+41 52 632 53 02, www.stadt-schaffhausen.ch

Bestattungsamt Stadt Schaffhausen
+41 52 632 54 91, www.stadt-schaffhausen.ch

For residents in other parts of the Canton of Schaffhausen [In den übrigen Gemeinden]:
Gemeindeverwaltung (Offices of the local Commune)
+41 52 632 52 55, www.stadt-schaffhausen.ch

Communes
Communes and City Council of Canton Schaffhausen:

Altdorf
see Thayngen

Bargen
+41 52 653 13 82, www.bargen.ch

Barzheim
see Thayngen

Beggingen
+41 52 682 00 23, www.beggingen.ch

Beringen
+41 52 687 24 24, www.beringen.ch

Bibern
see Thayngen

Buch
+41 79 569 26 88, www.buch-sh.ch

Buchberg
+41 44 867 13 11, www.buchberg.ch

Büttenhardt
+41 52 649 26 86, www.buettenhardt.ch

Dörflingen
+41 52 657 52 11, www.doerflingen.ch

Gächlingen
+41 52 681 19 24, www.gaechlingen.ch

Guntmadingen
see Beringen

Hallau
+41 52 687 08 40, www.hallau.ch

Hemishofen
+41 52 741 13 16, www.hemishofen.ch

Hemmental
see Schaffhausen

Hofen
see Thayngen

Lohn
+41 52 649 47 49, www.lohn.ch

Löhningen
+41 52 685 24 40, www.loehningen.ch

Merishausen
+41 52 653 16 35, www.merishausen.ch

Neuhausen am Rheinfall
+41 52 674 22 21, www.neuhausen.ch

Neunkirch
+41 52 687 00 10, www.neunkirch.ch

Oberhallau
+41 52 681 36 48, www.oberhallau.ch

Opfertshofen
see Thayngen

Osterfingen
see Wilchingen
Parishes [Kirchengemeinden]

The parishes of the Christian denominations are responsible for baptisms, church weddings and funerals etc. These services are free of charge for church members [kostenlos]. The other religious denominations may have their own arrangements and are privately financed.

Details of the parishes in your area are available from the commune [die Gemeinde] or the administration of the town [Stadtverwaltung] for residents of the town of Schaffhausen.

www.unsere-kirche.ch [reformiert]
www.kath.ch/sh [katholisch]
www.christkath.ch/schaffhausen [christkatholisch]
# Emergency [Notfall]

## Emergency numbers [der Notruf]

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police [die Polizei]</td>
<td>117</td>
</tr>
<tr>
<td>Fire [die Feuerwehr]</td>
<td>118</td>
</tr>
<tr>
<td>Emergency doctor [Ambulanz / Notfallarzt]</td>
<td>144</td>
</tr>
<tr>
<td>Counselling [Dargebotene Hand]</td>
<td>143</td>
</tr>
</tbody>
</table>

## Accident [der Unfall]

If a traffic accident results in harm to a person, the police must be informed. It is also advisable to notify the police in the case of accidents (e.g. in the home, at work or during sport) which result in personal injury [Personenschäden]. In such cases the police may provide or arrange for transport for the injured party.

## Emergency doctor [der Notfallarzt]

In the first instance you should notify your General Practitioner [der Hausarzt]. If your GP is not available, you can receive further information by calling Tel.144. If the patient can be moved, you may choose to take them directly to the Accident & Emergency Room [die Notfallstation] of your local hospital [das Kantonsspital].

Kantonsspital Schaffhausen  
+41 52 634 34 34, www.kssh.ch

## Psychological problems [psychologische Probleme]

By dialling tel: 143 you can access confidential help 24 hours a day, 365 days a year via the „Dargebotene Hand“ [the outstretched hand]. This service is free of charge and all calls are dealt with on a confidential basis.
Doctor, Hospital
[Arzt, Krankenhaus]

Doctor [der Arzt]

In Switzerland you have the right to choose which doctor to visit [die freie Arztwahl], unless you have only the basic level of health insurance cover. (see health insurance / Krankenversicherung, p. 39). The costs of a consultation with a doctor close to your home or place of work are covered by the basic insurance package [die Grundversicherung]. The first time you visit the doctor, you should take your health insurance ID [der Versicherungsausweis] provided by your insurer.

The right to choose which doctor treats you does not apply in hospitals unless you have additional insurance cover [die Zusatzversicherung] for a single room [Privat] or shared room [Halbprivat] or are treated in a special class of hospital [das Belegarztspital], usually a private hospital, small public or subsidised hospital, in which case you choose your doctor before being admitted.

Dentist [der Zahnarzt]

Dental treatment is generally not covered by your health insurance company [Krankenkasse], and thus is paid for by the patient directly. Additional cover to include dental treatment may be available from your health insurance company, however. School pupils [schulpflichtige Kinder] are entitled to reduced rate treatment [kostengünstige Behandlung] by the schools’ dental service [die Schulzahnklinik].

Hospital [das Krankenhaus]

Schaffhausen has two hospitals [Krankenhäuser]: the public hospital [das öffentliche Kantonsspital] and the private clinic [die Klinik Belair]. Both institutions offer a high level of care. Referral to a hospital is generally undertaken by a GP. In emergencies [Notfälle] the Accident & Emergency Room [die Notfallstation] of the cantonal hospital [das Kantonsspital] are available without the need for referral.

The cantonal hospital [das Kantonsspital Schaffhausen] has three types of ward: general wards [die Allgemeine Abteilung] with several beds to a room, semi-private wards [die halbprivate Abteilung] which generally have two beds per room, and the private wards [die private Abteilung], in which each patient has their own room. The different types of ward vary in terms of cost and level of service.

+Kantonsspital Schaffhausen
+41 52 634 34 34, www.kssh.ch

Privatklinik Belair
+41 52 632 19 00, www.belair.ch

Psychiatrische Dienste
+41 52 632 11 11, www.kssh.ch

Kinder und Jugendpsychiatrischer Dienst KJP
+41 52 630 01 60, www.kjpdsh.ch
Traffic & Transport

Public transport in Switzerland [öffentlicher Verkehr]

Users of public transport [der öffentliche Verkehr – abbreviated to öV] in Switzerland benefit from a ticketing system which is unique in Europe. Known as direct traffic [Direkter Verkehr], the approach ensures that you will only need one ticket, no matter how many different transport operators you travel with during your journey.

The approach has also led to the launch of some very popular ticket packages such as the Generalabo and Halbtaxabo, details of which are set out below. They cover practically the whole public transport network, with the exception of a handful of tourist routes.

GA travel card [Generalabonnement – abbreviated to GA]
Flexible and independent: with a GA travel card, you simply get aboard the next train. The GA travel card is available in both 1st and 2nd class.

Half-fare travel card [Halbtax-Abo]
With the Half-Fare travel card you can travel half-price on all SBB routes, on many private railways and mountain railways, and on shipping lines and postbuses as well as on trams and buses in most cities and urban areas.

The Half-Fare travel card is available for 1, 2 or 3 years. Young adults under the age of 25 enjoy additional benefits if they also have a Track 7 [Gleis 7] subscription.

Half-fare prices [Halbtax-Abo]
1 year Halbtax CHF 175
2 years Halbtax CHF 330
3 years Halbtax CHF 450
Combined Track 7 and 1 year half-fare travel card CHF 304

SBB reserves the right to amend packages and prices.

Significant savings on individual ticket prices can be obtained by purchasing e.g. day, week, month or annual travel cards, multi-trip or multiple day tickets.

www.sbb.ch

Bus services [Busverbindungen] Schaffhausen city / Neuenhausen am Rheinfall
Bus services in Schaffhausen city and Neuenhausen am Rheinfall are operated by Verkehrsbetriebe Schaffhausen [abbreviated to VBSH]. During the day, buses on the main routes run at 10 minute intervals and at 20 minute intervals from 20.00 / 8pm.

