

Zürisee - Krippe





Nursery 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 nursery can have an insight to the institutional framework, the social pedagogical concept, the operational characteristics, the staff, the spatial conditions, safety, hygiene and opening hours on Saturdays.

1.1 Sponsorship

The « Zürisee-Krippe » is a 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 - Krippe“ fulfills the operating guidelines for nurseries. 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 35 spaces a day. These available spaces are divided into different age groups. We take a maximum of 8 babies under 18 months (factor 1.5) who occupy 12 spaces. For small children from 18 months and up (factor 1) there are 18-20 spaces available. For kindergarden and school children (factor 0.5), there are around 3-5 spaces available. Depending on the constellation of the group, the numbers of the spaces per age varies with the exception of the spaces for babies under 18 months which are always limited to a maximum of 8 babies per day.

1.4 Subsidies

The financial aspect of the nursery 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 nursery 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 nursery care.

AL Gesellschaft
Churerstrasse 15
8808 Pfäffikon
Tel: 055 416 92 68
Fax: 055 416 92 97
familie@freienbach.ch (Person in charge: Ms. Esther Reichmuth)
www.freienbach.ch

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 - Krippe“ is a family - oriented nursery and offers child care from the age of 3 months up to the 3rd grade in Primary school, a pedagogical knowledge oriented family support during the week. The children are given the opportunity to meet with other children and play with them. The trained professionals pay attention to the appropriate support for each individual child. This extern-family nuresery care is open to all children regardless of the reason why the parents want to bring their child to the „Zürisee - Krippe“.

2.1.2 Goals and principles

The aim of the „Zürisee - Krippe“ is to offer the children a framework in which they can develop according to their needs. The children are cared for without force or punishment. That the children enjoy their food is important; that they eat everything is not. When the children are tired, they may sleep. No child is forced to sleep. Personal hygiene should not become a procedure, but a pleasant experience.

When it comes to caring for small infants, we follow the principles of Emmi Pikler. The name Emmi Pikler stands for a shift of consciousness in handling with an infant or toddler. The child is taken seriously as a person and is seen as an equal partner.



Your child needs to feel safe and supported with loving attention and undivided attention. This way of nursery care goes beyond general treatment, it also has a strong impact on the child's relationship with their own body. The infant is allowed to participate in the hygienic processes, which makes them more cooperative because they are also in control.

Here, in a protected environment, your child is given the opportunity to build relationships which last for many years.

Your child learns to find their place in the group, to assert themselves, and to be considerate of others. It learns to accept itself and each other, with consideration of their strengths and weaknesses, to help one another and resolve small conflicts independently.

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-Nursery 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

We work in different groups, which means the following:

We have a baby group from the age of 3 months to 18 months which consists of a maximum of 8 children.

In our two mixed age groups we have children from 18 months up to the kindergarden age which each consist of a maximum of 11 children.

All of our groups of children are together in the morning, during lunch time and in the evenings. The groups work very closely with each other, which is why we also use the same nursery play rooms. All of our care specialists know all the children from all the groups and are responsible for them.

2.3 Acclimation

Through a well-founded, well-prepared and individually designed acclimation period, our goal is to enable the child to make a gentle transition to the new environment.

(Based on the acclimation model of Berlin)



The toddler is dependent on the support and encouragement of its parents when it comes to meeting the caretaker and exploring the new environment. It should familiarize itself with the new spaces, with the new children and with the caretakers with the comfort of having their parent there.

The child still needs your presence to be able to get involved and feel sure, so that it can openly enter into this new bond with the caretaker and the nursery. Only then can we assume the function of a safe base for the child. The new environment is exciting, it offers lots of new things at once.

The necessary adjustments it takes the child comes with a big effort. For this reason, it is very important for us to focus on the needs of the child and to shape this transitioning time together with the parents. Parents should plan about 2 weeks timewise for this process. During this acclimation process there is one caretaker there throughout the whole process with the parent and for the child, which makes it understandable why this process is charged. Due to this in the acclimation period you will already owe a monthly fee. If an acclimation process starts in the middle of a month, half a monthly fee will be charged.

