



**Operational Concept and
Regulations of Association
August 2020 (V 3.9)**

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1 Introduction

This operational concept and regulations document provides comprehensive information about Kita Schatztruhe. It provides parents and guardians (hereafter interchangeably assumed where 'parents' are named) and other interested parties with information on a wide range of issues from, as an example, personnel, through financial to sponsorship issues.

A rates sheet is available separately.

2 Sense and Purpose

The Schatztruhe day-care centre offers professional, family-complementary care for children from three months to compulsory school entry (up to and including the first year of kindergarten, approx. five years). The pedagogically trained staff makes sure that each individual child is professionally cared for and accompanied. Kita Schatztruhe day-care is open to all children, regardless of denomination, nationality or the reason for the care.

3 Objectives/Principles

At the Kita Schatztruhe we apply a Christian-influenced concept of man, in which every person is valuable and wanted. This shapes the way we deal with the team, the children, and the parents and is also reflected in the appreciation of each individual. The Kita Schatztruhe offers the children a framework in which they can develop and grow according to their needs. The pedagogically trained staff supports and promotes each child in their social, emotional, linguistic and intellectual development in a manner appropriate for their age.

The following values guide our thoughts and actions:

- Authenticity
- Empathy
- Responsibility towards each other
- Respect
- Appreciation
- Fairness
- Solidarity
- Peace (forgiveness)
- Acceptance

We consider the family of origin to be the most important link in the optimal development of each child. We therefore place special emphasis on a partnership with the parents.

The children are looked after by pedagogically qualified personnel. The daily routine of the day-care centre is flexible, depending on the needs of the children.



4 Principles of Social Pedagogy

At Kita Schatztruhe we value Christian virtues such as consideration, tolerance, mutual appreciation and constructive conflict resolution.

'You are different - so am I'. We believe that every person is planned, wanted and uniquely created. This mutual acceptance characterises our work. Since mutual appreciation shapes our everyday life, children, parents and team members are welcome as they are. Our Christian view of humanity assumes that every individual was created by God and has the following rights (list not exhaustive):

- The right to have their unique personality accepted
- The right to active, positive care
- The right to their personal space being respected
- The right to fair confrontation resolution
- The right to healthy nutrition and movement
- The right to free thinking and treatment

5 Pedagogical Organisation

5.1 Opening Hours

Kita Schatztruhe is open from Monday to Friday between the hours of 07.00 and 18.30.

The children can be dropped off and picked up again, respectively, between 07.00 - 09.00 / 11.00 - 11.30 and 13.00 - 14.00 / 16.00 - 18.20, at the latest.

We expect the children to be dropped off and picked up strictly within these allocated times. In the event of non-compliance with the contract, we reserve the right to impose consequences in the form of fines or, in cases of hardship, exclusion.

Kita Schatztruhe is closed for two weeks over the Christmas/New Year holidays and remains closed on public holidays in Canton Zug.

5.2 Daily Routine

Morning

- 07.00 - 07.45: Breakfast (homemade bread or toast, cornflakes, milk, butter, jam, honey)
- Until 09.00: Free play in the day-care centre
- 09.00: Welcome circle time, followed by morning snack
- 09.30: Activity time (Crafts, active play in gym hall, or outside in nature)
- 11.00 - 11.30: Singing and story time

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Noon

- 11.30: Lunchtime
- 12.15: Midday nap or rest time

Afternoon

- 14.00: Activity time (Crafts, active play in gym hall, or outside in nature)
- 15.30: Afternoon snack
- 16.00 - 18.30: Free play / home time

An exception is made with the Goldstückli group (baby group), where the timetable works according to the needs of the babies (feeding / sleeping etc.).

5.3 Dropping Off and Picking Up of Children

The children may only be picked up by their parents. Exceptions must be announced in advance. If no such exception is notified and a third party arrives to pick up a child, the child will remain in the day-care centre until the situation is clarified with the guardians. The person picking up the child must provide identification.

Please allow enough time for an adequate handover of the children in the morning to the staff and in the evening again back to the parents. We would like to point out to parents that they must arrive at least 10 minutes before closing time for collection of their children.

5.4 Family App

With the innovative day-care centre's Family App, parents can gain an insight into their child's everyday life. They can follow what their children experience in the Kita throughout the day, can easily contact the caregivers or the management by message, download photos or make comments and much more. The app is, above all, a great support in the administrative and organisational area and ideally complements the partnership between parents and caregivers. In spite of the app, we still have many face-to-face interactions: Location assessments, parents' evenings, brunches and the daily handover discussions. The cooperation with 'our' parents is extremely valuable to us!