As parking spaces in the centre of Schaffhausen are at a premium and are metered, we recommend leaving your car at home and using public transport.

Single tickets [das Einzelbillett], day tickets [die Tageskarte], multiple day tickets [die Multi-Tageskarte], multiple trip tickets [die Mehrfahrtenkarte] and monthly travel cards [das Monatsabo] can all be purchased on the buses.

Regional bus and rail services [Regionale Bus- und Bahnverbindungen]
Detailed information on routes, pricing and timetables is available from the transport operator Verkehrsbetriebe Schaffhausen (see web address, below) and from the information desks of the bus and rail services located in the main railway station [der Hauptbahnhof] in Schaffhausen city centre.

www.vbsh.ch
Unified ticket system (FlexTax)
In Switzerland there are around 20 regional transport and pricing networks in the public transport system. These networks simplify pricing and travelling on public transport in a region. In Canton Schaffhausen, the network is known as FlexTax and coordinates seven transport companies, ensuring a common pricing system across the whole network and meaning you only need one ticket for your journey on public transport, no matter how many companies you travel with.

FlexTax tickets are available from all manned SBB counters within the region, from ticket machines and at the Ticketeria ticket shop operated by Schaffhauser Verkehrsbetriebe (VBSH).


Night supplement [Nachtzuschlag]
During the night from Friday into Saturday and from Saturday into Sunday, the night services provided by bus and train ensure you can get home safely even in the early hours of the morning. There is a standard supplement of CHF 5.00 for using these night buses [die Nachtbusse] and night trains [die Nachtzüge].

Passengers are trusted to have a valid ticket when they travel. Those found not in possession of a valid ticket will pay an additional fee.

Taxi [das Taxi]
In the town of Schaffhausen itself [Stadt Schaffhausen] the main taxi rank is in front of the main railway station [der Hauptbahnhof]. In Stein am Rhein you will also find a taxi company based at the railway station [Bahnhof]. The telephone numbers of the local taxi companies are to be found in the local telephone book [Telefonverzeichnis] or in the internet.

Travel by ship on the Rhine [die Rheinschifffahrt]
Schaffhausen to Lake Constance [Bodensee]
Between April and October boats operate a regular service, several times a day, between Schaffhausen and Stein am Rhein and Kreuzlingen/Konstanz. Tickets [Fahrkarten] can be purchased on board.

Regular Service:
Schweizerische Schifffahrtsgesellschaft Untersee und Rhein
+41 52 634 08 88, www.urh.ch

Special Cruises:
Stoll Schifffahrt AG
+41 52 624 07 07, www.stoll-schifffahrt.ch

Hunziker Schiffsbetrieb AG
+41 52 741 23 93, www.hunziker-schiffsbetrieb.ch

Rhine Falls [Rheinfall] to Eglisau
Trips to the Rhine Falls' rocks [Rheinfall-Felsen] and Schloss Laufen (which overlooks the Falls) and downstream from the Rhine Falls [der Rheinfall] to Rheinau are available on a scheduled service. This service operates from April to September on Sundays and Public Holidays, and daily in July and August: On Sundays to Eglisau.

Ernst Mändli AG, Bootsbetrieb
+41 52 659 69 00, www.schiffmaendli.ch

Werner Mändli AG, Schifffahrtsbetrieb
+41 52 672 48 11, www.maendli.ch

Example of 1 zone (FlexTax)

<table>
<thead>
<tr>
<th></th>
<th>Single Journey</th>
<th>6er Card</th>
<th>Day Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children to 16 yrs, dogs</td>
<td>CHF 2.20</td>
<td>CHF 18.80</td>
<td>CHF 4.40</td>
</tr>
<tr>
<td>Adults with Half-Fare Card</td>
<td>CHF 2.20</td>
<td>CHF 11.00</td>
<td>CHF 4.40</td>
</tr>
<tr>
<td>Adults</td>
<td>CHF 2.80</td>
<td>CHF 14.00</td>
<td>CHF 5.60</td>
</tr>
</tbody>
</table>

Valid for Switzerland. All products and prices are subject to change.
Traffic regulations

Maximum speeds
[Höchstgeschwindigkeiten]

<table>
<thead>
<tr>
<th>Type</th>
<th>Speed Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>In residential areas</td>
<td>50 km/h, some zones are limited to a speed of [Tempo] 30 km/h</td>
</tr>
<tr>
<td>On main roads</td>
<td>80 km/h</td>
</tr>
<tr>
<td>Freeway [Autobahn]</td>
<td>120 km/h, maximum speed for cars towing caravans is 80 km/h</td>
</tr>
</tbody>
</table>

We recommend you observe the traffic regulations. The police [die Polizei] carry out regular checks and the fines can be very high – for example: exceeding the speed limit by up to 11 km/h costs CHF 250. Hidden cameras are used to monitor speed and traffic signals.

Freeway [Autobahn]

If you wish to use the freeway, you will require a disk [Vignette], which you can purchase at border posts, petrol stations, post-offices and most garages. The disk should be displayed on the inside of the windscreen, is valid for a calendar year and costs CHF 40.

On freeways, the left-hand lane is used for overtaking – overtaking on the right is strictly illegal!

Headlights [Licht]

We recommend that you should use your headlights during the day, for your own safety and that of other drivers. It is mandatory to use headlights in poor weather, fog and in tunnels. You are not allowed to drive using side-lights [Standlicht] in Switzerland.

Pedestrians [Fussgänger]

Pedestrians have the right of way on marked crossings – zebra crossings [Zebrastreifen].

Right of way / priority [der Vortritt]

Unless traffic signals indicate otherwise, traffic coming from your right has priority.

Police cars, fire brigade, ambulances with blue light, as well as trams and buses always have priority [Vortritt].

Learner drivers [Lernfahrer]

Learner drivers' cars are marked with a blue „L“-plate.

Alcohol [Alkohol]

The permitted blood-alcohol level is limited to 0.5 parts per thousand [Promille]. Liability for an accident may be attributed at lower blood-alcohol levels, however. As a general rule of thumb: don't drink and drive.

Switch off your engine [Motor abstellen]

If you are stationary for any length of time, you should switch off your engine to reduce pollution. Though not required to do so by law, many drivers switch off their engines when stood at traffic lights.

Traffic lights [Lichtsignale]

You are not allowed to turn right at traffic lights when they are on red.

Helmets [Helm]

Crash helmets must be worn when using any motorised two-wheel vehicle – irrespective of size or speed. Cyclists are also advised to wear a helmet.

Seat belts [Sicherheitsgurte]

The driver and all passengers must wear a seat-belt.

Warning Triangle [das Pannendreieck]

All vehicles apart from motorbikes must be equipped with a warning triangle. If you have an accident, position it 50 m behind the vehicle to warn following traffic. Switching on the car’s warning lights is not sufficient.

Accident [der Unfall]

In the case of accidents causing only damage to vehicles or other objects [Sachschaden], the police do not need to be called, though...
it may be preferable to call them if there are likely issues regarding responsibility for the accident. Whenever people are injured [Personenschäden] the police must be called to the scene, however.

Drivers licence [Führerausweis]
Foreign driving licences are valid for one year from their owner’s entry to Switzerland. Before this deadline expires, you need to apply for a Swiss driver’s licence to the following cantonal department „das kantonale Strassenverkehrs- und Schiffahrtsamt“. If you miss the deadline, you will have to pay a fine [eine Busse]. If you hold a driver’s licence from a western European country, the USA or Canada, you can generally obtain a Swiss licence without taking a test. For more detailed information, contact:

Strassenverkehrs- und Schiffahrtsamt, Abt. Führerausweise
+41 52 632 76 02, www.sh.ch

Registration of motor vehicles
[Registrierung von Motorfahrzeugen]
Motor vehicles and trailers must be registered at the Strassenverkehrs- und Schiffahrtsamt. For more detailed information, contact:

Strassenverkehrs- und Schiffahrtsamt, Abt. Fahrzeugausweise
+41 52 632 76 02, www.sh.ch

Test of roadworthiness
[die Fahrzeugprüfung]
Approximately every three years, each vehicle is called in for a roadworthiness check by the authorities [das Strassenverkehrsamt]. We recommend you visit a suitably equipped garage for this purpose.

