



Playgroup concept



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1. Institutional framework

Introduction

These operating regulations provide comprehensive information on the Zürisee playgroup. It directs parents who bring their children to the playgroup, the institutional framework, the social pedagogical concept, the operational characteristics, the staff, the spatial conditions, safety and hygiene.

1.1 Sponsorship

The „Zürisee – Spielgruppe“ is part of « Zürisee-Betreuung GmbH » company and is managed by Yvonne Lang, the business owner.

1.2 Capacity

We have 20 places per half-day.

1.3 Insurance

Health insurance, accident and private liability insurance of the children is mandatory and 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 by the institution.

2. Socail pedagogical concept

2.1 Socio-educational principles

2.1.1 Meaning and purpose

The Zürisee playgroup is a supplementary half - day care service for families and offers children from 3 months to the age of kindergarten a family - oriented care during the week, oriented towards current pedagogical insights. Exceptions may be approved after consultation with the management. The children are given the opportunity to deal with the other children or to play with them. The trained playgroup leaders ensure that every single child is adequately supported. This extra-long-term half-day care is open to all children, regardless of the reason why the parents want to bring their child to the Zürisee playgroup.



2.1.2 Goals and principles

The aim of the Zürisee playgroup is to provide the children with a framework in which they can unfold and develop according to their needs. The children are cared without compulsion and punishment.

When looking after the children, we follow the principles of Emmi Pikler. The name Emmi Pikler stands for a change of awareness in dealing with the infant and toddler. The child is taken seriously as a person and partner. Rather than simply promoting, motivating, or employing what we want, it's about getting in touch with him, becoming familiar with him, and building a relationship based on mindfulness, empathy, love, and respect.

His need for security is satisfied by loving care and undivided attention. This affects not only the general handling but also heavily on the care. Already the infant is allowed to participate in the nursing activities, which enables him increasingly to cooperate.

Here in a protected environment, your child will have the opportunity to build constant and multi-year relationships.

It learns to find its place in the group, to assert oneself, to take care of others, to accept each other, with its strengths and weaknesses, to help each other and to solve 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 definitely, as soon as the care contract is signed by the business owner or the playgroup management and the parents. A copy of the health insurance policy must be submitted with the registration. The Zürisee playgroup concept is an integral part of the care contract and regulates the cooperation between the parents and the „Zürisee – Spielgruppe“.

2.2.1 Size and composition of the children group

The 20 children's places available per half day are subdivided into subgroups based on the needs of the children. The children groups are age-mixed.

2.3 Acclimation

The acclimation is best done a week before the start of the playgroup entry. On this half day, the parents are present with their children and they have the opportunity to experience the group events.

The toddler needs the help of his parents to know the caregiver and to explore the new environment. It becomes familiar with the new rooms, with the children and with us. It still needs your presence to get involved in order to be safe, so that it can openly enter into new relationships. Only then we can assume the function of a safe basis for the



child.

Depending on your needs, several half-days can be used to be acclimated.

2.4 -Half-Daily routine

Morning

08.30 - 09.00	The playgroup opens its door and the first children arrive.
09.00 - 09.15	All children are now here and we start the day with the morning circle.
09.15 - 09.30	We enjoy the morning snack. For the children we have fresh fruits and some cereal snack.
09.30 - 10.45	Activities, free play. We decide individually on the needs of the children. The diapers can be change if needed.
10.45 - 11.00	In this time the children would be picked-up.

Afternoon

13.00 - 13.30	The playgroup opens his doors in the afternoon and the children come in.
13.30 - 13.45	All children are now here and we start the afternoon with an afternoon ritual.
13.45 - 14.00	We enjoy the morning snack. For the children we have fresh fruits and some cereal snack.
14.00 - 15.15	Activities, free play. We decide individually on the needs of the children. The diapers can be change if needed.
15.15 - 15.30	In this time the children would be picked-up.

2.5 Bring and pick up in the playgroup

Bring

The opening times of 8.30-9.00 and 13.00-13.30 should, if possible, be respected, as it may otherwise be disturbing for the rest of the children. On this occasion, the parents and the playgroup management briefly discuss the well-being of their child.

Pick up

The pick up times from 10.45-11.00 and 15.15-15.30 should be strictly respected. Like this there is also enough time for an exchange between the parents and the playgroup management. The duty of supervision of the Zürisee playgroup ends with the adoption of the child by his parent. In the case of a regular delay, a contribution should



be paid to the coffee fund. An exciting playgroup half day comes to an end and the children are looking happy forward to their parents. After a warm welcome, the parents should take a little time to get involved in the experience of the child. Children would like to tell their parents what they have experienced.