5.5 Age-appropriate Groups

The children are looked after in three age-appropriate groups. Each of the older groups of children have 12 places according to age. The baby group only has nine places.

These are our groups:

- Goldstückli (Gold Nuggets), aged 3 – 18 months
- Perlen (Pearls) aged 18 months – 3 years
- Diamanten (Diamonds) aged 3 – 5 years



Gold Nuggets		from 3 months to 18 months.
Pearls		from 18 months to 3 years.
Diamonds		from 3 to 5 years (up to and including 1st kindergarten year).

Children under 18 months of age and children with a disability claim 1.5 places (the degree of disability of the child is to be taken into account after consultation with the parents and the day-care management and determines whether the child can be admitted to the day-care centre).

5.6 Conditions of Admission

Children from the age of three months, up to and including the first year of kindergarten (approx. five years) are accepted at Kita Schatztruhe. The minimum length of stay in the day-care centre is one full day or two half days per week.

Once the management of the day-care centre have accepted the registration, the admission decision and upon admission, the composition of the group the child will be allocated to, will then be decided.

A one-off administration fee of CHF 200 is charged on application and, on commencement of the contract, a deposit is charged up front at the rate of one month's care.

By signing the acceptance form, you automatically become a member of the Kita Schatztruhe association. This membership expires automatically if the contract is cancelled or repealed.

5.7 Settling-In

5.7.1 *Pedagogically*

The settling-in period is extremely important for the child, the parents and the staff. During the settling-in period, the child and parents get to know the day-care centre, the staff and the other children. The settling-in concept is found in the parents' dossier.

It takes between two and four weeks to settle in, the first separation from the legal guardian does not take place until the third or fourth day of attendance. During the first two to three days, the parents visit the day-care centre together with their child for one to two hours. During this time, the responsible caregiver has the opportunity to establish initial contact with the child. Afterwards, the child visits the day-care centre for one hour and then several hours alone. During this time, the parents must always be available so that they can arrive at the day-care centre within a short time in case of an emergency.

The settling-in period is discussed individually with the parents, but lasts at least two to four weeks and is adapted according to the needs of the child. The child is always at the

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centre of attention. We follow the Berlin settling-in model and explain everything necessary to the parents at the entrance interview.

5.7.2 Administratively

The settling-in period takes place before admission to the day-care centre. The settling-in lump sum is CHF 300 and is charged together with the first monthly lump sum.

5.8 Attendances and Absences

The childcare days are determined at the time of registration. Parents do not pay for the child's presence, but for the reserved place. Holiday absences are already included in the agreed monthly flat rate. A reduction of the flat rate for longer absences is not possible. Absences cannot be compensated.

Additional days that the child spends at the Kita must be approved in advance by the day-care management / group management and are charged separately. This additional care can be requested via Family App, under Apps / Buchungen (Bookings) / "Ad-Hoc Buchungen (Ad-Hoc Bookings)", email or telephone. In case of illness, accident or hospital stay of the child, the tariff is reduced to 50% on receiving a medical certificate after the first month, for up to a maximum of three months. After that, the place in the day-care centre will be allocated to another person.

Sick children may not be brought to the day-care centre and the Kita must be notified of the child's absence. If a child falls ill while in the day-care centre, the parents will be informed immediately and must pick up the child within the next two hours (see section 4.12 'Illness').

Absences of children must be reported to the day-care centre by 9 a.m. on the day, by telephone or on the app.

5.9 Exceptional Charges

Additional exceptional expenses, such as an emergency taxi, medication etc. will be charged according to the actual costs.

5.10 Clothing, Privately-owned Toys, Food

The children should wear comfortable and durable clothes appropriate to the relevant weather conditions. Their own spare clothing, as well as gym shoes (gymnastic slippers) or slipper socks (shoes with hard soles are not suitable for indoor use at the day-care centre), rain boots and rain protection must always be available in the day-care centre. Clothes and personal items must be labelled. We appeal to the parents' personal responsibility and do not accept any liability for these items.

Cuddly toys and dummies (pacifiers) may be brought to the day-care centre. No responsibility can be accepted for these though.