Motor vehicle taxation
[die Motorfahrzeugsteuern]
In the Canton of Schaffhausen, the level of motor taxation is linked to the cubic capacity of the engine [Hubraum]. The tax is paid annually, in advance. Schaffhausen has one of the lowest rates of vehicle taxation.

Licence plates [Kontrollschilder]
Licence plates are issued on loan by the cantonal authorities to the owner of the vehicle. If the vehicle is sold – within the canton – the licence plate remains with the registered owner of that plate [der Halter]. If you move from one canton to another, the licence plate must be handed to the Strassenverkehrsamt of your new canton within 14 days, upon which you will receive a new plate.

Insurance [die Versicherung]
All motor vehicles must be covered by third party insurance [Haftpflicht]. Vehicle documentation is only issued when proof of insurance [ein Versicherungsnachweis] is available. Third party insurance [Haftpflichtversicherung] and additional options can be purchased from any insurance company.

Purchase & Sale [Kauf & Verkauf]
The simplest way of buying or selling a vehicle is to approach a car-dealer [Händler]. If you are buying a car privately, it may be worth your while to get the vehicle checked prior to purchase [amtlich geprüft].

Car hire [Miete]
The addresses of hire companies for cars, mini-buses, trucks, motorhomes, motorbikes etc. are in your local Yellow Pages [Telefonbranchenverzeichnis].

Importing a vehicle [die Fahrzeug-Einfuhr]
If you own a vehicle, you can import it into Switzerland tax-free [zollfrei] as part of your possessions [Übersiedlungsgut], if the vehicle has been registered in your name for at least the previous six months. You may have to modify the vehicle to ensure it meets Swiss standards. Information on importing a vehicle can be obtained from the Customs Department
[Zollkreisdirektion] in Schaffhausen or from the Strassenverkehrs- und Schifffahrtsamt.

Strassenverkehrs- und Schifffahrtsamt
+41 52 632 76 02, www.sh.ch

**Exhaust gas checks [die Abgaswartung]**
The exhaust gas emissions of all motorised vehicles must be checked at regular intervals. Vehicles with On-Board-Diagnostic systems which are old or not recognised by the authorities, petrol vehicles with a catalytic converter and diesel vehicles without an On-Board-Diagnostic system have to be tested every two years. Petrol vehicles without a catalytic converter must be tested annually. The tests can be carried out and documented by approved workshops and some technical centres of the TCS [Touring Club Schweiz]. The document containing records of emissions tests must be carried in the vehicle at all times.

Vehicles equipped with a recognised On-Board-Diagnostic system do not need to be tested. The sensor in the exhaust pipe is checked during routine servicing in line with the manufacturer’s recommended schedule.

**Overnight Parking**
Within the town of Schaffhausen a charge is levied for overnight parking on the street or other public area. The charge is CHF 30 per month. Car owners should contact the police [Verwaltungspolizei] for further details.

Verwaltungspolizei
+41 52 632 57 55, www.stadt-schaffhausen.ch

**Airport [der Flughafen]**
Schaffhausen is an ideal base for international air travel thanks to its position at the heart of Europe and its proximity to Zürich airport.

Zürich’s international airport „Kloten“ is 35 km from Schaffhausen and can be accessed in approximately 35 minutes by car or 43 minutes by train. There are daily flights from Zürich to practically every major business centre in the world, and the airport offers everything you would expect of a first-class airport – fast check-in processing, ample parking, duty-free shopping and direct links to rail and bus connections.

You can check in at Schaffhausen railway station [Bahnhof Schaffhausen] if you wish and pick up your boarding card [die Bordkarte] immediately.

Other airports within easy reach are: Basel-Mulhouse, Stuttgart, Bern-Belp, Genf and Lugano.

**Crossing the border [die Grenze]**
If you are planning a trip to one of our neighbouring countries – Germany [Deutschland] France [Frankreich], Austria [Österreich] or Italy [Italien] – please remember that you will always need to take the following documents with you:
- Passport [Reisepass] for each passenger
  [EU-/EFTA-citizens only require their ID card – die Identitätskarte]
- A valid drivers licence and vehicle documentation [if you are travelling by car]
- An insurance „green card“ [die grüne Versicherungskarte]. Though no longer mandatory in most countries, it may be worthwhile obtaining one nonetheless

Cats and dogs must be vaccinated against rabies [die Tollwut]. You must take the
Vaccination Pass [der Impfausweis] with you and this must not be less than thirty days or more than one year old.

**Customs regulations**  
**[die Zollbestimmungen]**

When entering or returning to Switzerland, you must declare any goods bought abroad at the Customs checkpoint [der Zoll]. Customs officials will inform you which goods are tax-free [zollfrei] and on which goods you will have to pay customs duty. Duty is not paid on used personal items such as clothes, cameras, sports equipment etc. Each person above the age of seventeen is allowed to import the following goods tax-free:

- 2 litres of alcoholic beverages [alkoholische Getränke] with less than 15 % alcohol content
- 1 litre of alcoholic beverage with more than 15 % alcohol content
- Food [Lebensmittel] and other items for household use to a value of CHF 300. If the value of the goods exceeds CHF 300, duty must be paid on the total value of the goods.

The regulations [die Bestimmungen] regarding the importation of butter [Butter], fruit [Früchte], vegetables [Gemüse], meat [Fleisch] and meat products [Fleischwaren] (which either must not be imported or may be imported only in small quantities) are subject to change. We recommend you check the current allowances with Customs [der Zoll] before you set off.

Purchases made in neighbouring Southern Germany are subject to special arrangements. Particular regulations apply to the import of all weapons and a permit [eine Bewilligung] must be obtained in advance from the Cantonal Department of Internal Affairs [Departement des Innern].

+41 31 322 65 11, www.ezv.admin.ch
Leisure and Cultural Life [Freizeit und Kultur]

Schaffhausen offers a high-quality of life, including leisure activities. We have beautiful countryside, cultural events, first class restaurants, galleries and museums. Sports fans will also find a wide choice of options ranging from basic level to semi-professional standard.

Restaurant scene [die Gastronomie]

The Schaffhausen area [die Region Schaffhausen] is known for its first class restaurants [Restaurants]. The choice spans elegant top class eateries as well as traditional inns [Gaststätten] and also includes fast-food outlets. You will find a number of excellent restaurants outside town [Ausflugsrestaurant] which offer you the opportunity to combine a short trip with wonderful food. An overview is available on the website of Schaffhausen’s Tourism Department.

Schaffhauserland Tourismus
+41 52 632 40 20, www.schaffhauserland.ch

Prices [die Preise]
Prices at inns and restaurants include Value Added/Purchase Tax [die Mehrwertsteuer] and a service charge [Service]. If you wish to leave a tip, however, you may do so [ein Trinkgeld].

Serving times [die Essenszeiten]
In most restaurants food is served between 11.30am and 2.00pm [14.00 Uhr] and from 6pm – 10 pm [18.00 – 22.00 Uhr].

Something special [Spezielles]
Schaffhausen is a wine-growing area. In fact, the area under cultivation per head of population is the highest in Switzerland.

The main varieties are Blauburgunder, for red wine [Rotwein] and Riesling-Sylvaner for white wine [Weisswein]. Both are relatively dry [trocken], fruity [fruchtig] and light [leicht] wines which are drunk young.

