



# **OPERATING REGULATIONS**

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## INTRODUCTION

The following document provides comprehensive information about the operation of the Kinderkrippe Sennhof (Sennhof Daycare Center). It informs parents who are considering enrolling their child in the Daycare Center about its principles, daily schedule, staff, fees, etc. Investors can get some insight into the the daycare's structure, organization, and finances, and anyone else who is interested can get an overview of the operation.

## 2. SENSE AND PURPOSE

The Sennhof Daycare Center tends to children between the ages of three months and five years. The children are given the opportunity to deal with other children and to play with them. But they also have the opportunity to keep themselves busy. Trained adults ensure appropriate encouragement for each individual child in a diverse and stimulating environment.

This supplementary offer is open to all children regardless of the reason why the parents want to enroll their child in the Daycare Center.

The daycare is religiously and politically neutral.

## 3. OBJECTIVES / PRINCIPLES

A human's first years of life are extremely important to his or her personal and social development. The goal of our professionally run Daycare Center is to offer the children a framework in which they can unfold and develop according to their needs. The trained adults make sure that the children learn with, and from each other, and that they successfully develop clear rules for organizing a typical day and dealing with extrafamilial relationships. While doing this, the children are always viewed as having individual personalities and are therefore individually encouraged. On the one hand, the children regularly spend time outdoors and use the opportunity to move around the Sennhof and play lively games. On the other hand, the children have the chance to withdraw and do calm, concentrated activities. We work with systematic educational observation and documentation according to the procedures of «Bildungs- und Lerngeschichten» («Educational and Learning Histories»). Together with the caregivers, every child compiles a portfolio in which learning histories, photos, and drawings are kept. The parents allow photos of their children to be used for this purpose.

#### 4. PERMIT AND ASSOCIATION MEMBERSHIP

The Sennhof Daycare Center has a cantonal permit and is a member of the Verband Kindertagesstätten der Schweiz (Organization of Swiss Daycare Centers).

#### 5. SPONSORSHIP AND DAYCARE MANAGER

The Daycare Center is sponsored by the Verein Kinderkrippe Sennhof (Sennhof Daycare Center Association). The association board is responsible for the Daycare Center, and the Daycare Center is run by a qualified daycare manager.

#### 6. STAFF

All employees have jobs based on their training. Up to three apprentices can work under the leadership of a care specialist. A maximum of two interns have an opportunity to assist.

#### 7. HOURS OF OPERATION

The Daycare Center is open Monday to Friday from 7:00 a.m. to 6:30 p.m. It is closed on public holidays, the Friday after Ascension Day, for two weeks in summer, and between Christmas and New Year's Day. Besides these days off, the Daycare Center is always open. On days before holidays, the Daycare Center normally closes at 4:00 p.m.

We reserve the right to close the Daycare Center in cases beyond control, such as an illness of several employees or another unfortunate event that would require a closure.

#### 8. DAILY SCHEDULE

We value a structured daily schedule and offer the following four care options:

A	7:00 a.m. – 6:15 p.m.	Whole Day	=	11.25 Hrs.
B	7:00 a.m. – 1:30 p.m.	Morning with Lunch	=	6.50 Hrs.
C	11.30 a.m. – 6:15 p.m.	Afternoon with Lunch	=	6.75 Hrs.
D	1:00 p.m. – 6:15 p.m.	Afternoon without Lunch	=	4.25 Hrs.

The “Whole Day-” and “Morning Children” (Options A + B) are brought into the Daycare Center between 7:00 a.m. and 8:50 a.m. At 8:30 a.m., the children are divided into two groups. They start with a breakfast and after that they go to their different, always age-appropriate activities.

A warm lunch is eaten between 11:30 a.m. and 1:30 p.m., followed by quiet time during which the children can either pursue a quiet activity or take a midday nap in the quiet room.

In order to ensure that lunch and quiet time are disturbed as little as possible, the “Afternoon Children with Lunch” (Option C) are to be brought in at 11:30 a.m., the “Afternoon Children without Lunch” (Option D) are to be brought in between 1:00 p.m. and 1:30 p.m., and the “Morning Children” (Option B) are to be picked up at that time.

Between 2:00 p.m. and 4:30 p.m., the children are again divided into two groups to spend some more time doing age-appropriate activities.

Between 4:30 p.m. and 6:15 p.m., the children get ready for the end of the day at the Daycare Center. They can play some more, but they also help clean up.

If a parent wants to bring their child to the Daycare Center or pick them up between 8:50 a.m. and 11:30 a.m. or between 2:00 p.m. and 4:30 p.m., it must be prearranged with the group management. During these times the group might be taking a walk, going to a playground outside the Daycare Center, or making their usual supervised visit to the woods where they spend half a day per week.

