

KiBiZ Kinderbetreuung Zug

# Daycare Regulations in KiBiZ Kitas



Translation as per Regulations of 1.1.2019

The current Regulations may vary. **The valid German Regulation prevails in case of a linguistic conflict.**

**KiBiZ**

Kinderbetreuung Zug



KiBiZ Geschäftsstelle  
Bundesstrasse 15  
CH – 6300 Zug

[www.kibiz-zug.ch](http://www.kibiz-zug.ch)  
T +41 41 712 33 23  
F +41 41 712 33 24



# Contents

<b>1</b>	<b>Scope</b>	<b>5</b>
<b>2</b>	<b>Contact Person for the KiBiZ Kitas</b>	<b>5</b>
2.1	Legally responsible party	5
2.2	Persons Authorised to Collect Children	5
<b>3</b>	<b>Hours of Operation</b>	<b>5</b>
3.1	Regular Working Hours	5
3.2	Attendance time for children under 18 months	5
3.3	Bringing and Collecting Times	5
3.4	Regular Organisation's Holidays	5
<b>4</b>	<b>Absences</b>	<b>5</b>
4.1	Unforseeable Absences	5
4.2	Planned Absences	6
<b>5</b>	<b>Illness</b>	<b>6</b>
<b>6</b>	<b>Accoutrements</b>	<b>6</b>
6.1	Children's needs	6
6.2	Entry badges	6
<b>7</b>	<b>Care</b>	<b>6</b>
7.1	Basic Principles	6
7.2	Safety	6
7.3	Remit	7
7.4	Extent of Care	7
7.5	Settling-in Period	7
7.6	Meals	7
7.7	Children with Special Needs	7
<b>8</b>	<b>Cooperation with Parents</b>	<b>7</b>
8.1	Daily Information Exchange	7
8.2	Parent Activities	7
8.3	One on One Meeting	8
8.4	Administrative Infos	8
8.5	Cooperation with external partners	8
8.6	Cooperation with the subsidising authority and the kindergarden	8
<b>9</b>	<b>Insurance</b>	<b>8</b>
9.1	Health, Accident and Personal Liability	8
9.2	KiBiZ Kinderbetreuung Zug Operating Liability	8
<b>10</b>	<b>Exclusion</b>	<b>8</b>
<b>11</b>	<b>Final Clause</b>	<b>8</b>

SAMPLE - current regulations may vary

## **1 Scope**

In order to allow for the best day-care possible and ensure a good cooperation between parents and the KiBiZ Kitas, the rules for cooperation are documented in the Day-care Regulations.

## **2 Contact Person for the KiBiZ Kitas**

### **2.1 Legally responsible party**

Unless special circumstances apply, the KiBiZ Kitas only communicate with the legally responsible parent or guardian.

### **2.2 Persons Authorised to Collect Children**

As a matter of principle children will only be permitted to leave with a legally responsible party. Other persons must be in possession of personal permission, which expresses the will of the legal parent/guardian. These are obliged to inform KiBiZ Kitas employees on a daily basis as to who will collect the child. Children will not be allowed to leave with an undesignated or unknown person.

## **3 Hours of Operation**

### **3.1 Regular Working Hours**

The KiBiZ Kitas are open from 07.00 – 18.30 on workdays. The KiBiZ Kitas are closed on national and cantonal holidays.

### **3.2 Attendance time for children under 18 months**

The day-care management team may limit the daily attendance time for children under 18 months if it is considered to be in the child's best interests and following consultation with the parents.

### **3.3 Bringing and Collecting Times**

Children must be brought and collected at the following times.

- Arrival in the morning from 07.00 – 08.45. Collection in the afternoon from 16.15 – 18.30.
- Collection is also permitted between 11.30 and 12.00 or according to the relevant KiBiZ Kita regular bringing and collecting times between 13.00 and 14.00.
- These bringing and collection times are compulsory, since daily activities are planned during the remaining times.

### **3.4 Regular Organisation's Holidays**

The KiBiZ Kitas are closed for two weeks during the Zug schools summer holidays. These holidays are generally between the last week of July and the first week of August. Details can be seen on the Holiday Plan.

The KiBiZ Kitas are closed between 24.12 and 2.1 (inclusive) over Christmas and New Year.

## **4 Absences**

### **4.1 Unforseeable Absences**

If for any reason a child is unable to attend the KiBiZ Kita, we kindly request to be notified by 9.00 am on the day.

## 4.2 Planned Absences

In order that we might plan our time effectively (daily, weekly and holidays), we would be grateful to be notified of all planned absences (e.g. holidays) as soon as possible. Such information assists in our planning immensely.

## 5 Illness

Sick children may not be brought into the KiBiZ Kita since we are unable to provide the necessary individual care. Should a child fall ill whilst at the KiBiZ Kitas, parents/guardians will be notified immediately and requested to collect their child as soon as possible.

In an emergency KiBiZ Kitas employees are authorised and obliged to let the child be cared for by a doctor or a hospital. KiBiZ Kitas employees are to be informed in writing about all illnesses, allergies, therapies, medication and diets. Therapeutic supporting measures may take place as agreed with the KiBiZ Kitas.

Parents are informed about external trips of their child. Especially after spending time in a forest we recommend parents to check their kids for ticks and tick bites. The parents are responsible for this control.

## 6 Accoutrements

### 6.1 Children's needs

Parents must ensure that spare clothing, slippers, rubber boots, diapers, special baby food etc. are always available in the KiBiZ Kita. Requirements change according to season and parents will be kept informed as to what is necessary. We are unable to assume liability for personal belongings.

### 6.2 Entry badges

For some of our Kitas, parents need an entry badge. The badge is compulsory and comes at a charge. The current costs for this user fee are available on the fee sheet.