Schaffhausen is also home to an independent brewery [eine Bierbrauerei]: the „Brauerei Falken“. Falken brews various types of beer – from bottled lager beers to draft beers – which are available in local inns and restaurants, shops, and drinks stores [Getränkehandlungen].

Hotels
Schaffhausen has a wide range of options to cater for every wish and budget. For information [Infos] and booking [die Buchung], contact the Tourism Department – Schaffhauserland Tourismus.

Museums [die Museen] / Galleries [Galerien]

If you are looking for culture, Schaffhausen can offer you numerous museums and galleries, both in the town as well as in the surrounding area. The following list is by no means exhaustive – there is much more to see! For further information about each, contact the respective attraction directly or Schaffhauserland Tourismus.

Museum zu Allerheiligen, Schaffhausen
This cultural and historical museum is accommodated in a fascinating complex of buildings comprising a Romanesque monastery and a former spinning mill. You can see works of art by Cranach, Stimmer, Trippel, Dietrich, Dix, Meyer-Amden, Amiet, Vallotton, Segantini, Hodler, Vanlin, Moser, Disler, Spescha, Fivian, Signer as well as discover the region’s archaeology, history and natural
history and characteristics. A particular feature of the museum is also a collection of South American archaeological finds (Inka, Maya, Nasca, Olmeken, Valdivia). The café [Museum-café im Pfalzhof], the cloisters [Kreuzgang] and the herb garden [der Kräutergarten] are havens of tranquility in the middle of the town.

Opening times [die Öffnungszeiten]: Tuesday to Sunday 11.00am – 5.00pm [17.00 Uhr], Closed on Monday

**Hallens für Neue Kunst, Schaffhausen**
A museum of contemporary art [die Gegenwartskunst] with an international reputation and unique atmosphere set in the spacious and airy halls of a former textile factory. The exhibition covers 5500 m² and includes major works by American and European artists from the sixties to the eighties including: Carl André, Joseph Beuys, Dan Flavin, Donald Judd, Jannis Kounellis, Sol LeWitt, Richard Long, Robert Mangold, Mario Merz, Bruce Naumann, Robert Rymann, Lawrence Weiner.

Opening times [die Öffnungszeiten]: Saturday 3.00pm – 5.00pm [15.00 – 17.00 Uhr], Sunday 11.00am – 5.00pm [17.00 Uhr], or by prior arrangement [nach Voranmeldung]

**Naturhistorisches Museum Steemmler, Schaffhausen**
The collection of zoological items compiled by furrier and naturalist Carl Steemmler (1882–1971) can be seen in its original displays. Birds of prey, especially eagles, are a highlight of this exhibition, as is the furrier’s workshop which houses furs from both indigenous and foreign animals for you to touch. This is a popular destination for children on Sundays.

Opening times [die Öffnungszeiten]: Sunday 11.00am – 5.00pm [17.00 Uhr]

**Museum im Zeughaus, Schaffhausen [The Arsenal Schaffhausen]**
The exhibition includes personal protective armour and weapons, bugels and other musical instruments, historic vehicles and artillery pieces used by the Swiss Army [die Schweizer Armee] in the 19th and 20th centuries.

Opening times [die Öffnungszeiten]: from April to October the museum is open on the first Saturday of the month from 10am – 4pm [16:00 Uhr].

Guided tours for groups can be organised outside the above times.

**Kloster/Museum St. Georgen, Stein am Rhein**
This Benedictine monastery [Kloster] has been preserved intact – including a hall with impressive paintings, and a Romanesque chapel [die Klosterkirche].

Opening times [die Öffnungszeiten]: from April to October Tuesday to Sunday 10am – 5.00pm [17.00 Uhr]. Closed on Mondays

**Wohnmuseum Lindwurm, Stein am Rhein**
An insight into living and farming in the 19th century in a bourgeois residence which boasts an impressive „Empire-style“ front elevation and salon.

Opening times [die Öffnungszeiten]: from March to October except Tuesday 10am – 5.00pm [17.00 Uhr].
**Schaffhauser Weinbaumuseum, Hallau [Viticulture Museum]**
See the workshops, tools and way of life which goes into the local wine – also including a distillery [eine Brennerei]. Wine-tasting [Wein-Degustation] possible.

Opening times [die Öffnungszeiten]: from May, June, August, September and October, Sunday 1.30pm – 5pm [13.30 –17.00 Uhr].

**International Watch Co. Museum, Schaffhausen**
An exhibition of over 230 carefully selected examples of the craft of the watchmaker.

Opening times [die Öffnungszeiten]:
- Tuesday to Friday: 3pm – 5pm [15.00 – 17.00 Uhr]
- Saturday: 10am – 3pm [15.30 Uhr]

**Gipsmuseum, Schleitheim [Gypsum Museum]**
The only one of its type in Switzerland, includes access to the underground passageways.

Opening times [die Öffnungszeiten]: every 1st Sunday of the month from April to October. Guided tours [Führungen] from 2 – 3 pm [14.00 – 15.00 Uhr]. Group visits can be arranged [nach Vereinbarung].

**Thermenmuseum Juliomagus, Schleitheim [Roman thermal baths]**
Covered site of the remains of the Roman thermal baths at the settlement known as Julio-magus. Visual displays, finds and a tape-recorded guide to the site are available. The site is always open.

**Local museums [Ortmuseen]**
Several rural areas have established their own local museums and exhibitions e.g. Beringen, Neunkirch, Hallau, Schleitheim, Wilchingen, Thayngen or the Fishery Museum in Neuhausen am Rheinfall. For further details and opening times, contact the offices of the Commune [die Gemeindeverwaltung].

**Museums**

- Museum zu Allerheiligen
  +41 52 633 07 77, www.allerheiligen.ch
- Hallen für Neue Kunst
  +41 52 625 25 15, www.modern-art.ch
- Naturhistorisches Museum Stemmler
  +41 52 625 88 46
- Museum im Zeughaus
  +41 52 632 78 99, www.museumimzeughaus.ch
- Klostermuseum St. Georgen
  +41 52 741 21 42, www.steinamrhein.ch
- Wohnmuseum Lindwurm
  +41 52 741 25 12, www.museum-lindwurm.ch
- Weinbaumuseum
  +41 52 681 16 88, www.sh-weinbaumuseum.ch
- International Watch Co. Museum
  +41 52 635 65 65, www.iwc.com
- Gipsmuseum
  +41 79 744 89 20, www.museum-schleitheim.ch
- Themenmuseum Juliomagus
  +41 79 744 89 20, www.museum-schleitheim.ch

**Galleries [Galerien]**

- Ars et vitrum, Stein am Rhein
  +41 52 741 50 73, www.glaskunsthandwerk.ch
- Ausstellungsräume im «Cardinal», Schaffhausen
  +41 52 533 47 18, www.clubcardinal.ch
- Galerie am Undertor, Stein am Rhein
  +41 52 741 41 76
- Galerie Repfergasse 26, Schaffhausen
  +41 52 620 20 01
- Galerie Risch, Schaffhausen
  +41 52 625 22 88
Libraries [Bibliotheken]

Libraries offer free access to information, educational and recreational material. In addition to holding copies of published material in a range of formats, they are an access point for networks and databases.

Schaffhausen

The municipal library [die Stadtbibliothek] is located on the Münsterplatz. This and the Agnesenschütte library are the public libraries of Schaffhausen.

Library branches in local communities

Some communities have their own library, including Hallau, Neuhausen am Rheinfall, Neunkirch, Oberhallau, Schleitheim, Stein am Rhein und Thayngen.

