

Day Care Concept



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1. Institutional framework

Introduction

These operating regulations provide detailed information on the “Zürisee Childcare.” Parents who bring their children to the children's day-care center can have an insight to the institutional framework, the social pedagogical concept, the operational characteristics, the staff, the spatial conditions, safety and hygiene.

1.1 Sponsorship

The „Zürisee-Kinderbetreuung“ is part of the « Zürichsee-Krippe GmbH » company and is managed by Vanessa Lutz-Lang and Sascha Lang, who are also the owners. They lead with the following recognized pedagogical principles, which are laid down in this concept.

1.2 Operating Permit / Supervisory authority

The „Zürisee-Kinderbetreuung“ fulfills the operating guidelines for school supplementary care. The supervisory authority is the Department of the Interior, the KESB / Child and Adult Protection Agency Ausserschwyz, Eichenstrasse 2, in Pfäffikon SZ.

1.3 Capacity

We have 30 available full-spaces per day or 45 to 60 part-time spaces

1.4 Subsidies

The financial aspect of day care is a task of the parents. Regardless of the income and the financial situation of the parents, it should be possible for all children to profit from the option of day care. Our goal is to be able to work as cost-effectively as possible. The Company Management reserves the right to make adjustments if necessary.

For this purpose, the municipality of Freienbach has granted an income-dependent offer, which allows all parents to receive care allowance (at the family contact point, AL for short) for day care.



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1.5 Insurance

Health insurance, accident and private liability insurance for the children is mandatory and an obligation of the parents. The parents are liable for damages caused by the child or loss of personal valuables.

All insurance required for operation has been completed through the institution.

2. Social pedagogical concept

2.1 Socio-educational principles

2.1.1 Meaning and purpose

The „Zürisee-Kinderbetreuung“ is a school supplementary day care service and offers children from the age of 4 up to and including the primary school age, a family-oriented care during the week oriented towards current pedagogical insights. The children are given the opportunity to deal with other children or play with them. The trained professionals pay attention to the appropriate support for every single child. The day care is open to all children, regardless of the reason why the parents want to bring their child to the «Zürisee-Kinderbetreuung».

2.1.2 Goals and principles

The School Supplementary Day Care should give parents the opportunity to reconcile work and family life.

The School Supplementary Day Care is professionally run according to the latest recognized pedagogical principles. A high-quality care guarantees that the child is the center of attention. The “Zürisee-Kinderbetreuung” supports social exchange, leads and accompanies these exchanges. The children are cared for completely, comprehensively and lovingly and accompanied according to their level of development. They experience an environment in which they can find themselves and their independence is encouraged. They learn to take responsibility and how to integrate into the mixed-age group.

For the parents, whose children have been cared for in a nursery, there is a seamless transition for your child to school. Parents who want to get back into work, now receive valuable support in planning their daily structure.

This up-to-date day care supplement for Zürisee-Kinderbetreuung offers parents reliable and professional childcare.

2.2 Admission

The admission is independent of nationality, skin color, confession or social status.

The admission of the child will be definite, as soon as the care contract is signed by the business owner or day care management and the parents, also the registration fee / deposit is paid for one month in advance. A copy of the health insurance policy must be submitted with the registration. The Zürisee-Kinderbetreuung concept is an integral part of the care contract and regulates the collaboration between the parents and the „Zürisee-Kinderbetreuung“.

Siblings get the advantage over other children on the waiting list.

2.2.1 Size and composition of the children group

Because of our spatial conditions, we pursue the goal that the children independently form their groups, in which they decide themselves where and with whom they want to play. We are guided by the approach of educational day cares. Children of the “Zürisee-Krippe” wanting to transfer are given preference over other children on the waiting list.

2.3 Acclimation

In the case of a new application, the child should initially be accompanied by the parents or another caregiver for a short time depending on their age. The exact procedure is discussed individually between management of the day care and parents / legal guardian.

2.4.1 Daily routine during school time

11:30 – 12:00: Arrival of kindergarden kids and students. We wash our hands together to symbolise starting our day together.

11.45 - 12.30: We enjoy a freshly prepared lunch.

12.30 - 12.45 : The children are included in the daily chores. There is a chore chart hung up in our dining area so the children can picture this.

12.45 - 13.15: We brush our teeth and have quiet time to calm down.