2.4 Daily routine

6.30: The nursery opens if previously communicated by parents

07.00: The nursery opens the doors and the first children come in.

07.30. - 8.00: We have breakfast together with the children.

8.00-9.00: The rest of the children arrive, they are in free play time.

09.00 - 9.30: All children are now at nursery and we start the day with the morning circle. With that there is also a morning snack of fruits.

09.30 - 10.45: Activities, play time, playground visits, in the garden or going on a walk. We decide individually according to the needs of the children.

10.45 - 11.00: Time for a new diaper or to go to the toilet.

11.00 - 11.30: We enjoy a freshly prepared lunch. The babies eat at 11.00 and the bigger children eat at 11.30.

11:30 - 14:00: The children brush their teeth, wash their hands and have a nap or just quiet time. Once the children are awake they are free to play.

14.00 - 14.30: We wash our hands and have an afternoon snack.



14.30-17.00: Activities, free game, playground visits, in the garden or on a walk. We decide individually according to the needs of the children. Time for a new diaper or to go to the toilet.

17.00 - 17.30: We wash our hands and have an evening snack.

17.30 -19.00: The children go home or play freely during this time.

2.5 Bring and pick up in the nursery

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

Bring

It is important for the child to start the day in the nursery in a relaxed atmosphere and a regulated environment. Therefore there should be enough planned time to enable the child to have a gentle start to their day. This is accomplished by the parents helping the child put on the slippers and accompanying them to 2nd floor into the ritual room.

During this time, the parents exchange information about the well-being of their child with the educators, clarify open questions, wishes and suggestions concerning the day ahead. After this exchange, the parents say goodybye to their child. The nursery day is much more relaxed and easier for the child with this transition with the parent from home to the nursery.

Pick up

An exciting day comes to an end and the children look forward to seeing their parents. After a warm welcome, the parents should take a little time to embrace the experience of the child. Children like to tell their parents what they have experienced in their day at the nursery.

In order to complete the day, an exchange once again takes place between the parents and the educators, where the parents learn how the child experienced their day in the nursery.

In this time the child also has the possibility to play something to end their day and to say good-bye to the other children and educators. The supervisory duty of the „Zürisee-Krippe“ ends with the handing over of the child.

In the case of a regular delay when picking up your child, a contribution to the coffee fund should be paid.

2.5.1 Bring and pick up with the pick up and bring service

For children who come to the nursery with the pick up and bring service, the saying goodbyes takes place at home. It is very important that enough time is also planned for



this and that the parents say goodbye lovingly to their child. Once the children have arrived in the nursery, the children are received by the educators and prepared with the morning ritual for the day.

For the children who use the bring and pick up service, a nursery diary is kept, in which everything important is noted. Parents are also encouraged to write in important things that concern us in the nursery diary. Please also feel free to call anytime. This guarantees a smooth exchange between parents and educators.

When it is time to go home, the children are accompanied by the educators to get dressed and bring them to their seat in the car. With the handing over of the Zürisee bags and the nursery diary to the service driver, the educator leaves the children and wishes them a safe trip home. The pick up and bring service driver ensures that the children arrive at home safely and at the desired time. The driver hands over the children with the bag and the nursery diary to the waiting parents in the parking lot. The pick-up and bring service is charged with 10 francs per day and per family. There may be delays in unforeseen circumstances such as traffic jam. We thank you for your understanding.

2.6 Food culture

Eating food in small groups ensures a harmonious process. The time at the table is meant to be joyous and pleasurable. Depending on the age of the child or its development stage, the food is either eaten at the children's table, the „Essbänkli“ or in the baby rocker.