For more information on the municipal and local libraries in Canton Schaffhausen, go to: www.bibliotheken-schaffhausen.ch

Cinema [Kino]

Schaffhausen

Kinepolis Schweiz AG
+41 52 640 10 00, www.kinepolis.com

KIWI-Scala AG
+41 52 632 09 09, www.kiwikinos.ch

Orient Konzert Film und Theater GmbH
+41 52 633 02 02, www.orient.ch

Stein am Rhein

Cinema Schwanen
+41 52 741 50 00

Kino Open Airs
Check the local press for details and venues.

Theatres and Cultural Centres [Theater, Kulturzentren]

The current programmes, performance times and opening times are printed in the local press and are also available from the Tourism Department „Schaffhauserland Tourismus“.

Schaffhauserland Tourismus
+41 52 632 40 20, www.schaffhauserland.ch

Schaffhausen

Stadttheater [Main theatre]
Offers a varied and attractive programme including drama, comedies, opera, musicals, cabaret and ballet productions by visiting companies

Kulturzentrum Kammgarn
A multi-purpose venue which hosts theatre performances, concerts, festivals and has an exhibitions and restaurant which serve as a meeting place for anyone with an interest in culture

Fass-Beiz
A small informal venue housing theatre productions, exhibitions, readings, a book shop and restaurant

schauwerk Das andre Theater
Presents theatre of different genres

Kulturgaststätte Sommerlust
This venue combines concerts, readings, exhibitions and restaurant

Haberhaus Kulturklub
Offers a varied cultural programme as well as an excellent dining experience

Neuhausen am Rheinfall

Trottentheater
A small theatre with own performances
**Singen am Hohentwiel [Germany]**

**Kulturzentrum Gems**
The Centre offers a programme of films, concerts, theatre productions, cabaret, and has a gallery.

**Theater Die Färbe**
A small theatre with its own ensemble.

**Theater und Cultural Centres [Kulturzentren]**

**Schaffhausen**
Stadttheater
+41 52 625 05 55, www.stadttheater-sh.ch

Kulturzentrum Kammgarn
+41 52 624 01 40, www.kammgarn.ch

Fass-Beiz
+41 52 625 46 10, www.fassbeiz.ch

Haberhaus Kulturklub
+41 52 620 06 60, www.haberhaus.ch

Schauwerk Das andere Theater
+41 52 620 05 86, www.schauwerk.ch

Kulturgaststätte Sommerlust
+41 630 00 60, www.sommerlust.ch

**Neuhausen am Rheinfall**
Kino Theater Central
+41 79 406 67 23, www.kinotheatercentral.ch

Trottentheater
+41 52 672 68 62, www.neuhausen.ch

**Singen am Hohentwiel (Deutschland)**
Kulturzentrum Gems
+49 7731 646 75 78, www.diegems.de

Theater Die Färbe
+49 7731 646 46, www.diefaerbe.de

**Classical music [Klassik]**

**Internationale Bach-Feste (International Bach Festival)**
The Internationale Bach-Fest takes place every three years in Schaffhausen and attracts orchestras, choirs, conductors and soloists of international renown. This one week festival has gained an excellent reputation throughout Europe.

**MCS-Konzerte [Concerts at the Music School]**

**Miscellany [Verschiedene]**
There is a wealth of further events e.g. Partner-Konzerte Konstanz/Schaffhausen, Chamber Music festivals [Kamermusiktage] in Bergkirche Büsingen, Chamber Music [Kamermusik] in Hallau, organ and choir concerts in Rheinau [Orgelkonzerte and Chorkonzerte] or country music concerts.

**Jazz**

**Schaffhauser Jazz-Festival**
Takes place in spring/early summer.

**Pop/Rock**

«stars in town»
Running over several days, this open-air event takes place in the summer on the Herrenacker in the city-centre and attracts stars from around the world as well as Swiss bands.

**Contemporary music [die aktuelle Musikszene]**
Tap Tab Musikraum is located at the Kulturzentrum Kammgarn and explores experimental and contemporary music.

**Other music**
You will find concerts to suit all tastes, ranging from folk-music [Volksmusik] to Rock’n Roll and House as well as Open Air concerts. Check the local press for details and venues.

**Music [Musik]**
Information on performances and venues is published in the local press or is available at Schaffhauserland Tourismus.
Dancing / Disco / Musikbar

Cuba Club
+41 52 625 34 98, www.cuba-club.ch

Dolder 2
+41 52 659 29 90, www.dolder2.ch

Domino
+41 52 625 14 56

Kulturzentrum Kammgarn
+41 52 624 01 40, www.kammgarn.ch

Orient
+41 52 633 02 02, www.oriente.ch

Tabaco Lounge
+41 52 625 55 25, www.tabacolounge.com

Tanzzentrum Schaffhausen
+41 52 624 60 55, www.tanzzentrum-sh.ch

Tap Tab
+41 52 620 42 90, www.taptab.ch

Chäller
+41 52 624 61 05, www.chaeller.com

English Speaking Clubs

English Speaking Clubs are social clubs where people of all ages and nationalities get together to speak English with one another. In addition to speaking English, the clubs are also interested in learning about the Schaffhausen area and meeting people from different countries and cultures. Some clubs organise monthly fun events and activities.

The English Speaking Club of Schaffhausen
www.tescos.ch

www.crackerjack.ch

International Club Schaffhausen
www.crossbox.ch

Schaffhausen Hash House Harriers
www.schaffhausen-h3.com

Sport

Sports Clubs [Sportvereine]

There are numerous sports clubs offering a wide range of sports at all levels of ability: football, handball, volleyball, gymnastics [Turnen], ice-hockey, basketball, track and field sports [Leichtathletik], swimming, cycling [Radsport], riding, etc. You will find addresses of the local sports clubs in the telephone book [das Telefonverzeichnis] and in the local press. A list of the sports clubs is available at the Sportamt Schaffhausen.

Sportamt
+41 52 632 72 90, www.sh.ch

Sport and Wellness Centre
[KSS Sport- und Freizeitanlagen]

Indoor and outdoor pools, inline-skating and tennis [sumertime only], beach volleyball, a specially prepared jogging track [Finnenbahn], ice-rink, curling, solarium, Wellness-Centre with sauna and a range of other facilities to relieve stress and aid your well-being.

KSS Sport- und Freizeitanlagen Schaffhausen
+41 52 633 02 22, www.kss.ch

Cycling [das Fahrrad]

The Canton of Schaffhausen and our neighbouring regions offer you an extensive network of dedicated cycle-paths leading through beautiful countryside. Special maps showing the cycle-paths [Radwegkarten] are available at the Tourism Department – Schaffhauserland Tourismus – or in bookshops. Bikes for rent are available at all railway stations SBB.

www.rent-a-bike.ch

Please note: if cycle-paths or lanes are marked on the road, you must use these. You are not allowed to cycle on pavements or on the freeway [Autobahn], by the way.
Swimming [Schwimmen]
Schaffhausen
Rhy-Badi Stadt Schaffhausen
+41 52 625 19 90
A swimming pool in the River Rhein, dating from the 19th century

KSS Sport- und Freizeitanlagen
Schaffhausen
+41 52 633 02 22, www.kss.ch

Neuhausen am Rheinfall
Otterstall
+41 52 672 41 20

Facilities in other Communes in the area
Beringen, Bibern, Buch, Büsingen [D], Feuerthalen, Flurlingen, Hallau, Langwiesen, Neunkirch, Ramsen, Schleitheim, Stein am Rhein, Thayngen, Wilchingen

Climbing (Klettern)
The climbing centre Aranea houses the biggest indoor climbing wall in Europe.