13.15 - 13.30: The children go back to school.

13.30 - 14.00: Quiet activities such as crafts, puzzles and books can be done.

14.00 – 16.00: Activities, play time or playground.

15.00 – 16.00: Accompanied play or homework help



16.30 – 17.00: We wash our hands and eat an afternoon snack.

17.00 – 17.30: Complete homework, then time for activities or play time.

18:00 – 19.00: The children go home or are allowed to play freely at this time.

2.4.2 Daily routine during school holidays

07.00: The day care opens its door and the first children arrive.

07.30 - 08.00: We have breakfast together with the children.

8.30 -12.00: Play time, playground, arts and crafts, holiday activities and field trips or cooking lunch together. At 10:00 we have some fruits.

12.00 – 13.00: We eat a freshly prepared lunch together

13.00 – 16.30: Activities which children can decide/choose and depending on the weather. (Play time, playground, going for a walk etc.)

16.30 – 17.00: We wash our hands and enjoy an afternoon snack.

17.00-19.00: The children go home or are allowed to play freely at this time.

2.5 Bring and pick up in the creche

The bring and pick-up situation is an essential part of the day routine

Bring

It is important that we are informed of current events (for example, past illness of the child, death in the family, etc.) Anything that affects the child, the parents should inform us in the morning while bringing them. If the child comes to us after kindergarden or school we are glad to be contacted via telephone, if you have important information for us.

If your child comes to day care independently in the morning, please try and send your child at the same time each the morning so we know when to expect your child here with us. The school route is subject to the parental duty of care.

Pick up or send home

To end the day, an exchange takes place between the parents and the educators, during which the parents learn how the child has experienced the day in day care.

Should it be desired that your child goes home without needing to be picked up, then we will send them at the desired time (which again should always be the same time.)

The duty of supervision of the «Zürisee-Kinderbetreuung» ends with the handing over of children or them leaving independently.

2.5.1 Bring and pick up from kindergarden

For kindergarden children in the first year of kindergarden, the pick-up and drop-off can be taken up by an educator and so the child will be accompanied to and/or from kindergarden.

This service costs Fr. 5.- per way per day.

2.6 Food culture

The children are offered balanced, varied and healthy meals. These are determined by seasonal and regional products. For food allergies (e.g., celiac disease, gluten or lactose intolerance) or incompatibilities, the food must be given by the parents. Without the right to reduction of the monthly fee.

2.7 Quiet time

From 12:45 to 13:15 there is quiet time for the children in which quiet activities (for example coloring, hearing stories, puzzles, books, etc) can be done.

2.8 Hygiene and sanitary facilities

Care is taken to ensure that the children go to the toilet themselves. Washing their hands, after visiting the toilet and after and before all meals, is an integral part of the daily routine. Brushing their teeth at noon is mandatory for all children. For girls, as well as for boys there is an individual toilet available.

2.9 Parents work

The «Zürisee-Kinderbetreuung» attaches great importance to a trusting relationship with the parents. Having open and honest conversations forms the base for a fundamental educational partnership in favor of the children. Parents and the team inform each other on all important conditions in everyday life.

The parents acknowledge the rules of the «Zürisee-Kinderbetreuung» and help their child to integrate into the group.

2.10 Teamwork

The atmosphere in the «Zürisee-Kinderbetreuung» is of great importance, so that the children feel comfortable. Therefore, it is very important to us that the atmosphere in the team serves as the foundation for a harmonious coexistence.

Through group supervision, pair supervision and intensive training, we are highly motivated and appreciate the open, honest, appreciative and transparent communication, in which conflicts may take place. For us, a harmonious team is not characterized by the fact that conflicts never occur, but through the ability to perceive

tensions, to speak up and work out solutions together. Functioning teamwork characterizes our daily, solid and professional care of the children. The «Zürisee-Kinderbetreuung» and the «Zürisee-Krippe» work closely together in terms of technical and personnel. Various activities can be shaped and done together. For the children, this experience in family-like structures is an enrichment. Siblings can also maintain contact during these times.