## 7 Care

### 7.1 Basic Principles

Care in the KiBiZ Kitas follows recognised pedagogic and child-development psychology principles and is based on three cornerstones **Care – Educate – Rear**. We gladly provide a copy of our pedagogic concept should this be desired. It documents our high standards regarding quality of care and the qualifications of our carers. Other component parts together with the pedagogic aspects are healthy diets, hygiene and safety.

### 7.2 Safety

#### **“Stumbling does not mean falling over”.**

Ensuring the safety of children forms the basis of our care. The foundations of this are documented in our safety concept, which we have developed together with a safety engineer, and the safety check, which we undertake annually. Nonetheless, in order to develop properly, as well as needing to be emotionally and physically secure, children also need enough freedom to experience many things. Children need challenges, they want to experiment, get to know their own limits and grow thereby. These requirements are not completely compatible with absolute safety. Our KiBiZ Kitas believe, that children need to be confronted with difficulties and danger, in order to learn how to deal with them. Therefore, we constantly weigh up the pedagogic, learning and safety aspects up against each other, and let children (taking their developmental stage into consideration) have the space to discover new worlds. On this account we integrate traffic, scissors, trees and being in the woods, stairs, climbing-frames and tools into our daily care.

### **7.3 Remit**

Our care relates to the vicinity of the KiBiZ Kita and/or walks and trips in the area around it. The responsibility of the Kita only starts when the child is handed over face-to-face from the parent to the KiBiZ staff (with the exception of kindergarden kids).

Accompanying children, either to Kindergarten or school, is not part of the KiBiZ Kita care (except for Kindergarten children attending a Kindergarten in the close neighbourhood, but only during the initial settling in period). The Kita informs the parents should the child not come to the Kita after the Kindergarten lessons.

Accompanying children to doctors or to therapies by the Kita staff is not possible (except in case of emergency).

As a matter of principle, the Kita staff may drive the child by car in case of emergency.

In case of common events of KiBiZ with the parents, the responsibility for the child lies solely with the parents, both inside and outside of the Kita venue.

### **7.4 Extent of Care**

As a rule we care for children on predetermined full days (no half days). Two-day care on the same days every week is the minimum time permitted. The extent of care is calculated as follows:

5 full days/ week	100%
4 full days/week	80%
3 full days/week	60%
2 full days/week	40%

### **7.5 Settling-in Period**

A good settling-in period is extremely important to us, since the entire following time in the KiBiZ Kita is greatly affected by these first impressions. The settling-in period covers the first two or three weeks after initial entry into the KiBiZ Kita. During this time the children slowly become familiar with the new surroundings and the new carers. Initially the children spend just a couple of hours a day in the KiBiZ Kita and are accompanied by their parents. Gradually the parents withdraw. This settling-in period will be charged in accordance with the contractually agreed care period.

### **7.6 Meals**

We have lunch together in the KiBiZ Kitas and also ensure there are enough snacks available. Great consideration is paid to fresh, seasonal and regional produce as well as a balanced diet.

### **7.7 Children with Special Needs**

We are only able to care for children with special needs (physical or mental handicaps, behavioural problems, delays in development) on a case-by-case basis. This must be agreed with the KiBiZ Kita manager and in cooperation with curative educators or other appropriate bodies. Parents are requested to report any special needs when enrolling. The settling-in period will be charge in accordance to the contractual scope of care.

## **8 Cooperation with Parents**

Good cooperation between the KiBiZ Kitas and the parents/guardians forms the basis of a trustworthy relationship. It is also vital for successful care and we are, therefore, very keen to involve parents.

### **8.1 Daily Information Exchange**

A daily information exchange is conducive to a good cooperation. Information is also regularly placed on the parents' notice board.

### **8.2 Parent Activities**

In order to further good cooperation, parents/guardians should take part in parental activities in the KiBiZ Kitas and at parent events

### **8.3 One on One Meeting**

An in-depth discussion takes place at the latest one year after entry. In this meeting we will look at the child's development and current situation. If required parents may request such a meeting at any time.

### **8.4 Administrative Infos**

We report any changes, news and happenings in the KiBiZ Kitas via letters to parents and our Tagi-news. Should you need any other information, please contact our administrative office.

### **8.5 Cooperation with external partners**

If needed for the child's wellbeing, KiBiZ cooperates with different partners. The discussion takes place upon mutual agreement and authorisation of the parents.

### **8.6 Cooperation with the subsidising authority and the kindergarden**

For subsidised places, a data exchange takes place with the subsidising authorities. With regards to children going to kindergarden, a coordination with the respective public school (kindergarden) occurs. Within this, name, address, age and the extent of care days are exchanged..

## **9 Insurance**

### **9.1 Health, Accident and Personal Liability**

Parents/guardians are responsible for all insurance for their children (health, accident and personal liability) and are to ensure that this is at the necessary level of coverage.

### **9.2 KiBiZ Kinderbetreuung Zug Operating Liability**

As legally required, the KiBiZ Kinderbetreuung Zug has operating liability insurance for damages caused to persons and/or to property. The insurance covers the personal liability of children whilst in the KiBiZ Kita with the exclusion of the way to and from the institution.

## **10 Exclusion**

In the following circumstances a child may be excluded from the KiBiZ Kita, either for a time-limited period or permanently:

- When its behaviour harms others or property.
- Unacceptability on account of grave behavioural disorders or high psychological stress.
- If the fees are not paid.

## **11 Final Clause**

The Day-care Regulations were approved by the Directors and are valid as from 1.1.2019. KiBiZ Kinderbetreuung Zug reserves the rights to alter these provisions at any time.

**Zug, 1.1.2019**

**KiBiZ Kinderbetreuung Zug**