Aranea+ Kletter- und Badmintonzentrum
+41 52 620 12 90, www.aranea.ch

Golf
Whilst there are no golf courses in the Canton of Schaffhausen itself, you have a good choice of both 9-hole and 18-hole courses close by:

Golfclub Schloss Goldenberg
+41 52 305 23 33, www.golfclubschlossgoldenberg.ch

Golf Range Weinland
+41 52 659 64 40, www.stallstube.ch

Golfclub Rheinblick
+49 7745 929 60, www.golfclubrheinblick.ch

Golfclub Obere Alp
+49 7703 920 310, www.golfclub-oberealp.de

Golfclub Steisslingen e.V.
+49 7738 71 96, www.golfclub-steisslingen.com

Fitness Centres
Further addresses can be found in the telephone book [das Telefonverzeichnis] – here is a selection:

exersuisse
+41 52 625 15 90, www.exersuisse.ch

Eurofit
+41 52 620 27 27, www.eurofit.ch

Fitnesscenter Dynamic
+41 52 672 33 05, www.fitness-dynamic.ch

Aktiv Training
+41 52 670 01 35, www.aktiv-training.ch

Vitalis Fitnesszentrum Beringen
+41 52 685 22 00, www.vitalis-sh.ch

Kraftwerk Fitness und Physio GmbH
+41 52 640 04 46, www.kraftwerk.sh

RhyTraining
+41 52 741 20 40, www.rhytraining.ch

Tennis
The addresses of the numerous tennis clubs in the area can be obtained via the local tennis association „Regionalverband SH Tennis“.

Regionalverband SH Tennis
+41 52 681 37 27, www.shtennis.ch

Table Tennis [Tischtennis]
Tischtennisszentrum Ebnat

Squash
Squash-Center Schaffhausen
+41 52 643 55 66, www.squash-sh.ch
Gymnastics
Further addresses can be found in the telephone book [das Telefonverzeichnis] – here is a selection:

Gymnastik für Gesundheit Neuhausen
+41 52 672 85 96

Gymnastik Edith Denzler
+41 52 624 27 04

Eurofit
+41 52 620 27 27, www.eurofit.ch

Gymnastikstudio Arkade
+41 52 625 22 04

Gymnastik Ester Mändli
+41 52 624 93 91

Ballett/Dance Schools [Tanzschulen]
Further addresses can be found in the telephone book [das Telefonverzeichnis] – here is a selection:

Balletschule Conny
+41 52 620 04 80

Balletschule Looser-Weilenmann RAD
+41 52 643 54 81, www.ballettschulelooser.ch

Dance Stop Center
+41 52 624 97 94, www.dance-stop.ch

Salsa Studio Schaffhausen
+41 76 420 33 66, www.salsa.ch

Tangoschule Schaffhausen Thomas Külling
+41 76 476 73 06

Tanz- und Gymnastikschule Barbara Peyer
+41 76 346 65 77

Tanztheater Ursula Lips
+41 52 625 55 34

Tanzschule Rock’n Roll-Club Angeli
+41 52 624 00 97, www.cicconi.ch

Tanzzentrum Schaffhausen
+41 52 624 60 55, www.tanzzentrum-sh.ch

Flamenco Studio Wirz Gabriele
+41 79 768 76 56, www.flamenco-sh.ch

Badminton
Aranea+ Kletter- und Badmintonzentrum
+41 52 620 12 90, www.aranea.ch

Vita Parcours [a fitness track]
These are clearly marked tracks, generally in wooded areas, which have exercise stations and instructions on how to perform the exercises, along the way. Vita Parcours tracks are marked with light-blue signposts and can be found at:

Schaffhausen-Buchthalen
Corner Stimmerstrasse/Widlenstrasse

Schaffhausen-Geissberg
Near Spiegelgut [Bus stop Pflegeheim]

Neuhausen am Rheinfall
Neuhauser-Wald, near Schoolhouse „Gemeindewiesen“ [200 m]

Neunkirch
Hasenberg, Forest entrance Hasenberg zum Armenfeld

Stein am Rhein
Ergeten, Distrikt Klingen

Thayngen
am Berg, Oberes Riet

Jogging Track [die Finnenbahn]
A Finnenbahn is an open-air jogging-track which has a special layer of wood-chippings to act as a „shock-absorber“ and thus protect your joints when you jog. You will find these special tracks at:
**Schaffhausen**
KSS Sport- und Freizeitanlagen Breite

**Schaffhausen**
Herblingertal

**Schaffhausen**
Engeweihr

**Neuhausen am Rheinfall**
Langriet

**Hunting [Jagen]**
The hunting areas in the Schaffhausen region are owned by private individuals or hunting clubs. Most clubs will offer you the chance to take part as a visitor – „Gastjäger“. In Switzerland, hunting is closely involved in conservation and e.g. maintaining the stock of wild animals by providing winter feed is also the responsibility of the hunting clubs [die Jagdgesellschaften].

Jagd- und Fischereiverwaltung
+41 52 632 74 66, www.sh.ch [Verwaltung/ Departement des Innern/Jagd und Fischerei]

**Fishing [Fischen]**
You will need to obtain a licence [Fischer-patent], for most water courses including the River Rhine [der Rhein]. These are available from the offices of the Canton – der Jagd- und Fischereiverwaltung.

**Further information**
A comprehensive – though not exhaustive! – list of the clubs and associations in Schaffhausen is available at

**Town [Stadt] of Schaffhausen**
www.stadt-schaffhausen.ch
[Categorie [Rubrik] „Private/Kultur & Freizeit“]

**in other Communes in the area**
offices of the local Cummune

www.apieceofparadise.ch
The region
[Die Region]

Town of [Stadt] Schaffhausen / Neuhausen am Rheinfall

The old town of Schaffhausen [die Altstadt] is rightly considered one of the most beautiful and best preserved in Switzerland. The numerous oriel windows [Erker] i.e. projecting windows, painted facades and fountains [Brunnen] make the appearance of the town very special indeed. To get better acquainted with the old part of town, we suggest you take a guided walking-tour [ein geführter Stadtrundgang]. Information on times is available from the Tourism Department – Schaffhauserland Tourismus. A few pointers to some of the most important sights in the town are listed below.

Schaffhauserland Tourismus
+41 52 632 40 20, www.schaffhauserland.ch

Münster and Kloster zu Allerheiligen
(Minster and Monastery)

Benediktiner-Kloster [benedictine Monastery]
Founded in 1049 by Graf Eberhard VI von Nellenburg, it now houses a museum of archaeological, historical and natural history exhibits as well as works of art.

Münsterkirche
The first church [Münsterkirche] was consecrated in 1064 and then replaced in 1103 by the present Romanesque building. The Romanesque tower [der Turm] – one of the most beautiful in Switzerland – with its red and grey sandstone blocks is particularly worthy of note. Extensive highly-skilled restoration work was undertaken between 1975 and 1981.

Kreuzgang / Kräutergärtlein
(Cloisters and herb garden)
The cloisters are the largest in Switzerland and are in part Romanesque, dating from the 12th century and partly gothic, dating from

Pfarrkirche St. Johann (Parish Church)
The first records of this church date from 1248. Built in the Gothic style, the interior of the church displays a variety of designs. The church is located in Vordergasse, which was the site of the fish-market, and extended between 1515 and 1517. The ceilings date from 1733 and are the work of the Schaffhausen stucco school [Stukkateurschule]. In 1990 the renovated church was consecrated and houses concerts during the year as well as during the International Bach Festival.

Regierungsgebäude und Rathauslaube
(Seat of government & town hall)
The local seat of government [das Regierungsgebäude] was built in 1617 as an arsenal [Zeughaus]. The building displays Renaissance-Style features and stepped gable. The Rathauslaube is part of the present-day town hall [das Rathaus] and was built between 1382 and 1412. It is the most attractive assembly and banqueting room in Schaffhausen. From 1411 onwards, elections to the office of Mayor took place here. In 1586 a rich Renaissance-style panelled ceiling was installed.