3. Company characteristics

3.1 Opening hours

During the school day we are open daily from 10.00-19.00

If needed we also offer:

Breakfast care	7.00-8.15
Whole day care	7.00 -19.00

During the school holidays we are open daily from 7.00 -19.00

3.2 Necessities

- indoor shoes or non-slip socks
- Spare clothes (according to the time of year)
- special food (in case of allergies etc.)
- Medicine / sun cream
- Rain clothes / snowsuit

3.2.1 Brought objects

If a child brings their own toy to the «Zürisee-Kinderbetreuung», we expect the child to share his toy with the other children. If this is not possible, the caregiver will keep the item in the wardrobe. The «Zürisee-Kinderbetreuung» accepts no liability for any toys brought along that are broken or lost.

3.3 Care offer

3.3.1 Regular care

The supervision module will be determined upon conclusion of the contract. Every week, or every month they have the same care plan and it is booked. Any wish to change (change and/or expand) the care modules will, if possible, be met. Provided the necessary care is available.

The reduction of each agreed care module is subject to a two-month notice period.

3.3.2 Short-term care

In case of unforeseen absence of the parents, we offer the possibility of additional, short-term care for children. The wishes of the parents can be taken into account, if sufficient care capacity is available. We should be informed no later than the evening before if short-term care is needed. Short-term care will be charged as additional care.

3.3.3 SOS care

In every family there may be emergencies that require placement for the child. The SOS care per day is also usable for non-registered families, provided that the required care capacity is available. On our part, this requires intensive pedagogical support of the child through our staff and that extra work has to be charged additionally with CHF 25.

3.3.4 Care in case of illness

Sick children are not allowed to visit the «Zürisee-Kinderbetreuung». If the child becomes ill during his or her visit, parents are notified so they can pick up the child. In the event of an accident or sudden serious illness, the employees are entitled to accompany the child to medical treatment. Parents will be notified immediately. In case of emergency, management will contact the medical officer of the «Zürisee-Kinderbetreuung» (med. Pract. Eugen Janzen, Schindellegistr. 71, 8808 Pfäffikon SZ) or the responsible institution (hospital etc.).



3.4 Price list for care

Full day	07:00 - 19:00	100.-
Lunch and dinner	11:45 - 19:00	75.-
Noon care	11:30 - 13:30	25.-
After School care	15.00 - 19.00	50.-
Breakfast	07:00 - 08.15	25.-
Holiday care for external children	07:00 - 19:00	120.-
Accompaniment per day		5.-
Sos flat-rate surcharge on each module		20.-

3.4.2 Occasions and excursions

All costs and services (visiting zoo, swimming pools etc.) incurred during the normal day care day, are included in the care amount.

3.5 Day care payment

The contractually agreed care days per month (monthly fee) will always be charged. This also applies to holidays and absence due to illness, accident or vacation. The costs are to be paid monthly in advance until the 25th of the month. Parents are required to set up a standing order with their bank to ensure punctual payment.

3.6 Company holidays

The last week of July and the first week of August are company holidays. Over Christmas and New Years the day care is also closed.

3.7 Public holidays

The «Zürisee-Kinderbetreuung» is open daily from 7:00 to 19:00.

Also, the day care is open on so-called bridge days, (except the day after acention day) which follow before or after holidays, when school is closed. The day care is also open on teacher training days.

On the following holidays we are closed: January 1st, Good Friday, Easter Monday, Acention Day, Pentecost Monday.

For the remaining holidays we have a paid permit from Kt. Schwyz. On such days we are open from 8.00 to 17.30. Please let us know in advance if your child is coming to day care on such days.

3.8 Notice periods

Each child's space in our day care can be terminated by the parents and the «Zürisee-Kinderbetreuung» with a two-month notice in writing, at the end of the month. In case of a late notice termination, the full amount of what is owed will be charged for the



remaining period of time.

If a childcare place has been contractually agreed and the parents give notice of termination before starting at day care, a one-time monthly fee will be charged in this case.

The deposit will be fully refunded or billed with the last month of care.

3.9 Protection of privacy

We work on several different laptops/computers simultaneously at different locations. Therefore we make use of the icloud dropbox and onedrive. These are foreign cloud companies and therefore without your consent contradict the new DSGVO, Art 4 and Art 6. This matter especially applies to one document on the dropbox/onedrive which is constantly being edited - The parent and children list which we have to fill out for the KESB. New parents and their contact details will be added to this document, leaving families will also be noted.