Children should not bring any food with them, with the exception of baby bottles and milk formula. We ask parents not to hand out any food or sweets when picking up the children

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at the nursery. Children are welcome to enjoy their snacks outside the day-care centre, but in the premises of the day-care centre this will only lead to discord within the group.

5.11 Nutrition and Exercise

Lunch is lovingly and professionally prepared by our cook. When choosing the menu, we pay attention to healthy, seasonal and wholesome ingredients. Snacks consist of fresh fruit, vegetables and wholesome snacks. Sweets are only available on special occasions such as birthdays. Babies who already eat solid food are given fresh or mixed porridge, depending on what is agreed with their parents. Powdered milk or cereal and a milk bottle must be supplied by the parents where needed. Food intolerances should be discussed with the day-care management so that individual and child-friendly solutions can be found.

As part of our daily routine, attention is paid to regular and varied movement. If possible, the children go out into the fresh air daily. Depending on the weather and the decision of the staff (the well-being of the children is our priority), the in-house gymnasium can also be used for movement, games and gymnastics.

The day-care centre is part of the nationwide organisation 'Purzelbaum'¹, which is committed to promoting daily physical activity and a healthy lifestyle. Kita Schatztruhe staff take part in regular conferences and further training courses with 'Purzelbaum'.

Movement is a priority at Kita Schatztruhe. The 90m² gymnasium offers plenty of space for romping, balancing, climbing, sliding, crawling, jumping etc. There is sufficient space for the children to also enjoy lots of movement in the group rooms. Colourful building elements, a slide, the two wooden castles and the gymnasium provide sufficient options for varied movement within the Kita. The children's creativity is stimulated by independent and playful movement, they build relationships with each other and strengthen their social behaviour.

Gross motor development is linked to social, cognitive and linguistic development of the child. In a holistic view, movement is therefore essential for the healthy and normal development of every child. This begins as early as infancy and is integrated into the daily routine of the baby group at the Schatztruhe day-care centre, either spontaneously or in a targeted manner.

This holistic development is a particular concern of ours at the Kita. The professionally trained staff provide space for free movement, encouraged with targeted activities which are supported where necessary. In the event of skeletal or muscular abnormalities (e.g. bow-legs, sclerosis etc.) or obvious lack of muscular tone, we discuss any concerns with the parents and provide assistance and support where we can so that each child can develop at their own pace.

¹ <https://www.radix.ch/Gesunde-Schulen/Bewegung-und-Ernaehrung/Purzelbaum-Schweiz/P2uDQ/>



5.12 Illness

In case of illness, the child must not be brought to the day-care centre. Only when the child has been free of symptoms and fever for 24 hours may they return to the Kita. The day-care management reserves the right to ask for medical certificates. If a child is absent, the day-care centre must always be notified. If the child falls ill at the day-care centre, the legal guardians will be notified immediately and must collect the child within two hours of notification.

Allergies and other medical issues will be discussed upon admission to the Kita. The day-care management should also be informed of any infectious diseases in the family. Hiding health problems in the child can lead to an immediate termination of the contract.

The Kita's own leaflets on the most common diseases are available in the parents' dossier.

In case of emergencies we will contact the paediatric practice at the Lorzenpark in Cham.

www.kilopa.ch

We further recommend that your child is vaccinated (please check the swiss federal office website for further information: www.bag.admin.ch «Vaccinations and prevention»).

5.13 Insurance

Parents need their own liability and accident insurances and are responsible for the child's health insurance. The day-care centre has a liability insurance policy.

5.14 Terminations and Changes to Placements

The childcare place can be terminated by the parents or by the Kita with three months' notice at the end of any month. Notice of termination must be given in writing to the Kita management and receipt confirmed by the Kita.

If a place in a day-care centre has been contractually promised and a withdrawal from the contract takes place before the start of the course, a compensation of CHF 500 will be charged for expenses.

Changes to the care contract must also be notified to the day-care management three months in advance, either orally or in writing.

5.15 Regulatory Requirements

Kita Schatztruhe complies with the regulations of the Canton of Zug and the guidelines of the Swiss Kita Association, Kibesuisse².

² <https://www.kibesuisse.ch>

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As recommended by Kibesuisse, we do not ordinarily offer internships. As an exception, however, we may reserve the right to create an internship contract only in the event where a subsequent apprenticeship is being contractually stipulated. This is done in order to give the trainee in Kita Schatztruhe employment while waiting for the legal apprenticeship period to begin.