The meals are freshly prepared daily by the staff. Fit for the little ones and something more exciting to cut and break for the bigger ones. Children can try out different things, because it should be fun. They may also help with preparations and with the cooking. For the regular, different annual rituals (Easter, Christmas) Easter eggs are cooked & painted with the children, christmas cookies are baked and much more.

2.7 Sleep

The time after lunch is shaped by rest and relaxation. After washing their hands, brushing their teeth, going to the toilet, changing diapers, we spread out in different areas.

The children are always accompanied in the resting room.

Some habits can be customised to home, whether it be with picture books, music boxes, quiet, dark, well bedded in the baby bed, in the cradle, in the Dondolo, the 3 bassinets with „nuscheli“ and dummies/pacifiers and or for the bigger ones on the resting mats. Individuality is always possible here, we want the children to feel comfortable.



2.8 Personal hygiene

It is important to us, because in the care for the children we build and consolidate our relationship. If we treat them lovingly, respectfully and considerately, we earn their trust. We take a lot of time for these regular care processes, we encourage them and are glad that the child can try out and participate in these processes independently. Respectful care treatments enable the child to cooperate more and more.

2.9 Parents work

The child experiences the day in the „Zürisee Krippe“ and the day at home with family as completely different. To ensure the safe-feeling of the child and the care in our nursery, a continuous, honest exchange between the parents and the nursery team is necessary. A constructive cooperation with the parents is of great importance to us. We strive to create an honest, open and transparent atmosphere characterized by mutual appreciation. In order to ensure a differentiated care for each child, parents should regularly contribute their wishes, thoughts and suggestions. Events in the family can influence the child, so we want to have a steady exchange on such important events. For children who use the pick up and bring service, the nursery diary is an important aid for this exchange.

We see ourselves as a partner for important decisions (potty training, entry into kindergarden, etc.). We offer all parents an annual meeting in which we discuss the development of their child together.

The parents are always welcome in the „Zürisee Krippe“. After consultation, the parents are welcome to have a full day of nursery together with their child.

2.10 Teamwork

The atmosphere in our „Zürisee Krippe“ is of great importance to us, so that the children feel comfortable. Therefore it is very important that the atmosphere in the team cultivates the foundation for a harmonious cohabitation.

We are strongly motivated by group supervisors, pair supervisors and intensive further education and appreciate the open, honest, valued and transparent communication in which conflicts may also take place. For us, a harmonious team is not characterized by the fact that conflicts never arise, but through the ability to perceive tensions, to express oneself, and to work together to find solutions.

Functioning teamwork shapes our daily, solid and professional care for the children.



3. Company characteristics

3.1 Opening hours

Monday to Friday from 7.00 to 19.00

On selected Saturdays (or by request) from 8.00 to 17.00

Bringing times 07.00 - 08.45 & 13.00-14.00

Pick up times 13.00 - 14.00 & 17.00 - 19.00

In addition to the bring- and pick up times, the block times should also be considered so that the children's group life is not disturbed and the daily planning doesn't get affected.

Half-day places up to 6 hours should be booked at least 2 half-days a week.

If the child cannot be brought to the nursery on time or picked up at the closing time, we would like to be informed by telephone no later than 08.30 in the morning and 18.00 in the evening.

3.2 Equipment

Each child should deposit the following items in the nursery:

- Slippers or anti-slip socks
- Replacement clothes (according to the season)
- Dummy/Pacifier (or what else it needs to sleep)
- Bottle feeding necessities (powdered milk)
- special foods (allergies etc.)
- medicine / special sun cream
- Rain clothes / snowsuit / swimsuit

3.2.1 Brought objects

If a child brings his own toy into the „Zürisee Krippe“, we expect the child to share this toy with the other children. If this is not possible, the educator will keep the item in their personal box, in the wardrobe. The „Zürisee-Krippe“ does not accept liability for toys brought in, which are broken or lost.