Because the Daycare Center closes at 6:30 p.m., we expect the parents to arrive at 6:15 p.m. at the latest so that we can have a short discussion of the day’s events.

## 9. CHILDREN’S GROUPS

The children are divided into age-mixed groups. Each children’s group is usually comprised of 11 spots with children under 18 months and those who are disabled taking up 1.5 spots each. Whenever a group has more than three kindergarten children this group can offer one more spot.

Altogether the Daycare Center offers 22 full-time care spots in two age-mixed groups. By “full-time care” we mean whole-day care; one of these spots can be used by two children alternating on mornings and afternoons.

## 10. ADMISSIONS

### 10.1 TERMS OF ADMISSION

Children between the ages of three months and kindergarten entry age are accepted. For children who attend the daycare before they enter kindergarten we can also offer care up through the first year of kindergarten. Due to limited spots for kindergarten children a re-registration according to section 10.2 is necessary. Parents are responsible for transportation between kindergarten and daycare. The minimal length of stay per week is 1 ½ days. Kindergarten children can only be registered for whole days, which guarantees a spot for full days during school vacations.

The necessary care time per child is discussed individually with the parents and is legally agreed to by means of a written contract (see enclosure). The contract also lays out the minimum and maximum length of stay per week day / week. Additional days must be agreed to and paid for on an individual basis and are only possible if space is available.

### 10.2 ADMISSION PROCEDURES

Enquiries regarding open spots are directed to the Daycare Center manager. We will gladly show interested parents the Daycare Center upon arrangement.

Successful registration is done by filling out a written application form. If there is enough demand, we use a waiting list. For pedagogical reasons parents requesting whole-day care are given first priority before those requesting half-day care.

As soon as a spot opens up, we set up an interview with the parents, introduce them to our policies, and discuss the necessary details in order to proceed, such as entry date, settling in period, addresses, phone numbers, doctors, and illnesses.

## 11. COOPERATION WITH THE PARENTS

Cooperation with the parents is important to us. The child spends a large part of the day at the Daycare Center. The mutual exchange between parents and caregivers helps us to better understand the child and therefore, be better equipped to satisfy the child's needs and react to any difficulties that might arise. The parents and group management are required to inform each other of any incidents. Legally the staff must keep all information confidential. The parents can have a discussion with the group manager at any time. We hold a parents' event at least once a year.

If the daycare management and the parents cannot agree on answers to basic questions, the problem can always be submitted to the association board.

## 12. SETTLING IN

The settling in period is extremely important for the child, the parents, and the staff. Depending on the child's developmental stage, the settling in period can last from several weeks to several months.

It is very beneficial to visit the Daycare Center multiple times with the child before the child is enrolled in it. Someone who is very close to the child (father, mother, aunt, uncle, grandmother, etc.) must be present with him or her at the daycare for the first few days. At the beginning, the child spends only a few hours at the daycare. The parents and caregivers regularly discuss the child's state of health, the child's integration into the group, and the child's pedagogical relationship. The caregivers spend a large amount of time with the new child and respond sensitively to the child's signals and his or her need to feel secure. If necessary, usual procedures are changed to benefit the child.

We consider the settling in period to be over when:

- Child and care givers have gotten used to each other (mutual acceptance, relaxed and trustful moments, acceptance of the rules, etc.)
- The child can separate from the parents
- Parents show us their absolute trust.

## 13. CLOTHING, FOOD, OWN TOYS

The children should wear comfortable, weather-appropriate clothing. Additionally, they should always have extra clothes according to the seasons. It may be a good idea to have duplicate outfits (preferably labeled). Rubber boots, rain pants, and a rain jacket must be included.

Meals for the children are as follows:

- Mid-morning snack
- Lunch for children who are at the Daycare Center past noon
- Mid-afternoon snack, fresh fruit is also available in the meantime

For birthdays and special occasions children are allowed to bring cake, plaited bread, or something similar, but other than that no sweets are allowed.

Lunch is prepared fresh daily by a cook who takes special care to ensure a healthy, child-appropriate diet. We use mostly organic ingredients and supply vegetables and fruits from farms in the neighborhood.

Because it is nice for them to have something familiar with them, the child is allowed to bring a favorite toy. These include a pacifier and/or a stuffed animal. But valuables should be left at home because we are not liable for lost or damaged items.

## 14. ILLNESS

Ill children must stay home. If the child or a family member has a contagious illness (e.g. German measles, chickenpox) the Daycare Center manager should be informed.