2.6 Food culture

We pay attention to offer fresh and seasonal fruits. Throughout the week there are various cereal products (Darvida, Pancroc, etc.) The children have free water throughout the half-day.

For toddlers who need special food (baby porridge, milkbottle, etc.), this must be brought by the parents.

We kindly ask you to not give some food to the bigger children.

2.7 Sleep

Basically, the playgroup does not sleep. Nevertheless, we have a sleeping place for smaller children on offer.

2.8 Body care and sanitary facilities

If necessary, the child is wrapped by us. We expect the children to be clean and fresh in the playgroup. The diapers must be brought by the parents.

3. Company characteristics

3.1 Opening hours

Monday, Tuesday, Friday from 8.30 - 11.00 and from 13.00 - 15.30 and Wednesday morning and Thursday morning from 8.30 - 11.00.

Bring time: 8.30-9.00 or 13.00-13.30

Pick-up time: 10.45-11.00 or 15.15-15.30

If the child can not be brought to the playgroup punctually or picked up at the closing time, we must be informed by phone.

Should the child not come at all in the playgroup for half a day, we should also be informed.



3.2 Equipment

Each child should bring the following items to the playgroup:

- Finches or non-slip socks
- Spare clothes (depending on the season)
- Pacifier (or what else it takes to sleep)
- Diapers
- Bottle food (powdered milk)
- Special foods (in case of allergies etc.)
- Medicines / sun cream
- Rainwear / Snowsuit / Swimsuit

3.2.1 Brought objects

If a child brings their own toys to the Zürisee playgroup, we expect the child to share their toys with the other children. If this is not possible, the caregiver will keep the item in his personal bag, in the wardrobe. The Zürisee playgroup assumes no liability for any toys brought along that are broken or lost.

3.3 Care offer

3.3.1 Regular care

The half-days are defined at the conclusion of the contract. They are booked the same every week or every month. A possible desire to change (change and expand) the half-days of care will, if possible, be provided if the necessary care is available. The reduction of the agreed days of care is subject to a two-month notice period.

3.3.2 Short-term care

In the case of unforeseen absence of the parents, we offer the possibility of additional, short-term care for lived-in children. The wishes of the parents can be taken into account, if sufficient care capacity is available. The short-term half days should be announced as early as possible. The short-term care is charged with 50.- Fr flat-rate. The amount must be paid on the additional day cash.

3.3.5 Care in case of illness

The Zürisee playgroup is not set up to look after sick children. About the admission of a slightly ill child decides the playgroup leader from case to case.



In case of emergencies, the caregiver turns to the medical officer of the Zürisee care, (Dr. med. Thomas Keller, 8808 Pfäffikon) or to the responsible institution (hospital etc).

3.4 Price list for care

The half day costs 45Fr. per child x 4.2 gives the flat rate per month.

Monthly fee Playgroup costs:

1 x per week Morning or afternoon = 189 Fr.

2 x per week Morning or afternoon = 378 Fr.

3 x per week Morning or afternoon = 567 Fr.

From 4 half-days flat rate reduction:

4 x per week morning or afternoon = 756 Fr. monthly flat rate 720Fr.

5 x per week morning or afternoon = 945 Fr. monthly fee 900Fr.

6 x per week morning or afternoon = 1134Fr. Monatspauschale 1050Fr.

Example: So is a playgroup half day for 2 children per week $2 \times 45 \times 4.2 = 378$ Fr. per month.

For 2 half-days for 2 children the double 756Fr.

3.4.1 Price list for eating and drinking

The catering for the children is included in the price of the selected care option.

If the child needs bottled food (powdered milk) or special food, the appropriate food must be brought by the parents.

3.5 Payment of playgroup

The contractually agreed care days per month (monthly fee) will always be charged.

This also applies to holidays and absence due to illness, accident or vacation. The costs are to be paid monthly in advance until the 25th of the month. Parents are required to set up a standing order with their bank to ensure punctual payment.

3.6 Company holidays

The playgroup is closed during the school holidays.



3.7 Public holidays

On the cantonal holidays, the playgroup is closed.