3.3 Care offer

3.3.1 Regular care

The days of care are set once the contract is concluded. They are the same every week, or every month. A possible wish to change (or extend) the care days is, if possible, met provided that the required care capacity is available. The reduction of the agreed childcare days 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 who have been admitted. The wish of the parents can be taken into account, provided sufficient nursing capacity is available. The short-term days should be registered no later than the evening before.

3.3.3 SOS care

There may be emergencies in each family which require the child to be accommodated. The SOS admission per day is also usable for families not from the nursery, provided the required care capacity is available. This requires an intensive pedagogical accompaniment of the child and the extra effort must be charged.

3.3.4 Care in case of illness

The „Zürisee – Krippe“ is not equipped to look after sick children. The nursery management decides on each situation individually of a child who is ill. For the exact conditions, please see our leaflet "My sick child and the nursery"

In cases of emergency, the supervisor of the nursery will contact the doctor of the „Zürisee-Krippe“ (med. Pract. Eugen Janzen, Schindellegistr. 71, 8808 Pfäffikon SZ) or the responsible institution (hospital etc.)

3.4 Price list for care

Toddlers from 3 Months

| | |
|-------------------------------------------|-------------|
| Half day fee 7.00 – 13.00 / 13.00 – 19.00 | Fr. 85.00 |
| Full day 7.00 – 19.00 | Fr. 140.00 |
| Monthly flat rate 5 whole days | Fr. 2800.00 |
| Monthly flat rate 5 half days | Fr. 1700.00 |

Kleinkinder ab 24 Monaten / Toddlers from 24 Months

| | |
|--------------------------------------------------|-------------|
| Half day fee 7.00 – 13.00 / 13.00 – 19.00 | Fr. 75.00 |
| Full day 7.00 – 19.00 | Fr. 130.00 |
| Monthly flat rate 5 whole days | Fr. 2600.00 |
| Monatspauschale 5 halbe Tage / half day | Fr. 1500.00 |
| Daily rate kindergarten child | Fr. 100.00 |
| Pick up and bring service per day and per family | Fr. 10.00 |
| Sibling discount 10% | |
| SOS admission per day | Fr. 180.00 |
| Additional hour charge | Fr. 15.00 |

The monthly nursery contribution (excluding the hiring and pick up service) is calculated as follows:

Number of days or half days per week x Daily contribution x 4.2 weeks = Month rate

Example of a child 2 years old, 2.5 days per week:

| | |
|-----------------------------------------------|--------------------|
| 2.5 days per week = 2 x CHF 130.- x 4.2 weeks | Fr. 1092.00 |
| 1 x half a day = 1 x Fr. 75.- x 4.2 weeks | Fr. 315.00 |
| Monthly flat rate for the creche | <u>Fr. 1407.00</u> |

Saturday care from 08.00-17.00

Please see section 7 Saturday care .

3.4.1 Cost of Food, Beverages and Pampers

The food of the children is included in the price of the chosen option of care.

If the child needs bottle food (powdered milk) or special nutrition, the appropriate food must be brought by the parents. Mothers' milk can be delivered in the nursery and mothers can also come to the nursery at any time to breast-feed. For this there is no right to a reduction in the childcare price.



For a charge, we will buy pampers for your child. This charge is calculated as follows:

| | |
|----------------------------------------|-------------------------|
| Your child comes 1x a week = Flat-rate | Fr. 5 per Month to pay |
| Your child comes 2x a week = Flat-rate | Fr. 10 per Month to pay |
| Your child comes 3x a week = Flat-rate | Fr.15 per Month to pay |
| Your child comes 4x a week = Flat-rate | Fr. 20 per Month to pay |
| Your child comes 5x a week = Flat-rate | Fr. 25 per Month to pay |

3.4.2 Occasions and excursions

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

3.4.3 Pick up and bring service

The pick up and bring service is an additional service and is available to all parents. But the free times must be adapted to the existing logistics. The pick up and bring times at home must be complied with. No claims for damages can be invoked in the case of a delay by the pick up and bring service. The pick up and bring service is only available during the opening hours of the „Zürisee - Krippe“. If one day is exchanged by the parents or should the child come to nursery later, the claim to the pick up and bring service would be cancelled.