5.16 Partnering with the Guardians/Parents

The guardians/parents are the child's most important caregivers. The child experiences different worlds in the nursery and at home. In order for the child to feel safe and comfortable in both places, an open, constructive and regular exchange between the guardians and the staff is necessary.

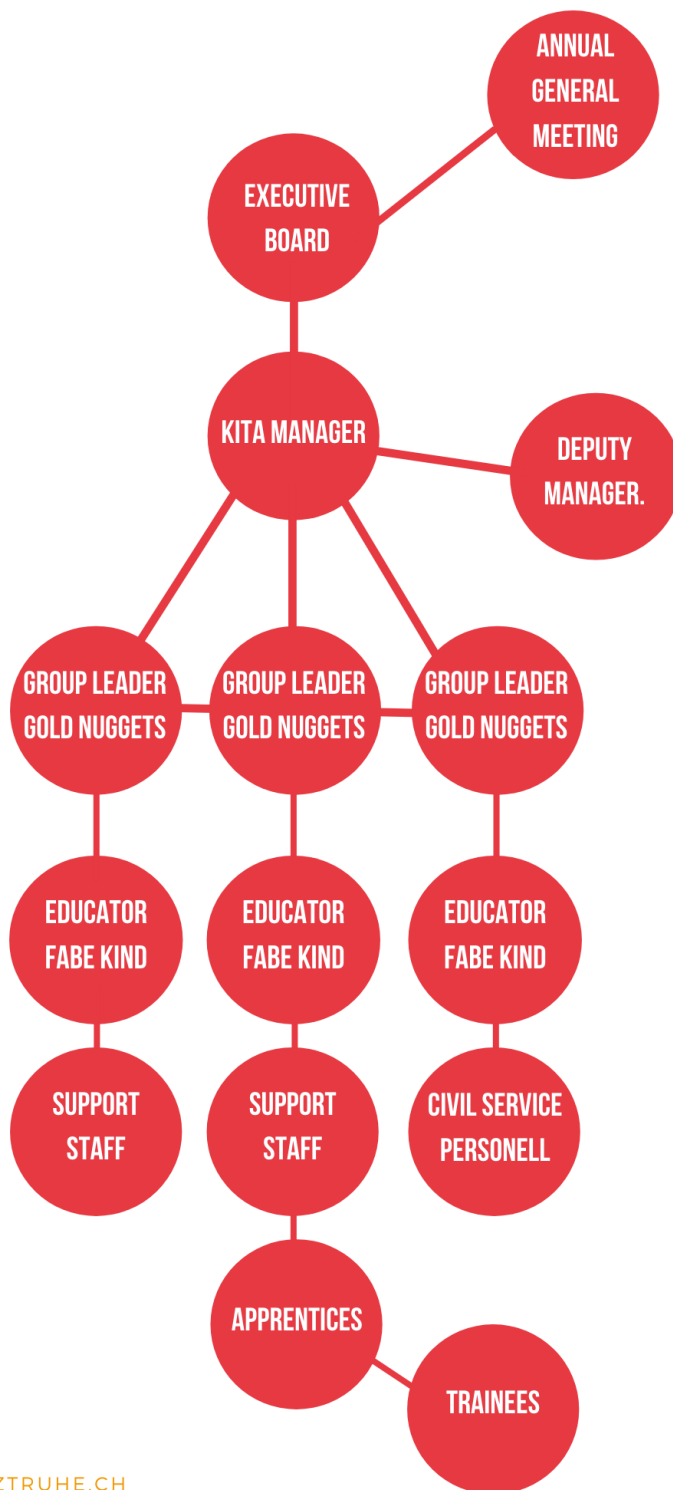
We are convinced that cooperation in an educational partnership is important in order to guarantee differentiated care for each child. Joint parent/teacher events, at least one (if necessary, several) private parent/teacher meeting per year, and parent/teacher evenings promote this exchange and help parents to see how their children are cared for and to get to know each other. Parents can also use the Family App to find out about everyday life at any time and thus participate in their child's experiences.

We get involved where the welfare of the children is at stake and, if desired, we take on an advisory role in the upbringing of the children. We can arrange external help (social services, advice centres of various kinds) for parents' further concerns.



6 Institutional Structure

6.1 Organisation Chart



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6.2 Ownership and Management of the Day-Care Centre

Our ownership consists of an Executive Board and the members of the association. They meet once a year at the annual general meeting. We have chosen the legal form of an association because we do not aim at economic profit, but rather to the continuation of our workload.