Fronwagplatz
The best known square [Platz] in Schaffhausen is Fronwagplatz situated in the middle of the old part of town [die Altstadt]. In the Middle Ages it was called „Am Markt“ [Market Square]. This was a victual market – with vegetables, meat and bread, whilst the fish market was located in Vordergasse next to St. Johann and the cattle market was in the area known as Vorstadt close to the inn [Gasthaus] „Zum Goldenen Ochsen“. 
Distinctive Architecture in the Old Town of Schaffhausen

Fronwagturm
Built in 1747, this tower originally housed the large weighing scales used on the market and now on display in the Museum zu Allerheiligen. The gable reveals an astronomical clock by Joachim Habrecht, dating from 1564.

Haus zum Frieden
One of the loveliest corners of the old part of town [die Altstadt], situated on the square called am Herrenacker. The small oriel (projecting window) and simple name-plate bearing the year of the French Revolution – 1789 – and the dove of peace above the entry are worthy of note.

Goldener Ochsen
Vorstadt 17. One of the most grandiose houses of old Schaffhausen, on the site of the old cattle-market. During remodelling in 1608 into a distinguished town house the late-Gothic façade received some of the splendour of the German Renaissance in the form of oriel and portico.

Haus «Zum Steinbock»
Oberstadt 16. With its fine Rococo-stucco work, this house has one of the most beautiful facades in the town. The house accommodated the butchers’ guild into the Reformation period and became an inn [Herberge] in 1646.

Haus zum Ritter
Vordergasse 65. One of the most beautiful Bürgerhäuser (town-houses owned by well-to-do citizens), built in 1492. These are the most significant Renaissance frescoes to be found north of the Alps.

Zum Thiergarten
Münsterplatz 38. An imposing residence built after the Reformation of 1529 on land belonging to the „Oberes Hospital“ (Upper hospital), a part of the monastery – Kloster Allerheiligen. Sadly, the building was hit by a bomb during a raid flown on 1st April 1944 by the American air-force which mistook Schaffhausen for German territory.

Munot
This impressive defensive citadel watches over the town and the River Rhine and figures alongside the Rhine Falls as the defining feature of Schaffhausen. It was built between 1564 and 1589 by local citizens, in large part on a voluntary, i.e. unpaid, basis. The layout of the Munot can be traced to Albrecht Dürer’s idea of a round fortress which is open on all sides and which is surrounded by an extended city wall which served to ensure optimal defensive capability on all sides. A bridge crosses the deep moat and enters the castle’s vaults, which are dimly illuminated by six circular shafts of light and which were intended to accommodate the whole population of the town in time of attack. Nine circular columns bear the weight of the six-metre-thick roof construction of the castle. The circular platform which forms part of the roof offers splendid views over the town. The fortress was, however, never put to the test. The Munot still has a caretaker in residence whose job it is to carry on the centuries old tradition of ringing the bell at 9pm [21.00 Uhr]. The platform is a popular venue for concerts and other events in the summer months.

www.munot.ch

Rheinfall (The Rhine Falls)
The largest waterfall in Europe is in Neuhausen am Rheinfall. It offers visitors a spectacular natural show of power and beauty. 150 m wide and 23 m high, around 700 cubic meters of water per second tumble over the Falls. Take in the full effect of the Falls from the basin below. You may also wish to take a boat trip to the middle rock, which can be accessed, or travel downstream to Rheinau.
You will also find a footpath from Schloss Laufen which takes you alongside the thunderous mass of water up to the viewing platform „Känzeli“ in the middle of the Falls.

www.rheinfall.ch

Stein am Rhein

A unique and historical small town of European significance. The town houses of the well-to-do [die Bürgerhäuser] surround the Rathausplatz [Town Hall Square] which is particularly impressive and dominated by the Rathaus [Town Hall] which was built from 1539 – 1542 and continues to accommodate the Stadtrat [Municipal Council] and the offices of the local administration [die Stadtverwaltung]. The houses on the square took on their present form at various periods from the 16th to the 20th centuries.

Stadthäuser

Zum weissen Adler
The house, situated opposite the Rathaus [Town Hall] displays the oldest and most valuable painting in the early Renaissance style, completed around 1520/30.

Vordere Krone
One of the most prestigious houses in the town with its steep half-timbered gable, [Fachwerk]. The orielwindow [Erker] dates from 1707, the interior works date from the Renaissance until the late-baroque era and include a large hall with wall-paintings.

Roter Ochsen
One of the oldest inns [Wirtshaus] in the town was built in 1466. The building has a gothic facade, a stone orielwindow and wall-paintings dating from 1615.

Steinerner Trauben
A geometrical facade with stone orielwindow dating from 1688. The facade is painted: the main picture shows Joshua and Caleb with a large grape. mit grosser Traube.

Sonne
The oldest documented inn [Gasthaus] in Stein am Rhein, built in the 16th century. The exterior painting dates from 1900. The main picture shows Diogenes und Alexander the Great.

Schwarzes Horn
First recorded in 1476. Johann Rudolf Schmid, Freiherr von Schwarzenhorn (1590–1667) was born here.

Kloster St. Georgen
The Benedictine monastery [Benediktiner-kloster] St. Georgen was moved from Hohentwiel to Stein am Rhein between 1002 and 1007. The building is now a museum and definitely worth visiting. The monastic church now serves as the town’s main church [Stadtkirche).

Burg Hohenklingen
This castle dates from the Middle Ages and was preceded by a Roman fortress. The view from the castle offers a breathtaking panorama of the area and the Untersee section of Lake Constance.

Klettgau region

This plain, located to the west of Neuhausen am Rheinfall is also referred to as the grain store of the Canton – „Kornkammer des Kantons“ – and is dominated by agriculture [die Landwirtschaft] and wine [der Weinbau]. The picturesque villages are home to many half-timbered houses, typical of this area – so-called Riegelhäuser –, wine-stores [Trotten] and fountains [Brunnen]. The mediaeval town of Neunkirch is particularly
interesting and was first mentioned in records in the middle of the 9th century.

Klettgau is an ideal area for walking, cycling and inline-skating. Autumn is the best time of year here, when the vines display a splendid range of colour. This is also the time of Sunday festivals which attract many visitors from all over Switzerland and our neighbouring countries.

Information on horse-drawn rides, the Sunday festivals [Herbstsonntage], and agri-tourism attractions such as Schlafen im Stroh („sleeping on straw“) and more is available from the Tourism Department „Schaffhauserland Tourimus“ and local tourist information [der Verkehrsverein].

Schaffhauserland Tourimus
+41 52 632 40 20, www.schaffhauserland.ch

Reiat region

The Reiat region is where the Randen gently merges into the Hegau area and is a slightly elevated area around its main town, Thayngen. The Biber Valley [das Bibertal], straddling the river of the same name, meanders in the direction of Oberer Reiat, with its villages such as Hofen, Altdorf, Opfertshofen and Büttenhardt (Schaffhausen’s highest Commune) which delight the visitor with breathtaking views all year round – not just when the Föhn-wind, which is also characterised by excellent visibility, is around. The countryside around Reiat is ideal for walking and provides views of the volcanic craters of the Hegau region.

Buchberg / Rüdlingen region

The communes of Buchberg and Rüdlingen form the so-called lower district of the canton – Unterer Kantonsteil – and are about 17 km downriver from the Rhine Falls [der Rheinfall] situated between the hills around Hurbig and the fluvial plain – Tössegg. This region has many pretty villages and is popular for walks through its wine-growing area and along the river Rhein.

Stein am Rhein region

The communes Buch, Hemishofen, Ramsen and Stein am Rhein make up the so-called upper district of the canton – Oberer Kantonsteil – and are upriver from Schaffhausen. The area is shaped by the Bibertal and its river on the one hand and the River Rhine [der Rhein] on the other, making it a very popular destination for cycling. Stein am Rhein, a mediaeval and very picturesque town situated at the western end of Lake Constance [der Bodensee] is a „must-see“ for all tourists.