3.5 Payment of nursery costs

The contractually agreed care days per month (monthly flat rate) are always charged. This also applies in case of public holidays, absence due to illness, accidents or holidays. The parent's contributions will also be charged in full during the day care holidays, where we are closed. In the event of the nursery being closed due to external circumstances (the cantonal doctor closing the nursery, natural disasters, etc.), the parents' contributions are still to be paid. During the period of acclimation the whole cost of care will be invoiced, even if the attendance is only for a few hours. The costs are paid monthly in advance until the 25th of the month. Parents are obliged to set up a permanent order at their bank in order to ensure punctual payment.

3.6 Company holidays

The last week in July and the first week in August are company holidays. Also during Christmas / New Year the nursery is closed.



3.7 Public holidays

The nursery is closed during Christmas and New Years and on 5 official public holidays.

We are closed on the following public holidays: January 1, Good Friday, Easter Monday, Ascension day, Whitsunday.

For the other public holidays, we have a chargeable approval from canton Schwyz to be open. We are open from 8.00 to 17.00 on such days. Please let us know early enough if your child is coming or not.

3.8 Notice periods

Every nursery care place can be terminated in writing by the parents and the „Zürisee Krippe“ with a two-month notice period at the end of a month. In case of non-compliance of the period of notice, the full nursery care amount will be charged for this duration.

If a care place is contractually agreed and is terminated by the parents, before the start of the nursery, there is a one-time amount of one monthly contribution billed. In the first two weeks of the acclimation period, the care contract can be terminated on both sides. The deposit will always be reimbursed in full. The care amount will be charged proportionally.

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 DSG, Art 4 and Art 6. This matter especially applies to one document on the dropbox/ondrive 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 conditons.

4. Staff

4.1 Qualifications

In addition to the requirement that all qualified employees are mature in their personality, they must have a recognized professional training. At least one qualification meeting is held annually with the employees.



4.2.1 Nursery

nursery management

The owners of „Zürisee-Krippe GmbH“ are Vanessa Lutz and Sascha Lang. Together they manage and share the tasks of management.

management and administrative

Vanessa Lutz is trained as a professional caregiver and professional educator. Since February 2016, she is a trained team leader, as well as an audit expert for the students. As a pedagogical director, the whole staff of the „Zürisee – Krippe“ reports to her. Her husband, Sascha Lang supports the Team where ever he can. As well as doing the grocery shopping he is responsible for the house maintenance.

4.2.2 Pedagogical Manager

Our pedagogical manager works tightly together with the administrative nursery manager from the Zürisee Nursery. The pedagogical manager has appropriate training or is in training.

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 – Krippe“

The „Zürisee – Krippe“ is a place of schooling and offers the three-year apprenticeship as a care specialist for women and men.

4.5 Internship

Interns must have a minimum age of 16 years. Requirements for an internship is having interest in interpersonal relations, joy in dealing with children and the willingness to give their best in a team. The interns are generally employed for a one-year internship. Impeccable knowledge of German is required. After a one year internship, they usually start their 3 year apprenticeship to become a care specialist.

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 – Krippe“ provides all employees one week of further education.

The team is encouraged for further education to take courses, lectures, supervision, adult education, etc.

4.8.1 Emergency training

The « Zürichsee-Krippe» 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

Our nursery is in an office building on Kantonsstrasse 14. Great location: 15 minutes to the lake, 15 minutes to the train station, 15 minutes to the forest. There is a bus stop right in front of the house called "Obstgarten". The nursery has 3 parking spaces in front of the entrance to allow you to have a safe and easy pick up and drop off of the children. There is also a covered space available in the wardrobe room for your strollers.

