

«Fugu» Kinderkrippen

# Operating Regulations

How we work, how we are structured and organized.

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## 1 Introduction

These operating regulations provide information on the «Fugu» nurseries. It informs parents who may wish to take their child to a «Fugu» nursery and other interested parties about the principles, daily routine, staff, etc

## 2 Meaning and purpose of the «Fugu» nurseries

Since 2003, «Fugu» nurseries have been offering supplementary family care for children from the age of 3 until they enter kindergarten. The «Fugu» nurseries are politically and denominationally neutral.

We want to enable parents to combine parenthood and employment. At the center of our work is the child with its resources, interests and development. We support a healthy physical, psychological and social development of the children. The promotion of self-esteem, social competence and self-competence are central goals of our care work. We create varied and challenging learning fields for the children. We assist children in development crises.

Cooperation with parents is very important to us. We attach great importance to openness, honesty and mutual trust so that together we can accompany the child optimally.

## 3 Operating Licence

The «Fugu» nurseries have the operating permit of the responsible social authorities of the respective location. These authorities are also responsible for supervision. The «Fugu» nurseries comply with the guidelines and specifications of the Swiss Association of nurseries.

## 4 Responsible body

The responsible body of the private «Fugu» nurseries is regulated site-specifically in the form of an association or a GmbH.

## 5 Spatial conditions

The «Fugu» nursery locations are centrally located and easily accessible by public transport. The nursery rooms are the labels of our facilities. We attach great importance to spacious, bright and child-friendly premises.

The rooms are equipped and secured for children. The rooms are seasonally or thematically decorated. The decoration should be stimulating and natural. The children will be involved in the theme-specific handicrafts and decorations and their desire to discover and experiment will be encouraged.

The spatial layout and design takes both pedagogical and practical aspects into account. The group rooms are adapted to the interests and development stages of the respective age group. Each group has a large, bright group room plus its own bedroom.

In addition to the group rooms, we also offer central facilities such as sanitary facilities, a central kitchen for each location, a carriage room, as well as rooms for the staff and the day nursery management.

We offer outdoor play areas, whether in our own garden, on nearby playgrounds or parks, or in the woods.

## 6 Fire protection

The necessary fire protection regulations are clarified for each location and implemented accordingly. A safety and emergency concept is in place and is regularly reviewed.

The employees are informed about the fire protection regulations and are instructed about the necessary behavior in the event of a fire. For this purpose, the possible dangers of a fire are continuously checked, adapted to the latest guidelines and the employees are always brought up to date and trained for an emergency.

## 7 Hygiene and safety

The hygiene regulations are strictly observed. For the safety of the children, appropriate measures are taken in the building (protected windows and stairs, etc.) and in the garden (fencing). An emergency pharmacy is available for medical first aid. In addition, the staff is trained to act appropriately in emergencies. For medical emergencies, our trusted doctor is available for each location.

## 8 Social pedagogical principles

### 8.1 Our image of the child

We perceive each child in its uniqueness. Each child is understood as an active, curious and willing to learn personality. Children actively deal with their environment. Depending on age and development, the child's curiosity is directed towards various aspects of its environment. We want to support these interests and the child's willingness to learn, because we assume that the child can learn best at its own time and at its own pace. We trust in the resources of each child.

### 8.2 Development goals for children

We want to support the children in further developing their social competence, professional competence and self-competence. It is very important to us to support and promote the educational processes of the children.

### 8.3 Principles for pedagogical action

Small children need security for their well-being and learning.

The children are given the opportunity to integrate into the group and find their way around. Through contact with younger, peers and older children, they can learn from each other and benefit from each other. Together we experience annual rituals, space for creativity, nature, social topics as well as current topics of the children in the child-fair everyday life.

The daily routine is adapted to the needs of the children and conveys stability and security through playful and regular rituals. We regard children as independent personalities and respect their strengths and weaknesses. In cooperation with the parents, we support them in their individual development.

The «Fugu» nursery offers a stimulating environment that encourages children to discover and experiment.

### 8.4 Our pedagogical approach

Dealing with the children corresponds to a loving, cooperative and appreciative attitude. The children are actively involved in shaping everyday life in the «Fugu» nurseries. The children take part in living together and learn to contribute to the community with small tasks such as setting the table.

