Seepfärdli Daycare Guidelines

1. Introduction

This document provides necessary information about the rules and regulations for Seepfärdli Daycare. It offers parents orientation as to basic rules, daily schedule, staff, fees, etc. Financial supporters can acquire knowledge of our structure, organization, and finances. A general overview of our daycare provides information for all other interested persons.

2. Caregiving principles

We want to actively work with you as mutually respecting partners. Our values are based on openness and understanding. We are here to help and support you and your child. Underlying our work are fundamental values such as freedom, equality, tolerance, respect for others and the environment, and moral values such as honesty and friendship. Children are always welcome to express their feelings. If they are sad, we are there to comfort them. If they are happy, we can laugh together and share the joy. It is important to us that the children be taken seriously so that they feel valued and can grow in self-confidence.

3. Daycare License

Our daycare is licensed by the canton and listed in the trade register.

4. Security

The following precautions have been taken to ensure the children's safety: security locks, child-proof electrical outlets, fire protection, etc.

5. Ownership and management

Seepfärdli Daycare is both politically and confessionally neutral.

6. Staff

All members of our staff are professionally trained for their respective positions and regularly take part in continuing education.

7. Hours of operation and holiday closings

Our daycare is open Monday through Friday from 7:00 am until 6:30 pm. It is closed between Christmas and New Year and for two weeks in the summer as well as one week in the fall. All other holiday closings will be announced well in advance. On all days prior to official holidays, Seepfärdli Daycare closes at 5 pm.

Vacation and holiday closings present no grounds for a refund of fees.

8. Daily schedule, meals and goals

Children may be dropped off between 7:00 and 9:00 am. At 9:00 there is a morning snack "Znüni". Until lunchtime at 11:30, the group leaders and children create an individual morning program. After lunch there is rest time during which the children can take a nap or play quietly. Afternoons are used for outings in almost all weather conditions.

Pick-up time begins at 5:00 pm. If you need to pick your child up before 5:00, please inform the group leader at morning drop-off time. Children who are registered for a half-day with lunch should be picked-up by 2:00 pm. Those registered without lunch should be picked-up at 11:15. Children who are registered for afternoon daycare may be dropped-off at 11:15 am.

We offer the following fresh, healthy, and age-appropriate meals:

Morning snack "Znüni"
Lunch
Afternoon snack "Zvieri"

We want the children to enjoy mealtime and, if they are interested, be able to help with the preparation. Personal hygiene and tooth-brushing shouldn't be a procedure, but rather a positive experience.

9. Authorized pick-up persons

If a child is going to be picked up by someone other than the parents, the daycare manager or group leader must be informed in advance and in writing. Our staff members have general permission to transport children in their private vehicles. However, we only use private vehicles when necessary for excursions, visits to the doctor, day trips etc.

We ask that you adhere to the drop-off and pick-up times. We request that you as parents be punctual so that the flow of our daily schedule is not disrupted. Please plan for enough time to drop off and pick up your child so that the transition is smooth and children may arrive without being hurried and leave without having to be torn away from playing.

10. Groups

The children are divided into four groups. The groups are mixed in age.

11. Terms of admission

We accept children from the age of three months up to the age at which they are ready to enter kindergarten. The minimum weekly contact is for one whole day or two half days.

12. Acclimatization

The first days and weeks in daycare are an extremely important time for the children and parents, as well as for the staff. Our first encounter begins the process of getting to know each other and presents the opportunity to exchange information and ask questions.

It usually takes about two weeks for new children to settle in. Parents are welcome to accompany children during this time to help in the process of getting acquainted with the caregivers and the other children. Depending on the child, the time of acclimatization may be longer or shorter. This time also provides parents with the opportunity to see first-hand how we spend our days and to become better acquainted with our staff. A sense of continuity is helpful for the children during this time. We request that you allow enough time in your schedule to help your child get settled in before you return to work. Please also be aware that even if your child seems to have acclimatized well, there can still be moments of stranger anxiety. We will give you detailed information about the beginning weeks at your initial meeting with our daycare administration.

13. Clothing, personal belongings

Children should wear weather-appropriate, comfortable clothing. A set of extra clothes, as well as house shoes, rubber boots, and rain clothing, should always be available at daycare. The children need to be able to move and play without having to worry about their clothes. Parents should provide appropriate clothing that may get wet or dirty on occasion.

Children are more than welcome to bring a favorite stuffed animal and pacifier. We can take no responsibility for toys that are brought to daycare.

14. Illness

For organizational reasons, please inform us by 9:00 am at the latest if your child is sick. If a child becomes sick during the day, we will inform parents immediately so that the child can be picked up as soon as possible.

Allergies and other sensitivities must be discussed at the child's registration and are documented in the daycare contract. Furthermore, the daycare staff should be informed of any contagious diseases within the family. A change of pediatrician must be reported in writing to the daycare management.

15. Insurance

Parents are responsible for health and accident insurance. Seepfärdli Daycare is covered by a general liability insurance. Parents are held liable for damage caused by their children.

16. Registration, tuition and payment

A child is considered registered when the registration paperwork is completed and the applicable parent's fees have been payed. The acclimatization period is charged separately and by the hour.

Tuition

The tuition rates are included as part of these guidelines. The fees may be adjusted at the beginning of a new calendar year. The short notes are also a valid part of these guidelines.

Vacation and absences

There can be no financial reimbursement for days missed due to family vacation times or other absences. In the case of illness or injury (documented by a medical doctor), the applicable fee is reduced by 50% after 30 days. If more than 90 days are missed, the daycare contract is deemed terminated and the vacancy will be given to another child. Absences due to family vacation must be reported to the management at least one month in advance. In both cases there can be no refund of fees.

The cost for tickets, entrance fees, etc. are included.

17. Terms of payment

Tuition is due in advance at the beginning of each month. Parents commit themselves to set up a automatic bank draft. The scheduled date of payment must be the 26th of each month. If an overdue notice is necessary, we will charge an extra 10.00 SFr.

18. Termination / change of daycare contract

The contract between Seepfärdli Daycare and parents may be terminated by either party beginning with the first month of daycare attendance, effective at the end of a month and with two month's notice. The first month begins with the first day of acclimatization. Alterations (reductions) in the days or times a child is registered for daycare require one month's notice and are effective at the end of a month. After a reduction has gone into effect, a final termination of contract requires two month's notice. An increase in daycare hours is possible at any time, provided there is sufficient capacity, and must be discussed with daycare management.

19. Withdrawal

If parents withdraw from these terms of agreement more than one month before the daycare contract goes into effect, there will be a fine of SFr 100.00. For withdrawal less than one month before the daycare contract goes into effect, there will be a fine of SFr 200.00.

20. Terms of agreement

These guidelines are an integral part of the daycare contract and become effective with the signing of the registration form. Any additional agreements or changes to these terms must be submitted in writing.

Status: April 2017

Place, date:
Signature parents:_____

Place, date:
Signature management:_____