5.2 Spatial layout

The design of the room is a reflection of how the adults see and perceive the needs of the children. In this way, the well-being, as well as the ability to play and discover, the children can be influenced by the spatial design. With our rooms for the children, possibilities for individual experiences, discoveries and experiences are created.

Our great nursery allows us to divide 240 square metres of room into themed rooms; the baby room, the construction room, a role-playing room, the ritual room, the moving room, the dining area, the kitchen, a studio, 2 toilets, a room for the babies to sleep in, a room for our personell and an entrance area with wardrobe. The different familiar structures of the day, play time offers and usage offers can be seen and can be selected independently. This also ensures the possibility to withdraw oneself to relax at any time.

The children should find a loving, familiar, colorful and playfully furnished family-friendly environment, in which they feel good and their creativity and imagination can be stimulated.

5.3 Outside space

The nearby forest gives us the possibility to explore it and its animals daily and to get to know them. Through the Obstgarten neighborhood one can walk to the barn, where there are always things to discover. And just 15 minutes from our nursery is the beautiful Lake Zurich with two big playgrounds. Due to the bus station right in front of our building we can also take the bus to new and different playgrounds and walks to go on.

5.4 Use

The use of the spatial rooms has been approved and accepted by the competent authority.



6. Safety and hygiene

6.1 Safety

The building and its rooms have been inspected by the fire department and has been approved. The nursery has an emergency plan, which is regularly reviewed and discussed. Smoke detectors and fire extinguishers are installed on all levels and are inspected regularly. The nursery team is regularly instructed on how to behave in the event of a fire. Three emergency exits are available.

The bfu, Advisory Center for Accident Prevention has checked all rooms. The assessment for safety is good.

If the child is not picked up by the parents personally, parents must report this early enough. The parents must give us the first and last name of the adult who has to identify themselves with an ID when they pick up the child.

We do not give children to unknown persons.

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. Concept Saturdays Care

7.1 Licence KESB

The Swiss authority for children and adults safety, KESB (Kinder- und Erwachsenenschutzbehörde), Eichenstrasse 2, Pfäffikon SZ, has granted opening hours on Saturdays.

7.2 Capacity

Currently we have a maximum of 12 places granted for Saturdays.



7.3 Subsidies

It is possible to receive a subsidy for Saturdays, kindly check directly with Ms. Reichmuth from the local family contact center.

Please keep in mind that the "Gemeinde" only supports the maximum of 100% (full days).

7.4 Daily routine

8.00 Doors open, first kids arrive

8.00-9.00 The children play freely during the time they all arrive.

9.00-9.30 All kids should have arrived by this time and the daily routine starts with the morning circle. After a short snack with fruits will be served.

9.30-10.45 Activities such as free play time, outdoor activities, visiting a playground or going on a walk take place. We decide for each child individually depending on their needs.

10.45-11.00 Time for a new diaper or to go to the toilet.

11.00-11.30 We enjoy a freshly prepared lunch.

11.30-12.00 The children brush their teeth, wash their hands and have a nap or just quiet time is now on the agenda. Once the children are awake they are free to play.

12.00-14.00 Nap time, free play time or activities for the children that are awake.

13.30-16.00 Activities such as free play time, outdoor activities, playground visits or going on a walk take place. We decide for each child individually what their needs are.

16.00-16.30 We wash our hands and have an evening snack.

16.30 -17.00: The children go home or play freely during this time.

7.5 Driving Service

There is no driving service offered on Saturdays.

7.6 Day-care concept for Saturdays

The day-care is only available on selected Saturdays by the Zürisee-Krippe. If you want to use this service, you have to sign up your child the latest by Thursday of the same week.