The common meals, a lunch break as well as welcome and farewell rituals give structure to the daily routine and offer orientation and security to the children.

The child-friendly everyday life also includes shopping together, visits to playgrounds in the surrounding area, a walk in the forest and occasional excursions.

The main meals and snacks are prepared in the «Fugu» nurseries. The cook has a modern equipped kitchen at his disposal, which offers a lot of space to prepare the menus professionally. A healthy and child-friendly diet is the main focus.

The entry of new children is combined with a familiarisation period, during which the child can slowly get used to the group and the new caregivers. Parents also have the opportunity to get to know our facility better. In the event of difficulties and development crises, we discuss the situation as a team and look for solutions in discussions with the parents.

Our groups work closely together. Working across groups also offers the opportunity for individual children of the same age in the various groups to undertake a joint activity or excursion. The groups are partly mixed during the pick-up and delivery times.

### **8.5 Activities with the children**

In the «Fugu» nurseries there is a lot of space: it can be played, gymnasted, raved, disguised, sung, played, danced, painted, handcrafted, cooked, baked, chatted, told, gardened or simply rested.

If possible, daily walks or trips to nature, playgrounds, museums, zoos, etc. are undertaken. Occasionally, theme weeks or seasonal activities are organised in the groups. Parents are always informed about special activities in writing and/or orally. Children's birthdays are of course celebrated in the «Fugu» nurseries. We are happy if the parents bring a birthday cake to this occasion. Parents are also welcome to attend their child's birthday party in the «Fugu» nurseries and come by for a visit to the Zvieri.

## 9 Cooperation with parents

Cooperation with parents is very important to us. We attach great importance to open and trusting cooperation in the development of children. We want to be a reliable partner for the parents.

An open exchange and mutual information about the child are important to us. We are open to questions, suggestions, ideas and constructive criticism and will be happy to arrange an appointment upon request. Events are held periodically so that parents can get to know each other and exchange experiences.

We respect different cultures, religions, mentalities, expectations and wishes of the parents and accept them as far as possible.

We expect the parents to accept and take into account the rules and values specific to the nursery.

## 10 Employees

The basis for our activities is our team of motivated and highly qualified employees.

Good teamwork is important to us. The team members are open and fair to each other and help each other. We hold regular group and team meetings where suggestions, ideas and solutions are discussed. The tasks of each employee are set out in a job description. We promote further training within the framework of our financial possibilities.

Our local team is composed as follows:

**Head of nursery:**

A qualified nursery manager is on site and runs the daily nursery operations. She is professionally supported by the management in all matters.

**Care team:**

Each group of children is led by a group leader (qualified specialist for childcare). This is supported by co-educators with recognised training, by FABA in training and by interns. Our companies train apprentices at the BFS Winterthur for 3-year-olds as well as for the shortened training to become specialists in childcare.

**Cook:**

Since quality is always our top priority, we employ a trained cook from Monday to Friday who prepares fresh and healthy lunches on site.

The local team is supported by the business and plant management as well as by the central services (customer service, administration, purchasing and logistics).

## 11 Nursery operations

### 11.1 Opening Hours, bringing and collection times

The opening, delivery and collection times are regulated for each location. We are open from Monday to Friday.

The «Fugu» nurseries are closed on local, cantonal and federal holidays.

The company holidays take place during 2 weeks in summer.

If a child is picked up by a third person, the carers must be informed in good time. At the request of the staff, they must present an identity card.

If the child falls ill in the «Fugu» nurseries, the parents will be informed immediately. A sick child should not be brought to the «Fugu» nurseries. If a child cannot come, he or she must be deregistered by 08:30. Parents are requested to report holiday absences as early as possible. Absences such as holidays, illness or accidents cannot be made up for (see rates).

### 11.2 Daily schedule

The parents regularly bring their children to the «Fugu» nurseries at the agreed days and times. The children receive a breakfast (if they arrive at the «Fugu» nursery before a specific time), lunch and snacks between meals in the morning and afternoon.

After lunch the children sleep or have a quiet activity.

Between these fixed times there is plenty of time for joint games and activities. Whenever possible, the groups go outside once a day. Outdoor activities do not depend on the weather, so it is advisable to always provide the child with weatherproof clothing.