On the banks of the Rhine [die Rheinlandschaft]

The stretch of the River Rhine between Schaffhausen and Stein am Rhein is said to be one of the most attractive landscapes in Europe. Small ferries make the journey between Schaffhausen and Stein am Rhein – and onwards to Kreuzlingen / Konstanz – several times a day between April and October. In the summer months, tourist boats operate between the Rhine Falls [der Rheinfall] and Rüdlingen.

In the summer, you will find Schaffhausen’s residents largely on or in the River Rhine, since the river is inviting for swimmers.

The Rhine is both a sanctuary for plants and animals as well as a „working river“ with moorings; all of which is combined in a mixture which is quite unsurpassed anywhere else – try it for yourself and visit Scharen, Bibermühle, Staffelwald, Diessenhofen and Stein am Rhein!
Randen region [Region Randen]
The gently rolling hills of the Randen area make it one of the most important local recreational areas. In geographical terms, the Randen is part of the eastern foothills of the Jura mountain range and is a huge chalk formation. Two thirds of the Randen are woodland. The groups of pine trees which are spread across the higher ground and are dotted between fields and meadows characterise this landscape.

The Randen is a protected environment as a result of its unique flora. You will encounter a rich variety of plants, wild flowers, medicinal herbs and insects as you walk through the area.

Maps, tips and cross-country skiing [Langlauf] information is available from the Tourism Department – Schaffhauserland Tourismus.
## Local Dialect [Schaffhauser Dialekt]

### Dictionary [Wörterbuch]

<table>
<thead>
<tr>
<th>Schafhuuser-Tüütsch</th>
<th>High German (Hochdeutsch)</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ä Fläsche Wiisse/Roote</td>
<td>eine Flasche Weiss-/Rotwein</td>
<td>a bottle of white/red wine</td>
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<tr>
<td>Ä guets Neus</td>
<td>ein gutes neues Jahr</td>
<td>Happy New Year!</td>
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<tr>
<td>Ä Schtange</td>
<td>ein Glas Bier</td>
<td>a glass of beer</td>
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<tr>
<td>Abfall</td>
<td>Kehricht</td>
<td>garbage / waste / refuse</td>
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<td>am Eis</td>
<td>um ein Uhr</td>
<td>at one o'clock</td>
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<tr>
<td>Äxgüsi</td>
<td>Entschuldigung</td>
<td>excuse me, sorry</td>
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<td></td>
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<td>Bileet</td>
<td>Fahrkarte, Eintrittskarte</td>
<td>ticket</td>
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<td>bisseguet</td>
<td>bitte sehr (Duzform)</td>
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<td>bizite</td>
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<td>bluten, Blüte</td>
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<td>blüetisch?</td>
<td>Blutest Du?</td>
<td>Are you bleeding?</td>
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<td>bräche, chörble</td>
<td>erbrechen</td>
<td>to vomit</td>
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<td>Brot</td>
<td>Brot</td>
<td>bread</td>
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<td>bruched si d’Kwittig?</td>
<td>Brauchen Sie eine Quittung?</td>
<td>Do you need a receipt?</td>
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<td>Chääs</td>
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<td>chalt</td>
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<td>Kann ich behilflich sein?</td>
<td>Can I help you?</td>
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<td>Chäugummi</td>
<td>Kaugummi</td>
<td>chewing gum</td>
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<td>klein</td>
<td>small</td>
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<td>Knopf, kleines Kind</td>
<td>small kid / child</td>
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<td>Chopfweh</td>
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<td>headache</td>
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<td>ill</td>
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<td>Chuchichäschtli</td>
<td>Küchenkästchen</td>
<td>kitchen cupboard</td>
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<td>kühl</td>
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<td>Chuli</td>
<td>Kugelschreiber</td>
<td>pen</td>
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<td>daa</td>
<td>hier, da</td>
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<td>dänäbed</td>
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<td>beside</td>
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<td>dort</td>
<td>there</td>
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<tr>
<td>druus cho</td>
<td>etwas verstehen</td>
<td>to understand</td>
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<tr>
<td>Dunschligt</td>
<td>Donnerstag</td>
<td>Thursday</td>
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<td><strong>E</strong></td>
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<tr>
<td>Eier</td>
<td>Eier</td>
<td>eggs</td>
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<tr>
<td>eifach soo</td>
<td>ohne weiteres</td>
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<td>Schafhuuser-Tüütsch</td>
<td>High German (Hochdeutsch)</td>
<td>English</td>
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<tr>
<td>en Guete</td>
<td>guten Appetit</td>
<td>Enjoy your meal!</td>
</tr>
<tr>
<td>en halbe</td>
<td>einen halben Liter Wein</td>
<td>5 dl of wine (a caraffe)</td>
</tr>
<tr>
<td>en huuffe</td>
<td>eine grosse Menge</td>
<td>a lot</td>
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<tr>
<td>en schööne Sunntig</td>
<td>einen guten Sonntag</td>
<td>Have a nice weekend!</td>
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<tr>
<td>en schööne Taag</td>
<td>einen schönen Tag</td>
<td>Have a nice day!</td>
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<tr>
<td>Entercott</td>
<td>Zwischenrippenstück</td>
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<td>es bitzeli</td>
<td>ein bisschen</td>
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<td>es Mineral</td>
<td>ein Mineralwasser</td>
<td>a mineral water</td>
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<td>Eschtrich</td>
<td>Dachraum</td>
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<td>F</td>
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<td>fever / a high temperature</td>
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<td>G</td>
<td>nicht wahr?</td>
<td>Isn’t that right?</td>
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<td>Geschter</td>
<td>Coca Cola</td>
<td>Coke or Coca-Cola</td>
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<tr>
<td>Goggi</td>
<td>Kotelett</td>
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<td>Gottlett</td>
<td>sogleich</td>
<td>immediately, straight away</td>
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<td>geradeaus</td>
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<td>Graduus</td>
<td>Grüss Gott</td>
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<td>Grüezi</td>
<td>Ich grüsse Sie</td>
<td>Hello! (to more than on person)</td>
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<td>grüezi mitenand</td>
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<td>Good night</td>
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<td>nett, allerliebst</td>
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<td>Haben Sie etwas gefunden?</td>
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<td>Hast Du viel Arbeit?</td>
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<td>Hello! (to children/good friends)</td>
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<tr>
<td>hütt Mittag</td>
<td>heute Nachmittag</td>
<td>this afternoon</td>
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<td>heute früh</td>
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<td>I</td>
<td>Ich bringe gleich die Speiskarte</td>
<td>I'll just bring the menu</td>
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<td>ich bring grad d'Charte</td>
<td>Ich wollte nur fragen...</td>
<td>I just wanted to ask</td>
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<td>Waren Sie zufrieden?</td>
<td>Did you enjoy your meal?</td>
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<td>Schlafanzug</td>
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<td>Prosit</td>
<td>Cheers!</td>
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<td>red wine</td>
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<td>it’s starting to rain</td>
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<td>to complain</td>
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<td>schlaf gut</td>
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<td>schönen Abend</td>
<td>Have a nice evening!</td>
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<td>schönen Urlaub</td>
<td>Enjoy your holiday!</td>
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<td>es ist mir gleichgültig</td>
<td>I don’t mind</td>
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<td>Do you want anything else?</td>
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<td>übermorgen</td>
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<td>the day before yesterday</td>
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<td>W</td>
<td>wa möchtet si pschtelle</td>
<td>What would you like to order?</td>
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<td>wänn chunnsch hei?</td>
<td>When are you coming home?</td>
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<td>wänn sie wänd so guet sii</td>
<td>if you would be so kind</td>
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<td>was hätted si gern?</td>
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<td>Neunuhr Vesper</td>
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<td>umziehen</td>
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<td>zwüschedine</td>
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Welcome to Schaffhausen
A handbook for new residents

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