Kita Schatztruhe is run by a management team with appropriate training (Qualified Kita management, child education HF or equivalent).

6.3 Responsibility of the Association

The association Kita (Kindertagesstätte) Schatztruhe is responsible for the functional operation of Kita Schatztruhe. The association is also fully responsible for compliance with the legal regulations.

6.4 Task of the Executive Board

The detailed tasks of the Executive Board are regulated in the statutes. It is responsible for determining the organisation of the day-care centre and the administration of finances. It determines the strategic goals of the day-care centre and continuously monitors operational implementation. Furthermore, the board is responsible for ensuring that the decisions made at the general meeting are implemented. To this end, the board is in constant contact with the day-care management.

The association acts as a contractual partner to the municipality of Risch Rotkreuz. The Executive Board ensures that the agreements made are implemented.

6.5 Responsibilities of the Day-Care Management and the Board

The day-care management runs the day-care centre in accordance with the framework conditions set by the Executive Board. The day-care management is responsible for the operative implementation of the strategic goals set by the board of the association. The management is in constant communication with the board. The competencies regulated in the statutes that the Executive Board has delegated to the day-care management are to be exercised by the day-care management within the scope of its ordinary business activities.

6.6 Quality Management

The quality of the management of the Kita is regularly checked by specialist agencies. These surveys provide indications of possible improvements and possible expansion of services. Parents are regularly asked for structured feedback using a feedback form. The Family App Software gives you the opportunity to post focussed feedback and to receive a response quickly. The municipality of Risch Rotkreuz, the Canton of Zug Food Inspectorate, the Civil Service Enforcement Authorities, the Cantonal Office for Vocational Training Zug, the Secondary Technical School for Child Education Zug (Curaviva) and the

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Swiss Association of Childcare Centres (Kibesuisse) are responsible for the individual permits and review them regularly.

6.7 Cooperation between the Executive Board and Management

As a rule, meetings of the executive board are held jointly with the day-care management. Both parties endeavour to jointly optimise the general conditions and implement continuous improvements. The Executive Board and the day-care management jointly ensure that the findings from the quality survey in accordance with point 5.6 are implemented in the best possible way.

7 Personnel

7.1 Day-Care Management

The head of the educational day-care centre must have completed an apprenticeship as a childcare specialist or other basic training (social pedagogy, basic level, kindergarten training etc.) with several years of professional experience in the area of small children. The day-care centre manager must have completed a recognised training course (BKE, MMI or similar³) as a day-care centre manager or equivalent management training or acquire this during their first year of work. They should also have several years of professional experience in a crèche or similar organisation for the care of children.

7.2 Tasks of the Deputy Head of the Day-Care Centre

The deputy day-care centre manager is jointly responsible for the operation of the day-care with the day-care management. They ensure that the instructions of the day-care management are carried out, supports them and represents them in their absence in accordance with their principles and instructions. During times when no deputy head of the day-care centre has been appointed, the group leaders assume responsibility and are the contact persons during the absence of the day-care management.

7.3 Professional Support

Childcare workers must have completed an apprenticeship as a childcare specialist. For other basic training (social pedagogy, kindergarten, basic level, etc.), several years of professional experience in the field of childcare is required and, if necessary, further training in the field of small children. The group leader of the baby group also has further training in infant care. The caregivers are obliged to undergo further training after consultation with the day-care management. The completion of the trainer course is aimed at all caregivers.

³ <https://bke.ch>, <https://www.mmi.ch> etc.



7.4 Trainee Specialist Supervision EFZ⁴

EFZ Supervision Specialist trainees are trained in accordance with the training regulations of the Cantonal Office for Professional Training Zug and the Vocational School BBZ Health and Social Services Lucerne.

7.5 Trainees from the Höhere Fachschule für Kindererziehung HF⁵

Apprentices at the Höhere Fachschule für Kindererziehung HF (Secondary Technical School for Child Education HF) are trained according to the training regulations of the Höhere Fachschule für Kindererziehung Zug (Curaviva).

7.6 Personnel Management

7.7 Team Meetings

The larger team meetings are held four times a year. They serve to exchange information and ideas on pedagogical, technical and organisational issues. They also support team building.