### **11.3 Eating and drinking**

The children and the educators eat together. We take care to create a cosy atmosphere so that the food can be experienced in a positive and stress-free way. Children can talk to each other and their caregivers during the meal.

The food is prepared daily fresh by the cook in the kitchen of the nursery. When planning lunches and snacks, care is taken to ensure a varied, balanced and child-friendly diet.

We make sure that children eat in small groups, depending on the number of children, so that the children have an overview of the table community. We see the main advantages of these small table communities in the fact that a quieter atmosphere is created and this stimulates the exchange between the children, and that independence is supported when they are scooping. On special occasions, such as birthday parties, we push the small tables together to a large table and eat all together at one table. The focus is on experiencing a special moment together and strengthening the group.

The food is served in low bowls/shapes on the tables or buffet so that the children can see what is served. Water and unsweetened tea are offered in small glass jugs. The children are allowed to scoop and pour according to their possibilities. We make sure that there are no long waiting times for the children.

The children decide whether, from what and how much they want to eat. No child is forced to eat or try. We motivate the children to try different foods / something new, by living this as role models, from time to time preparing food together with the children. The children eat according to their own possibilities and we support the children appropriately.

### **11.4 Familiarisation period**

The time required for the child, parents and caregivers to settle in is extremely important. It takes place during approx. 2 weeks.

In the first 3 days during 2 hours the child is present with the parents. The group leader conducts an entrance interview and the parents have the opportunity to experience the daily routine in the «Fugu» nurseries and get to know the carers. On the 4th day the first short separation takes place, on the following days the presence time of the child is determined according to its need and after consultation with the group leader and the parents.

### **11.5 Portfolios**

We create a portfolio for the child during the entire childcare period. The development steps, learning topics, strengths and the child's individual learning style are documented in the portfolio.

The portfolio should show the child what he or she has already achieved and thus give confidence and security for the further learning process.

It is very important to us in the team to enter into an intensive exchange with the parents and the child about the child's development process. We are open to the contributions of parents. The portfolio can be viewed by the child and its parents. At the end of the childcare period, the portfolio is given to the child as a gift to take home.

### **11.6 Clothing, required items**

Children should wear comfortable everyday clothes appropriate to the weather. We also often deal with materials such as sand, clay, paint, plasticine, etc. We also protect the clothes with aprons. Nevertheless, stains may appear on the clothes. The «Fugu» nurseries do not accept any liability for damaged clothing or toys brought along by the children themselves. The parents give the child enough spare clothes as well as finches/nub socks. The children need their pacifiers, cuddle cloths, cuddly toys etc. for sleeping or calming down. For babies/small children the parents bring bottle and milk powder from home.

### **11.7 Medical emergency**

In the «Fugu» nurseries an emergency pharmacy is available for first aid. For medical emergencies, a doctor is available nearby. The carers are authorised to take a child immediately to his or her treatment or to the nearest hospital. Parents are informed immediately of emergencies. The parents are responsible for the child's general visits to the doctor.

### **11.8 Insurance**

Parents are responsible for the child's health and accident insurance as well as personal liability insurance. Parents are liable for any damage caused by their children. The «Fugu» day nurseries have business liability insurance. Personal injuries caused by the children alone or to each other are not covered by the business liability insurance.

### **11.9 Tariffs and terms of payment**

Tariffs and terms of payment can be found at the individual locations.

The monthly fee is also payable in the event of the child's absence, illness, accident or holidays, as well as on public holidays. Refunds due to holidays, illness or accident are unfortunately not possible.

Every year you have 2 days at your disposal, which you can exchange with your contractually agreed days. These will not be charged to you.

The lump sums are invoiced at the beginning of each month for the following month, the contributions are to be paid by the 25th of the previous month. Additional days spent by the child in the «Fugu» nursery will be charged separately.

### **11.10 Period of notice**

The termination must be made in writing, observing a notice period of 2 months to the end of the month. Reductions in the number of support days must also be announced 2 months in advance.

If notice of termination is given more than 2 months prior to the start of the contract, a cancellation fee of CHF 200 will be charged. Otherwise, the months during the cancellation period will be invoiced.