3.8 Notice periods

Any playgroup seat can be terminated in writing form by the parents and the Zürisee playgroup with a two - month notice period, at the end of a month. If the notice period is not respected, the full playgroup contributions will be charged for their duration. If a childcare place has been contractually agreed and the parents give notice before the start of the playgroup place, a one-off amount of one monthly fee will be charged in this case.

4. Staff

4.1 Qualifications

In addition to the requirement that all qualified employees have matured in their personality, they must have a recognized professional education. At least one qualifying interview is held annually with employees.

4.2 Managing directors

The owners of Zürisee-Betreuung GmbH / Zürisee-Hort are Yvonne Lang and Roland Schmidlin. Together, they direct and share the tasks of the management.

4.3 Group leader / co-educators

Sascha Lang and Charleen Müller are trained playgroup leaders.

4.4 Internship in the „Zürisee – Spielgruppe“

Interns must be at least 16 years old. A prerequisite for an internship is to be interested in interpersonal relationships, to enjoy interacting with children and to be on the best of terms with the team. The interns are usually hired for a one-year internship.

4.5 Trial day internship

Taster internships are possible and usually during 1 week. The social internship 3 months.



4.6 Human resources management

Each employee has a job description in which the responsibilities and tasks are regulated. The job description, the personal regulations, the emergency and accident concept, the code of conduct regarding sexual violence and the hygiene concept form part of the employment contract.

4.7 Emergency training

The « Zürisee-Spielgruppe » offers every 2 years an internal training of the emergency course "accident prevention in infants". All of our employees have attended the emergency aid course for toddlers.

4.8 Salaries

The salaries of our employees are adapted to the vocational training and the professional experience, which correspond to the recommendations of the Swiss Association of Playgroups.

4.9 Further education

The Zürisee playgroup provides all employees with a one-week training. The team is encouraged to educate themselves through visits to classes, lectures, supervisions, adult education, etc.

4.10 Sponsorship

The „Zürisee-Spielgruppe“ belongs to the Zürisee - Betreuung GmbH
Owner and Managing Director is Yvonne Lang Schmidlin,
Rietbrunnen 7, 8808 Pfaffikon

5. Spatial conditions

5.1 Location

A spacious business room with 122 m² in Oechsli 10 in Freienbach with adjoining garden of 160m². The garden is securely enclosed. In just 10 minutes you can reach the train station or the playground at the lake. In front of the house there are many parking spaces that can be used for short-term parking.

5.2 Spatial layout

The large room allows a subdivision into different areas and yet you have everything in view. In addition to the entrance area with spacious wardrobe, there is a construction area, a play kitchen for role playing games, a cuddly book corner, a generous dining and craft area and plenty of open space for the children. Not to forget the kitchen, where the children cook and prepare food. The two aquariums radiate peace and serve immediately as room divider. In the spacious hall can also be played well with a ball or a Bobbycar. Through this you get into the sleeping area of the little ones. This is equipped



with a baby bed and a bassinet. Opposite the sleeping area is the movement area with huge ball pool, climbing wall, wall bars and various movement elements.

The children should find a loving, familiar, colorful and playful family-friendly environment in which they feel safe and their creativity and imagination is stimulated.

5.3 Outside space

A spacious outdoor area offers the Zürisee playgroup plenty of opportunities to play outside in a protected environment. We have a large outdoor area with sandpit, vehicles and various other outdoor materials.

6. Safety and hygiene

6.1 Safety

The rooms were taken by the fire police and approved. The playgroup has a contingency plan that is regularly reviewed and discussed. Smoke detectors and fire extinguishers are available and are checked twice a year. The team is regularly briefed on what to do in the event of a fire. Three emergency exits are available.

If the child is occasionally not personally picked up by the parents, this must be reported by the parents early. The parents must provide us with the first and last name of the person who has to identify himself with an ID when picking up a 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 indispensable.

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 on request.



7. Processing legend

All changes to the content of this Playgroup concept are reported immediately in here.

Date	What	Who
March 2016	Concept of playgroup created	Yvonne Lang Vanessa Lutz Sascha Lang
April 2016	Some corrections, room and exterior added layout changed	Vanessa Lutz
May 2016	Ortographic correction	Vanessa Lutz
December 2016	Ortographic correction And small content changes	Vanessa Lutz Charleen Müller Yvonne Lang
February 2017	Opening times adapted And daily routine too	Yvonne Lang Vanessa Lutz Michelle Frischknecht
April 2018	Header and text customization	Charleen Müller
December 2018	Translation english	Fatlinda Selimi