Modul 1

08.00-17.00 Uhr

= Full day

Modul 2

08.00-12.00 Uhr

= half day, 4hrs including lunch

Modul 3

13.00-17.00 Uhr

= half day without lunch

Modul 4

Hourly care

= 2h individual care

7.7 Costs for care

For our Zürisee- Krippe parents and children Babies from 3 Months

| | | |
|-------------------------------|---------------|------------|
| Modul 1 Full day space | 08.00 – 17.00 | Fr. 110.00 |
| Modul 2 Half day space | 08.00 – 12.00 | Fr. 80.00 |
| Modul 3 Half day space | 13.00 – 17.00 | Fr. 60.00 |
| 5pack Abo Modul 1 (1/2x free) | | Fr. 495.00 |
| 10pack Abo Modul 1 (1x free) | | Fr. 990.00 |

Toddlers from 24 Months

| | | |
|------------------------|---------------|------------|
| Modul 1 Full day space | 08.00 – 17.00 | Fr. 100.00 |
| Modul 2 Half day space | 08.00 – 12.00 | Fr. 70.00 |
| Modul 3 Half day space | 13.00 – 17.00 | Fr. 50.00 |
| 5pack Abo Modul 1 | | Fr. 450.00 |
| 10pack Abo Modul 1 | | Fr. 900.00 |

For Modul 3 and 4 please get in touch with the Krippe-team.

Discount for siblings, 2 or more children will be 10%.

7.9 Costs for Food, beverages and napkins

This is all included in the costs, only bottle foods(mother milk or powder) needs to be brought by the parents themselves.



7.10 Payment of costs

This is an additional service, therefore we ask you to pay in cash each time you use the service. In case of an Abo, an invoice can be requested which needs to be paid before you make use of this service.

In case of a late cancellation we allow ourself to charge a partial amount.

7.11 Staff

Depending on the group of the children's age we will have 2-4 staff members per day.

The lead on Saturdays will still be with the nusery manager Vanessa Lutz. She is supported by internal and external staff.



8. Processing legend

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

| Date | What | Who |
|----------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| February 2013 | Creche concept created | Yvonne Lang Vanessa Lutz Toni Knobel (Help and correction) |
| September 2013 | Corrections | Yvonne Lang Vanessa Lutz Heike Bender (read correction) |
| January 2014 | Corrections, changes in daily routine | Vanessa Lutz |
| March 2014 | New Logo | Vanessa Lutz |
| June 2014 | Worked on Design | Vanessa Lutz |
| July 2014 | Corrections Orthography Content | Vanessa Lutz Yvonne Lang Dardane Shala (read correction) |
| October 2014 | Corrections again (not finish) | Vanessa Lutz Yvonne Lang Dardane Shala |
| January 2015 | Amendments for KESB Children's group for german lesson | Vanessa Lutz Yvonne Lang Dardane Shala |
| April 2016 | Children's group for german lesson deleted Minimum stay deleted which is no longer required by the KESB | Vanessa Lutz |
| November 2016 | Paragraphs: 2.1.1 | Vanessa Lutz and |



| | | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| | 2.2.1 3.1 3.5 4.2.1 = new 4.2.2 4.3 4.5 4.7 4.8 4.9 has been changed | Yvonne Lang |
| December 2016 | Changing of paragraph: 1.3: Increase to 25 seats 2.1.1: ...up to the 3rd class 4.-> Gender-neutral word used by employees | Frau Tak Tak Frau Maksimovic Vanessa Lutz Yvonne Lang |
| December 2016 | Ortographical correction | Vanessa Lutz Yvonne Lang |
| January 2017 | Ortographical correction | Vanessa Lutz Michelle Frischknecht |
| May 2017 | Translation in english | Fatlinda Selimi |
| February 2019 | Changing | Vanessa Lutz |
| April 2019 | Translation in English | Tanja Schleiss- Knobel Vanessa Lutz |
| October 2019 | Adjustments. Translation | Jil Reimann |
| January 2020 | Amendments | Vanessa Lutz |
| September 2023 | New Doctor | Michelle Schönbächler |