With your signature on the admission form you acknowledge these conditions.

4. Staff

4.1 Qualifications

In addition to the requirement that all qualified employees have matured in their personality, they must have a recognized professional education. A qualifying discussion is held twice a year with the employees. Impeccable German skills are for all requirements.

4.2.1 Managing directors

The owners of the « Zürich-Kinderbetreuung » are Vanessa Lutz-Lang and Sascha Lang.

4.2.2 Day care manager

The day care manager is a trained specialist in care and vocational trainer with leadership training. As a pedagogic director, it is their job to work closely with the owners of the "Zürisee Kinderbetreuung".

4.3 Educators / co-educators

We employ mature persons with a lot of experience as educators and as co-educators. All our educators are trained professionals and apprentice educators with professional experience.

4.4 Apprentices in the „Zürisee-Kinderbetreuung“

The « Zürichsee-Kinderbetreuung » is a place of schooling and offers the three-year apprenticeship as a care specialist for women and men.

4.5 Internship

Interns must be at least 16 years old. Requirements for an intern are interest in interpersonal relationships, joy in dealing with children and the willingness to give their best in a team. The interns are usually hired for a one-year internship.

4.6 Vocational Days

Vocational Days are possible and usually last 1 week. The social internship is a duration of 3 months.

4.7 Human resources management

Each employee has a job description in which the responsibilities and tasks are regulated. The job description, the personnel regulations, the emergency and accident concept, the nutritional concept, the code of conduct regarding sexual violence and the hygiene concept form part of the employment contract.

4.8 Further education

The „Zürisee-Kinderbetreuung“ provides all employees with a one-week training leave. The team is encouraged to educate themselves through visits to different classes, lectures, supervisions, adult education, etc.

4.8.1 Emergency training

The « Zürichsee-Kinderbetreuung » offers an internal training of the emergency course "accident prevention for infants" every 2 years. All of our employees have attended the emergency aid course for toddlers.

4.9 Salaries

The salaries of our employees are adapted to the vocational training and the professional experience, which correspond to the recommendations of Kibesuisse.

5. Spatial conditions

5.1 Location

The „Zürisee-Kinderbetreuung“, in collaboration with the Zürichsee-Krippe GmbH, offers professional and comprehensive childcare. In the center of Pfäffikon, right next to the primary school Felsenburgmatte, on Summelenweg 2, is the ideal location for secondary care with the „Zürisee-Kinderbetreuung“.



5.2 Spatial layout

In the 185 m² ground floor rooms, the kitchen is used to prepare meals. The children are provided with a place to rest, retreat and do homework. During the childcare time the children are cared for in self-selected groups. The different age groups are accommodated with a wide range of games, books and toys. Children are admitted at the age of four.

5.3 Outside space

There are countless ways to spend time supervised outside. Outside of school hours, we may use their playground. Kindergarden children and primary school pupils who do not take advantage of the supplementary day care offer may not be looked after by the «Zürisee-Kinderbetreuung» there.

5.4 Use

The use of the premises as a day care has been approved and accepted by the responsible authorities (Bfu, Feuerinspektorat).

6. Safety and hygiene

6.1 Safety

The daily safety of children is given great attention. All game and learning materials are tested for optimum to exclude any health or injury-threatening materials and objects. Regular checks are carried out on all equipment and devices or machinery to ensure the best possible safety.

During the children's stay in the „Zürisee-Kinderbetreuung“ they are supervised at all times. The children are not allowed to leave day care during the booked care times. Visits to the public playgrounds, are only possible in accompaniment with an employee of the “Zürisee-Kinderbetreuung.”

If the child is not personally picked up by the parents, this must be reported in advance by the parents. The parents have to give us the first and last name of the adult, who has to identify themselves with an ID when picking up the child. If the child is allowed to go alone or come alone, the responsibility is on the parents.

6.2 Hygiene

When many people come together on a daily basis, a hygiene concept and well thought-out cleaning are essential.

Based on a hygiene concept, the differentiated, daily recurring cleanings are carried out by the team. So a constant, good hygiene of the rooms can be guaranteed.

The hygiene concept can be viewed by request.



7. Processing legend

All changes to the content (not the design or spelling) of this day care concept are reported to the child and adult protection authority Ausserschwyz immediately.

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