In cases of illness or accident while at the Daycare Center, the parents will be notified immediately by daycare staff. If a child has a contagious illness, the child must be promptly picked up from the Daycare Center. If a child is in serious need of consultation by a doctor, the specialists at the Daycare Center have the right to either get the child immediate medical treatment or take the child to the hospital. Treatment is usually provided by either Dr. Fichmann, MD, our primary care physician in Birmensdorf, or the nearest hospital. Normal visits to the doctor's office are the responsibility of the parents.

If the child needs a transport for health reasons, the Daycare Center has the right to transport the child using the appropriate equipment (baby / booster seat).

If physical or mental irregularities become apparent, the daycare manager can request the involvement of other experts and specialist services (e.g., the Child and Adolescent Psychiatry Service, family counselling, etc.).

Allergies and other sensitivities must be discussed at the entrance interview. The daycare management should be made aware of contagious illnesses in the family. If a child needs special medications and care products, group management must be given precise dosage information.

## 15. INSURANCE

The parents need liability insurance and are responsible for the child's medical and accident insurance. Possible accidents on the way to and from the Daycare Center as well as while there must be covered by private insurance. The Daycare Center has its own public liability insurance.

## 16. WAITING LIST AND SPOT RESERVATION

We have a waiting list where parents can sign up their child or children. Children of parents who are supported by the Birmensdorf community, siblings of children who are already with us, and children of parents whose long-term spot is paid for by their employer enjoy priority. The Daycare Center does not allow special space reservations. For an unfilled spot that should be reserved, the normal fee will be charged. A space reservation can be kept for a maximum of two months. Different terms of agreement can be reached for communities and companies wanting to purchase single spots.

## 17. CHANGE / TERMINATION OF CONTRACT

The usual contract ends at latest automatically on July, 31<sup>st</sup> before changing to the kindergarten.



A change in the contractually defined attendance times of the child must be sent in writing to daycare management by the end of the calendar month two months in advance of the change. A new care contract that incorporates the changes will then be agreed on.

At the end of every calendar month, a child's spot can be terminated in writing either by the parents or by the Daycare Center after a period of three months there. With the 7-day termination period at the end of the first month (trial period) in mind, both parties have the option to terminate the contract.

When a child leaves the Daycare Center, we hold an exit interview and we retrospectively evaluate the child's stay. The other children are made aware of the child's leaving in an age-appropriate fashion. We say good-bye to the child with a ritual.

If the child taken out of the Daycare Center without the contract having been previously terminated, the normal fee will be charged for termination period.

## 18. HYGIENE AND SAFETY

The legal hygiene requirements are regularly reviewed by the food inspectorate.

The safety of the children is very important. For this reason there is a safety and hygiene concept.

## 19. FEES / DISCOUNTS

Different fees are charged depending on age and intensity of care. These charges can be seen in the current list of fees.

## 20. DEPOSIT

A one-time deposit payment is due at the contract signing. The care contract will go into effect when the deposit payment goes into the bank account of the Sennhof Daycare Center. The deposit amount can be found in the current list of fees.

## 21. TERMS OF PAYMENT

The agreed-upon care contract will be paid for on a monthly basis. The monthly fee is based on the care fees according to clause 2 of the current list of fees, which are multiplied by a factor of 4.2.

The costs for the agreed-upon days of care are to be paid for a month in advance and must go into the Daycare Center's account by the fifth day of every month at the latest. Possible additional days (only when prearranged with the Daycare Center management) are paid for separately.

Holidays or other absences of the child as well as Daycare Center closings do not reduce the monthly fee.

The due dates for the association membership fees are determined by the association board. The first association membership fee is due upon signing the contract.

## 22. BOARD OF TRUSTEES

Upon entering into the care contract, the parents become members of the board of trustees of the Sennhof Daycare Center and commit themselves to paying the yearly association fees (currently Fr. 100.--). Incidentally association rules apply. In order to successfully resign from the association, parents must send a letter of resignation to the association board and terminate the care contract. Otherwise, the membership will continue.

## 23. GENERAL INFORMATION

We expect that the parents will drop off and pick their child at the agreed times. We reserve the right to charge a fee for late pick-up (Fr. 10.-- for every 15 minutes).

The parents must inform the Daycare Center in advance of their late arrival, and inform the Sennhof staff in advance if the child does not come into the Daycare Center at all. Pre information is required by law for security reasons.

The parents will let us know if the child will be picked up by a non-usual person. Other than that, the children will only be handed over to parents themselves or to someone who they have authorized to take them. Legally, the daycare manager or the group management must be informed if a child is to be picked up by another person.

The parents must make us aware of planned absences (e.g. vacations) as early as possible.

## 24. ORGANIZATIONAL CHART