7.7.1 Group and Kita Meetings

As a rule, group meetings and meetings of the Kita management are held once a month. They serve to exchange information and ideas on pedagogical, technical and organisational issues. In addition to objectives and group-specific changes, they also serve as a forum for exchange between the staff and the day-care management. At least one of the day-care management or their deputies must be present at these meetings.

7.7.2 Group Staff Meetings

Staff meetings are held at the discretion of the respective group management. These serve to facilitate the exchange of information between management and group staff as well as the organisation of the groups.

7.8 General Teamwork

The atmosphere in the team, mutual appreciation and trust have an effect on the well-being of the children. The relationships we strive for among the staff at Kita Schatztruhe are characterised by mutual understanding, goodwill and collaboration. We are convinced that we, as role models, have a lasting influence on the children's behaviour towards each

⁴ EFZ = Eidgenössische Fähigkeitszeugnis/Federal Diploma of Vocational Education and Training

⁵ Höhere Fachschule für Kindererziehung/Secondary Technical School for Child Education HF - <https://www.hfkindererziehung.ch>

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other. Each and every employee is committed to open, transparent, collaborative and constructive teamwork.

We believe that jointly formed educational goals are achieved by independent, responsible, proactive and self-reflective employees.

All the regular team meetings as well as the review meetings are fixed points of discussion for our team. The discussions focus mostly on social interactions of each group, the well-being of each child, the review of pedagogical work, reflection and planning of daily work as well as organisational aspects.

The annual Christmas dinner, spontaneous team events throughout the year, regular staff interactions and a humorous, relaxed working atmosphere strengthens the individual employee and consolidates the relationships between the team. We are convinced that only a strong foundation and a healthy, consolidated framework (team) can guarantee a successful business. Our goal is to have motivated employees who, in the long term, enjoy coming to work, taking responsibility for the well-being of the children and being active members of the team.

7.9 Confidentiality

All employees of the Kita Schatztruhe are subject to the duty of confidentiality. Employees are released from their duty of confidentiality in cases of suspected child abuse and child endangerment. They are obliged to report suspected cases to the relevant authorities.

7.10 Obligations and Rights to Report Child Endangerment

The Swiss Federal Council brought an amendment to the Civil Code on 1 January 2019 extending the obligation and right of all professionals who have contact with children, into force.

Kibesuisse has formulated a code of conduct, which is also implemented at Kita Schatztruhe. This code is read and signed by all employees. Upon admission, parents are also made aware of the code. At Kita Schatztruhe, employees and parents are made aware of their reporting rights and obligations.

https://www.kibesuisse.ch/fileadmin/Dateiablage/kibesuisse_Publikationen_Deutsch/2019_kibesuisse_Verhaltenskodex_KITA_01.pdf

7.11 Review Discussions

Staff review discussions are conducted as required and requested by the day-care management or the employee according to written guidelines. (Document: Employee Review Discussion)

The day-care manager is reviewed by the board of directors, the group leaders are reviewed by the day-care manager and the other employees are reviewed by the group leaders.



7.12 Apprenticeship for Specialist Childcare EFZ

Apprentices are trained in accordance with the practical curriculum of the Kita (in accordance with the specifications and guidelines of ZODAS, the Central Swiss Organisation for the Social Welfare of Labour and the curriculum of the BBZ Health and Social Services Vocational School in Lucerne. Approval is the responsibility of the Cantonal Office for Professional Training Zug.

At Kita Schatztruhe, the responsibility for the apprentice lies with the person responsible for training. This person is accountable to the day-care management. The vocational trainers provide practical training according to the curriculum of the Kita. They check and define the learning steps and goals in regular training sessions. They are responsible for implementing the practical curriculum.

The practical curriculum is based on the ZODAS guidelines and the curriculum of the vocational school. The practical training in the company, the theoretical training in the vocational school and the inter-company courses in the third learning location are part of the holistic training concept of the apprenticeship as an EFZ specialist supervisor.

7.13 Apprenticeship with the Higher Technical School of Child Rearing HF

The students are trained according to the training concept HF Kindererziehung der Kita (HF Child Education of the Kita) (according to the guidelines and guidelines of SAVOIRSOCIAL, the Swiss umbrella organisation of the social work world) and its framework curriculum. The approval is the responsibility of HFK Zug.

Kita Schatztruhe is responsible for the training of the HFK apprentices. This is under the management of the day-care centre. The practical trainer takes over the practical training according to the HFK training concept of the day-care centre. They check and define the learning steps and goals in regular training sessions. They accompany the trainees during the practical implementation of the framework curriculum.

7.14 Operating Licence/Recognition of the Office for Professional Training

The Kita has a cantonal operating licence. In addition, the day nursery has a permit from the Zug Vocational Training Office for the training of specialists in the field of childcare, a permit from the 'Höheren Fachhochschule für Kindererziehung HF Zug' (the Zug University of Applied Sciences for Childcare HF) (Curaviva) for the training of childcare workers and a permit from the Civilian Service Enforcement Office for the acceptance and accompaniment of civilian service workers.

Kita Schatztruhe is a member of ZODAS (The Central Swiss Organisation of Social Affairs at Work) and Kibesuisse (Association for Day-care Centres).



8 Spatial Conditions

8.1 Number and Size

The day nursery has a total area of approx. 220 square metres. This includes eight different common rooms such as play-, craft-, dining- and bedrooms. An in-house gymnasium can be used for exercise and games. The sanitary facilities (two toilets and a shower) were installed especially for the day-care centre. The day-care centre also has a small office. Behind the building there is a fenced garden.

8.2 Equipment

The rooms are age-appropriate and individually furnished according to the needs of the children. Concentrated activity, quiet retreat and movement games are possible at the same time.

Various materials are available for the children to discover, experiment and experience. We make sure that the games on offer are openly accessible to the children and are placed in a way that is suitable for children.

9 Hygiene, Safety and Fire Protection

To ensure that the legal requirements for hygiene are met, the food inspectorate of the Canton of Zug carries out an unannounced inspection every two years. All premises are regularly cleaned in accordance with the day-care centre cleaning plans and checked using cleaning lists.

Great attention and care are given to the everyday safety of the children. Play and craft materials are regularly checked to ensure that there are no materials or objects that are hazardous to health or injury. Regular checks and maintenance of equipment, apparatus and machines ensure the best possible safety.

Measures have been taken for the safety of the children. For example, we have protected sockets, locks on the windows and alarms at the entrance doors. A safety inspection was carried out by the municipal representative, Mr. M. Schaller and Mr. C. Tigger on 9 November 2009.

In order to ensure fire safety, regular inspections are carried out by the fire inspectorate. Fire extinguishers and a fire blanket are available in the nursery. Staff are regularly informed about escape and rescue routes and precautionary measures in case of a fire.

10 Finances

10.1 Finances

The Kita is primarily financed by contributions from parents/legal guardians. Further contributions are being sought. The Kita Schatztruhe association is responsible for financing the Kita. It ensures that the finances are handled with care.

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10.2 Tariffs

See the current form for care tariffs.

10.3 Special Charges

Additional expenses (e.g. emergency taxi, medication etc.) will be charged according to the effective costs.

10.4 Payment Arrangements

Costs for agreed day-care days are paid monthly in advance. Any additional days will be charged on the next monthly invoice.

If the costs for the agreed days of care are not paid punctually in advance, after conclusion of the contract outstanding amounts will be credited to the deposit. In this case, after two reminders within two weeks, the care contract will be terminated at the end of the month for which the reminder was sent.

If financial difficulties should arise that burden the parents, they are requested to contact the day-care management at an early stage in order to discuss possible solutions.

10.5 Budget and Operating Accounts

The executive board works out the annual budget together with the day-care management. The day-care management is responsible for the operating accounts and compliance with the specified budget.

11 Networking

11.1 Risch Rotkreuz Region

The Kita is concerned with making the institution known to the regional population and to be accepted by them. The aim is to establish a good relationship with the regional associations and institutions.

11.2 Governmental Authorities

An optimal relationship with the governmental authorities is sought and maintained.

11.3 Childcare Facilities and Advice Centres

Contacts with other day-care centres and advice centres (e.g. through the regular exchange of experience with ERFA⁶ of the Zug region's day-care centres, professional

⁶ ERFA = Erfahrungsaustausch/ exchange of experiences

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trainers' meetings, etc.) promote the exchange of professional experience and cooperation.

12 Dealing with the Operational Concept

The concept is available to all employees, the board, the parents, the members of the association and the social and youth welfare offices and authorities responsible for the day-care centre. On request, the concept can also be forwarded to patrons and interested parties. The concept is reviewed once a year by the Association's Executive Board and the educational day-care management to ensure that it is implemented and that any necessary changes are made.